



कार्मिक संबंध विभाग
ओएनजीसी, दीनदयाल ऊर्जा भवन, वसंत कुंज, नई दिल्ली
Department of Employee Relations
ONGC, Deendayal Urja Bhawan, Vasant Kunj, New Delhi

No. DDN/CORP-ER/ESTT-POLICY/2026/MedExam/2705965

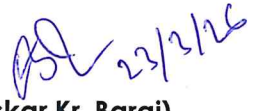
Dated: 23/03/2026

OFFICE ORDER (08/2026)

Subject: Review of Medical Examination of Employees Rules

MCoD in its 694th meeting held on 11th March, 2026 at New Delhi accorded approval for the "Medical Examination of Employees Rules 2026" annexed at Appendix-1.

2. Further, Medical Examination of Employees Rules 2026 shall be annexed with recruitment advertisements published by ONGC.


(Vaskar Kr. Barai)
Chief General Manager (HR)

Distribution: Through ONGC Reports

(Not to be circulated through individual social media platforms/accounts)

Registered Office: Deendayal Urja Bhavan, 5 Nelson Mandela Road, Vasant Kunj, New Delhi – 110070
CIN No: L74899DL1993GOI054155; Website: www.ongcindia.com

MEDICAL EXAMINATION OF EMPLOYEES RULES, 2026

1. SHORT TITLE AND COMMENCEMENT

These rules may be called the Oil and Natural Gas Corporation Limited Medical Examination of Employees Rules, 2026. They shall come into force w.e.f. date of issue of orders.

2. APPLICABILITY

- 2.1 Every candidate/fresh entrant including those appointed on contract, part time or tenure basis in order to be eligible for appointment in the service of the Company will be required to undergo a medical examination of the appropriate standard by a Medical Authority as mentioned in Sub-Rule 3(e) and will be required to produce a certificate of fitness from that Authority.
- 2.2 An employee of the Company may be subjected to medical examination under these Rules with the approval of the Appointing Authority as specified in Rule 6.
- 2.3 Provided further that the following categories of persons/employees will not be required to undergo medical examination for appointment in the service of the Company:
 - i. An employee of the Company, who has been medically examined by the appropriate Medical Authority at the time of his initial appointment, when appointed/promoted to another post in the Company requiring medical examination of equivalent standard.
 - ii. An employee of the Central Government/State Government/Public Sector Undertaking joining the service of the Company without a break in service.
 - iii. An employee of the Central Government/State Government/Public Sector Undertaking appointed on deputation basis in the Company and is subsequently absorbed.
 - iv. A person specifically appointed for a period not exceeding 3 months unless it is decided to extend the appointment beyond 3 months. (if beyond three months, Pre Employment Medical Examination need to be done as per ONGC guidelines)
 - v. A retrenched employee of the Company/State Government/Public Sector Undertaking appointed in the Company within one year of his/her retrenchment, provided he/she had undergone medical examination of the standard applicable to the post, in which he/she is re-employed prior to his/her retrenchment.

NOTE:

The above exemptions will not apply in a case, where a fresh medical examination in respect of all the candidates is prescribed under these rules.



3. DEFINITIONS

For the purpose of these Rules unless the context otherwise requires:

- a. "Appointing Authority" in relation to any post means the Chairman/Board of Directors and includes any person or authority to whom the power to make appointment to that post has been so delegated;
- b. "Board" means, the Board of Directors of the Company and includes in relation to the exercise of powers, any Committee of the Board or any officer of the Company to whom the Board delegates any of its powers.
- c. "Company" means the Oil and Natural Gas Corporation Limited, incorporated under the Companies Act, 1956.
- d. "Employee" means a person who is employed in the Company in a regular scale of pay and includes any such person, whose services are temporarily placed at the disposal of State Government or the Central Government or any Central/State Government Undertaking.
- e. "Medical Authority" means the ONGC Medical Officer nominated by the Head of Medical Services, who conducts the medical examination in accordance with the approved guidelines on the subject matter.

NOTE:

For women candidates, a female medical officer will conduct the examination. If a female medical officer is not available at the work center, the examination may be conducted by a male medical officer in the presence of a female nurse or attendant.

- f. "Medical Fee" means the expenditure incurred on account of investigations & consultations done during Pre-Employment Medical Examination of the candidates.
- g. "Prescribed Medical Qualifications" means the medical qualifications included in one of the first, second or part-II of the third Schedule of the Indian Medical Council Act, 1956.
- h. In these Rules, Masculine refers to Feminine also.

4. MEDICAL EXAMINATION AT THE TIME OF FIRST APPOINTMENT

- 4.1 The offer of appointment will include set of physical standards required for the post as given in Annexure ONGC: MER-V.
- 4.2 Once a candidate is asked by the competent authority to produce a medical certificate of fitness either for entry into the Company's service or for any other purpose and has actually been examined and declared unfit, it is not open to such authority to use its discretion to ignore the certificate that has been produced. In a case, where it becomes absolutely necessary to retain the services of such an employee on a temporary basis due to certain administrative reasons, it should be referred to the Appointing Authority for approval.
- 4.3 The certificate of medical fitness shall be sent by the Medical Officer direct to the Appointing Authority concerned in the proforma prescribed at

Annexures ONGC: MER-I, ONGC: MER-II, ONGC: MER-III and in the case of temporary unfitness, the Medical Authority shall inform the candidate as well as the Appointing Authority, as per proforma at Annexure ONGC: MER-IV.

- 4.4 If the Medical Certificate, even if it declares the candidate fit for service, discloses that the candidate had at an earlier stage suffered from a disease, the recurrence of which in future may incapacitate the candidate for long durations, the Appointing Authority may, at its discretion, obtain a second Medical opinion from a Specialist in the concerned disease before offering the appointment and in such a case, the second medical opinion shall be deemed to supersede the recommendation made by the Medical Authority.

NOTE:

The cost of medical fee in respect of the second medical opinion shall be reimbursed by the Company at the rates prescribed by the Company from time to time, as well as the expenditure incurred on Pre-Employment medical examination excluding traveling/lodging/boarding expenditures.

