



IndianOil

Indian Oil Corporation Limited

Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination

1. AIM

- 1.1. The aim of these guidelines is to select for a particular post/position a person 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 plants, machinery or co-workers during the course of his service/engagement with Indian Oil Corporation Ltd (IOCL).

2. SCOPE:

- 2.1. Any person being considered for appointment in any post in Indian Oil Corporation Limited whether in permanent, trainee, tenure, temporary or on deputation and also a person being considered for engagement with the Corporation as Graduate Apprentice Engineer (GAE) shall be required to undergo medical examination in terms of these guidelines for being declared "FIT" for the said position.
- 2.2. An employee already in the service of the Corporation, who is selected for different post, whether on the basis of open recruitment or other-wise, employees of Central Govt., State Govt. and public-sectors joining the Corporation will also be required to undergo medical examination under these guidelines.
- 2.3. Placement from non-technical functions to technical functions will require fresh medical examination in respect of those employees who are being posted in a technical function for the first time during the course of his/her employment.
- 2.4. For the purposes of Clause 2.3, Categorisation of functions/departments shall be as under:

A. Technical Functions:

a) Refineries Division

Production, Technical Services, Quality Control, Power & Utilities, Health Safety & Environment, Electrical Maintenance, Mechanical Maintenance, Instrument Maintenance, Inspection, Civil Maintenance, Engineering Services, Projects, Materials, TPM, Security.

b) Marketing Division

Operations, LPG-Engg, LPG-Ops, Lubes-Ops, Aviation, Engineering & Projects, Quality Control, Health Safety & Environment, Maintenance & Inspection.

c) Pipelines Division

Operations & Maintenance, Marine/Offshore, Inspection (Metallurgy), Gas, Technical Services, Construction, Project & Engineering, T&I, Materials, Health Safety & Environment.

d) Research & Development Division

Alternate Energy, Analytical Division, Applied Metallurgy, Bitumen, Nanotechnology, Lubricant Technology, Automotive Oil & ALTF, Grease and Tribology, Industrial Lubricants, Petrochemical & Polymers, Projects and Engineering, Petroleum Refining & Refining Technology, Hydro-processing, Catalyst, Health, Safety and Environment, Technology Implementation (TIC), Biotechnology, Modelling and Simulation, Pipeline Research, Automotive Research.

e) Business Development Group

Exploration & Production, Petrochemicals-Ops, Gas Operations, Gas Infrastructure, Alternate Energy, Explosives, Cryogenics, City Gas Distribution, Sustainable Development & Net Zero, Health, Safety and Environment.

B. Non-Technical Functions: (All Divisions)

Internal Audit, Vigilance, Contract Cell, Finance, Planning and Coordination, Information Systems, Legal, Corporate Communications and Human Resource.

Additional Areas for Refineries Division: Medical

Additional Areas for Marketing Division: Pricing, Retail Sales, Institutional Business, LPG-Strategy, LPG-Sales, Lubes-Sales, Lubes-TS, Supplies, Branding, Specialty Products.

Additional Areas for R&D: Technology Promotion & Forecasting, Intellectual Property & Knowledge Centre (IPR & KC)

Additional Areas for Business Development Group: Corporate Planning & Economic Studies, Gas Sourcing, Gas Marketing, Petrochemicals-Mktg.

The above list may undergo change/updation from time to time depending upon the business/operational requirements.

3. PROCEDURE FOR MEDICAL EXAMINATION:

- 3.1. The Authority issuing an offer of appointment to a candidate joining the services of the Corporation shall attach the prescribed format for mandatorily undertaking the Medical Examination.
- 3.2. Candidate offered appointment/engagement shall be required to paste his/her recent passport size photograph in the space provided in the format at the time of undergoing medical examination. The photograph shall be mandatorily signed and stamped by the examining Doctor. The signature of the candidate shall also be attested by the examining/certifying doctors.
- 3.3. Examining doctor shall also get the fingerprint impressions of all the fingers of the left hand of the candidate in the space provided for the same and ensure that the candidate puts his/her signature in the space(s) provided, before himself signing the certificate. In cases where medical examination is conducted by Corporation's Medical officer(s), the same shall also be signed by the Chief Medical Officer of the Unit.

