

# MANIPUR



# GAZETTE

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GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL DIVISION)

**NOTIFICATION**

Imphal, the 14<sup>th</sup> November, 2022

**No. COMM-1/4/2021-DP-DP:** In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of previous notifications in this regard, the Governor of Manipur is pleased to frame the following rules regulating recruitment to the Services/Posts specified in Schedule - I

**1. SHORT TITLE AND COMMENCEMENT:**

- (i) These rules shall be called the "Manipur Civil Services Combined Competitive Examination Rules, 2022".
- (ii) They shall come into force from date of publication in the official Gazette of Manipur.

**2. DEFINITION:**

In these rules, unless there is anything repugnant to the subject or context:-

- (a) "Governor" means the Governor of Manipur.
- (b) "Government" means the State Government of Manipur.
- (c) "Commission" means the Manipur Public Service Commission.
- (d) "Combined Competitive Examination" means the Examination conducted by the Manipur Public Service Commission for recruitment to the Services/Posts mentioned in Schedule-I  
and includes both the Preliminary Examination and the Main Examination.
- (e) "Preliminary Examination" means the first stage of Examination conducted by the Commission for screening candidates for the Main Examination.
- (f) "Main Examination" means the second stage of Examination, both written and interview, conducted by the Commission for selection of candidates for appointment to the Services/Posts in the Schedule-I.
- (g) "Service" means the Services and Posts under the Government, specified in Schedule-I to which recruitment is to be made.
- (h) "Schedule" means Schedule appended to these rules.
- (i) "Year" means the Calendar year.

**3. COMBINED COMPETITIVE EXAMINATION:**

- (1) Notwithstanding anything contained in the M.C.S. Rules, 1965, the M.P.S. Rules, 1965, the Recruitment Rules of S.D.C., the Manipur Finance Services Rules, 1998 and any other Services Rules/Recruitment Rules relating to Services and Posts mentioned on Schedule-I, the Commission shall hold Combined Competitive Examination for selection of candidates for recruitment to the Services in accordance with procedures laid down in Schedule-II (Chapter-I and Chapter-II). The Department of Personnel & Administrative Reforms (Personnel Division), Government of Manipur, shall be the Nodal Department.
- (2) The Commission shall, after the Main Examination, prepare a merit list of candidates and forward such list to the Government for appointment to the various Services and Posts.

**4. REPEAL AND SAVING:**

- (1) The Manipur Civil Services Combined Competitive Examination Rules, 2018 and the corresponding rules in the respective Service Rules/Recruitment Rules relating to recruitment to the Services and Posts mentioned in Schedule-I, to the extent of inconsistency with these rules, shall stand repealed.
- (2) Notwithstanding such repeal, any appointment made, any order issued or any action taken under the rules so repealed shall be deemed to have been validly made under the corresponding provision of these rules.

**5. POWER TO AMEND:**

Notwithstanding anything contained in these rules, the Governor of Manipur shall have the right to amend or effect any change in these rules at any time as and when considered necessary.

**6. POWER TO REMOVE DIFFICULTIES:**

If any difficulty arises in the application of these rules, the Governor may issue appropriate orders/requisitions as deemed necessary, for removing such difficulties.

**7. INTERPRETATION:**

If any question arises as to the interpretation of these rules, it shall be decided by the Government whose decision shall be final.

NINGTHOUJAM GEOFFREY,  
Special Secretary (DP),  
Government of Manipur.

**SCHEDULE-I**

The Services and posts under the Government, for which Combined Competitive Examination is held, shall consist of the following:-

**CATEGORY- I**

**Scale of Pay [MS(ROP) Rules 2019]**

1. The Manipur Civil Service Grade-II  
Level 12 of Pay Matrix  
- Rs. (53100- 167800)  
(Rs.9300 – Rs 34800 + GP Rs 5400)
2. The Manipur Police Service Grade-II  
Level 12 of Pay Matrix  
- Rs. (53100- 167800)  
(Rs.9300 – Rs 34800 + GP Rs 5400)

**CATEGORY- II**

1. Manipur Finance Service Grade-III  
Level 9 of Pay Matrix  
- Rs. (43300-137100)  
(Rs.9300 – Rs 34800 + GP Rs 4400)
2. Sub-Deputy Collector  
Level 9 of Pay Matrix  
- Rs. (43300-137100)  
(Rs.9300 – Rs 34800 + GP Rs 4400)
3. Section Officer of Manipur Secretariat  
Level 9 of Pay Matrix  
- Rs. (43300-137100)  
(Rs.9300 – Rs 34800 + GP Rs 4400)
4. Election Officer of Election Department  
Level 9 of Pay Matrix  
- Rs. (43300-137100)  
(Rs.9300 – Rs 34800 + GP Rs 4400)

Any other Service and Post which the Government may include in consultation with the Commission.

NINGTHOUJAM GEOFFREY,  
Special Secretary (DP),  
Government of Manipur.

**SCHEDULE - II**

**CHAPTER – I**

**PROCEDURE FOR HOLDING COMBINED COMPETITIVE EXAMINATION UNDER  
THE MANIPUR CIVIL SERVICES COMBINED COMPETITIVE EXAMINATION  
RULES, 2022.**

1. The Manipur Public Service Commission will hold combined Competitive Examination for the purpose of filling vacancies in the Services/Posts specified in Schedule-I in consultation with the Department of Personnel and Administrative Reforms (Personnel Division), Government of Manipur. The concerned Administrative Department will indicate the vacancies available and those likely to be available in the current year under direct recruitment quota to the Department of Personnel and Administrative Reforms (Personnel Division), Government of Manipur by the 1<sup>st</sup> January every year.
2. The Examination will be conducted by the Manipur Public Service Commission in the manner and with the Syllabus/Syllabi as prescribed in Section-I, Section-II and Section-III.

The dates on which and the place at which the Preliminary Examination and the Main Examination will be held, shall be fixed/notified by the Commission.

3. A candidate shall be required to indicate in the Application Form for the Main Examination, his/her order of preference for various Services/Posts for which he/she would like to be considered for appointment in case he/she is recommended for appointment by the Manipur Public Service Commission.

**Note:** The candidates should be very careful while indicating preference for various Services/Posts. Attention is also invited to para-16 of this Schedule. In case no preference is given for any Service/Post, he/she will be allotted to any of the remaining Services/Posts in which there are vacancies after allocation of all candidates who can be allotted to a Service/Post in accordance with their preference.

4. The number of vacancies to be filled on the result of the examination will be specified in the notice issued by the Commission. Reservation will be made for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled categories in respect of the vacancies as may be fixed by the Government.

4(A). In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following point shall be kept in view while sending the requisition notice to the Manipur Public Service Commission and while advertising the vacancies:

- (i) Number of vacancies reserved for SCs/ STs/ OBCs/ Persons suffering from Visual Impairment/ Persons suffering from Hearing Impairment/ Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- (ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from low vision; hearing impairment; and locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/ categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards or merit.
- (iii) In case of vacancies in posts identified suitable for person with disabilities, irrespective of whether any vacancies are reserved or not, the categories of disabilities viz. low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable along with functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (iv) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

#### **4(B). CERTIFICATE BY REQUISITIONING AUTHORITY.**

In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisition authority while sending the requisition to the Manipur Public Service Commission for filling up of post shall furnish the following certificate to the Manipur Public Service Commission:-

“It is certified that the requirements of the Rights of Persons with Disabilities Act, 2016 and the policy relating to reservation for persons with disabilities has been taken care of while sending the requisition. The vacancies reported in this requisition fall at Points No..... of Cycle No..... of 200- points reservation roster out of which ..... number of vacancies are reserved for persons with disabilities”.

