

PROSPECTUS
**RECRUITMENT OF POSTAL ASSISTANTS/
SORTING ASSISTANTS IN TAMILNADU POSTAL CIRCLE**



- The details in this prospectus are applicable for recruitment for the following posts
- Postal Assistants in Post Offices
 - Postal Assistants in Mail Motor Services
 - Sorting Assistant in Railway Mail Service
 - Postal Assistants in Foreign Post
 - Postal Assistants in Savings Bank Control Organization
 - Postal Assistants in Circle Offices and Regional Offices

1. **SCALE OF PAY :** The scale of pay is Rs. 5200 - 20200 + Grade Pay of Rs.2400 + admissible allowances.
2. **PROBATION :** The candidates selected will be appointed and will be on probation as per rules till the successful completion of probation period.
3. **ELIGIBILITY CONDITIONS :**
 - 3.1 Age between 18 to 25 years as on the last date prescribed for receipt of application as shown in the advertisement. i.e. 11/01/2012

Upper age limit is relaxable for :

- a) SC / ST by 5 years
- b) OBC by 3 years
- c) Physically handicapped by 10 years and
- d) Ex-Servicemen by the length of military service plus three years.

3.2 EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED :

- i) Pass in 10+2 or 12 th class Examination of a recognized University or Board of School Education or Board of Secondary Education **(excluding vocational Streams)**
- ii) Candidates for the post of Postal Assistant in Post Offices, Sorting Assistant in Railway Mail Service, Postal Assistant in Savings Bank Control Organisation, Postal Assistant in Circle Offices and Regional Offices, Postal Assistant in Mail Motor Services, Postal Assistant in Foreign Post should have the above educational qualifications with English as compulsory subject.
- iii) The candidates should have studied local language of the State of Tamilnadu i.e. Tamil as a subject upto Matriculation level (SSLC).
- iv) Candidates with higher qualifications are also considered. But they have to fulfill the requirements mentioned in Sub paras (i) to (iii) above.
- v) Candidates who have passed **Vocational Course / Job-oriented course are not eligible.**
- vi) **Desirable qualification:-** Typing knowledge and Computer knowledge.
- vii) For Postal Assistants of Circle office and Regional Office typing skill in Hindi at the speed of 25 words per minute or in English at the speed of 30 words per minute and Computer Knowledge are essential.

3.3 PHYSICALLY HANDICAPPED (PH)

- a) Applicants may apply to the Divisions where vacancies have been reserved under PH Quota. Applications to be super scribed as **“Application for Recruitment Under PH Quota”**
- b) The recruitment of persons with disabilities will be governed by Government instructions issued from time to time.

- c) Physically handicapped candidates should produce handicapped certificate from Medical Board attached to the special employment exchange or vocational rehabilitation center in the prescribed **Form I, II, or III** as the case may be as furnished in **Appendix III**. The selection of the candidates is liable to be cancelled if it is found later on that they do not come under the category of physically handicapped as defined in the relevant orders.
- d) The vacancy position attached with this prospectus indicates the category of physically handicapped persons who can apply for the post reserved for them. Only such applicants who come under the category and within the intensity of the disability can apply supported by requisite certificate.

3.4 EX-SERVICEMEN :

- a) Ex-Servicemen may apply to the divisions where the vacancies have been reserved under Ex - Servicemen quota. Application to be super scribed as "APPLICATION FOR RECRUITMENT UNDER EX-SERVICEMEN QUOTA" Attested photocopy of discharge certificate should be enclosed.
- b) Armed Forces personnel applying for civil posts under ex - servicemen category should submit the certificate in the following format only with the application.

I hereby with information available, certify that Sri _____
 No _____ Rank _____ would complete Prescribed period of
 appointment _____ (dates)

Place : _____ Signature
 Date : _____ Commanding Officer
 Office Seal

c) **The Ex-Servicemen should apply in the separate application format which can be down loaded from the department website www.tamilnadupost.nic.in along with the requisite documents furnishing all the details as required.**

4. DISQUALIFICATION :

- a) No person-who has entered into or contracted a marriage with a person having spouse living or
- b) No person-who has a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service provided that Central Government may, if satisfied that such marriage is permissible under the personnel law applicable to such person and to the other to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. METHOD OF SELECTION

- 5.1 The aggregate marks for selection will be 100, consisting of 40% weightage for percentage of marks secured in 10+2 or 12th Class. 50% weightage for marks secured in Aptitude test and 10 marks for computer test. (including typing skill on computer).
- 5.2 A merit list of the candidates will be prepared on the basis of marks in the aggregate secured by them in 10+2 or 12th Class Examination of recognized University or Board of School Education or Board of Secondary Education (excluding vocational Streams). This merit list is on the basis of 40% of marks secured by the candidates in 10+2 or 12th Class Examination. For example, if a candidate has secured 70% marks in 10+2 or 12th Class Examination he would be awarded 40% of 70 i.e. 28 marks for the purpose of preparing

merit list.

