



FACT PRE-EMPLOYMENT MEDICAL EXAMINATION PROCEDURE

1.0. INTRODUCTION

Medical examination prior to employment is essential to assess the initial physical and mental fitness of a person for the intended job, irrespective of the workplace – hazardous or otherwise. Pre-employment medical examination is as important for the concerned person as for the organization’s effective functioning. The Fertilizers and Chemicals Travancore Ltd (hereinafter referred to as ‘FACT’), being a notified Major Accident Hazard (MAH) Industry, such medical examinations assume greater significance. So far the Pre-employment medical examination followed certain criteria common to all such industries handling hazardous processes and operations. However, with the rapid advancement of medical knowledge, the perceptions of fitness have undergone exponential change as many of the physiological conditions/ ailments earlier considered as disqualifications for specific jobs can now be controlled medically. It is in this backdrop, this Procedure is evolved covering the above aspects besides fulfilling the statutory requirements.

2.0. OBJECTIVE

2.1. To help and guide the Medical Officers of FACT to follow a uniform pattern of medical examination/ clinical investigation procedure and documentation in the matter of pre-employment medical examination for persons to be inducted for different jobs, taking into consideration the demands of the job and hazards involved.

2.2. To select for a particular post/position, a person who must be in good physical and mental health and 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-employees during the course of his service/engagement with FACT.

3.0 SCOPE

3.1. Any person being selected for appointment in any post in FACT on Permanent or Temporary or Fixed Tenure basis shall be required to undergo medical examination in terms of these Procedure for being declared ‘FIT’ for the said position.

3.2. Employees who are being posted in Technical disciplines for the first time during the course of his employment with the Company, from Non-technical discipline, shall be required to undergo fresh medical examination in accordance with this Procedure for being certified ‘FIT’ for the said placement.

NB: Wherever Masculine gender occurs in this document, includes feminine.



4.0 MEDICAL EXAMINATION – GUIDING PRINCIPLES

4.1. The basic principles of Medical Examination and Fitness for Pre-employment Medical Examination are:

- 4.1.1. To assess the physical and mental fitness of the person to perform specific job/tasks.
- 4.1.2. To determine the presence of medical condition or risk factors, that increases the likelihood of aggravating/ precipitating any injury or disease in future.
- 4.1.3. To establish a baseline record of physical conditions (medical data) for future reference in determining any deviation/ new trend in the morbidity pattern.

5.0 PROCEDURE FOR MEDICAL EXAMINATION:

5.1. For the purpose of pre-employment medical examination and ascertaining fitness for job, candidates are categorised in to two disciplines viz, Technical and Non-Technical. However, those who are to be posted in factory purely for administrative purpose like Stenographers, Office Staff will not fall under the ambit of Technical. Those who are performing purely administrative work fall under Non-Technical Discipline.

5.2. On the day of the medical examination, the candidate shall report at the HR Department. The request for pre-employment medical examination in the prescribed form (FORM No.1) shall be duly filled bearing signature and recent passport size photograph of the candidate and signed by the concerned Officer of HR department. The photograph shall be mandatorily stamped using Company seal. The candidate shall be asked to submit the said FORM No.1 to the Head of Medical Services at FACT Occupational Health Centre. The Head of Medical Services may delegate any authorized Medical Officer of the Company to conduct the medical examination

5.3. The candidate shall be asked to furnish details relevant for the purpose including Personal history, Family history, Occupational history and history of previous illnesses, accidents and surgeries and declaration to the above effect in the prescribed form (FORM No.2) at the OHC prior to the pre-employment medical examination. The declarations once submitted will be final and if it is found that the candidate has suppressed any material fact or factual information, his appointment is liable for termination.

5.4. Further evaluations as prescribed herein will be conducted at one of the empaneled hospitals of FACT as decided by the Medical Officer. The medical examination reports and clinical investigation reports received from the empaneled hospital shall again be verified and analyzed by the Medical Officer and recorded in the prescribed form (Pre-employment Medical Examination Record – FORM No. 3). The Medical Officer solely reserves the right to re-examine or review the said medical reports before the candidate is finally declared medically "FIT/UNFIT".

5.5. The Medical Officer may require the candidate to repeat one or more clinical tests or undergo further investigation/expert medical opinion, as deemed fit, based on the candidate's clinical assessment.