5. Every candidate appearing at the examination who is otherwise eligible, shall be permitted not more than 6(six) attempts at the Examination:

Provided that this restriction on number of attempts will not apply in the case of candidates belonging to Schedule Castes and Scheduled Tribes who are otherwise eligible.

Provided further that the number of attempts permissible to candidates belonging to Other Backward Classes, who are otherwise eligible, shall be 9 (nine). The relaxation will be available to the candidates who are eligible to avail of reservation applicable to such candidates.

Provided also that a physically disabled person will get as many attempts as are available to other non-physically handicapped candidates of his or her community, subject to the condition that a physically handicapped candidates belonging to General Category shall be eligible for 7 (seven) attempts. The relaxation will be available to the physically handicapped candidates who are eligible to avail of reservation applicable to such candidates.

**Note:**

- I. An attempt at a Preliminary Examination shall be deemed to be an attempt at the Examination.
- II. Notwithstanding the disqualification/ cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt.

**6. ELIGIBILITY CONDITIONS:**

- (I) A candidate must be a citizen of India.
- (II) (a) A candidate shall not be less than 21 years and more than 38 years of age on the 1<sup>st</sup> of July of the year in which the Examination is advertised by the Commission.  
(b) The upper age limit prescribed above will be relaxable:-
  - (i) upto a maximum of 5 years if a candidates belongs to Scheduled Caste or Scheduled Tribe;
  - (ii) 3 years in case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates;
  - (iii) Up to a maximum of 10 years in the case of visually impaired, hearing impaired and orthopedically handicapped persons.

Notes: Candidates belonging to the Scheduled Castes and Scheduled Tribes and Other Backward Classes who are also visually impaired, hearing impaired or orthopedically handicapped, etc. will be eligible for cumulative age-relaxation under both the categories.

The date of birth accepted by the Commission is that entered in Matriculation/ High School Leaving Certificate or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificates. These certificates are required to be submitted only at the time of applying for Combined Competitive (Main Examination).

No other document relating to age like horoscope, affidavits, birth extracts from Municipal Corporation, Service records and the like, will be accepted.

- (III) A candidate must hold a degree of any of the Universities incorporated by an act of the Central or State Legislature in India or other Educational Institutions



established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification.

(IV) A candidate must be able to speak Manipuri or any of the Tribal Dialects of Manipur.

(V) A candidate must be a permanent resident of Manipur provided that a candidate whose parent or any of his/her ancestors in his/her direct lineage are permanent resident of the State, with proper documentary proof like enrolment in the Electoral Roll and Birth Certificate will also be eligible.

**Note: 1** All candidates, who are declared qualified by the Commission for taking Combined Competitive (Main) Examination will be required to produce proof of passing the requisite examination along with their application for the Main Examination failing which candidates will not be admitted to the Main Examination.

**Note: 2** Candidates possessing professional and technical qualifications which are recognized by the Government as equivalent to professional and technical degree would also be eligible for admission to the Examination.

**Note: 3** Candidates who have passed the final professional MBBS or any other Medical Examination but have not completed their internship by the time of submission of their application for Combined Competitive (Main) Examination, will be provisionally admitted to the Examination provided they submit along with their application a copy of certificate from the concerned authority of the University/ Institution that they had passed the requisite final professional medical examination. In such cases, the candidates will be required to produce at the time of their interview, original degree or a certificate from the concerned completed authority for the University/ Institution that they had completed all requirements (including completion of Internship) for award of the Degree.

7. A candidate who has been appointed to the Manipur Civil Services Grade-II on the results of an earlier examination before the commencement of the Examination/ after the Preliminary Examination, before the Main Examination/ after the commencement of Main Examination but before the result thereof, and continues to be member of the services, will not be eligible to compete at the Preliminary examination/ not be eligible to appear at the Main Examination/ not be considered for appointment on the basis of new examination, as the case may be.

Provided that a candidate who has accepted the allocation to a service/post on the basis of an earlier examination shall be eligible, on the basis of current examination, to be allocated only to those Service(s)/Post(s) which is higher in order of preference indicated in his/her application form for the examination on the basis of which he/she had been allocated to a Service/Post.

8. Candidates must pay the fees as notified by the Commission.
9. All candidates in Government Service whether in a permanent or in a temporary capacity or in work-charged establishment, other than casual or daily rated employees or those serving under Public Enterprises/Bank and other such bodies will be required to state in the appropriate space of the application that they have informed in writing their employer/controlling authority that they have applied for the examination. Candidates should note that in case a communication is received from their employer/Controlling authority by the Commission withholding permission to the candidates applying for appearing at the Examination, their applications will be rejected/candidature will be liable to be cancelled.
10. No candidates will be admitted to the Preliminary/ Main Examination unless he/she holds a certificate of admission from the Commission for that purpose.
11. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. If on verification at any time before or after the Preliminary Examination, Main Examination and Interview, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature for the Examination will be cancelled by the Commission.
12. A candidate who is, or has been, declared by the Commission to be guilty of:-
  - (i) Obtaining support for his candidature by the following means namely:-
    - (a) offering illegal gratification to, or
    - (b) applying pressure on, or
    - (c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - (ii) impersonating, or
  - (iii) procuring impersonation by any person or
  - (iv) submitting fabricated documents or documents which have been tampered with, or uploading irrelevant or incorrect photo/ signature in the application form in place of actual photo/ signature or
  - (v) making statement which are incorrect or false or suppressing information, or
  - (vi) resorting to the following means in connection with his/her candidature for the examination, namely:-
    - (a) obtaining copy of question paper through improper means,
    - (b) finding out the particulars of the persons connected with secret work relating to the examination,
    - (c) Influencing examiners, or
  - (vii) using unfair means during the examination, or
  - (viii) writing obscene matter during or drawing obscene sketches or irrelevant matter in the scripts, or
  - (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or



- (x) harassing /threatening or doing bodily harm to the staff employed by the Commission for the conduct of their examination, or being in possession of or using any mobile phone (even in switched off mode) or any electronics equipment or programmable device or storage media like pen drive, smart watches etc or camera or bluetooth device or any other equipment capable of being used as a communication device during the examination, or
- (xi) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the Examination, or
- (xii) attempting to commit or as the case may be, abetting commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - (a) to be disqualified by the Commission from the Examination for which he/she is a candidate and/or
  - (b) to be debarred permanently:
    - (i) by the Commission, from any examination or selection held by them,
    - (ii) by the State Government from any employment under them; and
  - (c) if he/she is already in service under Government, to disciplinary action under the appropriate rules.

Provided that no penalty under rule shall be imposed except after-

- (i) giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf, and
- (ii) taking the representation, if any, submitted by the candidates, within the period allowed to him/her into consideration.

13. Candidates who obtain such minimum qualifying marks in the Preliminary Examination as may be fixed by the Commission at their discretion shall be admitted to the Main Examination and candidates who obtain such minimum qualification marks in the Main (Written) Examination as may be fixed by the Commission at their discretion shall be summoned by them for an interview for personality test:

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories may be summoned for interview/ personality test as stated above as well as in the Main Examination (Written) if it is found by the Commission that sufficient number of candidates from these communities are not likely to be summoned for interview on the basis of general standard to fill up the vacancies reserved for them:

Provided further that the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories who appeared in the examination by resorting to any relaxation/ concessions in the eligibility or selection criteria, at any stage of the examination, shall be adjusted the vacancies reserved for

Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories even if such candidates are in the merit list.

Note: Relaxation/ concession means relaxation in number of attempts, age and qualifying marks. It will not include concession in examination fee”.