- 5.3 Out of this merit list, candidates equal to 10 times of vacancies notified will be called for to appear for the Aptitude test/written test. The candidates selected will be addressed to appear for the Aptitude Test and they should credit an examination fee as under
- i) Rs.100/- for general candidates.
- ii) Rs.50/- for scheduled Castes/Scheduled Tribes/OBC/Ex-Servicemen / Physically handicapped candidates in any Post Office and produce the receipt at the time of appearing for test. The examination fee prescribed may be credited under unclassified receipt (**UCR**) at any post office and the fee receipt be produced at the time of appearing for the test.
- 5.4 The Aptitude Test will contain 50 objective type questions of 2 marks each and will include questions of English, mathematics, general knowledge and reasoning and analytical ability. The duration of the test will be 60 minutes. 50% of the marks secured in Aptitude test will be given weightage for the final assessment.
- 5.5 The computer test consists of data entry and typing knowledge on computer. The test will consist of one passage in English or Hindi to be typed to test the typing knowledge (The passage for type test will consist of 450 words in English and 375 words in Hindi to be typed at the minimum speed of 30 w.p.m) and data consisting of figures and letters to test the knowledge of data entry. The test shall be for 30 minutes -15 minutes for each part i.e. typing knowledge and data entry and each part shall be given 5 marks each. Marks shall be given at 0 or 5 based on whether the candidate achieves minimum standard or not. There will not be graded marks. The weightage for computer test will be 10 marks.
- 5.6 The marks secured in computer test will be added to the marks already secured in the components referred to in paras 5.2 and 5.4 above and a final merit list will be prepared. The final selection will be made on the basis of this final merit list.
- 5.7 Attendance in Aptitude Test and Computer Test (including typing skill) is **mandatory for selection**. Those who fail to appear to these tests will not be selected.

6. SPECIAL INSTRUCTIONS TO THE APPLICANTS :

- a) The Aptitude test for all Divisions / Units in the Circle will be held on the same day and at the same time. Hence even if a candidate applies for different Division / Units, he / she will be considered only for the Division./ Unit in which he / she takes the test.
- b) Original certificate should not be submitted. Only attested copies should be sent.
- c) All the required documents and certificates should be sent along with the application. The documents / mark list / certificates submitted at a later date will not be entertained.
- d) Only short-listed candidates will be informed to appear for tests and finally selected candidates only will be informed of their selection. No correspondence will be entertained regarding applications / selections.
- e) Community certificate for SC / ST & OBC in the prescribed form from the competent authorities, as in Appendix I and II respectively are to be

submitted. Certificate submitted in any other form or from authorities not competent to issue the same will be rejected.

f) **The applications should be sent through Speed Post (or) Registered Post only. Those sent through any other means and given by hand will not be accepted.**

g) Applications wrongly addressed or received after due date are liable to be rejected, whatever may be the reason for delay. Application without required certificates and incomplete applications are liable to be rejected. No intimation will be sent in this regard.

h) The nature of work in the Railway Mail Service requires rotation of duties including night shifts / detention on overtime duty in the exigencies of service.

i) Those selected candidates for the post of Postal Assistant in Post Offices and sorting Assistants in Railway Mail Service are required to undergo induction training at any one of the Postal Training Centers or any other place as directed by the appointing authority.

j) The selected candidates of all posts are liable to serve anywhere in the Circle and in Army Postal Service in India or abroad as and when required at the sole direction of the appointing authority. The candidates selected for the post of Postal Assistants in Savings Bank Control Organisation are liable to be posted to any Head Post Office in the Circle.

k) No travelling allowances or other expenses will be paid or arrangements made for stay for attending tests. Candidates have to bear their own cost and make their own arrangements for stay.

l) Selection of candidates to various posts will be in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.

m) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment if so warranted and the Department will not be liable to return the fee or pay any compensation on the applicant's application.