5.6. Where a candidate is found to be provisionally unfit by reason of short term sickness which is curable within a period of not more than 3 months [excluding pregnancy], the candidate will be



informed by the Medical Officer for re-examination. The reasons for being declared provisionally unfit shall be recorded in the Medical Examination form – FORM No. 3. The examining Medical Officer may require the candidate to appear for re-examination after a specific period (not exceeding 3 months, except pregnancy depending on the nature of ailment). Upon re-examination, the Medical Officer, on satisfying himself that the short-term reason for unfitness is rectified, will declare the candidate to be Medically FIT. However, the Medical Officer, during re-examination, on finding that the sickness of the candidate is not cured, will declare the candidate to be medically UNFIT.

5.7. The Medical Officer shall in consultation with Head of Medical Services, certify a candidate as "FIT" or "UNFIT" or "PROVISIONALLY UNFIT", as the case may be, which, along with the remarks rendered, as necessary, shall be duly recorded in FORM No. 3. The findings with the remarks, if any, based on the candidate being found 'FIT' or PROVISIONALLY UNFIT or 'UNFIT' shall be communicated by the Head of Medical Services to the HR department in a sealed cover not later than two days from the day of medical examination in the prescribed format (FORM No.4). If PROVISIONALLY UNFIT, the date of re-examination shall also be informed therein.

5.8. The decision of Head of Medical Services with regard to Fitness of any candidate in respect of any position will be considered as FINAL and BINDING.

5.9. The HR department shall suitably inform the candidate the findings of the medical examination, with remarks as may be necessary based on the candidate being finally found 'FIT' or 'UNFIT'.

5.10 Any person being selected for appointment in FACT other than the categories mentioned against Clause 3.1 shall be required to furnish **CERTIFICATE OF MEDICAL FITNESS** in FORM No.5 from a Govt. medical practitioner not below the rank of a Civil Surgeon or Medical Officer in charge of ESI dispensary /equivalent rank in ESI Hospital. Notwithstanding the above, the fitness of the candidate shall be finally certified by the Head of the Medical Services of the Company subject to fulfilling the applicable norms set forth under the FACT Pre-employment Medical Examination Procedure.

6.0 GENERAL MEDICAL EXAMINATION - NORMS

6.1. The Medical Officer, for the purpose of medical examination and assessing fitness of the candidate, shall adhere to the following norms:

6.1.1. To be certified as fit for appointment, a candidate 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 of his appointment. The fitness should be decided on the health status at the time of medical examination assessed through (i) Physical examination (ii) Audiometry (iii) Electrocardiogram (iv) Vision – near, distant, colour vision (iv) Pathology investigation –complete blood count, blood sugar, S.Creatinine, Cholesterol, S. Bilirubin, SGPT, Urine examination (v) X ray Chest PA view, (vi) Lung Function Test.(vii) Biochemical tests, (viii) Ultra-sonography of whole abdomen and other special investigations.

6.1.2. Those candidates suffering from infectious diseases that they are likely to communicate to other persons with whom they may have to work, should be declared provisionally UNFIT (refer Clause 9.0) from appointment e.g. Lepromatous Leprosy and active T.B. with sputum positive for Tubercle Bacilli.

(i) Fitness of persons having active TB- is provisionally unfit if sputum is AFB Positive

(ii) Fitness of persons suspected of having Lepromatous Leprosy should be referred to a specialist/ dermatologist for a “Disease Arrested Certificate”.

6.1.3. Blood Pressure: Hypertension requiring regular medication is a disqualification for candidates less than 35 years of age. A systolic blood pressure of over 140 mm of mercury and a diastolic over 90 mm of mercury should be regarded as suspicious. All such candidates should be evaluated by Cardiologist/ Physician. If the evaluation reveals no damage to target organs, candidates above 35 years of age can be considered fit.

6.1.4. Adenopathy: Any Lymph-adenopathy should be investigated to rule out any chronic Granulomatous disease like Tuberculosis, Sarcoidosis and Blood Dyscrasias.

6.1.5. 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.

6.1.6. Eyes: Disabilities such as poor sight, which can be corrected by wearing glasses, or such other disabilities (e.g. colour blindness- Testing of colour vision shall be essential for all candidates), which in the opinion of the Medical Officer do not come in the way of efficient discharge of duties, should not operate as a bar to appointment under non-technical disciplines. Such disabilities should however be communicated to the Officer under whom the candidate is likely to be appointed, as general information. However, Colour Blindness will be considered as disqualification for all Technical discipline positions and also for Drivers.

(i) Visual Acuity for Both eyes: Visual Acuity standard Range (with or without glasses/contact lense/IOL/implantable contact lenses)

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		

(ii) In general, the level of Myopia (without correction by any means) shall not exceed -6.00D and total Hypermetropia shall not exceed +6.00D (*applicable only for Technical Disciplines*).