- 3.4. Formats/Certificates not meeting the requirements mentioned at 3.2 and 3.3 shall be rendered invalid.
- 3.5. Medical Examination as prescribed under these guidelines will be conducted by Corporation's Medical officer(s), by a Doctor in a Government Hospital not below the rank of Civil Surgeon or by an Authorised Medical Officer of a Hospital nominated by the Corporation, who shall be the only competent authorities to certify a candidate as Medically Fit/ Temporarily Unfit/ Unfit. IOCL reserves the right to re- examine or review any medical report. If the pre-employment medical examinations are conducted by other than Corporation's Medical Officer, the reports will again be physically verified by the Corporation's Medical Officer/Empanelled/Retainer doctor at the time of joining of the candidate before he/she is finally declared medically "FIT/UNFIT". Corporation's Medical Officer/Empanelled/Retainer doctor may advise to repeat one or more clinical tests, as deemed fit, based on the candidate's clinical assessment. The decision of Corporation's Medical Officer/Empanelled/Retainer doctor with regard to Fitness of any candidate in respect of any position will be considered as final.
- 3.6. Where facilities for conducting certain medical examination/tests are not available, at the discretion of the examining medical authority, the candidate will be referred to a competent medical practitioner/specialist/laboratory for getting the same done as per the *format prescribed*.
- 3.7. In cases where medical examination/tests are conducted on advice of designated authority and for which payment for examination/tests has been made by the candidate, Corporation shall reimburse the charges for consultation & tests on production of necessary money receipts, irrespective of the candidate being found medically "FIT/UNFIT". However, such reimbursement will be restricted to the approved standard norms of the Corporation.
- 3.8. The Authorised Medical Officer(s) will complete the pre-employment medical examination fitness certificate as given in the Pre-Employment Examination in *the formats prescribed* declaring the candidate "FIT" or "UNFIT" or "TEMPORARILY UNFIT", as the case may be. If the pre-employment medical test is conducted at any of IOCL's hospital/ medical facilities, the medical department will retain the medical report for Occupational Health Records.
- 3.9. Where a candidate is found to be temporarily unfit by reason of short-term sickness which is curable within a period of not more than 3 months [excluding tuberculosis and leprosy (Hansen's Disease) cases], the candidate will be informed by Medical department for re-examination in the prescribed form. The reasons for being declared temporarily unfit shall be recorded by Medical Department in Pre-Employment Examination in *the format prescribed*. The examining Medical Officer may advise the candidate to appear for re-examination after a specific period (not exceeding 3 months, except tuberculosis and leprosy cases) depending on the nature of ailment. Upon re-examination, the examining doctor, on satisfying himself that the short-term reason for unfitness is rectified, will declare the candidate to be medically Fit. Upon re-examination, if a candidate is still found to be medically un-fit, the examining Medical Officer may advise a new date (not exceeding maximum 3 months from the date of first examination) for re-examination.
- 3.9.1. The re-examination is done only on those parameters for which the candidate was initially assessed as Temporarily Unfit. However, at the

time of such examination/ re-assessment, in case the examining doctor feels that there is another medical concern which needs further examination/ assessment, the same shall be carried out. Accordingly, based on the results of the new assessment/examination, the candidate may be declared Fit/Temporarily Unfit/Unfit. In case of Temporarily Unfit, another extension of maximum 3 months (excluding tuberculosis and leprosy cases) will be given for the new ailment diagnosed. In case, upon re-examination for earlier ailment (on conclusion of 3 months, except tuberculosis and leprosy cases), the candidate is still Temporarily Unfit, no further extension shall be given & the candidate will be declared Unfit.

- 3.10. Where a Person with Benchmark Disability (PwBD) is selected, he/she may be declared "PwBD but fit" if,
 - 3.10.1. Except for the benchmarked disability, he/she satisfies all other physical standards as prescribed and
 - 3.10.2. Considering the nature of duties and responsibilities of the job, location, hazard, strain and other factors, the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health.
 - 3.10.3. Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.
- 3.11. Detailed history of the candidate will be recorded in the medical examination forms which will include Personal history, Family history, Occupational history and Past history of previous illnesses, accidents and surgeries.
- 3.12. Defects if any, Congenital or Acquired, will be recorded in the medical examination forms, with a clear opinion as to whether it is likely to interfere with the efficient performance of the duties for which the candidate is under consideration for employment/engagement.
- 3.13. Medical examination report in the prescribed format for all candidates shall be filled by the examining doctor. In case of Refinery Hospital, the report shall be sent to the concerned HR Head of the Unit/Region. The Head of HR shall suitably inform the candidate the findings of the medical examination in the format prescribed, with advice as may be necessary based on the candidate being found fit or unfit or temporarily unfit.
- 3.14. Transgenders: Transgender candidates shall be examined as per the format for any other candidates. However, their medical examination be conducted at par with female candidates.

