इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

INDIANOIL CORPORATION LIMITED

MARKETING DIVISION

शारीरिक स्वस्थता का मानदण्ड व
पूर्व आबंधन चिकित्सा जाँच
शिक्षु अधिनियम, 1961 के तहत निर्दिष्ट ट्रेडों के
अंतर्गत प्रशिक्षु के लिए

Criteria for Physical fitness and
Pre-engagement Medical Examination for Apprentices
Under Designated Trades
Under The Apprentices Act, 1961

Downloaded from AIJobAlert.com · Verify all details on the official website.

इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

GUIDELINES

1. The aim of this guideline is to engage an Apprentice, for a particular trade under the Apprentices Act 1961, who must be in good physical and mental health and must be free from any physical defect or disability that is likely to interfere with efficient performance of the duties and / or safety of the plants, machinery or co-workers.
2. Part-I contains Pre-engagement examination form to be filled by the candidate before Medical Examination (Page 3 to 4).
3. Part II contains guidelines for examining Doctor (Page 5 to 6).
4. Part III contains Investigation/Tests document to be filled by the examining Doctor (Page 7 to 10).
5. Part IV contains Medical Certificate to be filled and signed by the examining doctor and CMO or Civil Surgeon (Page 11).

Note:

- Medical Examination as prescribed under these guidelines will be conducted by Corporation's Medical officer / Authorized Medical Officer / Designated Nominated Hospitals only, who shall be the competent authority to certify a candidate as **Medically Fit / Unfit / Temporarily Unfit**. However, IOCL reserves the right to re-examine or review a medical report.
- A candidate found to be Temporarily Unfit means short term sickness which is curable within a period of not more than eight weeks. The examining doctor, on satisfying himself during re-examination that the short-term disease is cured, will declare the candidate to be Medically Fit.
- Candidates will be declared Temporarily Unfit for following conditions:
  a) Hernia
  b) Hydrocele
  c) Haemorrhoids
  d) Pregnancy of 24 weeks or more
  e) Phimosis
  f) Active Tuberculosis
  g) Gall Stones
  h) Renal Stone
  i) Dyslipidemia
  j) Perforation of Tympanic Membrane and CSOM
  k) Leprosy (Hansen's disease)
  l) Any other condition, which the doctor feels, is curable within 8 weeks
- Physically challenged persons may be selected against the identified trade, where such persons can perform their duties with reasonable efficiency and without undue physical strain or hazard.
- The candidate except for the handicap must be within the normal range of all other physical standards.
- Dispute/Issue/Appeal pertaining to medical examination not covered/addressed under these guidelines shall be regulated under Guidelines and Criteria for Physical Fitness for Pre-employment medical examination of Indian Oil Corporation Limited.

Downloaded from AIJobAlert.com · Verify all details on the official website.

Name:.....

Roll No:.....

इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

PART I

TO BE FILLED IN BY CANDIDATE BEFORE MEDICAL EXAMINATION

Name:

Roll No:

Trade:

Date Of Birth:

Paste recent size photograph duly attested by self

Answer all Questions: Put (✓) Mark in the Column 'Yes'/ 'No'

S No.	Question	Yes	No
1	Are you on prolonged medication?		
	If Yes, specify:		
2	Are you allergic to any medicine?		
	If Yes, specify:		
3	Do you suffer from any of the following		
	High Blood Pressure		
	Heart Disease		
	Tuberculosis		
	Stroke (Paralysis due to Haemorrhage in brain)		
	Diabetes		
	Mental illness		
	Cancer		
	Any other disease, please specify:		
4	Do you take alcoholic beverages / intoxicants?		
5	Do you smoke or take tobacco?		
	If yes, how much every day?		
6	Do you have fainting spells?		
7	Do you become unusually short of breath when you walk upon flight of stairs?		
8	Have you had a cough that started in the last 6 months & remained more than a month?		
9	Have you ever vomited or coughed out blood?		
10	Do you have weakness or paralysis of either of your arms or legs?		
11	Do you ever feel so depressed that it interferes with your jobs or with your doing house work?		
12	Do you feel that you need medical or psychiatric help because of nervousness?		
13	Have you ever been rejected in Pre Engagement Medical Examination		
	If yes, name of the company, where you got appointment :		

Downloaded from AIJobAlert.com · Verify all details on the official website.

14	Do / Did any of your family member(s) suffer(ed) from any of the following: • High Blood pressure • Heart Disease • Tuberculosis • Stroke (Paralysis due to Haemorrhage in brain) • Diabetes • Mental illness • Cancer		
15	Do you have Hernia / Piles / Hydrocele?		
16	Please specify significant information, if any, not covered above:		

Marital History : Single / Married / Widowed / Widower / Divorced

No. of Children: Male _____ Female _____

F P History : Vasectomy / Tubectomy

Immunization: **Tetanus Toxoid: I II III** **Booster: I II**

Hepatitis B : I II III

PAST ENGAGEMENT, IF ANY:

NAME OF COMPANY	NO. OF YEARS	NATURE OF JOBS	ANY OCCUPATIONAL HEALTH AILMENT

DECLARATION BY THE CANDIDATE

I declare that the above information is true and correct to the best of my knowledge and belief.