(iii) Intra-ocular lens implant is accepted (*applicable only for Non-technical Discipline*) provided visual acuity is as per the standards mentioned above.

6.1.7. Ear, Nose and Throat: A candidate should be free from any progressive disease of the ear, nose and throat. Audio metric 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 future reference.

6.1.8. Haemoglobin :

For Male – 10 to 18 g/dL

For Female – 8 to 14 g/dL

Any deviation to be corrected and should be referred for further investigations if necessary.

6.1.9. Blood Sugar:

- (i) Candidates with Type I Diabetes Mellitus will be declared UNFIT irrespective of age
- (ii) The blood sugar level should be ideally less than 110mg/dl of fasting and less than 140mg/dl two hours after food. Overt Type II Diabetes Mellitus requiring medications in candidates below 35 years of age is a disqualification.
- (iii) If found abnormal, the candidate should be subjected to a detailed evaluation (including a glycosylated Hb level) by a medical specialist, as Diabetes Mellitus is known to result in damage to the target organs.
- (iv) Only such cases of well controlled Diabetes Mellitus with no associated complications/damage to target organs may be considered for appointment taking into due consideration the nature of duties the candidate will have to undertake and also keeping in mind associated risk factors.

6.1.10. Urine-If albumin or any other abnormality detected, further laboratory test will be conducted to confirm it and deviations in any parameters would be evaluated in detail and target organ should be free of disease to be certified fit.

6.1.11. Radiological Examination: Fresh X Ray Chest (PA View) is a 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.

6.1.12. Central Nervous System: Tests for Central Nervous System should be carried out for all candidates. To be observed for - Sensory System, Motor System. Reflexes, Coordination, Gait and Tremor to determine the fitness.

6.1.13. Mental Status Examination: To be observed for Appearance, Behaviour, Mood, thought Process to determine the fitness. Any abnormalities will be subjected to psychiatric evaluation.

6.1.14. Lung Function Tests: Lung function test will be done for all candidates and deviations in any parameters would be evaluated in detail and target organ should be free of disease to be certified fit.

6.1.15. BT (Bleeding Time) and CT (Clotting Time) shall be done if felt necessary for reasons to be recorded in writing.

6.1.16. Congenital or acquired physical defects, if any, are to be recorded in Pre-employment Medical Examination Record 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.

6.1.17. Other investigations: 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.

6.1.18. Wherever an organic disease is suspected on physical examination, the Medical Officer shall require the candidate to undergo such investigations, as may be necessary to establish the diagnosis.

6.1.19. Fundus examination:

(i) Patient having diabetes, hyper tension, and severe myopia, fundus examination should be carried out and results recorded. The necessity for carrying out such an examination shall be left to the discretion of Medical Officer.

(ii) Testing of field of vision shall be performed wherever found to be necessary in the opinion of Medical Officer

7.0. NORMS FOR DEALING WITH SPECIAL CASES

The decision of Medical Officer while dealing with certain special cases shall conform to the following norms.

7.1. Pregnancy: - Cases of Pregnancy of 20 weeks or more at the time of reporting to medical examination will be declared "PROVISIONALLY UNFIT" till three months after child birth. In case of miscarriage, the candidate will be declared "PROVISIONALLY UNFIT" until completed 6 weeks after miscarriage. In both the cases, candidates will be required to undergo medical examination of fitness as per the criteria mentioned for the discipline at the end of specified period.

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

7.2.1. In case of Hypertension (HT) or abnormal Electrocardiogram (ECG), the candidate shall be referred to Physician and to get well under control and target organs have to be free of disease.

7.2.2. Candidates suffering from varicose veins can be declared FIT after surgery or other curative treatment.

7.2.3. Candidates developed Hernia /Hydrocele, shall be declared FIT on satisfying that the reason for unfitness is rectified after surgery

7.2.4. Height: Male: Minimum 165 cms

7.2.5. Chest: Male: Minimum 76 cm unexpanded and fully expanded with minimum 5.5cms expansion.

7.2.6 Weight: Male: Minimum 56 Kgs.

Note: Clauses 7.2.4, 7.2.5 and 7.2.6 are subject to the Recruitment Rules of the Company as amended from time to time.

7.2.7 Disqualification: The following will be considered as disqualification of candidates and will be declared as medically UNFIT:

- i) Uncontrolled Hypertension and/or IHD
- ii) Seizure Disorders, EEG if indicated
- iii) Night and color blindness
- iv) One-eyed vision
- v) Bilateral Nystagmus and Positive Romberg Sign

8.0 DISQUALIFICATION – CRITERIA (the list is indicative and not exhaustive)

The following, will be considered as disqualification of candidates in Technical and/or Non-Technical disciplines based on which they will be declared as medically UNFIT. Applicability of particular criteria, if limited to any of the disciplines/posts, the same is specified; otherwise the said criteria squarely apply to both Technical and Non-Technical disciplines.