The second medical opinion should be obtained from an empanelled hospital referred by ONGC doctor.

- 4.5 The medical fee for the medical examination under this Rule shall be borne by the Company. In case the Medical fee is paid by the candidate initially, the same shall be reimbursable to him/her at the rates prescribed by the Company from time to time.
- 4.6 No travelling allowance and boarding/lodging charges will, however, be admissible for undertaking a journey to obtain the medical certificate under this Rule from the Medical Authority.

5. STANDARD OF PHYSICAL FITNESS

- 5.1 The standards of physical fitness for posts are given in Annexure-ONGC: MER-V.

Provided that:

Stammering shall not be considered a physical defect requiring disqualification of a candidate for a clerical post.

- 5.2 Relaxation:

- i) For female candidates:

A female candidate who as a result of tests is found to be pregnant of twelve weeks standing or below will not be declared temporarily unfit for appointment provided the post to which she is to be appointed does not carry hazardous nature of duties or does not prescribe elaborate training.

- ii) For persons with disabilities:

The persons with disabilities shall have to undergo usual medical examination. However, they shall not be subjected to tests related to the

details mentioned in the disability certificate issued by the Competent Government Authority for persons with disabilities.

6. MEDICAL EXAMINATION FOR SUSPECTED DISEASES/DISABILITIES

- 6.1 Where the Appointing Authority has reason to believe that an employee is suffering from a contagious disease or physical and/or mental disability which, in his opinion, interferes with the efficient discharge of his duties, or having attained/crossed the normal age of retirement is no longer able to maintain the required efficiency/ability that Authority may direct the employee to undergo a medical examination.
- 6.2 In pursuance of the recommendations given by the Medical Authority, the Appointing Authority may require the employee either to proceed on leave or if he is already on leave to continue to remain on leave or to retire from service. The leave granted under this Rule shall be of such nature and for such period as would be admissible to the employee under the Rule if he had applied for the leave on medical certificate, provided that the period of leave shall not extend beyond the date of expiry of the period recommended by the Medical Authority.
- 6.3 An employee declared by the examining Medical Authority to be permanently incapacitated for further service shall be retired from service. The authority which directed him/her to undergo the medical examination shall inform him/her in writing of the action proposed to be taken in regard to him/her indicating briefly the grounds on which such action is proposed to be taken.
- 6.4 The employee shall also be informed that:-
- i) Subject to the relevant provisions of ONGC Leave Rules, 1995 and any orders regarding grant of leave to persons suffering from specified diseases like tuberculosis, or any other active infectious diseases, his retirement will have effect on the expiry of a period of one month from the date of communication, unless he/she desires to retire from an earlier date.
 - ii) he/she may submit, if he/she so desires, within a period of one month, a request to be examined by Medical Review Board, supported by prima facie evidence that good grounds exist for doing so.
- 6.5 For the period from the date of communication up to the date of retirement, the employee shall be granted leave under the rules applicable to his/her post or service as if he/she had applied for leave on medical certificate.
- 6.6 On receipt of an application for review, the Appointing Authority shall take steps to constitute a Special Review Board. If the Review Board confirms the opinion of the examining medical authority, the retirement of the employee shall, subject to the relevant provisions of ONGC Leave Rules, 1995 be effective from the date on which the decision is communicated to the employee. If on the other hand, the Special Review Board recommends

grant of leave to the employee, action shall be taken as provided in sub-Rule 6.2 above.

- 6.7 The medical fee, as well as charges incurred on cardiac investigations, X-ray examination, Medical Specialist's fee, Hospitalization charges, laboratory fee etc. where such examinations or hospitalisation is considered necessary by the Medical Authority, for medical examination under this Rule, shall be borne by the Company. Where such fee is paid by the employee initially, the same shall be reimbursable to him/her.

7. MEDICAL EXAMINATION OF AN EMPLOYEE SENT ON DEPUTATION / TRAINING ABROAD

An employee sent on deputation/training abroad at the expenses of the Company may at the discretion of the Competent Authority be required to undergo a medical examination by the Medical Authority for ascertaining whether he/she is physically fit to undertake the journey as well as to withstand the rigours of climate of the country/ countries he/she may visit during the course of his deputation/training.

8. MEDICAL CERTIFICATE FOR GRANT OF LEAVE

- 8.1 Every application for leave or extension of leave on Medical grounds shall be accompanied by a Medical Certificate from Medical Authority.
- 8.2 The authority competent to sanction leave may at its discretion, secure a second medical opinion wherever necessary. The cost on account of the medical fee and other charges payable to the Medical Officer/Medical Board constituting the second Medical opinion as per ONGC guidelines shall be borne by the Company in the same manner as specified under Rule 6.7.
- 8.3 An employee who has been granted leave on Medical Certificate shall not be allowed to return to duty unless he/she produces a Medical Certificate of fitness from the same medical authority or an appropriate authority from the same hospital.

9. Communication

- 9.1 In case where an employee or a candidate for appointment in Company's service is declared unfit for retention in Company's service or for appointment in Company's service by a Medical Officer or by a Medical Board, as the case may be, the grounds for rejection may be communicated to him/her in broad terms without giving the minute details regarding the defects pointed out by the Medical Officer/Medical Board.

10. INTERPRETATION

In case of any doubt regarding any of the provisions of these Rules, the matter shall be referred to the Chief, ER, who shall decide the same in consultation with Corporate Finance.

11. POWER TO RELAX

Power to relax any of the provisions under these Rules shall vest in the Chairman of the Company, who shall exercise such powers in consultation with Director (HR) and Director (Finance).

12. POWER TO AMEND

The Company may from time to time amend, modify or add to these Rules and all such amendments, modifications or additions shall take effect from the date stated therein.

13. REPEAL AND SAVING

13.1 The existing ONGC Medical Examination of Employees Rules, 1996 are hereby repealed.

13.2 Nothing in these Rules or any repeal affected thereby shall affect or be deemed to affect anything done or action taken under the said ONGC Medical Examination of Employees Rules, 1996, before commencement of these Rules.



