



टीएचडीसी इंडिया लिमिटेड
THDC INDIA LIMITED
(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)
(Schedule "A" Mini Ratna Government PSU.)

Advt. No.-04/2025

Date:12.02.2025

RECRUITMENT FOR THE POST OF JUNIOR OFFICER TRAINEE (GUEST HOUSE) ON REGULAR BASIS IN GROUP 'C' ON REGIONAL LEVEL BASIS THROUGH COMPUTER BASED TEST

Opening Date:12.02.2025

Closing Date:14.03.2025

Company Profile:

THDC India Limited is a leading Power Sector and Profit-making Public sector Enterprise and registered as a Public Limited Company in July-1988 under the Companies Act, 1956. THDCIL was conferred "Mini Ratna' Category- Status in Oct-2009 and up-graded to Schedule 'A' PSU in July-2010 by the Govt. of India.

The Equity of Company was earlier shared between Govt. of India and GoUP in the ratio of 75:25. Pursuant to Strategic Sale, the Share Purchase Agreement was executed between NTPC Limited and President of India on 25th March 2020, for acquisition of legal and beneficial ownership of equity held by the President of India in THDC India Limited. After Strategic Sale, Equity in THDC India Limited is shared between NTPC Limited and Government of UP in a ratio of 74.496% and 25.504%.

The Authorized Share Capital of the Company is 4000 Cr and paid-up capital as in Sep-2024 is 3665.88 Cr. Net Worth of the THDCIL as of 31st March 2024 is Rs 10546.68 Cr. THDCIL started earning profits from first year (2006-07) of commercial operation of its maiden project i.e. Tehri HPP (1000 MW) and is consistently profit-making company since then.

THDCIL was constituted with the sole objective to develop, operate & maintain the 2400 MW Tehri Hydro Power Complex, and other Hydro projects. However, over time THDCIL has expanded its horizons and fully diversified in all types of conventional and non-conventional forms of energy.

Presently, THDCIL has 06 Nos. Power Plants and 1 Coal Mine under operation with a total generation capacity of 1,587 MW (1424 MW Hydro, 113 MW Wind and 50 MW Solar Power Generation) and 5.6 MTPA. The company has 04 projects under construction with a combined installed capacity of 2775 MW including Tehri PSP (1000 MW), Vishnugad Pipalkoti HEP (444 MW), Khurja STPP (1320 MW), and an 11 MW Floating Solar project at Khurja STPP.

Memorandum of Agreement (MOA) for the implementation of the 1200 MW Kalai-II Hydro Electric Project in the Anjaw District of Arunachal Pradesh was signed between GoAR (Govt. of Arunachal Pradesh) and THDCIL. Transfer

of various clearances is in progress Other 03 Hydro Projects.

THDCIL has signed an MOU with Department of Energy, Govt. of Maharashtra (GoM) for harnessing of Pumped Storage Energy through six number of PSPs in Maharashtra, totalling to installed capacity of 6790 MW capacity. DPR preparation work for 2 projects will be awarded in Nov'24.

THDCIL has also signed MoU with MREL, Maharashtra for the development of self-identified PSPs and other RE projects (Total tentative capacity: 4200 MW) in Maharashtra State.

THDCIL signed Memorandum of Understanding (MoU) with Karnataka Power Corporation Limited (KPCL) for development and implementation of 1500 MW Pumped Storage Plant at Varahi in Karnataka State.

Besides, THDCIL has signed MoU with Govt. of Rajasthan for Bisanpura PSP (800 MW) in Bundi District, Rajasthan and Rampura PSP (800 MW) in Tonk District, Rajasthan with intent to establish these projects.

Infrastructure and Industrial Development Commissioner (IIDC), GoUP granted in-principle approval for the development of a PSP with 1200 MW project in Sonbhadra District, Uttar Pradesh.

'TUSCO Ltd.', a joint venture between THDCIL and UPNEDA has been incorporated to develop 2000 MW of Ultra Mega Solar Power Parks. Accordingly, 600 MW Solar Power Park each in Distt Jhansi & Distt. Lalitpur and 800 MW Solar Park in Distt Chitrakoot are being developed.

'TREDSCO Rajasthan Ltd.', a joint venture between THDCIL and RRECL (Rajasthan Renewable Energy Corporation Limited) has been incorporated for development of 10,000 MW Ultra Mega Renewable Energy Parks. In principle approval for 2000 MW Bodana Solar Power Park received from MNRE.