4. GENERAL EXAMINATION

The following shall be important parameters to be considered by the Examining Doctor:

- 4.1. **Chest:** Minimum in full expiration 79 cm for male, minimum expansion 4 cm (not applicable to female candidates)
- 4.2. **Blood Pressure:** Normotension < 140 mm of Hg. SBP and < 90 mm of Hg. DBP. Candidate diagnosed as Hypertensive will be further investigated. Abnormal Blood Pressure causing adverse effect on target organs shall be a disqualification.

- 4.3. **Adenopathy:** Any Lymph-adenopathy should be thoroughly investigated to rule out any chronic Granulomatous disease like Tuberculosis, Sarcoidosis and Blood Dyscrasias.
- 4.4. **Heart:** Dextrocardia without any symptoms per se is not a disqualification for employment, however presence of other congenital anomalies should be examined, and decision for fitness should be taken accordingly.
- 4.5. **Eyes:** Fundus examination should be carried out by Ophthalmologist.
- 4.5.1. **Colour Vision:** Colour vision including pink colour perception shall be tested in good normal light for all candidates through Ishihara test or any other recognized/admissible test including Pink perception test.
- 4.5.2. Candidates with Partial/Full Colour Blindness can be taken in Non-Technical functions.
However, Color Blindness will be considered as disqualification for all Technical Functions positions and also for Drivers.
- 4.5.3. **Field of Vision** - The field of vision shall be tested by the confrontation method. When such test gives unsatisfactory or doubtful results, the field of vision should be determined on the perimeter.
- 4.6. **Ear, Nose and Throat:** A candidate should be free from any progressive disease of the ear and necessary audiometer tests shall be carried out to determine the same, if required.
Audiometric screening to measure the pure tone air conduction and bone conduction hearing threshold must be done for each candidate so that a baseline data remains for further reference.
Perforated Ear drum, chronic ear discharge cases shall be declared as temporary unfit.
Chronic diseases of Mouth, Nose and Throat including tonsils, palate, jaws, temporomandibular joints, oral cavity, teeth and gums shall be a disqualification.
- 4.7. **Pregnancy:** Pregnant candidates, at the time of medical examination, will not be barred from joining, if found FIT in all criteria mentioned in the PEME guidelines except those that are affected due to pregnancy.
The candidate will be required to undergo a fresh medical examination, 3 (three) months after delivery or maximum period of 12 (twelve) months from the date of original medical examination. In case of miscarriage, the period of re-examination would be 8 (eight) weeks after miscarriage.
Re-examination would be of only those criteria of fitness that were exempted earlier.
The following tests/examinations of the PEME guidelines shall not be insisted upon at the time of joining
1. Radiological examination (Clause 4.9 of the PEME guidelines)
 2. Lung Function test (Clause 4.12 of the PEME guidelines)
 3. Weight (Clause 6.2 of the PEME guidelines)
 4. Genito Urinary System (part of Form B of PEME format)
 5. Test specifically done for female candidates (part of Form B of PEME format)

However, upon joining and after the specified time period (3 months extended upto 12 months if required or 8 weeks as the case may be), such candidates would undergo the above-mentioned tests and their continuance in service would depend upon their qualifying as 'FIT' as per the laid down guidelines for these tests as per the extant PEME guidelines.

- 4.8. **Urine:** If albumin, sugar or any other abnormality detected, further laboratory test will be conducted to determine the cause.
- 4.9. **Radiological Examination:** Fresh x-ray chest (PA View) is must for all candidates. The examining Doctor shall order/conduct any other radiological investigation that shall be required/ felt necessary. Reports of all Radiological investigations must be within normal limits.
- 4.10. **Central Nervous System:** Clinical examination for Central Nervous System should be carried out for all candidates. To be observed for – Sensory System, Motor System, Reflexes, Coordination, Gait and Tremor.
- 4.11. **Mental Status Examination:** Appearance, Mood and Thought Process to be observed for any abnormal behaviour.
- 4.12. **Lung Function Tests:** These will be done for all candidates.
- 4.13. **Blood Investigation:** Hemogram, Lipid Profile, Metabolic Profile, Hepatic Profile, Renal Profile, BT (Bleeding Time) and CT (Clotting Time), VDRL etc.
- 4.14. **Other investigations:** Biochemical tests, ECG, 2D Echo, Ultra-sonography of whole abdomen and other special investigations will be done as per routine and any deviations from the normal limits will be properly investigated to rule out any disease condition and before declaring the candidate Fit.

