

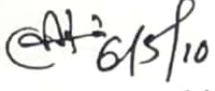
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WEST BENGAL STATE ELECTRICITY DISTRIBUTION CO. LTD.
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)
BIDYUT BHAVAN : BIDHANNAGAR
KOLKATA - 91

OFFICE ORDER NO. PP/Pre-Emp. Medical Check up/10/33 **Date: 06.05.10**

The company has decided to develop a standard procedure of Pre-Employment Medical Check-up for all categories of recruits to be inducted under the company. The aforementioned guideline is hereby circulated for information of all concerned, including the Medical Centres performing the Medical Check-up of new appointees for joining under WBSEDCL.

Encls:- **As stated**


(D. Goswami)
Director (HR)

Memo No. PP/ Pre-Emp. Medical Check up/10 /287(1-5) **Date: 06.05.10**

Distribution

1. The General Manager (HR&A)/ F&A, WBSEDCL
2. The Chief Medical Officer, WBSEDCL
3. The AGM (HR&A), MR/Corp, WBSEDCL



West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)

Corporate Personnel Planning Cell

Vidyut Bhavan, DJ-Block, Sector-II, Bidhannagar, Kolkata-91

NORMS AND STANDARDS FOR MEDICAL FITNESS

- 1.0 Good mental and bodily health and a strong constitution.
- 2.0 Free from physical defect or abnormality-congenital or acquired, likely to interfere with the efficient performance of duties.
- 3.0 No evidence of maldevelopment-physical or mental
- 4.0 Joints and locomotor functions are within normal limits.
- 5.0 No deformity from old fractures or depressions of skull bones.

6.0 HEIGHT AND WEIGHT

- 6.1 **Height:** Measurement will be taken in centimeters with the individual standing bare footed and straight weight thrown on both heels kept together. Tendency to stand on toes or raise heels will be strictly avoided. The candidate will stand erect with chin drawn in to bring the vertex of the head in level under the horizontal bar of the stand and clavicles, buttocks and shoulders touching the vertical portion of the stand with body fully relaxed and spine straight but not strained.
- 6.2 The table of standard weight for various groups is given below. Candidate not meeting the standard as given in the table below may be declared temporarily unfit for a maximum period of 21 days by CMO/ Medical Board appointed by the Company and shall be declared fit only in case the candidate fulfills the criteria including the norms for Body Mass Index.

Height - Weight Table for Males

| Height (cm) | Weight in Kg at different ages | | |
|-------------|--------------------------------|-------------|-------------|
| | 20-24 years | 25-29 years | 30-34 years |
| 152.5 | 48 | 49 | 50 |
| 155.0 | 49 | 50 | 51 |
| 157.5 | 50 | 51 | 52 |
| 160.0 | 51 | 52 | 53 |
| 162.5 | 52 | 53 | 54 |
| 165.0 | 53 | 54 | 56 |
| 167.0 | 54 | 56 | 58 |
| 170.0 | 56 | 58 | 60 |
| 172.5 | 58 | 60 | 62 |
| 175.0 | 60 | 62 | 64 |
| 177.0 | 62 | 64 | 66 |
| 180.0 | 64 | 66 | 68 |
| 183.0 | 66 | 68 | 70 |

- 6.3 Add 2 Kg in weight for every additional 3 cm in height
- 6.4 For females, the general state of physical development will be taken into account and body weight recorded in each case.
- 6.5 The minimum height required for Drivers is 162 cm.

7.0 BODY MASS INDEX

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:

7.1 Age up to 35 years - BMI should be maximum of 30 Kg / m^2 .

7.2 Age above 35 years BMI should be maximum of 32 Kg / m^2 .

8.0 CHEST

Acceptable chest measurement at full expiration will be 79 cm (relaxable by 5 cm) minimum expansion 5 cm. The range of expansion upto 4 cm. i.e. a deviation of 20% will be acceptable. This is not applicable to female candidates.

Measurement: The candidate will stand with feet together and arms raised over the head. The tape will be taken round the chest horizontally with its upper edge touching interior angles of the shoulder blades. The arms will then be lowered to hang relaxed by the side of the body. The candidate will not be permitted to throw shoulders upwards or backwards so as to displace the tape. The candidate will be directed to take deep breath several times without causing contraction of chest muscles or wing out the shoulder blades. The maximum and minimum expansion of the Chest will then be recorded in centimeters thus 70-75, 78-84 etc. Fraction of cm below 0.5 will be ignored and over 0.5 taken as one.