ANNEXURE – I
ONGC:MER – I

CONFIDENTIAL
ONGC
UNIT

MEDICAL EXAMINATION REPORT (PART-I)

(for use and retention in Medical Department)

(to be completed by the Officer of the HR Department)

Attested Passport
Sized Photograph
of the Candidate
(certified by HR
on the
photograph)

Ref. No. :-

Post for which selected :

Name in full(In Block letters) :

Father/Husband's Name :

Age :

Date of Birth :

Place of Birth :

Address :

Signature & Designation of the
Officer of the HR Deptt.



Candidate's Statement & Declaration

(To be completed before Medical Examination)

(Answer all the questions after reading them carefully)

- a) Have you ever had fever with enlargement or pus discharge from glands, spitting of blood, black tarry stools, blood in urine, kidney disease or stones, asthma, heart disease, stroke, lung disease, diabetes, fits, Thyroid Disease, Glaucoma or any other eye disease, fainting attacks, Joint Pains, appendicitis, cholelithiasis (Gall Stones) night blindness etc?

Do you take any regular medicines for chronic ailments? If yes, please specify.

- b) Did you suffer from any other disease or accident requiring confinement to bed?
- c) Did you suffer from any illness, wound or injuries sustained in the past with compensation paid, if any?
- d) When were you last vaccinated?
- e) Have any of your first degree relations been afflicted with Obesity, Diabetes Mellitus, Hypertension, Heart Disease, Blood Disorders, Tuberculosis, Cancer, Stroke, gout, asthma, fits or insanity?
- f) Do you suffer from any form of nervous breakdown or mental illness?
- g) Have you been examined and declared unfit for Government service by a Medical Officer/ Medical Board within the last three years?
- h) Are you a smoker, If yes then how many cigarettes per day & since when?

Do you consume Gutkha or any tobacco containing product ?

- i) Do you consume Alcohol, or any intoxicating product. If yes, then what is the frequency & quantity consumed per occasion and since when?
- j) Details of any form of Medical or Surgical Treatment taken in past or at present

- k) Have you undergone Lasik Laser Eye Surgery for your refractive error if any? If yes what was the refractive error prior to surgery & what is the visual acuity now after treatment?
- l) Do you wear contact lenses? If yes then what is the power?
- m) Do you have any allergies?
- n) Have you lost more than 5 kg weight in the last 6 months without being on diet?
- o) Do you get pain in your legs on walking which goes away quickly after you stop? Do you have prominent engorged veins in your legs?
- p) Do you have trouble in swallowing?
- q) Do you have weakness or paralysis of either of your arms or legs?
- r) Do you have Hernia, Piles, Hydrocele, Varicocele Or any scrotal swelling?
- s) FOR WOMEN ONLY
- ✓ Are/were your periods irregular?
 - ✓ Have you ever noticed any bleeding between menstrual periods?
 - ✓ Are you pregnant?
 - ✓ Are you taking Birth Control Pills?
 - ✓ Do you have any lump in your breast?
 - ✓ Have you attained menopause? If so, have you had any bleeding or discharge since your periods stopped?

t) Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at the time of demise and cause of death	Mother's age if living and state of health	Mother's age at at the time of demise and cause of death
No. of brothers living, their ages and state of health	No. of brothers not alive, their ages at the time of demise and cause of death	No.of sisters living, their ages and state of health	No.of sisters not alive, their ages at the time of demise and cause of death

Note:

The candidate will be held responsible for the accuracy of the above statement and declaration. By willfully suppressing any information he/she will incur the risk of losing the appointment and shall face the disciplinary action in line with ONGC CDA Rules.

I declare all the above answers to be, to the best of my knowledge, true and correct.

I certify that I have not received a disability certificate/pension on account of any disease or other conditions.

Signed in my presence

Candidate's Signature

Signature & Seal of the
Authorised Medical Officer

Date:

Date:



MEDICAL EXAMINATION REPORT (PART - II)

(To be filled in by Authorized Medical Officer)

Ref. No.

A. Post for which selected

:

Name in full

:

(In block letters)

Age

:

Father's/Husband's name

:

Address

:

Date of Birth

:

Place of Birth

:

B. Identification Marks

: 1.

2.

C. Appearance

:

1. Age

: Years

2. Physique

: Well built /thin built.

3. Temperament

: Sober/Nervous/Irritable.

4. Nutrition

: Good/Fair/Poor.

5. Marks of primary

: Present/Absent.

Vaccination.

:

6. Deformities.

:

7. Operation scars.

:

D. Height, Weight & Chest Measurement

1. Height without shoes : Cms.
2. Weight without shoes : Kgs.
3. Chest in full expiration (NA for females) : Cms.
4. Chest in full inspiration (NA for females) : Cms.
5. BMI* (wt in kg/Ht in meter square) :

E. Mouth, Nose, Ears

1. Teeth : Clean/Dirty/Missing/Dentures (Stains/ Calculus/ Caries/ Crowding/ Fluorosis)
2. Gums : Healthy/Unhealthy/Hyperplasia
3. Tongue : Clean/Coated
4. Throat : Normal/congested/tonsils
5. Tonsils : Normal / Operated / Enlarged
6. Nose :
7. Hearing : RE: Normal/Impaired
LE : Normal/Impaired
8. Tympanic Membrane : RE: Normal/Defective.
LE : Normal/Defective
9. Ear discharge : Yes/No
10. Other abnormality of ear: :
:
11. Audiometry Report

F. Glands :Thyroid: Normal/Enlarged



- G. Eyes :
1. Distant vision : RE LE
 2. Distant vision with glasses or contact lenses : RE LE
 3. Near vision : RE LE
 4. Power of glasses used : RE LE
 5. Contact lenses/Intraocular lens implants. :
 6. Whether suffering from squint or any other morbid condition of the eyes or eyelids. :
 7. Field of vision. :
 8. Colour vision. :
 9. Fundus examination :
 10. Intraocular Pressure :