THDCIL-UJVNL Energy Company Limited (TUECO Ltd.), a joint venture between THDCIL and UJVN Ltd. has been incorporated for the development of potential HEPs and PSPs in the state of Uttarakhand.

THDCIL is actively pursuing 2 PSPs namely, Rouni PSP (2100 MW) and Dangari PSP (1400 MW) both located in Jashpur District, Chhattisgarh for development through a JV mode.

THDCIL is also in process of implementing a Pilot Project for Carbon capture of 20 TPD capacity at Khurja STPP (2x660MW) with a cost-effective Carbon capture technology.

For further details of company profile and projects candidates may log on to www.thdc.co.in

THDC India Limited invites applications from bright, dedicated, result oriented, energetic and dynamic candidates with good academic records to join us as JUNIOR OFFICER TRAINEE (GUEST HOUSE) through Computer Based Test.

DETAILS OF POST

S.No	Name of Post	No. of Post	UR	EWS	OBC(NCL)	SC	ST
1.	Junior Officer Trainee (Guest House)	07	07	NIL	NIL	NIL	NIL

For PwBDs Category:

Name of the post	Post identified suitable for	No. of Post*
Junior Officer Trainee (Guest House)	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP,LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) MD involving (a) to (d) above	01 (b)

*Horizontal Reservation

Abbreviations:

LV= Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, BA=Both Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD=Specific Learning Disability, MI=Mental Illness and MD=Multiple Disabilities.

- The vacancies for Persons with Benchmark Disabilities (PwBDs)/SC/ST/OBC(NCL)/EWS are reserved as per Govt. Guidelines/Directives.
- The vacancies for PwBDs are reserved as per Govt. Guidelines. If there is no person with benchmark disability available for the post shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.
- The total number of vacancies indicated above may increase/decrease at the discretion of THDCIL Management.

ELIGIBILITY CRITERIA

Name of the post	Essential Qualification	Upper Age Limit as on date of advertisement
Junior Officer Trainee (Guest House) in S-1 Grade	Bachelor of Hotel Management/ Bachelor of Hotel Management and Catering Technology/ B.Sc in Hospitality and Hotel Administration/ B.Sc in Hospitality and Hotel Management from a recognized University/Institute with not less than 60% marks.	27 years

IMPORTANT NOTE:

1. All qualification (i.e Xth, XIIth and Essential Qualification) should be Full-Time & Regular and from an Indian University/Institute recognized by AICTE appropriate statutory authority.
2. Candidates with 59.99% in Essential Qualification are not eligible and the same shall not be rounded off to 60% respectively.

Only Candidates having valid registration with any of the Employment Exchange in the respective state. i.e Uttarakhand, Uttar Pradesh, Himachal Pradesh, Delhi, Haryana, Rajasthan, Madhya Pradesh, Chhattisgarh, Jharkhand & Bihar as on the last date of online submission of application form are eligible to apply.

RELAXATION & CONCESSION

1. Reservation to OBC (Non-Creamy Layer)/SC/ST/PwBDs (Degree of Disability 40% or above)/ Ex-Servicemen /J&K Domiciled/Victims of riots candidates will be provided as per Government of India directives/guidelines wherever the vacancy is reserved.
2. Category (SC/ST/OBC(NCL)/PwBDs/ Ex-Servicemen /EWS) once filled in the online Registration form will not be changed and no benefit of these category will be admissible later on.
3. For Departmental Candidates (only THDCIL Regular Employees) relaxation/concession shall be as per THDCIL Direct Recruitment Procedure Manual.
4. For SC/ST/PwBDs candidates only 50% Marks is required in Essential Qualification wherever the vacancy is reserved.
5. Relaxation/Concession to OBC(NCL)/SC/ST/PwBDs/Ex-Servicemen/J&K Domiciled/ Victims of riots shall be as per Government of India Directives wherever the vacancy is reserved.