Date:…….

Place:…… **Signature of Candidate**

FINGER PRINT OF LEFT HAND FINGERS

Little Finger	Ring Finger	Middle Finger	Index Finger	Thumb

Downloaded from AIJobAlert.com · Verify all details on the official website.

इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

PART II

GUIDELINES FOR EXAMINIG DOCTOR AS PER SCHEDULE II, THE APPRENTICES ACT, 1961

(1) **Standard of Physical Fitness for Training**

A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed.

(2**)** **Height, Weight and Chest**

Candidates would satisfy the following minimum standards, namely:---

Height: 137 centimetres; Weight: 25.4 Kilograms; Chest expansion should not be less than 3.8 centimetres irrespective of size of chest:

Provided that where a candidate does not satisfy the said minimum standards but is certified in writing by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

(3) **Eyes**

There should be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation of recurrence.

Standard of vision

(a) Visual acuity:

Candidates having vision in one eye shall be eligible to undergo Apprenticeship Training, except In the following seventeen trades, namely:---

(1)Electrician Aircraft (2)Watch and Clock Mechanic (3) Driver cum Fitter (4) Surveyor (5) Process Cameraman (6) Sirdar (7) Rigger (Engineering & Chemical Industry) (8) Shotfirer / Blaster (Mines) (9)Mate (Mines) (10) Mechanic Radio and Radar Aircraft (11) Ceramic Moulder (12) Ceramic Caster (13) Ceramic Kiln Operator (14) Ceramic Press Operator (15) Ceramic Modeller (16) Ceramic Decorator (17) Optical Worker

(1) The minimum standard of visual acuity for all trades shall be:

6/18 in each eye or 6/12 in one eye and 6/24 in the other eye without glasses or 6/9 with glasses in both eyes.

Candidates with vision in one eye only shall be rejected.

(b) Colour Vision - Not required.

(4) **Ears:** Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.

Downloaded from AIJobAlert.com · Verify all details on the official website.

(5) **Skin:** There should be no evidence of acute or chronic skin disease or chronic ulceration.

(6) **Speech:** Speech should preferably be without impediment.

(7) **Alimentary system**

1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication.
2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.
3. Liver should not be palpable or tender.
4. There should be no oral sepsis.
5. There should be no sugar in the urine.
6. Candidates should not be suffering from haemorrhoids, fissures in and fistula and hernia or bubonocele or ischio-rectal abscess or hydrocele.

(8) **Cardio Vascular System**

1. Blood Pressure should not exceed 85 diastolic and 140 systolic.
2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.
3. There should be no sign of any cardiovascular disease.

(9) **Respiratory System:** Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.

(10) **Genito Urinary System :** There should be no evidence of genito urinary disease or any abnormality.

(11) **Skeletal System**

1. The function of all limbs should be within normal limits.
2. There should be no evidence of serious deformity of the spinal column or of the extremities.

(12) **Nervous System: T**here should be no evidence of any disease of nervous system or of any mental disease.

(13) **Glandular System:** There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.

Downloaded from **AIJobAlert.com** · Verify all details on the official website.

Name:……..

Roll No:……..

इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

PART III

INVESTIGATIONS

LAB INVESTIGATIONS:

URINE: ALBUMIN _____ SUGAR _____

MICROSCOPY _____ STOOL: _____

HAEMOGRAM

Blood Group:_____ Rh factor:_____ Hb _____ TLC _____ RBC _____

DLC – **P L E M B** Platelets Count_____

HEPATIC PROFILE

SGPT: SGOT:

RENAL PROFILE

Blood Urea: S/Creatinine:

METABOLIC

Blood Sugar – F: Blood Sugar – PP: S/uric acid:

OTHERS

VDRL:

OTHER INVESTIGATIONS:

X-Ray Chest _____

ECG _____
Others:_____

PULMONARY FUNCTION TEST

	FVC	**FEV 1**
Predicted		
Measured		
% of Predicted		
Remarks:		

Downloaded from AIJobAlert.com · Verify all details on the official website.

AUDIOGRAM

Name:……..

Roll No:……..

		500	1000	1500	2000	3000	4000	6000	8000
← Hearing Loss in dB →	-10								
	0								
	10								
	20								
	30								
	40								
	50								
	60								
	70								
	80								
	90								
	100								
	110								
	120								
	130								

Frequency in Hz →

AIR CONDUCTION BLUE LT EAR X 0 RED RT EAR

BONE CONDUCTION BLUE LT EAR > < RED RT EAR

Downloaded from **AIJobAlert.com** · Verify all details on the official website.