11. Night Blindness@ (To be ascertained in case of all vehicle operators/security personnel and employees required to work in darkrooms). :

12. Any other defects. :

H. Chest :

1. Form :
2. Lungs :
3. Respiration :
4. Cardio-Vascular System :

I. Heart

1. Size :
2. Position :
3. Pulse Rate :



4. BP :

5. Any abnormal Sounds :

J. Blood Vessels

1. Pulse in upper and lower extremity. :

2. Blood Vessels : Normal/thickened/varicose veins.

K. Abdomen

1. Tenderness :

2. Palpable Liver- Spleen - Kidneys – Tumour :

3. Haemorrhoids /Hernia/ Fistula / Fissure :

L. Genito Urinary System

1. Hernia :

2. Evidence of V.D. :

3. Scrotum : Normal/Hydrocoele/Varicocele/Other

: Normal/Undescended testes

M. Nervous System :

1. Mental condition :

2. Reflexes :

3. Pupils

a) Normal/Abnormal :

b) Light reflexes : Present/Absent.

4. Gait : : Normal/Abnormal

5. Specify any other evidence of disease of nervous system except epilepsy viz. Paralysis, wasting, tremors, irregular movements etc. :

6. Any history of epilepsy/fits Present/Absent.

N. Reproductive system :

(For female candidates)

- | | |
|--|-------------------|
| 1. History of menstrual cycle | Regular/Irregular |
| 2. Breasts. | : |
| 3. Pregnancy with duration | : |
| 4. Local/P.V./P.S. Examination (if required) | : |

O. Investigations :

1. Blood examination

- | | |
|---------------------------------------|------------|
| a) Complete Haemogram with E.S.R. | : |
| b) Blood group(ABO Rh) | : |
| c) Blood Sugar Fasting , PP & HbA1C | : d) |
| Blood Urea & S Creatinine | : e) S |
| Bilirubin, SGPT, Alkaline Phosphatase | : f) Lipid |
| Profile | : g) |
| VDRL | : h) |
| HbsAg | : i) |
| HIV with pre informed written consent | : j) |
| Thyroid Profile | : k) |
| Coagulation Profile | : l) |
| RA Factor | : |

2. Urine

- | | |
|---|---|
| a) Routine & Microscopy | : |
| b) Pregnancy Test (In Females) preferably
Beta HCG | : |

3. E.C.G. :

4. Radiology

a) Chest PA View	:
b) Lumbo Sacral Spine AP & Lateral	: c)
Cervical Spine AP & Lateral	: d)
Ultrasonography Abdomen & Pelvis	:
5. Echocardiography	:
6. TMT	:
7. Audiometry	:
8. PFT	:

Note: If at the time of medical examination, a candidate is pregnant by more than 12 weeks, shall be declared temporarily unfit until she has completed 6 weeks after confinement. After confinement, she shall be required to produce a certificate of fitness from a qualified gynecologist before being called for a final medical examination. In case of abortion/MTP the candidate should produce a certificate of fitness from a Gynecologist after 6 weeks

OTHER INVESTIGATIONS:

Additional Investigations to be done in candidates above 40 years of age

1. Urine for Microalbumin
2. Prostate Specific Antigen in Males
3. Mammography (in case of female candidates)
4. Papsmear report (in case of female candidates)

Certified that Shri/Smt./Kum. _____ a candidate selected for the post of _____ whose signatures/thumb impression is appended below is medically fit/unfit/temporarily unfit.

Remarks:

MEDICAL OFFICER

Signature/thumb impression of the candidate

Signed before me Countersigned

Medical Officer

MEDICAL AUTHORITY.

Date _____

Place: _____



Paste
Passport
Sized Self
Attested
Photograph

OIL AND NATURAL GAS CORPORATION LIMITED

MEDICAL DEPARTMENT

MEDICAL CERTIFICATE OF FITNESS ON FIRST APPOINTMENT IN CORPORATION'S SERVICE (FOR RETENTION
BY HR DEPARTMENT)

Post for which selected:

Ref. No.

I hereby certify that I have examined Shri/Smt./Kum. _____ a candidate for employment in the ONGC and cannot discover that he/she has any disease (communicable or otherwise) constitutional weakness or bodily infirmity except _____. I do consider/do not consider this a disqualification for employment in the post of _____ in ONGC.

Shri/Smt./Kum. _____'s age according to his/her statement is _____ years and by appearance _____ years.

Identification marks: As recorded in the Medical Examination Report:-

- a) _____
- b) _____

I certify that this candidate is medically fit/ unfit.

Signature of Medical Officer.

Signature of candidate

Countersigned

HEAD OF MEDICAL SECTION

To be sent to the concerned Department.



ANNEXURE-IV

ONGC: MER-IV

OIL AND NATURAL GAS CORPORATION LIMITED

To

Paste Passport Sized
Photograph

(Self Signed & duly
attested by
concerned
Establishment where
the candidate is to
be posted.)

Subject: Your Medical Examination.

Dear Sir,

With reference to your Medical Examination held on _____, we have to inform you that you have been found temporarily unfit on account of the following :-

You may undergo the treatment of yourself for the above disease/sickness and appear for a re-examination within _____* from the date of issue of this letter. You should produce a certificate of treatment and cure from the Doctor who treated you.

Candidate's Signature

Yours faithfully,

MEDICAL AUTHORITY.

* Prescribe period up to six months depending upon diseases, surgery required. (excluding Pregnancy)

Copy for information to:-

1. The Appointing Authority.
2. Incharge HR/ER



INSTRUCTIONS TO THE COMPETENT MEDICAL AUTHORITY REGARDING PHYSICAL EXAMINATION OF CANDIDATES FOR APPOINTMENT IN OIL AND NATURAL GAS CORPORATION LIMITED.

1. Before taking up the Examination of a candidate, please verify that you are examining the same person whose photograph has been attested by the authorized officer of the HR Department who has directed the candidate to you for the medical examination.