### **13 (A). HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES**

Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for persons with disabilities is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz., Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ General candidates depending upon the category to which they belong in the roster meant for reservation of Scheduled Castes/ Scheduled Tribes/ Other Backward Classes. If in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to General category, then the disabled Scheduled Caste candidate shall be adjusted against the Scheduled Caste point in the reservation roster and the General candidate against the unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the Scheduled Castes, the disabled candidate belonging to Scheduled Caste shall be adjusted in future against the next availability vacancy reserved for Scheduled Castes. The same principal will apply in the case of Scheduled Tribe, Other Backward Classes candidates.

14. (1) After the interview, the candidates will be arranged by the Commission in the order of merit as disclosed by the aggregate marks finally awarded to each candidate in the Main Examination. Thereafter, the Commission shall, for the purpose of recommending candidates against unreserved vacancies, fix a qualifying mark (hereinafter referred to as general qualifying standard) with reference to the number of unreserved vacancies to be filled up on the basis of the Main Examination. For the purpose of recommending reserved category candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories against reserved vacancies, the Commission may relax the general qualifying standard with reference to number of reserved vacancies to be filled in each of these categories on the basis of the Main examination.

Provided that the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories who have not availed themselves of any concession or relaxation in the eligibility or the selection criteria, at any stage of the examination and who after taking into account the general qualifying standards are found fit for recommendation by the Commission shall not be recommended against the vacancies reserved for Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories”;

(2) While making Service allocation, the candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories recommended against unreserved vacancies may be adjusted against reserved vacancies by the Government, if by this process they get a Service of higher post in the order of their preference.

(3) The Commission may further lower the qualifying standards to take care of any shortfall of candidates for appointment against unreserved vacancies and any surplus of candidates against reserved vacancies arising out of the provisions of this rule, the Commission may make the recommendations in the manner prescribed in sub-rules (4) and (5).

(4) While recommending the candidates, the Commission shall, in first instance, take into account the total number of vacancies in different categories. This total number of recommended candidates shall be reduced by the number of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories who acquire the merit at or above the fixed general qualifying standard without availing themselves of any concession or relaxation in the eligibility or selection criteria in terms of the proviso to sub-paragraph (1). Along with this list of recommended candidates, the Commission shall also declare a consolidated reserved list of candidates which will include candidates from general and reserved categories ranking in order of merit below the last recommended under each category. The number of candidates in each of these categories will be equal to the number of reserved category candidates who were included in the first list without availing any of the relaxation or concession in eligibility or selection criteria as per proviso to sub-paragraph (1).

Amongst the reserved categories, the number of candidates from each of the Scheduled Castes, Scheduled Tribes, Other Backward Classes and the Physically Disabled categories in the reserve list will be equal to the respective number of vacancies reduced initially in each category.

(5) The candidates recommended in term of the previous of sub-rule (4), shall be allocated by the Government to the Services and where certain vacancies still remain to be filled up, the Government may forward a requisition to the Commission requiring it to recommend, in order of merit, from the reserve list, the same number of candidates as requisitioned for the purpose of filling up the unfilled vacancies in each category.

15. The form and manner of communication of the results of the Examination to individual candidates shall be decided by the Commission in their discretion and the Commission will not enter into correspondence with them regarding the results.

16. On receipt of the merit list as mentioned at para 14 above, the Government will make allocation to the Services/Posts. Due consideration will be made at the time of making allocation on the results of the Examination to the preferences indicated by a candidate for various Services/ Posts at the time of his/her application. The appointment to various Services/Posts will be governed by the rules & regulation in force as applicable to the respective Service/Posts at the time of appointment.

17. Success in the examination confers no right to an appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate, having regard to his/her character and antecedents, is suitable in all respects, for appointment to the Service/Post.

17 (A). The eligibility for availing reservation against the vacancies reserved for the physically disabled persons shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016".

Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/ functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its cadre controlling authority.

The physical requirement and functional classification can, for example, be one or more of the following:

**CODE**

F

PP

L

KC

B

S

ST

W

SE

H

RW

**PHYSICAL REQUIREMENTS**

1. Work performed by manipulating (With Fingers)
2. Work performed by pulling and pushing
3. Work performed by lifting.
4. Work performed by kneeling and crouching.
5. Work performed by bending.
6. Work performed by sitting (on bench or chair)
7. Work performed by standing
8. Work performed by working
9. Work performed by seeing.
10. Work performed by hearing/speaking.
11. Work performed by reading and writing.

**CODE**

BL

BA

a. impaired reach

b. weakness of grip

c. ataxic.

BLA

OL

a. impaired reach.

b. weakness of grip.

c. ataxic.

**FUNCTIONAL CLASSIFICATIONS**

1. Both legs affected but not arms.
2. Both arms affected –
3. Both legs and both arms affected.
4. One leg affected (R or L)

OA	5. One arm affected (R or L)
a. impaired reach.	
b. weakness of grip.	
c. ataxic.	
BH	6. Stiff back and hips (cannot sit or stoop)
MW	7. Muscular weakness and limited physical endurance.
B	8. The blind.
PB	9. Partially blind.
D	10. The deaf.
PD	11. Partially deaf.

**Note:-** Above lists are only illustrative.

18. In general, a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties as an Officer of the Services/Posts. The Medical Examination and the certificate thereof shall be as prescribed in Appendix-I of these Rules:

Provided that persons under the physical disability categories shall produce the disability certificate issued by the competent authority under The Rights of Persons with Disabilities Act, 2016 as prescribed in Appendix-II of this Rule. A physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Government.

19. No person,

- (a) who has entered into, or contracted, a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into, or contracted, a marriage with any person, shall be eligible for appointment to Services/Posts.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal laws applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

## **SECTION - I**

### **PLAN OF EXAMINATION**

The competitive examination comprises of two successive stages:



- i) Manipur Civil Services (Preliminary) Examination (Objective type) for the selection of candidates for Main Examination; and
- ii) Manipur Civil Services (Main) Examination (Written and Interview) for the selection various Services and posts.

2. The Preliminary Examination will consist of two papers of objective type (multiple choice questions) and carry a maximum of 400 marks in the subjects set out in sub-section (A) of section II. This examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for the admission to the Main Examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in the year through this examination. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible for admission to the Main Examination of the year provided they are otherwise eligible for admission, to the Main Examination.

**Note I:** The Commission will draw a list of candidates to be qualified for Manipur Civil Services (Main) Examination based on the criterion of minimum qualifying of 33% in General Studies Paper-II of Civil Services (Preliminary) Examination and total qualifying marks of General Studies Paper –I of Civil Services (Preliminary) Examination as may be determined by the Commission.

**Note II:** There will be negative marking for incorrect answers (as detailed below) :

- (i) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidates, one third (0.33) of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for the question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for the question.

3. The Main Examination will consist of written examination and an interview test. The written examination will consist of 6 papers of conventional essay type in the subjects set out in sub-section (B) of Section II out of which one paper will be of qualifying in nature. Also see Note (ii) under para 1 of section (B) Mark obtained for all the compulsory papers (Paper-I-Essay, Paper II to Paper-V of GS) and marks obtained in Interview for Personality Test will be counted for ranking.

4.1 Candidates who obtained such minimum qualifying marks in the written part of the Main Examination as may be fixed by the Commission at their discretion, shall be summoned by them for an interview for a Personality Test, vide subsection “C” of Section II. The number of candidates to be summoned for interview will be about twice of the number of vacancies to be filled. The interview will carry 150 marks (with no minimum qualifying marks).

4.2 Marks thus obtained by the candidates in the Main Examination (Written part as well as interview) would determine their final ranking. Candidates will be allotted to the various Services keeping in view their ranks in the Examination and the preferences expressed by them for the various Services and posts.

## SECTION – II

### SCHEME AND SUBJECTS FOR THE PRELIMINARY AND MAIN EXAMINATION.

#### A. PRELIMINARY EXAMINATION:

The Examination shall comprise of two compulsory Papers of 200 Marks each.

