



Guidelines for Medical Examination of Non-gazetted Employees

A. PROCEDURE FOR GETTING APPOINTMENT

1. This department undertakes Medical Examination of candidates for fitness to join service in different Ministries/ Departments of the Government of India.
2. Medical examination of candidates of autonomous bodies of government of India, registered bodies of Government of India, and Government undertakings are done in Lady Harding Medical College.
3. The letter requesting medical examination of candidates is usually sent by the employing office addressed to 'The Medical Superintendent / Civil Surgeon, Dr RML Hospital' directly by post or by hand of candidate. In either case, the letter is deposited / is to be deposited in the Diary Section (in front of gate No. 1) where a diary number is allotted and the letter sent to this department.
4. Candidate can approach the department for appointment for medical examination once the letter with diary number is received in the department.
5. It is to be noted that candidate has to come in person to take the appointment. In case he/she is unable to come in person, then he/she may authorise any other person to take appointment on his/her behalf in writing along with the identity proof of the person duly mentioned in the letter authorising him to take the appointment.
6. The letter requesting medical examination (with diary number) is stamp marked for appointment in Male / Female medical examination-I. The screening is done to ensure that only candidates who are liable to be examined in this hospital are medically examined here (see Point No 2) and ineligible candidates don't block appointment slots.
7. Appointment is given online in EXIT COUNTER [counter number 16, 1st floor, OPD building] according to the available slots at that point of time. Maximum number of available slots is 15/day. Days for Medical Examination are Monday, Tuesday, Thursday & Friday for male candidates and Monday, Tuesday, Wednesday and Friday for lady candidates.

8. For convenience, candidates are advised to avail the EXIT COUNTER from 1000 to 1200 in the morning and 1400 to 1500 in the afternoon.
9. By default the appointment is fixed on the next immediate available slot. In case the candidate wants to defer the date, he/she/ person authorised must give an application to the Officer I/C requesting deferment of date to his/her preferred date.
10. Once appointment is taken, the candidate receives an appointment slip with the day of appointment and reporting time mentioned in it.
11. Candidate must be careful not to lose the slip.

B. PROCEDURE OF MEDICAL EXAMINATION

1. Candidate must report on date and time given in the slip to the Medical Examination department.
2. It is a usual practice by many ministries to paste and attest the photo of the selected candidate on the letter requesting medical examination. This is done for identity confirmation purposes. In case it has not been done, the candidate needs to bring two photographs attested by any gazetted officer for identification purposes only.
3. The candidate will be given forms to fill up. If the employing ministry has given their own forms, the same has to be given to this department. Once filled up, the forms have to be submitted after which the medical examination starts. Incomplete forms will not be accepted. The responsibility of the facts mentioned in the form will rest with the candidate. Overwriting/ cutting are not acceptable. The form has to be filled with blue/black ball point. Suppression of any facts by the candidate will be dealt with the applicable rules.
4. A serial number is allotted to the candidate. This serial number is only for office documentation purposes and has no bearing on the medical fitness
5. Urine sample has to be given by the candidate for tests. For giving the sample, bottles will be provided by the department. Candidate must mention name, serial number allotted, and date of medical examination on the slips already pasted on the bottle and keep the sample serially at the

designated place which will be shown to them by the staff of the department.

6. Other tests will be done as requested by your employer or any need arises during the course of your medical examination and this will be as per clinical assessment of the officer InCharge medical examination or the referring doctors where the candidates are referred for opinion.
7. Certificate of fitness is usually given to those candidate found fit by hand on same day unless the employer requests otherwise.
8. Candidates are expected to be available /reachable during the whole process and are expected to inform the section if they want to be away for sometime for unavoidable reason
9. Candidates should resist from approaching for undue favours to the staff and beware of unauthorised persons impersonating as touts as the system has been made very transparent.
10. This SOG is dynamic and will be reviewed if necessary based on inputs from candidates, employers, in case of public exigencies/ force majeure situations and directions from the Medical Superintendent

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