It is absolutely essential to extend due regard to candidates privacy and decency. Medical Examination should be done thoroughly and if a candidate does not submit to this even after persuasion he/she should be rejected. In case of female candidate, medical examination will be carried out by a female medical officer. In case of non-availability of female medical officer, a Staff Nurse or a Female Attendant will be present when female candidates are examined by male medical officer.

2. Advise the candidate to complete the statement and declaration duly signed, in the prescribed proforma in your presence.
3. Go through the information/declaration given by the candidate and make a note of anything significant relating to his/her physical fitness. Countersign candidate's declaration thereafter.
4. Identification Mark:

- The importance of identification marks cannot be stressed too strongly. They are required for determination of the individuality or recognition of the person. It is a medico-legal dictum that at least two important marks of identification must be noted and described in detail.
- The description of the identification mark e.g. mole should include all relevant particulars such as the situation with reference to anatomical landmark size, color & other characteristics such as raised or flat, fixed to skin or free, hairy or non-hairy.
- When no distinct mark is available left hand fingers impression in males & right hand fingers impression in females may be taken.

5. Expenses incurred on account of Pre Employment Medical Examination will be reimbursed by ONGC whether candidate found fit or unfit- Temporary/Permanent

Note: All temporarily unfit candidates shall be given the opportunity for getting necessary medical/surgical management within a maximum period of 6 months and shall be re-assessed for fitness accordingly on case to case basis. If the candidate does not fulfil the fitness criteria even after re-assessment, he/she shall be disqualified and declared unfit. No further opportunity would be given.

6. Procedures to be followed for observing various parameters and their significance has been given below:

- i) **AGE:** Co-relate age as certified in the Birth date certificate with the appearance of the candidate and note if the candidate's age appears to be more than what is certified.

- II) **HEIGHT:** The candidate's height will be measured as follows:

He/She will remove his/her shoes and be placed against the standard with his/her feet together and the weight thrown on the heels and not on the toes or on the sides of the feet. He/She will stand erect without rigidity and with the heels, calves, buttocks and shoulders 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 cms/inches.

- III) **WEIGHT:** The candidate will also be weighed on a standard scale, and his/her weight recorded in Kilograms, fractions will be ignored.

A table of standard weight for various age groups in relation to height is given below as a guide:

HEIGHT - WEIGHT TABLE

A. MALE (GENERAL):

(Weight in Kilograms)

(Age in Years)

Height in Cms.	18 – 22 years	23 - 27 years	28 - 32 years	33 - 37 years
	Kgs.	Kgs.	Kgs.	Kgs.
140-145	48	49	51	52
146-150	50	52	54	55
151-155	53	54	57	58
156-160	55	57	58	61
161-165	58	60	63	64
166-170	62	64	67	68
171-175	66	68	71	73
176-180	70	72	76	78
181-185	74	77	80	82
186-190	80	82	86	88



B. FEMALE (GENERAL):

(Weight in Kilograms)

(Age in Years)

Height in Cms.	18 - 22 years	23 - 27 years	28 - 32 years	33 - 37 years
	Kgs.	Kgs.	Kgs.	Kgs.
140-145	44	45	47	48
146-150	47	47	49	50
151-155	49	50	51	53
156-160	52	52	53	55
161-165	55	55	57	58
166-170	58	59	61	62
171-175	62	63	64	66
176-180	66	67	69	71
181-185	70	71	72	75
186-190	74	75	78	80

Add 2 Kgs. in weight for every additional 3 cms. in height.

NOTE:

- 1) In the matter of co-relation of age, height, weight, and chest of candidates of Indian race, it is left to the discretion of the medical authority to use whatever co-relation figures are considered most suitable. The medical authority will be empowered to marginally relax the standards so long as such relaxation does not impede the performance of the job.
- 2) In case the weight of an individual is found more than prescribed as per the height - weight table as indicated above then Body Mass Index (BMI) will be taken as deciding parameter as per the norms given below:

BMI less than 18.5 OR more than 30 will be declared temporarily unfit & the candidate will be declared fit if the BMI becomes more than 18.5 or less than 30 within the prescribed period i.e. 6 months. The medical authority will be empowered to marginally relax the standards so long as such relaxation does not impede the performance of the job.

- 3) With respect to Height*, following will be the disqualification criteria:

Sex	Height	Remarks
Male	<147 cms	Relaxable by 5 cms for Assamese, Garhwalis & Gorkhas
Female	<142.5 cms	Relaxable by 2.5 cms for Assamese, Garhwalis & Gorkhas
Transgender	The physical standards they must meet depend on their chosen gender category during application.	

- IV) **CHEST:** The candidate's chest will be measured as follows (this is not applicable for female candidates):

He will be made to stand erect with his feet together and to raise his arms over his head. The tape will be so adjusted round the chest that its upper edge touches the interior angle of the shoulder blades behind and lies in the same horizontal plane when the tape is taken round the chest. The arms will then be lowered to hang loosely by 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 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 centimeters. In recording the measurements, fractions of less than one centimeter should be ignored.

- V) **EYES:** The candidate's eyes will be examined in detail in accordance with the following rules. The result of each test will be recorded.

- a) Acuity of vision: The naked eye vision of the candidate shall be recorded, as it will furnish the basic information in regard to the condition of the eyes.

The standards for distant and near vision with or without glasses shall be as follows:

Distant Vision			Near Vision	
Better eye		Worse eye	Better eye	Worse eye
(1)		(2)	(3)	(4)
6/9	OR	6/9	0.6	0.8
6/6		6/12		

NOTE:

When the age of the candidate at the time of first appointment is 35 years or more the corrected visual acuity will be reduced by one step i.e.