#### Note:

- (i) Both the question papers will be of the objective type (multiple choice question).
- (ii) The General Studies Paper-II of the MCSCC (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%.
- (iii) The question papers will be set in English only.
- (iv) Details of the syllabi are indicated in Part A of Section –III.
- (v) Each paper will be of two hour duration. Blind candidates and the candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (Minimum of 40% impairment) will; however, be allowed an extra time of twenty minutes per hour for each paper.

#### B. MAIN EXAMINATION.

The written examination will consist of the following papers:-

#### Qualifying Papers:

##### Paper-A

English 300 Marks

Papers to be counted for merit

##### Paper – I

Essay 250 Marks

##### Paper - II

General Studies – I 250 Marks

(Indian Heritage and Culture, History and Geography of the World and Society)

##### Paper-III

General Studies-II 250 Marks

(Governance, Constitution, Polity, Social Justice and International relations )

##### Paper-IV

General Studies-III 250 Marks

(Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management)

##### Paper-V

General Studies-IV 250 Marks

(Ethics Integrity and Aptitude)

<b>Sub Total (Written Test)</b>	<b>1250 Marks</b>
<b>Personality Test</b>	<b>150 Marks</b>
<b>Grand Total</b>	<b>1400 Marks</b>

**Note:**

- i) The paper on English (Paper A) will be of Matriculation or equivalent standard and will be of qualifying nature. The marks obtained in this paper will not be counted for ranking.
- ii) Evaluation of the papers, namely, "Essay" and 'General Studies' of all the candidates would be done simultaneously along with evaluation of their qualifying papers on 'English' but the papers on 'Essay' and General Studies of only such candidates will be taken cognizance who attain 40% marks in the English as minimum qualifying standards in these paper.
- iii) Marks obtained by the candidates for the Paper I –V only will be counted for merit ranking. However, the Commission will have the discretion to fix qualifying marks in any or all of these papers.

**Note:**

- (i) The question papers for the examination will be of conventional (Essay) type.
- (ii) Each Paper will be of three hours duration.
- (iii) Candidates will have to answer all the question papers in English.
- (iv) The question papers will be set in English only
- (v) Candidates should note that if any irrelevant matter/signage/marks etc are found written in the answer script which would not be related to any question/ answer and/or would be having the potential to disclose the candidates identity, the Commission would impose a penalty of deduction of marks from the total marks otherwise accruing to the candidate or will not evaluate the set answer script(s) on this account.
- (vi) The details of the syllabi are set out in Part B of Section-III.

**General Instructions (Preliminary as well as Main Examination):**

- i) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, blind candidates and candidate with locomotor Disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) will be allowed to write the examination with the help of a scribe in both the Civil Service (Preliminary) as well as in the Civil Services (Main) Examination.

The following Certificates/ Undertakings may also be required w.r.t. usage of Scribe in Preliminary as well as in Main Examination:

- a) 'Certificates regarding physical limitation in an examinee to write' and
- b) 'Letter of Undertaking for using own scribe '.

- ii) Compensatory time of twenty minutes per hour shall be permitted for the Blind candidates and the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40 % impairment) in both the Civil Service (Preliminary) as well as in the Civil Service (Main) Examination.

**Note (1):** The eligibility conditions of a scribe, his/her conduct inside the examination hall and the manner in which and extent to which he/she can help the blind candidate in writing the Civil Service Examination shall be governed by the instructions issued by the MPSC in this regard. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the blind candidate in addition to any other action that MPSC may take against the scribe.

**Note (2):** For purpose of these rules the candidate shall be deemed to be a blind candidate if the percentage of visual impairment is Forty per cent (40%) or more. The criteria for determining the percentage of visual impairment shall be as follows:-

All with Corrections			Percentage
	Better eye	Worse eye	
1	2	3	4
Category 0	6/9 - 6/18	6/24 to 6/36	20%
Category I	6/18 - 6/36	6/60 - nil	40%
Category II	6/60 - 4/60 Or field of vision 10° - 20°	3/60 to nil	75%
Category III	3/60 - 1/60 or field of vision 10°	F.C. at 1 Ft to nil	100%
Category IV	F.C. at 1 Ft to nil field of vision 100°	F.C. at 1 Ft to nil field of vision 100°	100%
One eyed person	6/6	F.C at 1ft to nil	30%

**Note (3):** For availing of the concession admissible to a blind candidate, the candidature concerned shall produce a certificate in the prescribed proforma from a Medical Board constituted by the State Governments along with their application for the Main Examination.

**Note (4):**

- The concession admissible to blind candidates shall not be admissible to those suffering from Myopia.
- The Commission have discretion to fix qualifying marks in any or all the subjects of the examination.
- If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- Marks will not be allotted for mere superficial knowledge.
- Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.
- In the question papers, wherever required, SI units will be used.
- Candidates should use only International form of Indian numerals (i.e. 1,2,3,4,5 6 etc.) while answering question papers.
- Candidates will be allowed the use of Scientific (Non-Programmable type) Calculators at the conventional (Essay) type of examination of MPSC. Programmable type of Calculators will however not be allowed and the use of such calculators shall tantamount to resorting

to unfair mean by the candidates. Loaning or interchanging of calculators in the Examination Hall is not permitted.

It is also important to note that candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They should not therefore bring the same inside the Examination Hall.

### **C. Interview Test.**

The candidate will be interviewed by a Board who will have before them a record of his career. He will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability on the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental calibre of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

2. The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidates.

3. The interview test is not intended to be a test either of the specialised or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own State or Country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well-educated youth.

## **SECTION III**

### **SYLLABI FOR THE EXAMINATION**

**NOTE:** Candidates are advised to go through the Syllabus published in this Section for the Preliminary Examination and the Main Examination, as periodic revision of syllabus has been done in several subjects.

#### **Part-A Preliminary Examination**

##### **Paper-I (200 Marks)**

**Duration: Two hours**

- Current events of national and international importance.
- History of India and Indian National Movement.
- Indian and World Geography-Physical, Social, Economic, Geography of India and the World.
- Indian Polity and Governance-Constitutional, Political System, Panchayat Raj, Public Policy, Rights Issues etc.
- Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.



- General Issues of Environment ecology, Bio-diversity and Climate Change – that do not require subject specialization.
- General Science.

**Paper-II (200 Marks)**

**Duration: Two hours**

- Comprehension;
- Interpersonal skills including communication skills;
- Logical reasoning and analytic ability;
- Decision making and problem solving;
- General mental ability;
- Basic numeracy (number and their relation, orders of magnitude, etc.) (Class X level),  
Data interpretation (charts, graphs, tables, data sufficiency etc. – Class X level);

**Note 1:** Paper-II of the Manipur Civil Services Combined Competitive (Preliminary) Examination will be a qualifying paper with minimum qualifying mark fixed at 33%.

**Note 2:** The questions will be of multiple choice, objective type.

**Note 3:** It is mandatory for the candidate to appear in both the Papers of Manipur Civil Services Combined Competitive (Prelim) Examination for the purpose of evaluation. Therefore, a candidate will be disqualified in case he/she does not appear in both the papers of Manipur Civil Service Combined Competitive (Prelim) Examination.

**Part – B Main Examination**

The main examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory.

The nature and standard of questions in the General Studies papers (Papers- II to Paper V) will be such that a well-educated person will be able to answer them without any specialized study. The questions will be such as to test a candidate's general awareness of a variety of subjects, which will have relevance for a career in Civil Service. The questions are likely to test the candidate's basic understanding of all relevant issues, and ability to analyse, and take a view on conflicting socio-economic goals, objectives and demands. The candidate must give relevant, meaningful and succinct answers.

Syllabi of the papers included in the scheme of Civil Services (Main) Examination are given as follows:-

## **QUALIFYING PAPER ON ENGLISH**

The aim of the paper is to test the candidate's ability to read and understand serious discursive prose, and to express his ideas clearly and correctly, in English.