5. TEMPORARY UNFITNESS

Candidates will be declared Temporarily Unfit for following conditions, for a period not exceeding a maximum period of 3 months from 1st examination [except cases of tuberculosis and Hansen's disease (leprosy)]:

- 5.1. Hernia
- 5.2. Hydrocele
- 5.3. Haemorrhoids
- 5.4. Phimosis
- 5.5. Tuberculosis (upto a maximum of 12 months)
- 5.6. Gall Stones
- 5.7. Renal Stone/ Ureteric Stones – Fitness can be given as per Urologist's opinion in case of
 - a. Renal stone, if the measurement is not exceeding 5 mm
 - b. Ureteric stone, if the measurement is not exceeding 3 mmProvided, the urinary tract shows no signs of obstruction (e.g. hydronephrosis), in which case the candidate shall be declared temporary unfit.
- 5.8. Dyslipidemia
- 5.9. Perforation of Tympanic Membrane and CSOM
- 5.10. Leprosy (Hansen's disease) (upto a maximum of 12 months)

5.11. Veneral diseases till detailed examination of urethral smear and serological test proves negative.

5.12. Any other condition, which the doctor feels, is curable within 3 months.

Candidates who have been declared Temporary Unfit, have to be re-tested (within 3 months from 1st examination, except cases of tuberculosis and leprosy) to determine fitness and an expert opinion to be established on whether the above applicable conditions, would not result in complications leading to reduced ability to perform the assigned tasks. In case the candidate is still not Fit after 3 months from 1st examination by the Authorised Medical Officer (s), he/ she will be considered as 'Unfit'.

6. DISQUALIFICATIONS

Following will be considered as disqualification:

6.1. Height:

For Males - Height less than 147.0 cm (Relaxable by 5 cms. in case of Garhwalis, Assamese, Gorkha, Nagaland Tribals)

For Females - Height less than 142.5 cm (Relaxable by 2.5 cms. in case of Garhwalis, Assamese, Gorkha, Nagaland Tribals)

(However, in case of height less than 147.0 cms for males & 142.5 cms for females for Garhwalis, Assamese, Gorkha, Nagaland Tribals, it is to be ascertained that the short-height is not due to any endocrinal disease or medical anomaly, if so, then the candidate will be disqualified.)

6.2. Weight:

6.2.1. Weight less than 40 Kgs.

6.2.2. BMI beyond 30 with systemic involvement for candidates upto 35 years of age BMI beyond 32 with systemic involvement for candidates above 35 years of age

6.3. Chronic diseases

6.3.1. Candidates with any chronic aliment/pre-cancerous lesions of mouth/oral cavity will be extensively examined to rule out effect on target organs.

6.3.2. Candidates having virus infections or other conditions resulting in parameters found in medical tests beyond normal range may be declared temporarily unfit for a specified period of time maximum upto 3 months (excluding tuberculosis and leprosy). Such candidates may be re-tested to determine chronic infection and an expert opinion established whether such chronic infection may result in complications leading to reduced ability to perform the assigned tasks.

6.4. Hypertension causing adverse effect on target organs (Left Ventricular Hypertrophy/ Hypertensive Retinopathy/ Hypertensive Nephropathy or any other related condition)

6.5. Ischaemic Heart Disease

6.6. Organic/Valvular/Congenital Heart Disease or any chronic heart disease with definite clinical signs & symptoms. Benign Cardiac Arrhythmia will not be a disqualification. However, in case of doubt, further investigations to be carried out.

- 6.7. Bronchial Asthma: Uncontrolled Bronchial Asthma with adventitious sound – only for Technical Functions.
- 6.8. Chronic Obstructive Pulmonary Disease (COPD), Stage III or above.
- 6.9. History of Lobectomy/Pneumonectomy.
- 6.10. Seizure disorders, Parkinsonism, Ataxia, Psychosis or any other Major Neurological Disorder.
- 6.11. Cirrhosis, any Hepatic progressive deteriorating condition which may lead to long term illness & ultimately lead to Hepatic failure
- 6.12. Chronic renal failure
- 6.13. Candidates possessing single functional kidney, will not be disqualified if the single kidney is functional at 80 % or above. Such cases have to be evaluated for CT-KUB region, Renal Function Test, HBA1C (Glycosylated Hemoglobin), DTPA Renogram. A clearance certificate from Nephrologist will also be required.
- 6.14. Deformity of Spine or any limb, congenital or acquired that will impeditment efficient discharge of duties.
- 6.15. Hypertension – Abnormal Blood Pressure causing adverse effect on target organs shall be a disqualification
- 6.16. Diabetes (including Type-1 diabetes) with complications e.g. Macro and Micro vascular complications, Nephropathy, Retinopathy, Neuropathy, chronic vascular disease etc.
- 6.17. Thyrotoxicosis and Pituitary disorders.
- 6.18. **Ear:**
 - 6.18.1. Unable to hear whispering voice at a distance of 2 feet in both ears.
 - 6.18.2. Decreased hearing of sensorineural or conductive type 50 dB or more at 4000 Hz upto 35 years of age in both the ears (Noise induced hearing loss)
 - 6.18.3. Decreased hearing of sensorineural or conductive type 60 dB or more at 4000 Hz beyond 35 years of age in both the ears (Noise induced hearing loss)
 - 6.18.4. AB gap more than 50 dB for all age groups in both ears.
 - 6.18.5. Bilateral Nerve Deafness above 60 dB should be considered disqualification for all categories