Distant Vision		
Better eye		Worse eye
(1)		(2)
6/12	OR	6/12
6/9		6/18

NOTE:

- i) In respect of new appointees in the Drilling, Production, Technical Services, Security, Fire, Medical Services and Exploration Group, the total amount of myopia (including the cylinder) shall not exceed – 4.00 D and total amount of Hypermetropia (including the cylinder) shall not exceed + 4.00 D.
 - ii) In case of appointees other than mentioned in (i) above, the total amount of myopia shall not exceed –6.00 D and the total amount of Hypermetropia shall not exceed +6.00 D, provided there are no degenerative changes in the vitreous or retina.
 - iii) The candidate should have good Binocular Vision. For regular appointment one-eyed persons are to be regarded as unfit except in case of the non-technical Class-IV posts.
 - iv) Lasik Laser Treatment: Refractive error correction with Lasik Laser is acceptable provided post operative visual acuity is within prescribed ranges and there are no myopic degenerative changes in the retina.
- b) **Fundus Examination:** In every case of Myopia and wherever possible, Fundus Examination should be carried out and results recorded. Fundus and media should be healthy and within normal limits. No degenerative signs of vitreous or Choroidoretinitis should be present suggesting progressive Myopia.
- Retinal diseases in diabetes, hypertension and atherosclerosis will be considered a disqualification for all categories.
- In the event of a Pathological condition being present which is likely to be progressive and affect the efficiency of the candidate, he should be declared unfit.
- c) **Glaucoma:** All candidates with Glaucoma must undergo Perimetry & OCT and if there are any field defects then that becomes a criteria for disqualification. Those without any field defects & controlled intraocular pressure with treatment may be declared fit & those with high Intraocular Pressure would be temporarily declared unfit & would be reassessed within 6 months after requisite treatment.
- d) **Night blindness:** shall be considered as a disqualification in case of all vehicle operators/security/ Fire personnel and employees required to work in darkrooms/ operational area where person are required to work during night shifts or ON/Off pattern.
- Method of Testing Night Blindness: Record visual acuity with reduced illumination or ask the candidate to recognize various objects in darkened room after he/she has been there for twenty to thirty minutes.
- e) **Colour Vision:** Complete or partial colour blindness :
- i) Acceptable for entrants to Human Resources, Finance and Accounts.
 - ii) Not acceptable for all Technical Personnel (including Operation, drilling), Fire Fighting Personnel, Drivers, Security Personnel, crane operators, medical & paramedical personnel.
- Whenever an employee suffering from colour blindness is posted or transferred into a category wherein colour perception is required, his eyes will be re-examined for the same along with the examination for visual acuity.
- Method of Testing Color Blindness: Shall be tested using Ishihara's Plates by an Ophthalmologist. f)

Other ocular conditions:

- i) Any organic disease or a progressive refractive error, which is likely to result in lowering the visual acuity, shall be considered as a disqualification.
- ii) Trachoma: Trachoma unless complicated shall not ordinarily be a case for disqualification.

- iii) Squint: For technical services (including Operation, drilling), where the presence of binocular vision is essential, and for posts in Medical department, squint even if the visual acuity is of prescribed standard, should be considered a disqualification. For other services the presence of squint should not be considered as a disqualification if the visual acuity is of prescribed standard. Note:-In case all the tests carried out correctly indicate the presence of binocular vision, the mere existence of squint should not disqualify a candidate.
- g) **CONTACT LENSES & INTRA - OCULAR IMPLANTS:** Correction with contact lenses and Intraocular Implants is not a bar for employment provided the prescribed standards are fulfilled.
- VI) **EXAMINATION OF HEAD & NECK:** The examination of the head and neck will be made from above downwards. The examiner will note the intelligence, character of voice, power of hearing by his replies to the questions put to him.
- a) The scalp is examined for any blows and cuts on the head.
 - b) The examination of the nose should reveal that the candidate is free from any disease of the nose.
 - c) Throat: State of tonsils - Enlarged Tonsils without evidence of repeated tonsillitis is not a cause for rejection. Throat palate, gums, jaws, temporomandibular joints and dentition should be within normal limits.
 - d) Neck: Thyroid should be normal with no evidence of hypo or hyperthyroidism or generalised enlargement of lymph glands. Scars, if any, of the previous removal of tubercular glands should be normal and there must not have been any active diseases. If there is any positive clinical finding the case may be further assessed. The movements of the neck should be free in all possible directions. All cases of Hypo and Hyperthyroidism (Thyrotoxicosis) to be declared temporarily unfit and to be reassessed within 6 months after requisite treatment to ascertain the fitness.
 - e) Examination of Ears:
 - i. B/L or U/L Decreased Hearing of sensorineural or conductive type 40 dB or more at hearing frequencies or at 4000 Hz is a disqualification in drilling, exploration, operations, technical discipline, fire-fighting staff, security & drivers except in case of Supply Chain Management, HR & Finance disciplines. (Noise Induced Hearing Loss)
 - ii. Unilateral Sensorineural Deafness of 40 dB or more at hearing frequencies or at 4000 Hz is not acceptable in drilling, exploration, operations, technical discipline, fire-fighting staff, security & drivers except in case of Supply Chain Management, HR, Finance & hearing handicapped category.
 - iii. Candidates using Hearing Aids or Implantable Hearing Devices (like Cochlear Implant, BAHA etc) is a disqualification criteria except persons in Hearing Handicapped Category.
 - iv. Perforated ear drums / Chronic Otitis Media or any other ear disease are considered as temporary disqualification.
 - v. Any Ear Disease with progressive hearing loss would be a criterion for disqualification for drilling, exploration, operations, technical discipline, fire-fighting staff, security & drivers except in case of Supply Chain Management, HR, Finance Disciplines.
- VII) The candidate should now be made to walk at least 50 mtrs. to judge the locomotion (gait). The candidate is then advised to stand upright with feet apart and arms extended above head. The examiner should walk slowly round the candidate carefully inspecting the whole surface of the body. The following observations shall be made and recorded:-

- 1) General physical development
- 2) Formation and development of limbs
- 3) Skin diseases
- 4) Varicose veins
- 5) Scars or Ulcers
- 6) Any special marks on account of congenital or post accidental cases.