8.1 Height: (*applicable only for Technical disciplines*)

- 8.1.1 For Males - Height lesser than 152.5 cm.
- 8.1.2 For Females — Height lesser than 147.5 cm.

8.2 Weight: (*applicable only for Technical disciplines*)

- 8.2.1 For Males - lesser than 40 Kg.
- 8.2.2 For Females - lesser than 35 Kg
- 8.2.3 BMI beyond 28 with systemic involvement for candidates up to 35 years of age.
- 8.2.4 BMI beyond 30 with systemic involvement for candidates above 35 years of age.

8.3 ENT : -Active and progressive diseases of Mouth, Nose and Throat including Tonsils, Palate, Jaws, Temporomandibular Joints, Oral Cavity, Teeth and Gums.\

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

8.5 Ischaemic Heart Disease.

8.6 Organic/Electro Physiological/Valvular/ Congenital Heart Disease with definite clinical signs & symptoms. However, the candidate, upon surgery or corrective measures, if certified FIT by the concerned specialist, may be considered only in Non-Technical disciplines.

8.7 Bronchial Asthma: Uncontrolled Bronchial Asthma with adventitious sound – (only applicable for Technical Functions).

8.8 Chronic Obstructive Pulmonary Disease (COPD), Stage III or above.

- 8.9 History of Lobectomy / Pneumonectomy.
- 8.10 Cirrhosis or Chronic Liver Disease.
- 8.11 Seizure disorders, Parkinsonism, Ataxia, Psychosis or any other Major Neurological Disorder.
- 8.12 Chronic renal failure.
- 8.13 Deformity of Spine or any limb, congenital or acquired(*applicable only for Technical disciplines*).
- 8.14 Diabetes with complications e.g. Macro and Micro vascular complications, Nephropathy, Retinopathy, Neuropathy etc.
- 8.15 Active Endocrine diseases (wherever an organic disease is suspected on physical examination, the Medical Officer shall undertake to perform such investigations on the candidates as may be necessary to establish the diagnosis and fitness) .
- 8.16 Ear :-
 - 8.16.1 Unable to hear whispering voice at a distance of 2 feet in both ears.
 - 8.16.2 Decreased hearing of sensorineural or conductive type 40 dB or more at 4000 Hz up to 35 years of age. (*Applicable only for Technical disciplines*).
 - 8.16.3 Decreased hearing of sensorineural or conductive type 50 dB or more at 4000 Hz beyond 35 years of age(*Applicable only for Technical disciplines*).
 - 8.16.4 AB gap more than 40 dB for all age groups in both ears (*Applicable only for Technical disciplines*).
 - 8.16.5 Bilateral Nerve Deafness above 60 dB should be considered as disqualification for all categories.
- 8.17 Eyes :-
 - 8.17.1 Vitreous or Chorioretinitis.
 - 8.17.2 Any Retinal disease in Diabetes, Hypertension, Atherosclerosis.
 - 8.17.3 Visual Acuity (refer Clause 6.1.6)
 - 8.17.4 Colour Blindness: (*Applicable only for Technical disciplines and Drivers*).
 - 8.17.5 Night blindness(*Applicable only for Technical disciplines and Drivers*).
 - 8.17.6 Presence of Squint:(*Applicable only for Technical disciplines and Drivers*).
 - 8.17.7 One Eye functional: (*Applicable only for Technical disciplines and Drivers*).
 - 8.17.8 Glaucoma.
- 8.18 Skin :-
 - 8.18.1 Persons suffering from chronic severe dermatosis and severe chronic skin conditions.
- 8.19 HIV positive candidates with Tuberculosis, Chronic debility, Lymphadenopathy, Atypical infections.
- 8.20 Malignancy: Any carcinoma, Multiple myeloma and Blood dyscrasias
- 8.21 Any Collagen disease like SLE, Polyarteritis nodosa and Wegener's Granulomatosis.
- 8.22 Any organ damage involving Heart, Lung, Liver, Kidney, Brain.
- 8.23 Any progressive pathological condition.
- 8.24 Auto-immune diseases with organ involvement.
- 8.25 Coagulation disorder Sickle Cell, Hemophilia and Thalassemia Major.
- 8.26 Mental retardation, Signs of psychiatric disorder, organic brain disorders at the time of pre-employment examination if confirmed by further evaluation.