The pattern of question would be broadly as follows:-

- (i) Comprehension of given passage.
- (ii) Precise Writing.
- (iii) Usage and vocabulary.
- (iv) Short Essays.

**Note 1:** The papers on English will be of Matriculation or equivalent standard and will be of qualifying nature only. The marks obtained in this paper will not be counted for ranking.

### **Paper-I**

**Essay:** Candidates may be required to write essays on multiple topics. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

### **Paper-II**

**General Studies-I: Indian Heritage and Culture, History and Geography of the World and Society.**

- Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteenth century until the present – significant events, personalities, issues.
- The Freedom Struggle – its various stages and important contributors/contributions from different parts of the country.
- Post-independence consolidation and reorganization within the country.
- History of the world will include events from 18<sup>th</sup> century such as industrial revolution, world wars, redrawal of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. – their forms and effect on the society.
- Salient features of Indian Society, Diversity of India.
- Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society.
- Social empowerment, communalism, regionalism and secularism.
- Salient features of world's physical geography.
- Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India).
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location-changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

### **PAPER-III**

#### **General Studies- II: Governance, Constitution, Polity, Social Justice and International relations.**

- Indian Constitution- Historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressal mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries.
- Parliament and State legislatures- structures, functioning, conduct of business, powers & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary – Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies.
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance-applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of civil services in a democracy.
- India and its neighbourhood- relations.
- Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests.
- Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora.
- Important International institutions, agencies and fora- their structure, mandate.

### **PAPER-IV**

#### **General Studies-III: Technology, Economic Development, Bio diversity, Environment, Security and Disaster Management**

- Indian Economy and issues relating to planning, mobilization, of resources, growth development and employment.
- Inclusive growth and issues arising from it.
- Government Budgeting.
- Major crops-cropping patterns in various parts of the country. – Different types of irrigation and irrigation systems storage, transport and marketing of agriculture produce and issues and related constraints; e-technology in the aid of farmers.
- Issues related to direct and indirect farm subsidies and minimum support prices; Public Distribution System -objectives, functioning limitation, revamping; issues of buffer stocks and food security; Technology missions; economics of animal-rearing.
- Food processing and related industries in India-scope and significance, location, upstream and downstream requirements, supply chain management.
- Land reforms in India.
- Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
- Infrastructure: Energy, Ports, Roads, Airports, Railways etc.
- Investment models.
- Science and Technology-developments and their application and effects in everyday life.
- Achievements of Indians in Science & Technology; indigenization of technology and developing new technology.
- Awareness in the fields of IT, Space, Computers, robotics, nano-technology, bio - technology and issues relating to intellectual property rights.
- Conservation, environmental pollution and degradation, environmental impact assessment.
- Disaster and disaster management.
- Linkages between development and spread of extremism.
- Role of external state and non-state actors in creating challenges to internal security.
- Challenge to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security, money-laundering and its prevention.
- Security challenges and their management in border areas – linkages of organized crime with terrorism.
- Various Security Forces and agencies and their mandates.

## **Paper – V**

### **General Studies-IV: Ethics, Integrity and Aptitude.**

This paper will include question to test the candidates' attitude and approach to issues relating to integrity, probity in public life and his problem solving approach to various issues and conflicts faced by the him in dealing with society Questions may utilise the case study approach to determine these aspects. The following broad areas will be covered:

- Ethics and Human Interference: Essence, determinants and consequences of Ethics in-human action; dimensions of ethics; ethics-in private and public relationships. Human values– lessons from the lives and teachings of great leaders, reformers and administration; role of family society and educational institutions in inculcating values.
- Attitude: content, structure, function; its influence and relation with thought and behaviour, moral and political attitudes; social influence and persuasion.

- Aptitude and foundational values for Civil Service, integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.
- Emotional intelligence-concepts, and their utilities and application in administration and governance.
- Contributions of moral thinkers and philosophers from Indian and world.
- Public/Civil Service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws; rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; cooperate governance.
- Probity in Governance: Concept of public Service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case Studies on above issues.



APPENDIX - I

REGULATIONS RELATING TO THE PHYSICAL  
EXAMINATION OF CANDIDATES

The regulations are published for the convenience of candidates and enable them to ascertain the probability of their possessing the required physical standard. The regulations are also intended to provide guidelines to the medical examiners.

2 (a) The Government of Manipur reserve to themselves absolute discretion to reject or accept any candidate after considering the report of the Medical Board.

2(b) The medical examination shall be conducted by duly constituted Medical Board including radiographic examination.

The classification of various Services under the two categories, namely "Technical" and "Non-Technical" will be as under:-

A. Technical

(1) Manipur Police Service.

B. Non-Technical

Manipur Civil Service and Category II Services / Posts , namely, Sub-Deputy Collector, Manipur Finance Service Grade –III, Section Officer of Manipur Secretariat, Election Officer, Election Department

1. To be passed as fit for appointment, a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties on his appointment.

2. (a) In the matter of co-relation of age limit, height and chest girth of candidates, it is left to the Medical Board to use whatever correlation figure are considered most suitable as a guide in the examination of the candidates. If there be any disproportion with regard to height, weight and chest girth, the candidates should be hospitalized for investigation and the candidate is declared fit or not fit by the Board.

(b) However, for certain Services minimum standard for height and chest girth without which candidates cannot be accepted, are as follows:-

		Height	Chest girth Fully expanded	Expansion
(1)	Manipur Police Service			

	(1)	(2)	(3)	(4)
i)	Gents	160 cm	84cm	5cm
ii)	Ladies	145 cm	79cm	5cm

3. The candidate's height will be measured as follows:-

He will remove his shoes and be placed against the standard with his feet together and the weight thrown on the heels and not on the toe or other sides of the feet. He will stand erect without rigidity and with heels, calves, buttocks and shoulder touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar and the height will be recorded in centimetres and parts of a centimetre to halves.

4. The candidate's chest will be measured as follows:

He will be made to stand erect with his feet together and to raise arms over his head. The tape will be so adjusted round the chest that its upper edge touches the inferior angles of the shoulder blades behind and lies in the same horizontal plane when the tap is taken round the chest. The arms will then be lowered to hang loosely by the side and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times and the maximum expansion of the chest will be carefully noted and the minimum and maximum will then be recorded in centimetres 84-89, 86-93.5 etc. In recording the measurements fractions of less than half a centimetre should not be noted.

N.B.- The height and chest of the candidates should be measured twice before coming to a final decision.

5. The candidate will also be weighed and his weight recorded in Kilograms; fractions of half a kilogram should not be noted.

6.(a) The candidate's eye-sight will be tested in accordance with the following rules. The result of each test will be recorded.

(i) General- The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate will be rejected if he suffers from any morbid conditions of eye, eyelids or contiguous structure of such a sort as to render or are likely at future date to render him unfit for Service.

(ii) Visual Acuity – The examination for determining the acuteness of visions includes two tests - one for distant the other for near vision. Each eye will be examined separately.

(b) There shall be no limit for maximum naked eye vision but the naked eye vision of the candidates shall however be recorded by the Medical Board or other medical authority in every case, as it will furnish the basic information in regard to the condition of the eye.

(c) The following standards are prescribed for distant and near vision with or without glasses for different types of Services.