SELECTION PROCESS

1. The selection process of candidates will be based on their performance in their computer based test as per details given below:

Sl.No.	Name of Post	Selection Process
1.	Junior Officer Trainee (Guest House)	Computer Based Test (100% weightage)

2. The details of Computer Based test are as given below:

i.	Examination Duration	180 minutes (3 hours)
ii.	Medium of Examination	English and Hindi
iii.	Total Marks & Subjects	200 Marks/ 200 Questions PART I- 30 multiple choice questions of the General Awareness. PART II- 30 multiple choice questions of Reasoning. PART III- 140 multiple choice questions of the concerned discipline.

iv.	Marking	<ul style="list-style-type: none"> • Each question will carry one mark. • For every correct answer of multiple-choice questions, 1 mark shall be awarded. • For every wrong answer of multiple-choice questions, 0.25 marks will be deducted. • No marks will be awarded/deducted from un-attempted questions.
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3. Minimum qualifying marks in Computer Based Test:

For UR/EWS/OBC (NCL)	50% of total marks
*For SC/ST/PwBDs/Ex-Servicemen	40% of total marks

* wherever the vacancy is reserved for respective category

4. To be considered for empanelment, the candidates must obtain the minimum qualifying marks in Computer Based Test as below:

CATEGORY	QUALIFYING PERCENTAGE MARKS
Unreserved (UR)/EWS/ OBC(NCL)	50% of total marks
SC/ST/PwBDs/Ex-Servicemen*	40% of total marks

* wherever vacancy is reserved for respective category

5. The offer of appointment shall be issued to the suitable candidates empaneled in order of merit and based on the requirement. **Appointment of selected candidates will be subject to them being found medically fit as per THDC India Limited Medical Examination Rules and document verification at the time of joining.**

6. The Management reserves the right to raise the minimum eligibility standards/criteria and/or conduct a screening test to restrict the number of candidates for Computer Based Test.

TEST CENTRES

1. Test Centres for Computer Based Test are- (i) **Delhi** (ii) **Noida** (iii) **Dehradun** (iv) **Lucknow** and (v) **Chandigarh**.
2. THDC India Limited reserves the right to cancel or add any centre depending on response of candidates for that area/centre.
3. Test Centre once allotted will not be changed under any circumstances and no request in this regard shall be entertained.
4. Admission to the test centre will be on production of E-Admit Card which is to be downloaded from our website by the candidate and will not be sent via post/mail.

INFORMATION RELATED TO ENGAGEMENT OF SCRIBES

- The facility of Scribe should be allowed to any person with benchmark disability as defined under 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of Persons with Benchmark Disabilities in the **category of blindness, locomotor disability (both arms affected- BA) and cerebral palsy**, the facility of scribe shall be given, if desired by the person.

In case of other category of Persons with Benchmark Disabilities, the provision of scribe can be allowed on production of a certificate to the effect that person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government Health Care as per proforma at APPENDIX-I.

- Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

The facility of scribe shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at APPENDIX-II.

NOTE: The certificate for scribe in attached proforma (APPENDIX I/II as applicable) has to be produced at the time of Computer Based Test.

HEALTH STANDARDS

Applicants should have sound health. Before joining candidates will have to undergo medical examination by CMO of any Govt Hospitals. No relaxation in Medical Examination Rules is allowed.

For details, please visit “Medical Examination Rules” on Career Section of our website www.thdc.co.in

COMPENSATION PACKAGE

The organization offers a very attractive pay package and is one of the best in the Power Sector Industry.

Selected candidates will be placed at minimum basic pay of **Rs. 29,200 in the pay scale of Rs. 29,200 -3%-1,19,000 (IDA) during the period of training as Junior Officer Trainee (Guest House) in S-1 Grade.**

During training period besides Basic pay candidates will also be paid Dearness Allowance and will also be entitled for other perquisites & allowances under cafeteria approach. Benefits such as leave, medical treatment for self only (renowned hospitals have been empaneled in Delhi, NCR and at other places), Provident Fund, Pension, Gratuity.

On regularization, the Compensation package shall include Basic Pay, Dearness Allowance, Perquisites and Allowance as per cafeteria, Performance Related Pay, Company Leased Accommodation / Company Quarters or HRA,

Reimbursement of monthly conveyance expenditure, mobile facility, etc. will be admissible as per company rules in force from time to time.

The Corporation also offers excellent facilities like Short and Long term Loans & Advances including House Building Advance, Car Loan, Computer/Laptop loan, Medical facilities for self and dependents, Group Insurance, PF, Gratuity and Pension.

PLACEMENT & CAREER PROGRESSION

Selected candidates shall be required to undergo one year training as per the schedule at Training Institute and various units/projects/offices/JV's of the corporation. The training period can be extended if performance of the trainee is not found satisfactory.

On successful completion of training, they will be placed as Junior Officer Trainee (S-1) at various THDCIL's Projects/Offices/JV's of THDCIL based on the requirement.