9.0 EYE

Standards and procedures of examination in respect of visual acuity and colour perception are as follows.

9.1 The candidate's eyes will be tested and results of the test recorded in accordance with the following rules.

9.2 **General:** The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate may be rejected if he suffers from morbid condition of eyes, eye-lids or contiguous structures of such a nature as would render him/her unfit for service at the time of appointment or at a future date.

9.3 Visual Acuity :

9.3.1 The examination for determining the acuity of vision includes two tests, one for distant, the other for near vision. Each will be examined separately.

9.4 Fundus Examination

9.4.1 In every case of Myopia, fundus examination should be carried out and the results recorded. In the event of a pathological condition being present which is likely to be progressive and affect efficiency of the candidate he/she should be declared unfit.

9.4.2 The total amount of myopia (including the cylinder) shall not exceed - 6.00D. The total amount of hyper metropia (including the cylinder) shall not exceed + 6.00D. in each eye .

9.4.3 Fundus and media should be healthy and within normal limits.

9.4.4 No degenerative signs of vitreous or chorioretinitis to be present, suggesting progressive myopia.

9.4.5 Should have good binocular vision, fusion faculty and full field of vision in both the eyes.

9.4.6 There should be no organic disease likely to cause exacerbations or deterioration.

9.5 Colour Vision

The testing of colour vision shall be essential for all candidates. Colour vision shall be tested with Ishihara's Isochromatic plates in good light.

9.6 Field of Vision

The field of vision shall be tested by the confrontation method. Where such test gives unsatisfactory or doubtful results, the field of vision should be determined on the visual field screener/perimeter.

9.7 Ocular conditions other than visual acuity.

9.8 Colour Blindness

9.8.1 **Permissible** : Non-Technical Cadre post of Assistant, Asstt. Managers, Jr. Executive (Finance), Office Support Hand and similar other post where defective colour vision is not likely to interfere with him assigned work or create risk for others working with him.

9.8.2 Not permissible

Colour blindness is a disqualification for the following:

- a. All Technical cadre posts under the Company, dealing with machines involving recognition of colored signals.
- b. Technicians engaged in various Testing & Communication Laboratories.
- c. Operators / Technicians engaged in Sub-Stations / Power Stations.
- d. Draughtsmen / Stenographers
- e. Drivers of all categories
- f. Security Personnel
- g. Doctors
- h. Asstt. Engineers of all Streams.
- i. Engineering equipment erection and O&M.

j. Other occupations where perception of colour is considered essential in view of the nature of duties of the offered post and future posts likely to be occupied by the candidate either on appointment on promotion or on job rotation / transfer.

9.8.3. 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.

9.9 **Night Blindness** : The medical officer / Medical professional engaged by the Company will have the discretion to improvise such test e.g. recording of visual acuity with reduced illumination or by making the candidate recognize various objects in a dark room after he/she has been there for 20 to 30 minutes. Candidate's own statements should not always be relied upon, but they should be given due consideration.

9.10 Any organic disease or a progressive refractive error which is likely to result in lowering of the visual acuity shall be considered as disqualification.

9.11 **Trachoma** :

Trachoma, unless complicated shall not ordinarily be a cause for disqualification.

9.12 **Squint**

For technical services skilled jobs, where the presence of binocular vision is essential, squint, even if the visual acuity is of the prescribed standards should be considered as disqualification. For other services, the presence of squint should not be considered as a disqualification if the visual acuity of each eye is of the prescribed standard.

9.13 **One eyed person**

For regular service one eyed individual shall be considered as unfit except for ministerial and allied jobs where binocular vision is not considered essential. It will be ensured that the prognosis or the functioning eye is good and its vision is not likely to be endangered by the condition of the worse eye and the prescribed visual acuity standards are fully satisfied.

9.14 **Contact Lenses**

Correction with contact lenses is no bar for employment provided the prescribed standards are fulfilled.

10.0 **EAR** :

A candidate should be free from any active disease of the ear. The candidate should be able to whispering voice separately in both the ears at a distance of 2 feet in a quiet room. A candidate who fails in this test will be declared medically unfit.