Class of Service					
		MPS		MCS and other Non-technical Post / Service	
		Better eye (corrected vision)	Worse eye	Better eye (corrected vision)	Worse Eye
1	Distant Vision	6/6 or 6/9	6/12 or 6/9	6/6 or 6/9	6/18 to Nil or 6/12
2	Near vision	J1	J2	J1 J2	J3 to Nil J2
3	Types of corrections permitted	Spectacles		Spectacles 10L* Radial Keratotomy* / Lasik Laser Surgery	
4	Limits of refractive error permitted	+4.00 D (including cylinder)- Non-Pathological Myopia +4.00 D (including cylinder) (Hypermetropia)		None but without Pathological Myopia	
5	Colour vision requirements	High Grade		Low Grade	
6	Binocular vision needed	Yes		No	

\* To be referred to a Special Board of Ophthalmologists.

(d) (i) In respect of the Technical Service mentioned above and any other Service concerned with the safety of public, the total number of Myopia (including the cylinder) shall not exceed minus 4.00D. Total amount of hypermetropia (including the cylinder) shall not exceed plus 4.00 D.

Provided that in case a candidate in respect of the Services classified as "Technical" is found unfit on grounds of high myopia, the matter shall be referred to a special board of three Ophthalmologists to declare whether this myopia is pathological or not. In case it is not pathological, the candidate shall be declared fit, provided he fulfills the visual requirements otherwise.

(ii) In every case of myopia, fundus examination should be carried out and the results recorded. In the event of pathological condition being present which is likely to be progressive and affects the efficiency of the candidate, he/she should be declared unfit.

(e) Field of vision: The field of vision shall be tested in respect of all Services by the confrontation method. When such test gives unsatisfactory or doubtful result, the field of vision should be determined on the perimeter.

(f) Night blindness: Broadly there are two types of night blindness: (1) as a result of vitamin A deficiency and (2) as a result of organic disease of retina - common cause being Retinitis Pigmentosa. In (1) the fundus is normal, generally seen in younger age group and ill nourished persons and improves by large doses of vitamin A. In (2) the fundus is often involved and mere fundus examination will reveal the condition in majority of cases. The patient in this category is an adult and may not suffer from malnutrition. Persons seeking employment for higher post in the Government will fall on this category. For both (1) and (2) dark adaptation test will reveal the condition. For (2) specially when fundus is not involved electro-Retinography is required to be done. Both these tests (dark adaptations and retinography) are time-consuming and required as a routine test in a medical check up. Because of these specialized set up, and equipment and thus are not possible as technical considerations, it is for the Government of Manipur to indicate if these tests for night blindness are required to be done. This will depend upon the job requirement and nature of duties to be performed by the prospective government employees.

(g) Colour Vision: The testing of colour vision shall be essential in respect of the Technical Services mentioned above. As regards the non-Technical Services/Posts, the Government of Manipur, Department of Personnel, will have to inform the Medical Board that the candidate is for a Service requiring colour vision examination or not.

Colour perception should be graded into higher and lower grade depending upon the size of aperture in the lantern as described in the table below:-

	Grade	Higher Grade Colour Perception	Lower Grade Colour Perception
	1	2	3
1	Distance between the lamp and candidate	16 ft	16 ft
2	Size of aperture	1.3 mm	13 mm
3	Time of exposure	5 seconds	5 seconds

For the MPS, higher grade of colour vision is essential but for others, lower grade of colour vision should be considered sufficient.

• Satisfactory colour vision constitutes recognition with ease and without hesitation of signal red, green and yellow colours. The use of Ishihara's plates, shown in good light and a suitable Edridge Green's lantern shall be considered quite dependable for testing colour vision.

(h) Ocular condition other than visual acuity -

(i) Any organic disease or a progressive refractive error, which is likely to result in lowering visual acuity, should be considered a disqualification.

(ii) Squint: Presence of squint should not be considered as a disqualification if visual acuity is of prescribed standard for M.P.S.

(iii) If a person has one eye or if he has one eye which has normal vision and the other eye is amblyopic or has subnormal vision, the usual effect is that the person is lacking stereoscopic



vision for perception of depth. Such vision is not necessary for many civil posts. The medical board may recommend as fit, such persons provided the normal eye has-

- i. 6/6 distant vision j/I near vision with or without glasses provided the error in any meridian is not more than 4 dioptries for distant vision.
- ii. has full field of vision.
- iii. Normal colour vision wherever required:

Provided the board is satisfied that the candidate can perform all the functions for the particular job in questions.

The above relaxed standards of visual acuity will NOT apply to candidates for Posts/Services classified as "TECHNICAL". The Government of Manipur will have to inform the Medical Board that the candidate is for a "TECHNICAL" post or not.

(iv) Contact Lenses: During the medical examination of candidate, the use of contact lenses is not to be allowed. It is necessary that when conducting eye test the illumination of the typed letters for distant vision should have an illumination of 15 foot-candles.

#### GUIDELINES FOR SPECIAL OPHTHALMIC BOARD:

Special Ophthalmic Board for eye examination shall consist of 3 Ophthalmologists:

Cases where the Medical Board has recorded visual function within normal prescribed limits but suspects a disease of progressive and organic nature, which is likely to cause damage to the visual function should refer the candidate to a special Ophthalmic Board for opinion as part of the first Medical Board.

All cases of any type of surgery on eyes, IOL, refractive corneal surgery, doubtful cases of colour defect should be referred to special Ophthalmic Board.

In such cases where a candidate is found to be having high myopia or high hypermetropia, the State Medical Board should immediately refer the candidates for a special Board of three Ophthalmologists constituted by the Medical Superintendent of the Hospital/A.M.O. with the Head of the Department of Ophthalmology of the Hospital or the senior most Ophthalmologist as the Chairman of the special Board. The Ophthalmologist/Medical Officer who has conducted the preliminary ophthalmic examination cannot be a part of the Special Board.

The examination by the special Board should preferably be done on the same day. Whenever it is not possible to convene the special Board of three Ophthalmologists on the day of the medical examination by the State Medical Board, the special Board may be convened at an earliest possible date.

The Special Ophthalmic Board may carry out detailed investigations before arriving at their decision.

The Medical Board's report may not be deemed as complete unless it includes the report of the Special Board for all such cases which are referred to it.

#### GUIDELINE FOR REPORTING ON BORDER LINE UNFIT CASES

In Border line cases of substandard visual acuity, subnormal colour vision, the test will be repeated after 15 minutes by the Board before declaring a person unfit.

#### 5. BLOOD PRESSURE.



The Board will use its discretion regarding Blood Pressure. A rough method of calculating normal maximum systolic pressure is as follows:-

- (i) with young subjects 15-25 years of age the average is about 100 plus the age.
- (ii) with subjects over 25 years of age the general rule of 110 plus half the age seems quite satisfactory.

N.B.- As a general rule, any systolic pressure over 140 mm. and diastolic over 90 mm. should be regarded as suspicious and the candidate should be hospitalised by the Board before giving their final opinion regarding the candidate's fitness or otherwise. The hospitalisation report should indicate whether the rise in blood pressure is of a transient nature due to excitement etc. or whether it is due to any organic diseases. In all such cases X-ray and electrocardiographic examination of heart and blood urea clearance test should also be done as a routine. The final decision as to fitness or otherwise of a candidate will however, rest with the Medical Board only.

#### METHOD OF TAKING BLOOD PRESSURE

The mercury manometer type of instrument should be used as a rule. The measurement should not be taken within fifteen minutes of any exercise or excitement. Provided the patient and particularly his arm is relaxed he may be either lying or sitting. The arm is supported comfortably the patient's side in a more or less horizontal position. The arm should be freed from the cloth to the shoulder. The cuff completely deflated should be applied with the middle of the rubber over the inner side of the arm and its lower edge an inch or two above the bend of the elbow. The following returns of cloth bandage should spread evenly over the bag to avoid bulging during inflation.