7. DETAILS OF ENCLOSURES (List of attested **Xerox copies** of Certificates and documents to be sent).

a) 10th Std. and HSC Mark Sheet.

b) Proof for Date of Birth.

c) Caste / Community Certificate in the prescribed form for SC, ST and OBC candidates issued by competent authorities, (Please see Appendix I and II).

d) 2 Passport Size Photographs (one to be pasted on the application and the other sent loose with name and address written on the reverse).

e) Physically Handicapped Certificate from the competent authority in case of physically handicapped candidates. (Please see Appendix III)

f) Discharge certificate in case of ex-servicemen or prescribed certificate in case of serving Armed Forces Personnel, if any.

g) Duly filled in Application Form.

8. The application in the form attached to this prospectus completed in all respects **may be sent to the Officer of concerned Division / Unit to which they are applying as per the vacancy position chart** which is supplied along with

prospectus and application form. The application along with attested copies of requisite certificates should reach on or before the last date mentioned in the advertisement. Application received after due date are liable to be rejected.

9. IMPORTANT

a) Original certificate should not be submitted. Only certified copies should be submitted. However, SC / ST / OBC / PH & Ex-servicemen candidates should produce relevant original certificates at the examination center for claiming examination fee concession.

b) If the prescribed / required documents are not submitted along with the application, it will be rejected and no request for revival will be considered.

c) Incomplete or unsigned applications or applications without photographs / late applications will be rejected.

d) Before submitting his/her application the candidate must carefully read the eligibility conditions and satisfy himself that he fulfills all the eligibility conditions for the post for which he has applied.

e) For Postal Assistant / Sorting Assistant posts the candidate who come under the zone of consideration will be called for the written Aptitude test and Computer test (Typing & Data entry).

Each such candidate will be issued with Hall Permit and will be assigned a Roll number. The Hall Permit will be sent to the candidate in due course. Time table and venue of the examination will be indicated in the hall permit. However candidates can sit for the examination only on payment of the prescribed examination fee.

10. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION

i) Write the required information in English or in Hindi.

ii) One envelope should contain application of one candidate only.

iii) The envelope containing the application must be superscribed in bold letters as "**Application for recruitment of**" (post for which applied).

iv) An application will be rejected at any stage of recruitment process for not having been submitted in the official format / having incomplete information / wrong information / mis-representation of facts / unsigned / without photographs / not accompanied by attested copies of required certificates.

v) If a candidate has changed his / her name or dropped / added part of his/her name after Matriculation / SSLC / Hr. Secondary or he / she has changed his / her name after Matric etc., Proof for the change in name such as Affidavit, Gazette Notification, etc., should be enclosed.

NOTE : Only certificates issued by the competent authorities for example, the Universities / concerned Boards would be accepted as proof for having possessed the minimum educational qualifications or date of birth. Only those certificates issued by the competent authorities and in the prescribed form only would be considered.

11. CHECK LIST : Before submission of application, the following points may be checked carefully and the corresponding columns are filled correctly.

a) Whether you have firmly pasted your Passport size Photograph (5 cm x 7 cm) in the prescribed place in the application form.

b) Your Eligibility to apply for the post.

- c) Whether you have filled in all the columns of the application form correctly and no column has been left blank.
- d) Whether you have filled in your Community / Category Status correctly in the relevant column.
- e) Whether application form has been signed in full by you.

ABBREVIATIONS USED IN THE PROSPECTUS AND VACANCY POSITION CHART MEANS THE FOLLOWING :

UR	Unreserved
SC	Scheduled Caste
ST	Scheduled Tribe
OBC	Other Backward Classes
OH	Orthopaedically Handicapped
HH	Hearing Handicapped
VH	Visually Handicapped
PH	Physically Handicapped
Ex-SM	Ex-Servicemen
SUPDT	Superintendent

THE CHIEF POSTMASTER GENERAL
Tamilnadu Circle,
Chennai - 600 002.