6.19. **Eye:**

- 6.19.1. Visual Acuity for Both eyes: Visual Acuity outside the Range below (with or without glasses/contact lenses/IOL/Implantable contact lenses):

a) For Technical Functions :

Age	Distant Vision		Near Vision	
	Better Eye	Worse Eye	Better Eye	Worse Eye
Below 35 Yrs	6/9	6/9	Sn / 0.6	Sn / 0.6
	or			
	6/6	6/12		
35 Yrs and more	6/12	6/12	Sn / 0.6	Sn / 0.6
	or			
	6/9	6/18		

b) For Non -Technical Functions :

Age	Distant Vision		Near Vision	
	Better Eye	Worse Eye	Better Eye	Worse Eye
Below 35 Yrs	6/12	6/12	Sn / 0.6	Sn / 0.6
	or			
	6/9	6/12		
35 Yrs and more	6/18	6/18	Sn / 0.6	Sn / 0.6
	or			
	6/12	6/24		

6.19.2. Fundus

- Any progressive pathological condition
- Vitreous or Chorioretinitis
- Any Retinal disease in Diabetes, Hypertension, Atherosclerosis
- Corrected Myopia (including the cylinder) and Hypermetropia in each eye:

	Upto 35 Years		Beyond 35 Years	
Technical Function	(-) 6 D	(+) 4 D	(-) 6 D	(+) 6 D
Non Technical Function	(-) 7.5 D	(+) 4 D	(-) 7.5 D	(+) 6 D

6.19.3. Colour Blindness – Partial or Total - For Technical Function positions and Drivers

6.19.4. Night blindness for Technical Function positions and Drivers

6.19.5. Presence of Squint leading to refractive error/ vision impairment for Technical Function positions and Drivers

6.19.6. One Eye functional: For Technical Function positions and drivers

6.19.7. Glaucoma

6.20. Candidates with Chronic debility and Atypical infections.

6.21. Skin :

6.21.1. Oil Acne and Occupational dermatoses – Only for Technical Functions

6.21.2. Pemphigus

6.22. Malignancy of any type.

6.23. Any Collagen disease like SLE, Polyarteritis nodosa and Wegener's Granulomatosis. ANA Test to be carried out for elimination of chances of collagen diseases.

6.24. Auto-immune diseases

6.25. Any organ damage involving Heart, Lung, Liver, Kidney, Brain.

6.26. Blood dyscrasias, Coagulation disorder Sickle Cell, Hemophilia, and Thalassemia Major.

6.27. Mental retardation

6.28. Any organ transplant except corneal transplant.

6.29. Adenopathy – any chronic Granulomatous disease like Tuberculosis, Sarcoidosis

7. RECRUITMENT FOR FIRE & SAFETY:

In addition to the other physical and medical standards applicable to candidates for Technical function, persons to be recruited for Fire & Safety will have to additionally meet the following physical and medical standards:

7.1 Height :

Male : Minimum 165 cms. (Relaxable by 5 cms in case of Garhwalis, Assamese, Gorkha and members of Schedule Tribe)

Female : Minimum 157 cms. (Relaxable by 2.5 cms in case of Garhwalis, Assamese, Gorkha and members of Schedule Tribe)

7.2 Chest :

Male : 81cms Unexpanded and 86 cms Expanded (Fully expanded with minimum 5 cms Expansion)

7.3 Weight :

Male : Minimum 50 Kgs.

Female : Minimum 46 Kgs.