The brachial artery is located by palpitation at the bend of the elbow and the stethoscope is then applied lightly and centrally over it below but not in contact with the cuff. The cuff is inflated to about 200 mm. Hg. and then slowly deflated. The level at which the column stands when soft successive sound are heard represents the Systolic Pressure. When more air is allowed to escape the sound will be heard to increase in intensity. The level at which the well heard clear sound change to soft muffed fading sounds represents the Diastolic Pressure. The measurements should be taken in a fairly brief period of time as prolonged pressure of the cuff is irritating to the patient and will vitiate the reading. Rechecking if necessary should be done only a few minutes after complete deflation of the cuff. Sometimes as the cuff is deflated sounds are heard at a certain level they may disappear as pressure falls and reappear at a still lower level. This silent Gap may cause error in readings.

The urine (passed in the presence of the examiner) should be examined and the results recorded. Where a Medical Board finds sugar present in candidate's urine by the usual chemical tests, the Board will proceed with the examination with all its other aspects and will also specially note any signs or symptoms suggestive of diabetes. If except for the glycosuria the Board finds the candidate conforms to the standard of medical fitness required they may pass the candidate fit, subject to the glycosuria being non-diabetic and the Board will refer the case to a specified specialist in medicine who has hospital and laboratory facilities at his disposal. The medical specialist will carry out whatever examinations clinical and laboratory, he considers necessary including a standard blood sugar tolerance test, and will submit his opinion to the Medical Board upon which the Medical Board will base its final opinion. "fit" or "unfit", The candidate will not be required to appear in person before the Board on the second occasion. To exclude the effect of medication it may be necessary to retain a candidate for several days in hospital under strict supervision.

9. A women candidate who as a result of tests is found to be pregnant of 12 weeks standing or over should be declared temporarily unfit until the confinement is over. She should be re-examined for fitness certificate six weeks after the date of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner.

10. The following additional points should be observed:-

(a) That the candidate's hearing in each ear is good and that there is no sign of disease of the ear. In case it is defective, the candidate should be got examined by the ear specialist; provided that if the defect in hearing is remediable by operation or by use of hearing aid a candidate cannot be declared unfit on that account provided he/she has no progressive disease in the ear.

(1) Marked or total deafness in one ear, other ear being normal.	Fit for non-technical jobs if the deafness is deafness 30 Decibel in higher frequency
(2) Perceptive deafness in both ears in which some possible by a hearing aid	Fit in respect of both technical non-technical jobs if the deafness is upto 30 Decibel in speech frequencies of 1000-4000.
3) Perforation of tympanic membrane of central or marginal type	<p>i) One ear normal other ear perforation of tympanic membrane present. Temporarily unfit. Under improve condition of ear surgery a candidate with marginal or other perforation in both ears should be given a chance by declaring him temporarily unfit and then he may considered under 4(II)below.</p> <p>(ii) Marginal or attic perforation in both ears unfit</p> <p>(iii) Central perforation both ears- Temporarily unfit.</p>
(4) Ears with mastoid cavity subnormal hearing on one side/on both sides	<p>(i) Either ear normal hearing other ear mastoid cavity-fit for both technical and non- subnormal hearing on technical and non- technical jobs.</p> <p>(ii) Mastoid cavity of both sides. Unfit for technical jobs. Fit for non-technical jobs if hearing improves to 30 Decibel in either ear with or without hearing aid.</p>
(5) Persistently discharging ear operated/ un-operated	Temporarily unfit for both Technical and non-technical jobs.
(6) Chronic inflammatory / aggergic condition of nose with or without body deromities of nasal septum	<p>(i) A decision will be taken as per circumstances of individual cases.</p> <p>(ii) If deviated nasal septum is present with symptoms- Temporarily unfit.</p>
(7) Chronic inflammatory conditions of tonsils and or Larynx	(i) chronic inflammatory conditions of tonsils and/Lamx-Fit.
(8) Benign or locally	(i) Benign tumours – Temporarily unfit.

Malignant tumours of the ENT.	(ii) Malignant Tumour – unfit. (ii) Stuttering of severe degree - Unfit.
(9) Otosclerosis	If the hearing is within 30 Decibels after operation Or With the help of hearing aid – fit.
(10) Congenital defects of ear, nose or throat.	(i) If not interfering with functions - Fit. ii) Stuttering of severe degree – Unfit.

(11)

(a) Nasal / polyp Temporarily Unfit

(b) that this speech is without impediment;

(c) that his teeth are in good order and that he is provided with dentures where necessary for effective mastication (well filled teeth will be considered as sound);

(d) that the chest is well formed and his chest expansion sufficient and that the hearts and lungs are sound;

(e) that there is no evidence of any abdominal disease;

(f) that he is not ruptured;

(g) that he does not suffer from hydrocele, varicose veins or piles;

(h) that his limbs, hands and feet are well formed and developed and that there is free and perfect motion of all joints;

(i) that he does not suffer from any inveterate skin disease;

(j) that there is no congenital malformation or defect;

(k) that he does not bear traces of acute or chronic disease pointing to an impaired constitution;

(l) that he bears marks of efficient vaccination; and

(m) that he is free from communicable disease.

11. Radiographic examination of the chest detecting any abnormality of the heart and lungs, which may not be apparent by ordinary physical examination, will be restricted to only such candidates who are declared finally successful at the concerned Civil Services Examination.

The decision of the Chairman of the Central Standing Medical Board (conducting the medical examination of the concerned candidate) about the fitness of the candidate shall be final.

In case of doubt regarding health of a candidate, the Chairman of the Medical Board may consult a suitable Hospital specialist to decide that issue of fitness or unfitness of the candidate for Government Service e.g. if a candidate is suspected to be suffering from any mental defect or aberration, the Chairman of the Board may consult a Hospital Psychiatrist, Psychologist, etc.

When any defect is found it must be noted in the certificate and the medical examiner should state his opinion whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate.

12. The candidate filing an appeal against the decision of the Medical Board have to deposit an appeal fee of Rs. 50.00 in such manner as may be prescribed by the Government of India in this behalf. This fee would be refunded if the candidate is declared fit by the Appellate Medical Board. The candidates may, if they like enclose medical certificate in support of their claim of being fit. Appeals should be submitted within 21 days of the date of the communication in which the decision of the Medical Board is communicated to the candidates; otherwise request for second medical examination by an Appellate Medical Board will not be entertained. The Medical Examination by the Appellate Medical Board would be arranged at Imphal only and no traveling allowance will be admissible for the journeys performed in connection with the medical examination. Necessary action to arrange medical examination by Appellate Medical Boards would be taken by the Department of Personnel on receipt of appeal accompanied by the prescribed fee.

### MEDICAL BOARD'S REPORT

The following intimation is made for the guidance of the medical examination:-

1. The standard of physical fitness to be adopted should make due allowance for the age and length of service, if any of the candidate concerned.

No person will be deemed qualified for admission to the Public Service who shall not satisfy Government appointing authority as the case may be that he has no disease, constitutional affliction, or bodily infirmity, unfitting him or likely to unfit him for that service.

It should be understood that the question of fitness involves the future as well as present and that one of the main objects of medical examinations is to secure continuous effective service, and in the case of candidates for permanent appointment to prevent early pension or payments in case of premature death. It is at the same time to be noted that the question is one of the likelihood of continuous effective service and the rejection of a candidate need not be advised on account of the presence of a defect which is only a small proportion of cases is found to interfere with continuous effective service.

A lady doctor will be co-opted as a member of the Medical Board whenever a woman candidate is to be examined.

The report of the Medical Board should be treated as confidential.

In case where a candidate is declared unfit for appointment in the government service, the ground for rejection may be communicated to the candidate in broad terms without giving minute details regarding the defects pointed out by the Medical Board.

In case where a Medical Board considers that a minor disability disqualifying a candidate for Government Service can be cured by treatment (medical or surgical), a statement to the effect should be recorded by the Medical Board. There is no objection to a candidate being informed of the Board's opinion to the effect by the appointing authority and when the cure has been effected it will be opened to the authority concerned to ask for another Medical Board.