- 8.27 Any organ transplant (Applicable for both Technical & Non Technical disciplines) except corneal transplant (Applicable for non-technical discipline)
- 8.28 Adenopathy with any chronic Granulomatous disease like Tuberculosis, Sarcoidosis etc.
- 8.29 Hereditary Musculo skeletal disorders affecting mobility, stability

9.0 PROVISIONALLY UNFIT – CRITERIA (the list is indicative and not exhaustive)

9.1. Candidates will be declared PROVISIONALLY UNFIT for following conditions, for a period not exceeding a maximum period of 3 months from 1st examination:

- 9.1.1 Haemoglobin : Deviations from specified limits
- 9.1.2 Active infectious diseases (TB, Leprosy etc)
- 9.1.3 Hernia
- 9.1.2. Hydrocele
- 9.1.3. Haemorrhoids
- 9.1.4. Pregnancy of 20 weeks or more
- 9.1.5. Phimosis
- 9.1.6. Gall Stones
- 9.1.7. Renal Stone
- 9.1.8. Dyslipidaemia
- 9.1.9. Perforation of Tympanic Membrane and CSOM (To be certified FIT after corrective measures, hearing threshold should be within specified limits, Ref : Clause 8.16)
- 9.1.10. Venereal diseases till detailed examination of urethral smear and serological test prove negative.
- 9.1.11. Any other condition, which the Medical Officer feels, is curable within 3 months.

9.2. Candidates who have been declared Provisionally Unfit, have to be re-tested 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 (in meeting the minimum standards) to perform the assigned tasks.

10.0. SPECIAL PROVISIONS FOR PERSONS WITH BENCH MARK DISABILITIES

10.1. Person with Benchmark Disability (as defined under THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 as amended from time to time) may be selected against post identified suitable for persons with bench mark disability (PwBD) and specifically reserved for them, where such persons can perform their duties with reasonable efficiency and without undue physical strain or hazard.

10.2. The benefit of relaxation of standards, as applicable, shall be restricted to those PwBD candidates who have been selected against the posts reserved for persons having specified disability as per the notification. In other words, even if the post notified is identified suitable for PwBD, the relaxation of standards shall be granted only to the extent of filling the number of vacancies reserved for persons having specified disability as notified subject to the fitness of the candidate as per clause 10.3 infra.

10.3. Where a Person with Benchmark Disability is selected against a post identified suitable for PwBD and specifically reserved for person having specified disability, he may be declared “**FIT**” provided, he meets all other physical standards as prescribed and the Head of Medical Services satisfies



himself that the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without undue physical strain or hazard.

10.4. 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.

11.0 APPEAL

11.1 Generally no appeal shall lie against the decision of the Head of Medical Services, except on the grounds of apparent error of judgment in the decision, to the satisfaction of Chairman and Managing Director (CMD) of the Company who shall be the sole authority to consider and dispose of appeals. CMD, based on the evidence placed before him by the candidate concerned, if satisfied, may order review of the decision including re-examination if necessary, by a Medical Board consisting of Head of Medical Services of the Company, Medical Officer from another Government of India Enterprise/Department and a concerned specialist. The decision of the Medical Board shall be final and binding.

11.2 The appeal shall be filed before CMD within two weeks from the date of communication of the result of the medical examination to the candidate as envisaged under clause 5.9 supra.

12.0 EXPENSES FOR MEDICAL EXAMINATION

12.1. All the expenses for clinical examinations / medical opinions initially prescribed by the Medical Officer to assess the fitness level of candidates shall be borne by the Company. However, if the Medical Officer requires the candidate to repeat one or more clinical tests or undergo further investigations/expert medical opinion, as deemed fit, based on the candidate's clinical assessment, expenses towards all such investigations/expert medical opinion shall be borne by the candidate himself. The candidate shall also meet all expenses in case of re-examination, if any, pursuant to appeal preferred by him and allowed by the competent authority under clause 11.1. All expenses for travelling, food etc for the purpose of medical examination in toto shall be borne by the candidate.

13.0 MEDICAL RECORDS – RETENTION, CONFIDENTIALITY AND OWNERSHIP.

13.1. Head of Medical Services shall ensure proper upkeep of all medical records including clinical investigation reports, opinions of the medical experts, duly filled prescribed Forms etc of the candidates appeared for the pre-employment medical examination. All such medical records shall be the sole property of FACT which shall be kept confidential except when requested to divulge such information by the Management or for court proceedings, if any.

14.0 AMENDMENTS

The Management of FACT reserves the right to add, alter or amend any of the provisions contained in this Procedure, as deemed fit, at any point of time.

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