Disqualification :

BMI beyond 28 with systemic involvement for candidates upto 35 years of age

BMI beyond 30 with systemic involvement for candidates above 35 years of age

7.4 Medical Standards : For both Male and Females :

- a. Vision – Better Eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12
- b. No Colour Blindness
- c. No Night Blindness
- d. Must not have knock knee, flat foot, squint eyes and stammering

8. RECRUITMENT OF PERSONS WITH DISABILITIES

8.1. Persons with following Benchmark Disabilities

- 8.1.1. Blindness and low vision
- 8.1.2. Deaf and hard of hearing
- 8.1.3. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- 8.1.4. Autism, intellectual disability, specific learning disability and mental illness
- 8.1.5. Multiple disabilities from amongst persons under clauses 8.1.1 to 8.1.4 including deaf-blindness

And with prescribed induction level qualification except Fire & Safety may be recruited against an identified post in Non Technical Services and all other work areas as per fair assessment of his/ her ability/ disability provided:

- 8.1.6. *The candidate except for the handicap must be within the normal range of all other physical standards, prescribed for the identified post.*
- 8.1.7. *The Division/Unit shall identify the posts in respective areas, where a person, with disability, and selected as an officer/non-officer, can be posted upon recruitment/promotion.*

- 8.1.8. *The identified posts shall be such where a PwBD can perform his/her duties with reasonable efficiency and without undue physical strain or hazard.*
- 8.1.9. *The nature of duties and responsibilities of the job, location, hazard, strain and other factors will not lead to possible deterioration of his/her health.*
- 8.1.10. *Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.*

9. LIABILITY TO DECLARE

- 9.1. A candidate found “UNFIT” for a position during medical examination by any other location/refinery unit of the Corporation or a Govt. Authority or any other PSU, shall be required to declare his medical condition with reasons for being declared “UNFIT” if the candidate applies/seeks employment/engagement at any other location/post of the Corporation. Suppression of such information, may render a candidature liable for rejection.

10. APPEAL:

- 10.1. If a candidate is not satisfied with the outcome of the medical examination, the candidate may apply to the appointing authority for reconsideration. If the appointing authority is satisfied that there should be a review, reconsideration / re-examination, a medical board will be constituted consisting of- (a) The Head of the Medical department, (b) One Corporation Doctor from a unit different than the one that conducted the initial examination, (c) One concerned Specialist and (d) One Government Doctor not below the rank of District Chief Medical Officer or his representative.

Appeals, if any, pertaining to recruitment of executives shall be dealt centrally at Corporate Office, New Delhi. For non-executives, appeals shall be dealt at Divisional Headquarters.

- 10.2. The application for reconsideration is to be submitted within two weeks from the communication of the result of the medical examination to the candidate.
- 10.3. A sum of ₹ 4000/- (Rupees Four thousand only) is to be deposited with the Corporation by the candidate for reconsideration/re-examination. This amount will be refunded, only if the candidate is declared fit on re-evaluation by the medical board.
- 10.4. All expenses on travel, accommodation etc. in connection with re-examination will be borne by the candidate if declared “UNFIT” by the Board.
- 10.5. The decision of the board will be final and binding on both the parties.



Form A

INDIAN OIL CORPORATION LIMITED

PRE-EMPLOYMENT MEDICAL EXAMINATION FORM – PART- I

Are you a PwBD Candidate: Yes/No

If Yes, Category of PwBD: _____

%Degree of Disability: _____

Ref. No. (Application/ Registration No.)		Candidate to paste recent passport size photograph duly attested by self and examining doctor
Post considered for:		
Name in full: (in Block Letters)		
Date of Birth (DD/MM/YYYY):		
Gender		
Father / Husband's Name		
Mother's Name		
Address		
Email:		Mobile No:

Identification Mark:

(I) _____

(II) _____

Date:

Signature of Candidate

Signature & Seal of Examining Doctor :

*Photograph and signature of the candidate to be attested by the examining doctor

TO BE FILLED IN BY CANDIDATE BEFORE MEDICAL EXAMINATION

Permanent Address

Present Address

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

Sl. No.	Question	Yes	No
1	Are you on any 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 Employment Medical Examination.		

Date:

Signature of Candidate

	If yes, name of the company, where you got appointment :		
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 EMPLOYMENT, IF ANY:

NAME OF COMPANY	NO. OF YEARS	NATURE OF JOBS	ANY OCCUPATIONAL HEALTH AILMENT
Whether Found Medically FIT/UNFIT			
Details of the Ailments			
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

Date:

Signature of Candidate

PRE-EMPLOYMENT EXAMINATION PART – II
(to be filled by the Doctor)

GENERAL EXAMINATION:

HEIGHT: _____ CM WEIGHT: _____ KG BMI _____

CHEST: INSPIRATION _____ CM. EXPIRATION: _____ CM.