APPENDIX - I

FORM OF CASTE CERTIFICATE AS PRESCRIBED IN M.H.A. O.M. NO. 42/21/N.G.S. DATED 28-1-1952, AS REVISED IN DEPT. OF PERSONNEL & ADMINISTRATIVE REFORMS, LETTER NO. 36012/6/76-EST. (S.C.T.) DATED 29-10-1977, TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS CLAIM

Form of Caste Certificate

This is to certify that Sri*/Srimathi*/Kumari* _____ Son / daughter* of _____ of village/town* _____ in District/Division _____ of the State / Union Territory to the _____ caste /tribe* which is recognized as a scheduled Caste / Scheduled Tribe* under

*The Constitution (Scheduled Castes) Order 1950

*The Constitution (Scheduled Tribes) Order 1950

*The Constitution (Scheduled Castes) (Union Territories) Order 1951

*The Constitution (Scheduled Tribes) (Union Territories) Order 1951

(As amended by the Scheduled Caste and Scheduled Tribes Lists (Modification Order) 1956,

Bombay Reorganisation Act, 1960, The Punjab Reorganisation Act. 1966, The State of Himachal Pradesh Act, 1970, The North-Eastern Areas (Reorganisation) Act, 1971 and The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976.

*The Constitution (Jammu and Kashmir) Scheduled Castes Order 1956.

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act 1956.

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1964.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978.

*The Constitution (Sikkim) Scheduled Tribes Order, 1978.

*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

*The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991.

*The Constitution (Scheduled Tribes) Orders Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes

Certificate issued to Sri / Srimathi* _____ father / mother* of Sri / Srimathi / Kumari* _____ of village / Town _____ in District / Division* _____ of the State / Union Territory _____ who belong to the Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* in the State / Union Territory* _____ issued by the _____ dated _____

3. Sri / Srimathi / Kumari* _____ and / or* his / her* family ordinarily reside(s) village / town* _____ of _____ district / Division* of the State / Union Territory* of _____

Place _____ Signature _____

Date _____ Designation _____

State / Union Territory _____ (with seal of office)

NOTE : The term ordinarily resides* used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

* Please delete the words which are not applicable.

The under mentioned authorities have been empowered to issue Caste Certificate Verification.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Magistrate / Executive Magistrate / Extra Assistant commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tahsildar / Revenue Divisional Officer.
4. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

APPENDIX - II
FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

(Government of India Dept. Of Personnel and Training, O.M. No. 36033/28/94- Estt.(Res) dated 2-7-1997)

This is to certify that Sri / Srimathi / Kumari* _____ son/daughter of _____ of village _____ District/ Division* _____ in the _____ State belongs to the _____ Community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC, *dated the 10th Sep, 1993, published in the Gazette of India, Extraordinary, Part-1, Section-I No. 186, dated the 13th Sep, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, *dated the 19th Oct, 1994, published in the Gazette of India, Extraordinary, Part-1, Section-I No. 163, dated the 20th Oct, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, *dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-1, Section-I No. 88, dated the 25th May, 1995
- (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, *dated the 6th Dec, 1996, published in the Gazette of India, Extraordinary, Part-1, Section-I No. 210, dated the 11th Dec, 1996

Sri/Srimathi/Kumari* _____ and / or his family ordinarily reside(s) in the _____ District / Division* of the _____ State. This is also to certify that he / she doesn't belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993.

Place : _____ Signature of District Magistrate _____

Date : _____ Seal _____ Deputy Commissioner etc., _____

* Strike out whichever is not applicable.

NOTE: (a) The term ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- (b) The authorities competent to issue caste certificate are indicated below:
 - i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tahsildar and
 - iv) Sub Divisional Officer of the areas where the candidate and / or his family normally resides.

**APPENDIX - III
MEDICAL CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY
HANDICAPPED CANDIDATES.
FORM - I.**

**FORM OF MEDICAL CERTIFICATE FOR THE
ORTHOPAEDICALLY HANDICAPPED**



(Note - An Orthopaedically handicapped person is one who has a minimum of 40% physical defect which causes an interference with normal functioning of bones, or joints as mentioned in the Department of Personnel and Training's OM No. 36035/88-Estt (SCT), dated 4-5-1990).

Certified that I, Dr.....Registration No...../or We, the members of the Medical Board attached to the Special Employment Exchange for the Physically handicapped / Vocational Rehabilitation Centre for physically handicapped.....have this day (date).....examined the applicant whose particulars are given below and that he / she falls within the above definition)

- | | |
|---|--|
| 1. Name of the candidate | 2. Identification |
| 3. Sex | 4. Father's Name |
| 5. Approximate age | |
| 6. (A) Nature of disability | b) Brief description of the disability |
| (a) Clinical diagnosis | |
| (c) How far disability is likely to interfere in the normal discharge of duties of Group "C" non - technical Posts in Government office. | |
| (d) The degree of permanent disability according to the Manual. (Manual for orthopaedic surgeon in evaluating Permanent physical impairment published by Artificial Limbs Manufacturing Corporation of India, GT Road, Kanpur - 208016) | |
| (B) Use of Appliance | |
| 7. Any operation done or indicated | |
| 8. Any other disability that the surgeon might like to point out | |