Name:……

Roll No:……

TO BE FILLED IN BY THE DOCTOR

GENERAL EXAMINATION:

HEIGHT:_____ CM WEIGHT:_____KG

CHEST: INSPIRATION _____CM EXPIRATION:_____ CM

BLOOD PRESSURE: _____

Answer all Questions: Put (✓) Mark in the Column 'Yes'/ 'No'

S No.	Question	Yes	No
1	**EYES**: Any evidence of any morbid condition of:		
	Either eye		
	Lids of either eye		
2	Minimum standard of Visual Acuity		
3	**EARS**:		
	Hearing good in both ears		
	Sign of Suppurative disease		
4	**SKIN**:		
	Evidence of acute or chronic skin disease		
	Evidence of chronic ulceration		
5	**SPEECH**:		
	Impediment in speech		
6	**ALIMENTARY SYSTEM:**		
	Natural teeth in healthy state for mastication		
	Spleen is palpably enlarged		
	Tenderness in the splenic area		
	Liver is palpable or tender		
	Evidence of oral sepsis		
	Evidence of Sugar in urine		
	Evidence of haemorrhoids		

Downloaded from AIJobAlert.com · Verify all details on the official website.

	Evidence of fissures in and fistula			Name:……
	Evidence of hernia/bubonocele/ischio-rectal abscess/hydrocele			Roll No:…….
7	**CARDIO VASCULAR SYSTEM**			
	Evidence of any cardiovascular disease			
8	**RESPIRATORY SYSTEM**			
	Evidence of any respiratory system disease			
9	**GENITO URINARY SYSTEM**			
	Evidence of genitor urinary disease or any abnormality			
10	**SKELETAL SYSTEM**			
	Limbs are functioning within normal limit			
	Evidence of serious deformity of the spinal column or the extremities			
11	**NERVOUS SYSTEM**			
	Evidence of any disease of nervous system			
	Evidence of any mental disease			
12	**GLANDULAR SYSTEM**			
	Evidence of tuberculosis			
	Evidence of any disease of the glandular system			

Date:…….. **Signature of Medical Officer**

Downloaded from **AIJobAlert.com** · Verify all details on the official website.

Name:…….

Roll No:…….

इंडियन ऑयल कार्पोरेशन लिमिटेड
(बिपणन प्रभाग)

PART IV

MEDICAL CERTIFICATE

We hereby certify that Shri / Smt. / Kum _____, a candidate for engagement as Apprentice in Indian Oil Corporation Limited, in trade _____ , has been examined by us, we cannot discover that he / she has got any disease, communicable or otherwise, constitutional or bodily deformity except _____.

We do/do not consider this as disqualification for the above trade. He/ She is hereby declared, as:

☐ **FIT** ☐ **UNFIT** ☐ **TEMPORARILY UNFIT**

If He / She has been found to be Temporarily Unfit / Unfit on account of

_____. *He / She may be directed to report to the undersigned for re-examination on* _____.

Signature of Examining Doctor

Name:

Registration No.

Date:

Seal:

Signature of Chief Medical Officer or Civil Surgeon

Name:

Registration No.

Date:

Seal:

Downloaded from AIJobAlert.com · Verify all details on the official website.

Schedule II:
Pre Engagement Medical Examination for Optional Trades

Downloaded from **AIJobAlert.com** · Verify all details on the official website.

IndianOil

Pre Engagement Medical Examination Format for
Apprentices Under Optional trades

Applying as (Please tick on the trade you are applying for):

Graduate Apprentice/ Technician Apprentice/ Fresher Apprentice

Personal details to be filled by the Candidate (PLEASE USE BLOCK LETTERS)

Name:_____

Candidate to affix a passport size photo here which is to be attested by the doctor conducting the examination

Age_____Sex:_____

Marital Status:_____ Blood Group: _____

Marks of Identification:_____

Any significant Medical History hospitalization, surgery, injuries, seizure disorder etc. if yes details:

_____

Date: Signature of candidate

Clinical Examination and Investigations to be filled by General Practitioner (MBBS)/ physician (MD) of Government/ Municipal Hospital or Any Hospital having NABH Accreditation

Weight:_____Pulse:_____Blood Pressure: _____

Respiratory system:_____ Heart Sound:_____

Skin Examination: Normal/Acute Chronic Skin Disease

Vision test – Normal/Abnormal Hearing (Both Ears)- Normal /Abnormal

Complete Blood Count: _____

Urine R&M: _____

Any other findings:_____

It is certified that Mr/Ms _____ _____ is fit/unfit (whichever is applicable) to join as Apprentice at Indian Oil Corporation Limited

Date, Signature and stamp of the doctor	Address of the Government / Municipal/NABH accredited hospital	Registration No. of the Doctor

Downloaded from AIJobAlert.com · Verify all details on the official website.