The essential educational qualification admissible/ desired for the mentioned posts shall form the basis for career progression of the candidate in the corporation. Candidates once placed shall have no right to claim promotion/ other benefits on the basis of higher education possessed/ acquired by them at any point of time.

REGISTRATION FEES

Rs. Rs. 600/- (Rupees Six Hundred Only) shall be payable by candidates belonging to UR/EWS/OBC category through online mode.

No fee for SC/ST/PwBDs/Ex-Servicemen/Departmental candidates/Candidates belonging to Doob Kshetra/ Project Affected Area Families of THDC Projects.

GENERAL INFORMATION AND IMPORTANT INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. If a candidate is shortlisted based on the information given by him/ her and does not fulfill the same/ meet the criteria, he/she will not be allowed for Personal Interview.
3. All qualification should be from an Indian University/Institute recognized by appropriate statutory authority and should be only Full-Time & Regular.
4. Computation of age and experience shall be done as on **12.02.2025**.
5. **Compulsory registration with Employment Exchange-** All candidates (including Apprentice covered under the Apprentice Act, 1961) should have valid registration with any of the Employment Exchange in the respective state. i.e **Uttarakhand, Uttar Pradesh, Himachal Pradesh, Haryana, Delhi, Rajasthan, Madhya Pradesh, Chhattisgarh, Jharkhand & Bihar** as on the last date of online submission of application form.
6. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand automatically cancelled. If any of the above shortcomings is/are detected even after appointment his/her services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.

7. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview/considered further for selection process.
8. Canvassing in any form shall disqualify the candidate.
9. Candidates claiming to belong to any particular category shall/ necessarily furnish valid EWS/ OBC (NCL)/SC/ST/ PwBDs Certificate, as the case may be, from Competent Authority. For posts where there are **identified vacancies** for OBC (NCL)/SC/ST/ PwBDs/EWS candidates, are required to submit requisite certificate in the latest prescribed format of Government India, issued in the current year only (i.e 2024-2025) .Relaxation can be extended in case of **vacancies identified** for SC/ST/OBC (NCL)/PwBDs/EWS candidates. The upper age limit shall be relaxed by 05 years for SC/ST/, 03 years for OBC (NCL) candidates. It shall be relaxed by 10 years for PwBD-General/EWS, 13 years for PwBDs for OBC (NCL) and 15 years for PwBDs- SC/ST candidate. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-category and such candidates have to indicate their category as General. Age Relaxation for the candidates who had ordinary been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 and for Ex-Servicemen (Ex-SM) will be as per Government of India guidelines/directives.
10. The validity of the certificate, if any, will as per Government of India rules as amended from time to time. Like the EWS Candidate must be in possession of an income and Asset Certificate for the year 2024-2025 based on income assessment for the year 2023-2024 on or before closing date of application. For OBC (NCL) category, candidates must in possession of valid OBC (NCL) certificate in the prescribed format issued in the financial year 2024-2025.
11. Format prescribed for furnishing certificates for SC/ST, OBC, EWS and PwBDs (as applicable for the relevant PwBDs category), formats are available in THDCIL website www.thdc.co.in.
12. The closing date for receipt of application will be treated as the date reckoning for SC/ST/OBC(NCL)/EWS/PwBDs status of the candidate and the candidate should be in possession of necessary certificate as on this date.
13. In case Caste /Category Certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of document verification
14. Candidates belonging to **Doob Kshetra/THDCIL Project Affected Area Family** the certificate shall be valid only if the same is issued by **Special Land Acquisition Officer (SLO) duly verified by concerned District Authority**.
15. Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates will not be permitted to appear for the Group Discussion/Personal interview if original and valid photo identification is not presented.
16. Candidates are advised to keep their e-mail ID, Mobile No. active at least for one year. No change in e-mail ID and Mob. No. will be allowed once entered. All future correspondence shall be sent via e- mail/ or SMS only.
17. All information regarding this recruitment process shall be made available in the recruitment section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the website periodically for updates related to recruitment process.