NOTE:

1. Skin and Sexually Transmitted Diseases-

- ✓ Candidates who have suffered/ are suffering with STD will be declared temporarily unfit unless physical examination along with urethral smear and serological tests proves negative.
- ✓ Candidates suffering from Active Leprosy or Chronic inveterate skin conditions will be declared unfit.
- ✓ Vitiligo is acceptable.
- ✓ Candidates suffering with mononeuritis without deformity (post leprosy) will be declared temporarily unfit..

2. Candidates with advanced degree of varicosity of veins are to be considered for temporary disqualification.

3. Congenital or acquired physical defects if any noticed will be recorded on the medical examination report with clear information as to whether it is likely to interfere with the efficient performance of the duties for which the candidate is under consideration for employment.

The candidate is then directed to walk up and down the hall briskly 2 to 3 times, to hop about the hall on the toes of the right foot and then again on the toes of the left foot.

The examiner will observe:-

1. The power and range of movements of joints including gait.
2. The flatness of feet.
3. Formation of the toes.

VIII) EXAMINATION OF THE TRUNK:

The trunk will be examined from below upwards. The candidate will stand with his arms extended over head, the hands being in contact. The Medical Officer examines:

- a) The abdomen and Parietes of the chest. He instructs the candidate to take in a full breath several times while he watches the action and notes the expansion of the chest. Careful stethoscopic examination of the lungs is made.
- b) The heart sounds, the heart rate, and its functions, size, etc are noted.

- c) Any enlargement of the spleen or liver is noted.
- d) Indication of venereal diseases are observed.
- e) The scrotum is examined to ascertain if the testicles have descended and are normal or if there are varicocele, Hydrocele or other diseases. Presence of these conditions will be considered as temporary disqualification.
- f) Presence of Hernia will be considered as temporary disqualification.
- g) The candidate is examined for Haemorrhoids, Fistulae, Condylomata etc. For this purpose the candidate is instructed to turn with his back towards the Examiner, stoop down and separate the buttocks with his hands and strain down gently. Presence of these conditions will be considered as temporary disqualification
- h) Bilateral Undescended Testes (Intra-abdominal) is a disqualification whereas a Unilateral Undescended testis is a temporary disqualification.
- i)
 - The candidate's chest should be well formed with sufficient expansions and his heart and lungs should be sound.
 - The enlargement of spleen and liver should be investigated for any chronic diseases. Candidates with chronic diseases should be considered temporarily unfit or unfit depending upon the nature and severity of the disease.
 - There should be no evidence of any abdominal disease.
- j) Presence of Gall Stones/Gall Bladder Polyps will be considered as temporary disqualification. IX)

UPPER EXTREMITIES: The examination of the upper extremities will be made from below upwards. The following directions are given to the candidates:-

- a) Stretch your arms with the palms of your hands upwards.
- b) Bend your thumbs across the palms of your hands.
- c) Bend the fingers over your thumbs.
- d) Bend your wrists backwards and forwards.
- e) Bend your elbows
- f) Turn the back of the hands upwards.
- g) Swing your arms around your head.

This examination will give an indication of defects of the wrists, elbows, shoulder joints, rotational movements of the forearms

X) LOWER EXTREMITIES AND BACK: The Inspection of the lower extremities and back will be made from below upwards. The candidate first faces the medical examiner and afterwards turns his back towards him. The following directions are given to the candidate:-

- a) Stand on your right foot, put the left forward.
- b) Bend the ankle-joint and toes alternately backwards and forwards.
- c) Repeat with the other foot.
- d) Kneel down on one knee.
- e) Up again



- f) Kneel down on the other knee.
- g) Up again
- h) Down on both knees and up from that position with a simultaneous spring on both legs.
- i) Turn round and separate the legs.
- j) Touch the ground with the hands.

This examination indicates any defects of the toes, ankles, knee joints and of the spine.

XI) PULSE: The candidates pulse is felt and its rate and rhythm as well as any other abnormality noted.

XII) BLOOD PRESSURE:

Blood Pressure: Above 140/90 to be considered as disqualification if associated with target organ damage. Hypertension (SBP-160 or higher and/or DBP 100 or higher will be considered as a temporary disqualification).

XIII) The **candidate** should also be examined in lying down position to feel for any masses, renal swelling, tenderness or any other abnormality in the abdominal cavity.

XIV) Examination of Reproductive System (For Female candidate only):

The following examination shall be carried out in respect of female candidates and abnormalities/diseases if any, to be noted:-

1. History of Menstrual Cycle : Regular/Irregular
2. Breasts
3. Per abdomen examination :
4. Per Vaginal Examination : If necessary
5. Per Speculum Examination :

XV) Pregnancy: If at the time of medical examination, a candidate is pregnant by more than 12 weeks, shall be declared temporarily unfit until she has completed 6 weeks after confinement. After confinement, she shall be required to produce a certificate of fitness from a qualified gynecologist before being called for a final medical examination. In case of abortion/MTP the candidate should produce a certificate of fitness from a Gynecologist after 6 weeks.

XVI) Fits (Seizure disorders):

Not acceptable for all Technical Personnel (including Operation, drilling), Fire Fighting Personnel, Drivers, Mechanics, Electrician, Security Personnel and crane operators . Technical Personnel shall include Drilling, Production, Technical Services, Medical Services and Exploration Group except E&T and Programming.

XVII) Investigations: The following investigations should be carried out as a matter of routine in all cases. The reports of these investigations should be a guide to assess the candidate for his/her fitness, un-fitness or temporary unfitness.