In the case of candidates who are to be declared 'Temporarily Unfit' the period specified for re-examination should not ordinarily exceed six months at the maximum. On re-examination after the specified period these candidates should not be declared temporarily unfit for a further period but a final decision in regard to their fitness for appointment or otherwise should be given.

(a) Candidate's statement and declaration.

The candidate must make the statement required below prior to his Medical Examination and must sign the Declaration appended thereto. His attention is specially directed to the warning contained in the Note below-

1. State your name in full (in block letters).....

2.(a) State your age and birth place .....

3.(a) Have you ever had smallpox, intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attack, rheumatism, appendicitis?



OR

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?

4. When were you last vaccinated?

5. Have you suffered from any form of nervousness due to over work or any other causes.

6. Furnish the following particulars concerning your family: -

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their age and state of health	No. of brothers dead ,their age, and causes of death
1	2	3	4
1. 2. 3.			
Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their age and state of health	No. of sisters dead, their age, and causes of death
1	2	3	4
1. 2. 3.			

7. Have you been examined by a Medical Board before?

8. If answer to the above is "yes", please state what Service/Services you were examined for.

9. Who was the examining authority?

10. When and where was the Medical Board held?

11. Result of the Medical Board's examination if communicated to you or if known.

12. All the above answers are to the best of my knowledge and belief, true and correct and I shall be liable for action under law for any material infirmity in the information furnished by me or suppression of relevant material information. The furnishing of false information or suppression of any factual information would be a disqualification and is likely to render me unfit for employment under the Government. If the fact that false information has been furnished or that here has been suppression of any factual information comes to notice at any time during any Service, my Services would be liable to be terminated.

Candidate's signature  
Signed in my presence  
Signature of the Chairman of the Board

**PROFORMA 1**

(b) Report of the Medical Board on (name of candidate) Physical examination.

1. General development : Good ..... Fair.....  
Poor.....

Nutrition : Thin ..... Average .....

Obese..... Height: (Without Shoes) ..... Weight  
.....

Best Weight ..... When ..... Any recent changes  
in Weight ..... Temperature .....

Girth of chest:-

After full inspiration

After full expiration

2. Skin: Any obvious disease

3. Eyes:

(1) Any disease .....

(2) Night blindness .....

(3) Defect in colour vision .....

(4) Field of vision .....

(5) Visual acuity .....

(6) Fundus examination .....

Acuity of vision	Naked eye with glasses	Strength of glass Sph. Cyl. Axis
1	2	3
Distant-Vision RE LE		
Near-Vision RE LE		
Hypermetropia(Manifest) RE LE		

4. Ears — Inspection..... Hearing:  
Right-Ear .....  
Left-Ear .....
5. Glands ..... Thyroid .....
6. Condition of teeth .....
7. Respiratory system: Does physical examination reveal anything abnormal in the  
respiratory organs ..... If yes explain fully  
.....
8. Circulatory System:
- (a) Heart: Any organic Lesions ..... Rates  
Standing ..... After hopping 25 time  
..... 2 minutes after hopping
- (b) Blood Pressure:  
Systolic ..... Diastolic .....
9. Abdomen: Girth ..... Tenderness .....  
Hemia .....
- (a) Palpable Liver Spleen ..... Kidneys .....  
Tumours ..... Haemorrhoids ..... Fistula  
.....
10. Nervous System Indication of nervous or mental disabilities .....
11. Loco Motor System: any abnormality
12. Genito Urinary System; Any evidence of Hydrocele, Varicocele etc.
- Urine Analysis
- Physical appearance .....
- Sp Gr .....
- Albumen .....
- Sugar.....
- Casts .....
- Cells .....
13. X-ray chest P.A. view for lung lesion and heart size.
14. Is there anything in the health of the candidate likely to render him unfit for the efficient  
discharge of his duties in the service for which he is a candidate?

Note :- In the case of female candidate, if it is found – that she is pregnant of 12 weeks standing or over, she would be declared temporarily unfit vide Regulation 9.

15. (i) State the service for which the candidate has been examined :-

(a) MCS and other Non-Technical Post / Service

(b) M.P.S.

(ii) Has he/she been found qualified in all respects, for the efficient and continuous discharges of his/her duties in :MCS and other Non-Technical Post / Service

MPS

(iii) Is the Candidate fit for FIELD SERVICE?

Note (i): The Board should record their findings under one of the following three categories:-

(i) Fit .....

(ii) Unfit on account of .....

(iii) Temporarily unfit on account of .....

Fit only for specific vacancy reserved for physically impaired .....

Place

Signature

Chairman

Date

Member

Member

Seal of the Medical Board

**PROFOMA II**

**Candidate's Statement / Declaration**

**State**

<b>your name(in block letters)</b>		
<b>Roll No.</b>		
		<b>Candidate's signature State signed in my presence Chairman of the Board</b>



**APPENDIX-II**

**Form-A**

**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism  
and in case of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)

Recent Passport 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 .....  
(DD/ MM/ YY) Age ..... years, male/female  
Registration No. permanent  
resident of House No. Ward/Village/Street  
Post Office ..... District  
State ..... whose  
photograph is affixed above, and am satisfied that:

- (A) he/she is a case of :
- locomotor disability
  - dwarfism
  - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is .....

(A) He/ She has .....% (in figure).....  
percent (in words) permanent Locomotor  
Disability /dwarfism / blindness in relation to his/her  
..... (part of body) as per guidelines  
(.....number and date of issue of the guidelines to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/Thumb  
impression of the person in whose favour certificate  
of disability certificate is  
issued.

Form-B  
Certificate of Disability  
(In cases of multiple disabilities)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

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

Certificate No. ....

Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum  
...../son/wife/daughter of Shri .....  
Date of Birth..... (DD)/(MM)/(YY) Age .....years,  
male/female..... Registration No.....  
permanent resident of House  
No.....Ward/Village/Street.....  
..... Post Office ..... District.....  
State ..... whose photograph is affixed above, and are  
satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of  
permanent physical impairment/disability has been evaluated as  
per guidelines (.....number and date of issue of the  
guidelines to be specified) for the disabilities ticked below, 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures:- .....percent

In words:- .....percent

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)

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

# e.g. Single eye

£ e.g. 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. Signature and Seal of Medical Authority

--	--	--

Signature/Thumb  
impression of the person in whose favour certificate  
of disability certificate is  
issued.

Form-C  
Certificate of Disability  
(In cases other than those mentioned in Form A and B)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport 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..... (DD)/(MM)/(YY) ..... Age .....years,  
male/female..... 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 percentage physical impairment/ disability has been evaluated as per guidelines (..... Number and date of issue  
of the guidelines to be specified) and is 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			

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

2. The above 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)

@ e.g. Left/right/both arms/legs  
# e.g. Single eye/both eyes  
£ e.g. 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

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

Countersigned

{Countersigned and seal of the Chief Medical Officer/  
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 certificate  
of disability certificate is  
issued.

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.



Form-D  
[Intimation of rejection of Application for Certificate of Disability]

No.

Dated:

To,

(Name and address of applicant  
For Certificate of Disability)

Sub: Rejection of Application for Certificate of Disability.

Sir/ Madam,

Please refer to your application dated ----- for issue of a Certificate of Disability for the following disability:

-----.

2. Pursuant to the above application, you have been examined by the undersigned/Medical Authority on -----  
-----, and I regret to inform that, for the reasons mentioned below, it is not possible to issue a Certificate of Disability in your  
favour:

- i)
- ii)
- iii)

3. In case you are aggrieved by the rejection of your application, you may represent to -----  
-----, requesting for review of this decision.

Yours faithfully,

(Authorised Signatory of the notified Medical Authority)

(Name and Seal)