BUILT – AVERAGE/ STRONG/ POOR

THROAT _____ TONGUE _____ TONSILS _____

TEETH _____ GUMS _____ THYROID _____

LYMPH NODES _____

ADDITIONAL FINDINGS _____

CARDIO-VASCULAR SYSTEM:

PULSE: ____ / MIN. REGULAR/ IRREGULAR PERIPHERAL PULSE – FELT/ NOT FELT

B.P. _____ mm of Hg.

HEART SOUND: _____

MURMUR, IF ANY: _____

ADDITIONAL FINDING (S), IF ANY- _____

RESPIRATORY SYSTEM:

SHAPE OF CHEST: _____

CHEST MOVEMENTS: _____

TRACHEA: _____

BREATH SOUNDS: _____

GASTRO-INTESTINAL SYSTEM:

LIVER: _____ SPLEEN: _____

ANY ABDOMINAL LUMPS: _____

EXAMINATION OF EYES:

EXTERNAL EXAM. _____ SQUINT: _____

NYSTAGMUS: _____

COLOUR VISION – NORMAL/ DEFECTIVE

FUNDUS (L) (R)

INDIVIDUAL COLOUR IDENTIFICATION – NORMAL/ DEFECTIVE

DISTANT VISION (WITHOUT GLASSES)

RIGHT _____ LEFT _____

(WITH GLASSES) RIGHT _____ LEFT _____

Date:

Signature & Seal of Examining Doctor

NEAR VISION (WITHOUT GLASSES)
 RIGHT _____ LEFT _____
 (WITH GLASSES) RIGHT _____ LEFT _____
 POWER OF GLASSES _____ CONTACT LENSES _____
 NIGHT BLINDNESS: (NYCTALOPIA): _____
 PINK PERCEPTION TEST : _____
 FIELD OF VISION: _____

EXAMINATION OF EAR, NOSE & THROAT:

EXTERNAL EXAM: _____
 AUROSCOPY – RIGHT _____ LEFT _____
 TUNING FORK TESTS –
 RINNES TEST _____ WEBERS TEST _____
 CONVERSATIONAL HEARING / WHISPERING: _____
 AUDIOMETRY (AIR AND BONE CONDUCTION) _____

GENITO URINARY SYSTEM:

(NOT FOR PREGNANT LADIES – refer clause 4.7 of PEME guidelines)

HERNIA: _____ HYDROCELE/ VARICOCELE _____
 CRYPTORCHIDISM _____ PHIMOSIS _____
 VARICOSE VEINS _____ SIGNS OF STD _____

FOR FEMALE CANDIDATES

(NOT FOR PREGNANT LADIES - refer clause 4.7 of PEME guidelines)

MENSTRUAL HISTORY

OBSTETRIC HISTORY

MENARCHE AT _____ YRS. GRAVIDA _____ PARA _____
 LMP - _____

PELVIC EXAMINATION (FOR MARRIED WOMEN ONLY)

VULVA : _____ VAGINA: _____ URETHRA: _____ CERVIX _____
 UTERUS: _____ ADNEXA: _____
 PAP SMEAR: _____ PREGNANCY TEST: _____

Date:

Signature & Seal of Examining Doctor

INVESTIGATIONS**LAB INVESTIGATIONS:**

URINE: ALBUMIN _____ SUGAR _____

MICROSCOPY _____ STOOL: _____

HAEMOGRAM

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

E M B Platelets Count

DLC – P L _____

LIPID PROFILE

Serum cholesterol:

S/Triglycerides

HDL

LDL

HEPATIC PROFILE

SGPT:

SGOT:

Alkaline Phosphatase:

RENAL PROFILE

Blood Urea:

S/Creatinine:

METABOLIC

Blood Sugar – F:

Blood Sugar – PP:

S/uric acid:

Bleeding Time:**Clotting Time:****OTHERS**

VDRL:

OTHER INVESTIGATIONS:

X-Ray Chest _____

Ultrasound Whole Abdomen _____

ECG _____

2 D Echo _____

Central Nervous System _____

Mental Status Examination _____

Others: _____

PULMONARY FUNCTION TEST

	FVC	FEV 1
Predicted		
Measured		
% of Predicted		

Remarks:**Date:****Signature & Seal of Examining Doctor**

AUDIOGRAM

		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**

ADDITIONAL INVESTIGATION **FOR MORE THAN 35 Yrs. OF AGE (MALE):**

1. TMT
2. U/S PROSTATE

Date:

Signature & Seal of Examining Doctor

PRE-EMPLOYMENT EXAMINATION PART- III**Medical Certificate**

We hereby certify that Shri / Smt. / Kum _____, a candidate for appointment in Indian Oil Corporation Limited, _____, as _____ at _____ 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 post as per Clause No. _____

He/ She is hereby declared, for the above post, as:

☐
FIT
☐
UNFIT
☐
TEMPORARILY UNFIT**Signature & Seal of Examining Doctor**

Name:

Registration No.