Signature of candidate (Signature of Orthopaedic Surgeon)

Place Designation
Date Office Stamp
Address

OR

Signature of Chairman
Member

Medical Board attached to Special Employment Exchange for the Handicapped or Vocational Rehabilitation Centre for the Physically Handicapped

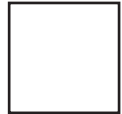
Place Office Stamp
Date

NOTE: 1. Medical certificate submitted by the candidates from Orthopaedic would be referred to Medical Board for clearance.

NOTE : 2. Medical certificate submitted by the candidates from the Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically handicapped persons will be accepted straightway.

NOTE : 3. All the columns in the certificate should be filled in. Incomplete certificates are liable to be rejected disqualifying the candidate for consideration.

**APPENDIX - III
FORM - II
FORM OF MEDICAL CERTIFICATE FOR THE DEAF**



Certified that I, Dr.....
Registration No..... / or *We the members of the Medical Board attached to the Special Employment Exchange for the physically handicapped Vocational Rehabilitation Centre for physically handicapped.....have this day (date).....examined the applicant whose particulars are given below

- | | |
|--|------------------------|
| 1. Name of the candidate | 2. Identification mark |
| 3. Sex | 4. Father's Name |
| 5. Approximate age | |
| 6. An estimate of the Residual hearing if any and the basis on which this estimate has been arrived at | |
| (i) Right ear | (ii) Left ear |
| 7. On set of deafness (Please state whether deafness is from birth or acquired later if it has been caused afterwards, the age and cause of deafness may be indicated) | |
| 8. Please state clearly whether the candidate is deaf for the purpose of appointments as LDC or equivalent posts. | |

Signature of candidate

(Signature of ENT Specialist)

Place :
Date :

Designation
Office stamp
Address :
OR
Signature of Chairman
Member
Member
Medical Board attached to
Special Employment Exchange
for the Handicapped or
Vocational Rehabilitation
Centre for the Physically
Handicapped

Place :
Date :

Office Stamp :

NOTE: 1. Medical certificate submitted by the candidates from ENT Specialist would be referred to Medical Board for clearance.

NOTE : 2. Medical certificate submitted by the candidates from the Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically handicapped persons will be accepted straightway.

NOTE : 3. All the columns in the certificate should be filled in. Incomplete certificates are liable to be rejected disqualifying the candidate for consideration.

**APPENDIX - III
FORM - III
FORM OF MEDICAL CERTIFICATE FOR THE
VISUALLY HANDICAPPED PERSON**



Note :

1. "Blidness" means visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses or limitation of the field of vision subtending an angle of 20 degree or worse
2. "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device as mentioned in the Department of Personnel & Training's OM No. 36035/3/2004-Estt (Res) dated 29.12.2005.

Certified that I Dr.....registration No..... / or we, the members of the Medical Board attached to the Special Employment Exchange for the physically handicapped..... have this day (date) examined the applicant whose particulars are given below and that he / she falls within the above definition.

- | | |
|---|-------------------|
| 1. Name of the candidate | 2. Identification |
| 3. Sex | 4. Father's Name |
| 5. Approximate age | |
| 6. Vision | |
| Hypermetropic / Myopic / Astigmatic./ | |
| (Here enter the degree of defect and the strength of correction glasses) | |
| 7. Functional capacities | |
| 8. Recommendation of the Medical Specialist regarding eligibility for employment for Handicapped according to the definition given for the Physically capacity. | |

Signature of candidate	Signature of Ophthalmic Specialist
Place	Designation
Date	Office Stamp
	Address

OR

Signature of chairman
Member

Medical Board attached to Special Employment Exchange for the physically handicapped or attached to Vocational Rehabilitation Centre for Physically handicapped.

Place	Office Stamp
Date	

- NOTE: 1. Medical certificate submitted by the candidates from Ophthalmologist would be referred to Medical Board for clearance.
- NOTE : 2. Medical certificate submitted by the candidates from the Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically handicapped persons will be accepted straightway.
- NOTE : 3. All the columns in the certificate should be filled in. Incomplete certificates are liable to be rejected disqualifying the candidate for consideration.