Procedure for hearing test : The examining medical officer will test the hearing standards of a candidate in a quiet room. The test will be carried out with the medical officer and the candidate standing at a distance of 20ft, from each other. Both the ear will be examined separately. The ear not being tested will be marked by a masking apparatus or by rubbing a piece of paper against pinna by an attendant. The candidate will face at right angles the examining medical officer with the ear

under examination facing him. He will use the whispering voice (whisper produced with the residual air i.e. after an ordinary expiration). The hearing will be considered normal if the candidate can reproduce the whisper. Those with perforated ear drum will not be accepted as cooks.

11.0 NOSE :

A candidate should be free from any active disease of nose.

12.0 THROAT :

State of tonsils-Slight hypertrophy without evidence of repeated tonsillitis is not a cause for rejection. Enlarged tonsils cause temporary unfitness until treated with tonsillectomy. Throat, palate, gums, jaws, temporo-mandibular joint and dentitions should be within normal limits.

13.0 BLOOD-PRESSURE (BP) :

The normal limits of blood pressure, without involvement of target organ, shall be assessed as follows:

| Age Group | Systolic | Diastolic |
|------------------------|-------------------|-----------------|
| Upto 35 years of age | Not exceeding 140 | 90 mm or below |
| Beyond 35 years of age | Not exceeding 150 | 100 mm or below |

14.0 ECG :

If resting ECG is abnormal then the individual shall be submitted for exercise tolerance test (TMT) and if TMT is positive the individual will be declared unfit.

15.0 GENITO URINARY SYSTEM ETC

15.1 Testicles: Individuals detected to be having undecended testicles on one or both sides shall be declared temporarily unfit for maximum period of 21 days. Fitness can only be granted if the candidate reports back with orchidectomy with negative biopsy report for malignance, with 21 days of medical examination.

15.2 Candidates with Hydrocele, piles, varicocele and hernia shall be declared temporarily unfit for a maximum period of 21 days during which period candidate will have to undergo definitive treatment.

16.0 GLANDS :

Thyroid should be normal with no evidence of hypo or hyperthyroidism or generalised enlargement of lymphglands. Scars, if any, of the previous removal of tubercular glands should be normal and there must not have been any active disease in the last five year.

17.0 URINE :

Non orthostalic albuminuria will be a cause for rejection.

BLOOD SUGAR

- 18.1 All candidates with type-1 diabetes will be declared unfit irrespective of age.
- 18.2 Up to 35 years of age all the individuals detected to be having diabetes will be declared unfit.
- 18.3 Individual above 35 years of age detected to be having type-II diabetes, without organ involvement, shall be declared temporarily unfit for maximum period of 21 days during which their blood sugar has to be within normal limit otherwise they will be declared unfit.
- 18.4 All diabetics with any of target organ involvement shall be made unfit irrespective of age.

19.0 RADIOLOGICAL EXAMINATION

Skiagram chest of all fresh entrants will be taken. Mass miniature radiography will be utilised in lieu, whenever available. Cases diagnosed as suffering from pulmonary tuberculosis will be declared unfit. Such candidates are considered to be unsuitable for employment in view of the industrial hazards.

20.0 VENEREAL DISEASE :

Candidates who are suffering from venereal disease will not be declared fit unless detailed examination of urethro smear and serological test proves negative.

21.0 PREGNANCY :

If at the time of medical examination, a candidate is pregnant of 12 weeks or more, she shall be declared temporarily unfit until she has completed six week after confinement.

22.0 SKIN DISEASE :

Candidate suffering from leprosy or chronic and inveterate skin conditions will be declared unfit. Vitiligo cases are acceptable.

23.0 FITS :

Candidates suffering from epilepsy will be declared unfit. Those suffering from epileptic attacks are dangerous in certain occupations like Drivers, Operators, Mechanists, Technicians, Security duties and shop floor jobs where moving machinery may cause risk to life if they suffer from a fit in the vicinity.

24.0 MISCELLANEOUS :

Signs of mental retardation, incontinence of urine or enuresis, at the time of pre-employment examination will declare candidate unfit for employment.

25.0 DEFECTS

Congenital or acquired physical defects, if any noticed, will be recorded on the medical examination form 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. The norms and standards shall however be further relaxed for **Physically Challenged** candidates as per government guidelines.