1. Blood examination	
a) Complete Haemogram with E.S.R.	
b) Blood group(ABO Rh)	
c) Blood Sugar Fasting , PP & HbA1C	
d) Blood Urea & S Creatinine	
e) S Bilirubin, SGPT, Alkaline Phosphatase	
f) Lipid Profile	
g) VDRL	
h) HbsAg	
i) HIV with pre informed written consent	
j) Thyroid Profile	
k) Coagulation Profile	
l) RA Factor	
2. Urine	
a) Routine & Microscopy	
b) Pregnancy Test (In Females) preferably Beta HCG	
3. E.C.G.	
4. Radiology	
a) Chest PA View	
b) Lumbo Sacral Spine AP & Lateral	
c) Cervical Spine AP & Lateral	
d) Ultrasonography Abdomen & Pelvis	
5. Echocardiography	
6. TMT	
7. Audiometry	
8. PFT	

XVIII) OTHER INVESTIGATIONS:

Additional Investigations to be done in candidates above 40 years of age

1. Urine for Microalbumin
2. Prostate Specific Antigen in Males
3. Mammography in Females
4. Pap smear in case of females

NOTE:

1. Hepatitis-B – If HBsAg is positive, then the case should be investigated for Viral Load & HBeAg for further assessment. Cases with Hepatitis-B infection with higher than normal viral load and/or Positive HBeAg are to be declared temporarily Unfit.
2. Tuberculosis- Candidates suffering from active tuberculosis of any part of the body would be declared temporarily unfit.
3. HIV positive will not be a disqualification criteria.

7. DISQUALIFICATION CRITERIA:

Following will be considered as disqualification criteria

1. Height and weight less than prescribed limits as mentioned in Para 6 III
2. Hypertension causing adverse effects on target organs
3. Ischemic heart disease. (Evidence of MI, PTCA or CABG). Positive TMT cases will require further evaluation.
4. Significant Valvular/Congenital Heart disease interfering with the day to day activities.
5. Stroke/CVA with neurological deficit.
6. Any patient on Conventional or Biventricular Pacemaker or with ICD (Implantable Cardioverter Defibrillator) or Combo device Implantation.
7. Chronic Obstructive Pulmonary diseases, Bronchiectasis, Interstitial Lung Disease
8. Bronchial Asthma: Patients who require daily use of bronchodilators (oral and/or inhaled) and have FEV1 less than 80% of predicted.
9. History of Lobectomy/Pneumonectomy (may be considered for desk job provided his/her FEV1 is 80% or more of predicted)
10. Cirrhosis or Chronic Liver disease.
11. Parkinsonism, Ataxia, Major Psychiatric disorder, Major neurological disorders
12. Candidates suffering from seizure disorders will be considered unfit for all Technical Personnel, Fire Fighting Personnel, Drivers, Mechanics, Electrician, Security Personnel and crane operators . Technical Personnel shall include Drilling, Production, Technical Services, Medical Services and Exploration Group except E&T and Programming.
13. Chronic Renal Diseases
14. Bilateral Undescended Testes (Intra-Abdominal)
15. Major Deformity of spine or any limb, congenital/acquired
16. Polyarthrititis with involvement of large joints

17. Any bony disease or traumatic disorder significantly affecting job performance
 18. Rheumatoid arthritis
 19. Unequal length of lower limbs greater than 5 cms (without shoes).
 20. Diabetes with complications e.g. Nephropathy, Retinopathy, Neuropathy etc. and if duration of diabetes is more than 10 years even if it is not associated with complications.
 21. Pituitary Disorders
 22. Major Haematopoietic Disorders like Hemophilia, Thalassemia Major, Sickle Cell Anemia etc.
 23. Congenital syndromes with multisystem involvement.
 24. Malignancy- Any carcinoma, multiple myeloma and blood dyscrasias
 25. Autoimmune & Collagen Diseases
 26. Pemphigus & Psoriasis
 27. Active Leprosy or Chronic inveterate skin conditions
 28. Progressive Retinal Diseases
 29. Deafness of various degrees as defined in Para 6 VI (e) above.
 30. Candidates with H/O spinal surgery like Laminectomy, Discectomy etc.
 31. Organ Transplant Cases except Corneal Transplant
 32. Any other major condition not covered in the above list but which is likely to interfere with efficient performance of duties and/or safety of human beings or machines at work
 33. Candidate possessing single functional kidney (other than Organ transplant cases) and functioning at 80% or less. However, if the single kidney is functioning over & above 80%, the candidate will not be disqualified. Such case have to be evaluated for CT-KUB region, Renal Function Test, HBAIC (Glycosylated Hemoglobin), DTPA Renogram and a clearance certificate from Nephrologist should also be required.
8. Additional tests required for those who come for pre-employment medical examination at the age of 40 years or more and their interpretation:
- Additional tests: As per the list given in Para 6 XVIII) above
9. General Guidelines:
1. In a patient of known Coronary Artery Disease (CAD) who has evidence of prior Myocardial Infarction (MI) or who has undergone Percutaneous Transluminal Coronary angioplasty (PTCA) or Coronary artery Bypass Surgery (CABG), if Stress test comes out to be positive, further workup to ascertain the extent of CAD would be required to assess his/her fitness for joining. However, any candidate who had undergone CABG of more than two grafts or PTCA with more than two stents would be considered unfit.
 2. Candidates with significant positive findings on echocardiography or during PFTs would also require further workup by the respective specialists to assess their fitness for joining. However, candidates with Ejection Fraction (EF) of 35% or less would be considered unfit.
 3. Similarly, any female candidate with positive findings on Pap smear or Mammography would also require further assessment by the respective specialists to ascertain their fitness for joining. .
 4. Any candidate who has suffered from malignancy should not have evidence of primary disease or metastasis at the time of medical examination, provided a minimum of five years have elapsed after completion of appropriate treatment and the person has been declared as cured of that disease by concerned specialist. Fitness of such candidates would be assessed by the concerned specialist.

5. Mere diagnosis of diabetes should not be a criterion for rejection per se. However, candidates with the following conditions would be considered unfit:
- i) Uncontrolled Diabetes (FBG of more than 130 and/or PPBG of more than 180 despite optimum medical treatment, diet control and physical activity),
 - ii) Glycosylated Hb of 8% or more,
 - iii) Diabetes of more than 10 years duration,
 - iv) Evidence of complications, i.e., retinopathy, nephropathy, neuropathy and/or evidence of vascular disease.
6. Candidates with abnormal PSA values would need further assessment by the concerned specialist to assess their fitness.

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