Date:

Seal:

**Signature & Seal of Chief Medical Officer
or Civil Surgeon/Authorised Medical
Officer of Nominated Hospital**

Name:

Registration No.

Date:

Seal:

FOR USE OF IOCL'S DOCTOR/IOCL EMPANELLED DOCTOR

Shri / Smt. / Kum _____ does/does not have any congenital or acquired defects to interfere in efficient performance of the duties by the candidate.

☐
FIT
☐
UNFIT
☐
TEMPORARILY UNFIT

Remarks _____

Date:

Signature & Seal of Competent Medical Authority



Indian Oil Corporation Limited
Corporate Office

**DECLARATION BY CANDIDATE FOR
PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME)**

1. Checklist of tests/investigations for Pre-Employment Medical Examination

Sl. No.	Test	Male	Female	Pls fill Yes/No/NA
1	General Physical examination	Yes	Yes	
2	CBC	Yes	Yes	
3	ESR	Yes	Yes	
4	Blood Group	Yes	Yes	
5	Lipid Profile	Yes	Yes	
6	Liver Function Test	Yes	Yes	
7	Kidney Function Test including Uric Acid	Yes	Yes	
8	Metabolic Profile (Blood Sugar)	Yes	Yes	
9	Thyroid Profile	Yes	Yes	
10	BT CT	Yes	Yes	
11	VDRL Qualitative	Yes	Yes	
12	Stool Routine	Yes	Yes	
13	Urine Routine	Yes	Yes	
14	X-Ray Chest	Yes	Yes	
15	Ultrasound Whole Abdomen	Yes	Yes	
16	ECG	Yes	Yes	
17	2D Echo	Yes	Yes	
18	Pulmonary Function Test (Spirometry)	Yes	Yes	
19	ENT examination	Yes	Yes	
20	Audiometry	Yes	Yes	
21	Eye examination	Yes	Yes	
22	Pink Perception Test	Yes	Yes	
23	Central Nervous System examination	Yes	Yes	
24	Mental Status examination	Yes	Yes	
25	Genito Urinary System examination – <i>Not for Pregnant ladies</i>	Yes	Yes	
26	TMT (for above 35 yrs age)	Yes	Yes	
27	U/S Prostate (for above 35 yrs age Male)	Yes	No	
28	Obstetrics history/examination (for Females) – <i>Not for Pregnant ladies</i>	No	Yes	
29	Lower Limbs examination (for Fire & Safety)	Yes	Yes	

Note: May kindly refer Form B for detailed investigation as per PEME guidelines and Form D (for fire & safety candidates).

Date:

Signature of Candidate



Indian Oil Corporation Limited
Corporate Office

2. Declaration by candidate for filling the PEME form as per PEME Guidelines

Sl. No.	Test	Pls fill Yes/No/NA
1	Candidate has filled in PEME Form Part I – Form A (pages 1 to 3)	
2	Candidate's photo in PEME Form Part I - Form A is self-attested and certified by examining doctor	
3	Candidate's Signature & Examining Doctor's signature are there on PEME Form Part I - Form A on all pages	
4	Examining Doctor has filled in all details of PEME Form Part II – Form B	
5	Examining Doctor has signed on all pages along with date of PEME Form Part II – Form B	
6	Examining Doctor has filled in all details of PEME Form Part III – Form C and signed on the page along with date	
7	Chief Medical Officer or Civil Surgeon/ Authorised Medical Officer of Nominated Hospital Examining Doctor has signed on PEME Form Part II – Form B and along with date	
8	For Fire & Safety – Examining Doctor has filled PEME Form D and signed in all sections along with date	
9	For Fire & Safety – Candidate has signed PEME Form D along with date	
10	Candidate has enclosed all original reports of Lab Tests/investigations as per PEME Form Part II – Form B	

I declare that I have read the PEME guidelines and ensured that all the PEME forms, as applicable, are duly filled and signed. I am also enclosing the original reports of lab tests/investigations as proof and record.

Date:

Signature of Candidate