18. **Candidates working in Govt./PSU are required to forward their application “Through Proper Channel”.**
19. **Internal (Departmental) Candidates may apply as per the provision mentioned in THDCIL Recruitment Policy and Procedures. Applications not received as per procedure mentioned in the THDCIL Recruitment Policy and Procedures shall not be considered.**
20. Candidates employed with Government Departments/PSUs/Autonomous Bodies will be required to submit relieving letter from current organization at the time of joining if selected for the post.
21. Depending on the requirement THDCIL reserves the right to cancel / restrict /curtail/enlarge / modify / alter the recruitment/ selection process and number of vacancies, if need so arises, without issuing any further notice or assigning any reason thereafter.
22. THDCIL relevant rules shall be applicable to the recruitment process as in force from time to time.
23. **For technical queries/clarifications relating to the filling up of the online application, please feel free to contact the Grievance /Help Desk portal available in the application portal.**
24. Any proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or an application response there to can be instituted only in Dehradun (Uttarakhand) and Court/tribunals/ forums at Dehradun (Uttarakhand) only shall have sole exclusive jurisdiction to try any such cause/dispute.
25. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.
26. Application registered without/ incomplete documents shall be summarily rejected even though registration number has been generated. Candidate should not send any documents/certificates or print out of Registration slip/form through post.
27. Management reserves right to call for any additional documentary evidence in support of education, experience, CTC, pay scale, etc.
28. In case of any doubt arising with regard to any of the provisions under this advertisement, the final authority of interpretation will vest in the Appointing Authority whose decision will be final.
29. No TA/DA shall be paid to candidates for appearing in Computer Based Test

HOW TO FILL ONLINE APPLICATION

General Instructions:

1. Valid E-mail ID & Mobile Number.
2. Scanned copy of the recent passport size colour Photograph (not older than 3 weeks).
Candidates should ensure that the same photograph is used throughout this recruitment process.
3. Scanned signature.
4. Details/documents regarding his/her educational qualifications as per the eligibility criteria (from class 10th/Matriculation onwards).
5. Details/ documents regarding experience for the post as required.

Steps to Fill in Online Registration Form:

- I. The relevant link will be made available on THDCIL website <https://www.thdc.co.in/> → **Quick Links → Career → New Job Openings**. No other means/ mode of Registration Form shall be accepted. Candidates shall only apply through online registration link. ***Before filling the Online***

Registration Form please read eligibility criteria and essential qualification required carefully.

- II. Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/her Online Application Form must remain valid for at least next one year from the date of filling application.
- III. Candidates should take utmost care in furnishing/providing the correct details while filling up the online application. You can edit the information only before submission of application because once the form is submitted, it cannot be edited.
- IV. The process for submitting the application is given below:

Step-I: Registration

1. The candidate should fill up all the required information correctly and press Generate OTP button.
 2. OTPs will be sent to the candidate's Mobile No, separately. The candidate has to enter OTPs to verify Mobile No.
 3. Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Check box and then re-verify the selected/entered values.
 4. After clicking the SUBMIT button, the candidates will receive Application Sequence No. (User ID) & Password on their Mobile No.
- **Step-II: Filling up of Application Qualification Details:** After signing up, candidates need to fill up Qualification Details, Test City, and give Declaration and Submit it to save and proceed for the NEXT STEP which is DOCUMENTS UPLOAD.
 - **Step-III: Filling up of Application (Documents upload):** After Step-II, candidates need to upload relevant documents like photo, signature, educational qualification certificates, caste certificate, Ex-Servicemen Discharge certificate etc .
 - **Step-IV: Application Fees Payment:** After all the steps are completed, applicants need to pay Application Fee if applicable through online via Payment Gateway.

THE CANDIDATES SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER

IMPORTANT DATES

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	12.02.2025 (10:00AM)
2.	Closing of Online Registration	14.03.2025 (6:00 PM)

Note:

- 1. Applicants are advised to check the Recruitment section of our website regularly for any updates.*
- 2. In order to avoid last minute rush, the candidates are advised to apply early enough. THDCIL will not responsible for network problems or any other problem in submission of online application.*
- 3. Registration Fee once paid will not be refunded under any circumstances.*
- 4. Application form submitted without Registration Fee will be considered as incomplete and shall be summarily rejected as per point no 26 of General Information and Instructions.*

APPENDIX-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs.....
(name of the candidate with disability), a person with
(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o
..... a resident of
..... (Village/District/State) and to
state that he/she has physical limitation which hampers his/her writing capabilities owing to
his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent
of a Government Health Care Institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

NOTE: Certificate should be given by a specialist of the relevant stream/ disability

(eg. Visual Impairment- Ophthalmologist, Locomotor disability- Orthopedic specialist/ PMR)

APPENDIX-II

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

1. This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic /PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: