

**PARLIAMENT OF INDIA**  
(JOINT RECRUITMENT CELL)

Applications are invited from eligible Indian citizens for filling up 31\* vacancies (05 SC; 05 ST; 12 OBC; & 09 UR) on Direct Recruitment basis for the post of Translator (Group 'B' Non-Gazetted) in Lok Sabha Secretariat {A level 08 post in the Pay Matrix (provisional) [in the pay band of Rs. 9300-34800 (PB-2) + GRADE PAY: Rs. 4800 (Pre-revised)]}

**2. QUALIFICATIONS & EXPERIENCE:**

Master's degree in Hindi from a recognised university with English as a subject at the Degree Level **OR** Master's Degree in English from a recognised university with Hindi as a subject at the Degree Level **OR** Master's Degree in any subject from a recognised university with Hindi and English as subjects at the Degree Level **OR** Master's Degree in any subject with Hindi medium from a recognised university and English as a subject at the Degree Level **OR** Master's Degree in any subject with English medium from a recognised university and Hindi as a subject at the Degree Level.

**AND**

Diploma/Certificate course in Translation from Hindi to English and *vice-versa* from any University/Institute recognized by the Government **OR** 02 years experience of translation from Hindi to English and *vice-versa* in Central/State Government offices or State Legislature Secretariats or Central/State Public Sector Undertakings/ Autonomous Bodies/ Supreme Court of India/ High Courts.

**3. UPPER AGE LIMIT: 27 years (29 years for the candidates having the prescribed translation work experience of 02 years).**

For age relaxation to the persons belonging to SC/ST/OBC category, Physically Handicapped persons, Govt. Employees, ex-Servicemen and employees of Lok Sabha Secretariat, please see para 6. XX.

**4. SELECTION PROCEDURE:**

Eligible candidates will have to appear in written examination as per the following scheme:

**I Preliminary Examination:**

Subject		Marks	Time
<b>Part A:</b>	<b>General Knowledge and Current Affairs</b>	<b>50</b>	<b>75 minutes</b>
<b>Part B:</b>	<b>General English</b>	<b>50</b>	
<b>Part C:</b>	<b>General Hindi</b>	<b>50</b>	
<i>(50 multiple choice objective type questions in each part.)</i>			

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list. The answer sheets of Main Examination of only those candidates will be got evaluated who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination.

**II Main Examination:**

Paper	Subject	Marks	Time
<b>I : Part A</b>	<b>Translation from English to Hindi</b>	<b>75</b>	<b>2 hours</b>
<b>Part B</b>	<b>Translation from Hindi to English</b>	<b>75</b>	
<b>II : Part A</b>	<b>English Essay, Precis and Grammar**</b>	<b>50</b>	<b>3 hours</b>
<b>Part B</b>	<b>Hindi Essay, Precis and Grammar**</b>	<b>50</b>	
<b>Total</b>		<b>250</b>	

\* One vacancy is reserved for physically handicapped persons (Hearing Impairment). Please see Para 5 for further details.

\*\* Essay (25 Marks), Précis (15 Marks) and Grammar (10 Marks)

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II above, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies. The candidates belonging to SC, ST and OBC categories availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Main Examination and/or in age will not be entitled to occupy UR vacancy.

## 5. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS

The reservation of vacancies for physically handicapped persons, will be as under:

No. of vacancies reserved	Category for which identified	Functional Classification	Physical Requirement
01	Hearing impairment	PD (partially deaf)	Work performed by manipulating (with Fingers) (F) Work performed by sitting (on bench or chair) (S) Work performed by seeing (SE) Work performed by hearing/speaking (H) Work performed by reading and writing (RW) Communication (C)

\*The post is also suitable for physically handicapped persons with:

A. Visual Impairment [LV (low vision)].

B. Locomotor Disability as per details given below:

Functional classification

I. Both Legs affected but not arms [BL]

II. One leg affected (Right or Left) [OL]

- (i) Impaired reach
- (ii) Weakness of grip
- (iii) at axic

III. One arm affected (Right or Left) [OA]

- (i) Impaired reach
- (ii) Weakness of grip
- (iii) at axic

However, physically handicapped persons with Visual Impairment and Locomotor Disability will not be entitled to avail relaxation in qualifying marks prescribed in this advertisement.

The physically handicapped persons should submit the 'Disability Certificate' in the prescribed format (ANNEXURE). Otherwise, the candidates will not be given any benefits available to PH persons.

### Disability Certificate:

In case of Disability Certificate, the following must be ensured:

- (a) The certificate should strictly be in the format prescribed in this advertisement.
- (b) The complete name of the applicant should be given as recorded in the matriculation certificate.
- (c) All entries must be duly filled up and the extent of disability clearly indicated.

## 6. HOW TO APPLY

- I. Eligible candidates have to apply for the above posts in a typewritten/printed application form, either in English or in Hindi, strictly in the format prescribed in this Advertisement. The candidates may take a print out of the same. The candidates are advised to carefully fill up the various columns in the application form. It is the sole responsibility of the candidate to ensure that she/he fulfills the eligibility criteria. The admission of candidates at all the stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- II. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date of receipt of applications will be summarily rejected.
- III. Candidates in Government service should submit their application(s) **through proper channel only**. Otherwise, they will not be given admissible age relaxation or credit for experience of translation work on this account. No such application will be accepted 7 days after 14.08.2017.

- IV. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the Attendance Sheet.
- V. Preliminary Examination and Main Examination will be held on the same day in Delhi. The answer sheets of Main Examination of only those candidates will be got evaluated who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination.
- VI. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VII. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on. The applications of the candidates who do not specify their category in sl. no.11 of the application, will be rejected. The candidates are warned that they may be permanently debarred from appearing in the examination(s) conducted by the Joint Recruitment Cell in case they fraudulently claim SC/ST/OBC/PH/Ex-Serviceman status.**
- VIII. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/ Nagaland/ Tripura/ Sikkim/ Jammu & Kashmir/ Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only (**not by Hand or by Courier**) will be 7 days after 14.08.2017.
- IX. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- X. Applicants must fill up all the columns of application form properly. The names of the candidate and her/his parents should be as mentioned in the matriculation or equivalent examination certificate. Applications complete in all respects should be sent to:-

**JOINT RECRUITMENT CELL  
LOK SABHA SECRETARIAT  
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.**

Incomplete applications shall be summarily rejected.

- XI. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 14.08.2017.

Applicants should attach self-attested copy of the Matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

However, in case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of a candidate, she/he may submit self-attested photocopy of the certificate of any other higher educational qualification containing the required information along with self-attested photocopy of Matriculation or equivalent examination certificate and also a self-attested photocopy of an affidavit to the effect that the date of birth is not mentioned in the Matriculation or equivalent examination certificate issued by the concerned Education Board.

In case, there is discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates, the following steps must be taken:

(a) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, a self-attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be attached.

(b) In case of a major discrepancy related to the addition or deletion of part/parts of any name i.e. {Ram Kumar and Ram Kumar Singh) or (Ajay Kumar and Ajay Kumar Singh Rana)}, a self-attested copy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be attached.

(c) In case of certificates issued by the State of Maharashtra, the name of the candidate is sometimes inclusive of the name of the father and/or name of the mother. In such cases, a self-attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be attached.

- XII. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test in an examination is 50%, 45% and 40% for vacancies in UR, OBC and SC/ST categories,

respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. (The physically handicapped persons with Visual Impairment and Locomotor Disability will not be entitled to avail this relaxation in marks.) These percentages are the minimum marks which a candidate is required to secure in each paper/component and in aggregate in the written test. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

XIII. The Candidates applying for this post on the basis of having the required experience, should have continuous service on regular basis as on 14.08.2017 and she/he should be in service doing the relevant work at the time of applying for the post.

XIV. **Caste/Category Certificates:**

Candidates claiming to be SC/ST/OBC must ensure the following conditions:

**(a) The candidate's Caste; the Act/Order under which the Caste is recognized as SC/ST/OBC; and the village/town the candidate is ordinarily a resident of, should be clearly indicated in the certificate.**

(b) The name of the candidate and her/his father in the certificate should be strictly as recorded in the matriculation certificate.

(c) The caste and/or sub caste name should be strictly according to the Central List as is available on the website i.e. [socialjustice.nic.in](http://socialjustice.nic.in) in respect of SCs, on [tribal.nic.in](http://tribal.nic.in) in respect of STs and [ncbc.nic.in](http://ncbc.nic.in) in respect of OBCs.

(d) In case, SC/ST/OBC certificate is issued to a candidate residing in a State on the basis of the relevant certificate issued to her/his parent in another State, relevant migration clause should have been duly filled up.

(e) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of her/his designation either in Hindi or in English.

(f) The certificate must contain a round seal of the concerned issuing authority/office. In case of a round seal in regional language, another seal in either English or Hindi may also be affixed.

(g) In case of an OBC certificate issued prior to 13.08.2014, a fresh certificate incorporating therein the relevant provisions of DoPT OM Nos. 36033/3/2004-Estt.(Res.) dated 14.10.2008 and 36033/1/2013-Estt. (Res.) dated 27.05.2013. pertaining to Creamy Layer must be got prepared inter-alia satisfying the above mentioned conditions at (a) to (f).

(h) If the SC/ST/OBC certificate is in language other than English/Hindi, the candidate should submit an attested translated version of the same either in English or Hindi.

The candidates submitting caste/category certificate not satisfying the above conditions will be treated as 'General' category candidates and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

In case, in the OBC certificate furnished by a candidate it has been mentioned that the caste the candidate belongs to is recognised as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognized as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate issued up-to 180 days after 14.08.2017. However, the result for any stage(s) of examination declared prior to the submission of the revised certificate will not be revised by JRC.

XV. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.

XVI. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR THE POST:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to this post at any stage without any prior notice and without assigning any reason therefor.

XVII. **The last date for receipt of applications is 14.08.2017.**

XVIII. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the last date for submission of applications.

XIX. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.

- XX. **AGE RELAXATION:** The upper AGE LIMIT specified above is for General candidates. Relaxation in upper AGE LIMIT to various categories, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

Sl. No.	Category	If in service in Government/ Public Sector Undertaking*	If not in service in Government/ Public Sector Undertaking
(i)	SC & ST	Up to 10 years**	5 years**
(ii)	OBC	Up to 8 years**	3 years**
(iii)	GEN	Up to 5 years**	Nil
(iv)	Ex-Servicemen***	Length of Military Service plus 3 years up-to the maximum of 45 years, 48 years and 50 years for the candidates belonging to GEN, OBC and SC/ST categories, respectively.	
(v)	Employees of Lok Sabha Secretariat	No age Limit Provided that 3 years continuous regular service has been completed in Lok Sabha Secretariat.	

The age relaxation limit prescribed above for SC/ST, OBC and GEN candidates [Sl. Nos. (i), (ii) and (iii)] will be further relaxable up-to a maximum of 10 years in the case of Physically Handicapped Persons for whom the post has been identified suitable.

NOTES: (1) Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government or in Rajya Sabha Secretariat or in Government, Lok Sabha Secretariat and Rajya Sabha Secretariat put together or in Lok Sabha Secretariat and Rajya Sabha Secretariat put together, for claiming age relaxation as Government Servant as per provisions in para 6. XX. (i), (ii) and (iii) above.

(2) An Ex-Serviceman who has joined a Government job on civil side and is deemed to be a civil employee, is permitted the benefit of age relaxation as admissible for ex-Servicemen for securing another Government job. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-Servicemen in Government jobs.

- XXI. The candidates must be in sound bodily health. The appointment of the selected candidates will be subject to being found medically fit as per the prescribed procedure in this regard. They will be required to undergo medical examination, prior to being appointed after due selection.
- XXII. The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> → Recruitment from time to time for information relating to:-
- Cancellation or addendum or corrigendum to this Advertisement, if any.
  - Date(s) of examination (about 30 days prior to the date of Examination); and
  - Result of the Examination.
- XXIII. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes relating to this recruitment process.

*\*The upper age limit is relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 14.08.2017 and they should continue in their service till their final selection. Persons who are appointed on ad-hoc/daily wages/hourly paid/ contract basis are not eligible for age relaxation.*

*Applicants in Government Service who are eligible for this post owing to their experience in translation work of prescribed duration during the said service, will be eligible for age relaxation (on account of their Government Service) of up to 3 years (over and above maximum age limit of 29 years mentioned in their case in para 3 of this advertisement) depending on the length of their service.*

*\*\* In respect of vacancies (if any) available/reserved for them.*

*\*\*\*Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and:*

- who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or*
- who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or*
- who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.*

**[Such applicants shall attach a self-attested copy of the Discharge Book. Otherwise, the candidate will not be given admissible age relaxation on this account.]**

*Armed Forces Personnel in the last year of service in the Force who have been permitted to seek re-employment are also eligible to apply. [Such applicant shall attach a self-attested copy of the permission to seek re-employment. Otherwise, the candidate will not be given admissible age relaxation on this account.]*

Roll No. \_\_\_\_\_

(To be filled in by JRC)

**PARLIAMENT OF INDIA**  
**(JOINT RECRUITMENT CELL)**

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**APPLICATION FORMAT**

Advt. No. 8/2017

Name of the Post applied for: **TRANSLATOR**

<b>Affix recent self-attested passport size Photograph</b>
Signature of candidate

1. FULL NAME (In Capital Letters):

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First Name

Middle Name

Surname

(Exactly as mentioned in the Matriculation certificate. Please leave one box blank between each part of name.)

2. FATHER'S NAME (In Capital Letters): \_\_\_\_\_

(Exactly as mentioned in the Matriculation certificate of the applicant.)

3. MOTHER'S NAME (In Capital Letters): \_\_\_\_\_

(Exactly as mentioned in the Matriculation certificate of the applicant.)

4. NATIONALITY: \_\_\_\_\_

5. ADDRESS FOR COMMUNICATION: \_\_\_\_\_

PIN \_\_\_\_\_

Tel./Mobile No(s). \_\_\_\_\_ Email address \_\_\_\_\_

6. DETAILS OF RESIDENCE DURING LAST 5 YEARS WHERE THE APPLICANT HAS RESIDED FOR MORE THAN ONE YEAR:

ADDRESS	PERIOD OF STAY

7. PERMANENT ADDRESS: \_\_\_\_\_

PIN \_\_\_\_\_

8. DATE OF BIRTH:

(As mentioned in the Matriculation certificate. Please enclose self-attested copy of the certificate)

D D M M Y E A R

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9. PLACE OF BIRTH (Village/Town/City/District/State): \_\_\_\_\_

10. AGE AS ON 14.08.2017: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

11. CATEGORY (Gen/SC/ST/OBC): \_\_\_\_\_

(The candidates belonging to SC/ ST/OBC category must enclose self-attested copy of the certificate as proof)

12. Whether you are physically handicapped Yes/No

(If yes, please attach self-attested copy of the certificate in the prescribed format)

13. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_

**14. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.**

*(Please enclose self-attested copies of the certificates/Degrees and also marks sheets)*

**(a) Educational:**

Exam Passed	Institution/ University	Subjects studied	Medium of instruction	Duration of study	Year of passing	% of marks

**(b) Professional/Technical** *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

Exam Passed	Institution/ University	Subjects studied	Duration of study	Year of passing	% of marks	Division obtained

**15. DETAILS OF EXPERIENCE** *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

**(a) GOVERNMENT SERVICE**

Name of Govt. Orgn.	Post held	Pay Scale*	Duration of service <i>(Exact dates to be given) (From - To)</i>	Whether regular or not	Nature of duties performed

*\* Please indicate Grade Pay also, wherever applicable.*

**(b) SERVICE IN OTHER ORGANISATIONS**

Name of Orgn.	Status of organisation <i>[Government/PSU/Private, etc.]</i>	Post held	Pay Scale*	Duration of service <i>(From – To)</i>	Whether regular or not	Nature of duties performed

*\* Please indicate Grade Pay also, wherever applicable.*

16. Please specify clearly whether the experience mentioned in column 15 above has been obtained from:

Sl. No.	Category	Tick (✓) in appropriate Column
1.	Offices under Central/State Government	
2.	State Legislature Secretariats	
3.	Supreme Court/High Courts	
4.	Central/State Public Sector Undertakings	
5.	Autonomous Bodies	
6.	Commissions/Tribunals and other institutions established by law/notifications of the Union/State Governments	
7.	Private Organisations/Any other institution	

17. Do you possess the essential educational qualifications as required for the post applied for? Yes/No

18. Do you possess relevant experience if prescribed for the post applied for? Yes/No/N.A.

19. **DECLARATION**

(i) I declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

(ii) I have enclosed the typed Attendance Sheet duly completed and affixed self-attested recent passport size photograph thereon.

**PLACE:**

**DATE:**

**(SIGNATURE OF CANDIDATE)**

**Note: Applications without self-attested copies of necessary certificates as mentioned in column nos. 8, 11 (wherever applicable), 12 (wherever applicable) & 14 (both certificates/Degree and Marks Sheets for each Educational/Professional/Technical qualification) and also recent identical photographs will be summarily rejected.**

**In case of discrepancy in the information/particulars mentioned in the application and enclosed supporting certificate, the application will be summarily rejected. The candidates shall also be required to show original documents/certificates before appointment after declaration of final result. In case, there is any discrepancy in the photocopies submitted by a candidate and original thereof, her/his candidature shall be cancelled.**



**PARLIAMENT OF INDIA**  
**(JOINT RECRUITMENT CELL)**  
**ATTENDANCE SHEET**

*(To be filled in on a separate sheet by the candidate when submitting Application Form)*

1. Advt. No.8/2017

2. Name of the Post: TRANSLATOR

**Affix recent  
self-attested  
passport size  
Photograph**

Signature of candidate

3. **NAME** *(In block letters)*: \_\_\_\_\_

4. **CATEGORY** \_\_\_\_\_

5. **FATHER'S NAME** *(In block letters)*: \_\_\_\_\_

6. **MOTHER'S NAME** *(In block letters)*: \_\_\_\_\_

7. **ADDRESS FOR COMMUNICATION:** \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

*(To be filled in by the candidate at the Examination Venue)*

8.

Subject	Date of Exam.	Signature

9.

ROLL NO.	
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*(To be allotted by Joint Recruitment Cell)*

**FORMAT OF DISABILITY CERTIFICATE**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
 Attested  
 Photograph (Showing  
 face only)  
 of the person  
 with disability

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_

Son/wife/daughter of Shri \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
 (DD/MM/YY)

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village  
 \_\_\_\_\_ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State

\_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/she is a case of  
 \_\_\_\_\_ disability. His/her extent of permanent physical impairment /disability has been evaluated  
 as per guidelines and shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing Impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

*(Please strike out the disabilities which are not applicable)*

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

**Or**

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_

(DD)

(MM)

(YY)

continued.....

@ e.g. Left/Right/both arms/legs

# Single eye/both eyes

\$ Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Sh./Smt./Kumari \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties :-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers.   | Yes/No |
| (ii) PP-can perform work by pulling and pushing.       | Yes/No |
| (iii) L-can perform work by lifting.                   | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.    | Yes/No |
| (v) B-can perform work by bending.                     | Yes/No |
| (vi) S-can perform work by sitting(on bench or chair). | Yes/No |
| (vii) ST-can perform work by standing.                 | Yes/No |
| (viii) W-can perform work by walking.                  | Yes/No |
| (ix) SE-can perform work by seeing.                    | Yes/No |
| (x) H-can perform work by hearing/speaking.            | Yes/No |
| (xi) RW-can perform work by reading and writing.       | Yes/No |
| (xii) C- can communicate                               | Yes/No |
- (Please strike out which is not applicable)

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned  
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note : The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated 31<sup>st</sup> December, 1996.