



*Conquering Newer Horizons*

## **GUIDELINES AND CRITERIA FOR PHYSICAL FITNESS FOR PRE EMPLOYMENT MEDICAL EXAMINATION**

### **1. SCOPE**

To be eligible for appointment in the service of the company, every candidate shall be required to undergo a medical examination as per company rules.

### **2. AIMS**

There are two main purpose of pre-employment medical examination:

- 2.1 To provide baseline health data against which subsequent changes after employment can be evaluated
- 2.2 To ensure medical fitness for work

### **3. CONDUCT OF MEDICAL EXAMINATION**

Medical examination will be conducted by the Authorised Medical Officer (AMA) of the company nominated specifically for the purpose by the head of the medical department. The AMA shall record findings of the examination in a standard form (Annexure-1), which shall be reviewed by a medical board headed by the Head (Medical Services). The Head (Medical Services) is the only authority competent to certify a candidate as medically fit in respect of all appointments

### **4. HEALTH NORMS AND STANDARDS**

- 4.1 Good mental and bodily health and a strong constitution.
- 4.2 Free from physical defect or any congenital or acquired abnormality, likely to interfere with the efficient performance of duties.
- 4.3 No evidence of maldevelopment-physical or mental status.
- 4.4 Joints and locomotor functions should be within normal limits.

#### 4.5 HEIGHT:

Measurement will be taken in centimeters with the individual standing barefooted and straight weight put on both heels kept together. 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.

Height for Male : minimum 152 cm

Height for female : minimum 147 cm

There is no upper limit of above given norm.

#### 4.6 WEIGHT

Minimum acceptable weight should be 40 kg in both sexes. Weight below 40 kg is a disqualification.

In overweight candidate, BMI is measured.

- a) Age up to 35 yrs BMI should be maximum of 30 kg/m<sup>2</sup>.
- b) Age above 35 yrs BMI should be maximum of 32 kg/ m<sup>2</sup>.

Candidates not meeting this standard may also be declared temporarily unfit for 21 days by Medical Board and advised for weight reduction. Review will be done after 21 days.

#### 4.7 CHEST GIRTH

- a) The minimum chest girth should be 84 cm in full inspiration.
- b) The minimum expression of chest from full expiration to full inspiration should be 5 cm. The range of expiration up to 4 cm, i.e. a deviation of 20% will be acceptable
- c) This clause is not applicable to female candidates.

#### 4.8 VISION

##### 4.8.1 VISUAL ACUITY FOR BOTH THE EYES

Visual acuity (with or without glasses / contact lenses / IOL / implantable contact lenses) acceptable range should be as follows:-

AGE	DISTANT VISION		NEAR VISION	
BELOW 35 YEARS	BETTER EYE	WORSE EYE	BETTER EYE	WORSE EYE
	6/9	6/9	Sn / 0.6	Sn / 0.6
	OR			
	6/6	6/12		
ABOVE 35 YEARS	6/12	6/12	Sn / 0.8	Sn / 0.8
	OR			
	6/9	6/18		

#### 4.8.2 FUNDUS EXAMINATION

- i) The total amount of myopia (including the cylinder) shall not exceed – 6.00 D. The total amount of hypermetropia (including the cylinder) shall not exceed + 6.00 D in each eye.
- ii) There should not be any progressive pathological condition of the fundus.
- iii) Any retinal disease in Diabetes and Hypertension which causes marked visual loss is a disqualification.
- iv) No degenerative signs of vitreous or chorioretinitis to be present, suggesting progressive myopia.
- v) Should have good binocular vision and full field of vision in both the eyes.

#### 4.8.3 COLOR BLINDNESS

Testing of colour vision is essential for all candidates. Color blindness in full or partial is a disqualification. However the Medical Board at its discretion may declare a candidate having colour blindness, medically fit keeping in view the nature of duties of the post/posts to which he is likely to be appointed, provided that he is otherwise declared medically fit in all other aspects.

#### 4.8.4 NIGHT BLINDNESS

Night blindness need not to be tested as a routine but only in special cases. The Medical Officer will have the discretion to improvise such test i.e. recording of visual activity 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. Total night blindness is a disqualification.

#### 4.8.5 ORGANIC DISEASE

Any organic disease or a progressive refractive error which is likely to result in lowering of the visual acuity in day to day activities shall be considered as disqualification. In Glaucoma, temporary unfit given and treatment advised.

#### 4.8.6 TRACHOMA

Trachoma, unless complicated shall not ordinarily be a cause of disqualification

#### 4.8.7 ONE EYED PERSON

For regular services one eyed individual should be considered unfit.

#### 4.8.8 SQUINT

For technical services / skilled jobs squint in presence of normal binocular vision may be considered a disqualification. For other services, the presences of squint should not be considered as a disqualification if the visual acuity of each eye is of the prescribed standard.

#### 4.8.9 CONTACT LENSES

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

#### 4.9 EAR

The candidate should be free from any active disease of the ear. The candidate should be able to hear whispering voice separately in both the ears at a distance of 20 feet in a quiet room. A candidate who fails in this test will be declared medically unfit. Audiometry, if necessary will be done following advice of medical board.

#### 4.10 NOSE

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

#### 4.11 THROAT

State of Tonsils-slightly hypertrophy without evidence of repeated tonsillitis is not a cause of rejection. Enlarged tonsils cause temporarily unfitness until treated with tonsillectomy. Throat, palate, gums, jaws, temporo-mandibular joints and dentition should be within normal limits. There should not be any other active lesion in the throat.

#### 4.12 BLOOD PRESSURE

The normal limits of blood pressure shall be assessed as follows:

Age Group	Systolic	Diastolic
Upto 35 years of age	Not exceeding 140 mm of Hg	Not exceeding 90 mm of Hg
Beyond 35 years of age	Not exceeding 150 mm of Hg	Not exceeding 100 mm of Hg

Severe hypertension (Systolic 180 mm of Hg or higher and/or Diastolic 110 mm of Hg or higher) or any target organ damage due to high BP will be a disqualification.

#### 4.13 ECG

If resting ECG is abnormal, candidate is being advised to undergo TMT. If TMT is strongly positive, the individual will be declared unfit. Any cardiological abnormality found during PEME, opinion from specialist asked for.

#### 4.14 BLOOD SUGAR

To investigate the presence of Diabetes Mellitus, three blood tests to be conducted for all candidates inducted in the company viz (1) Fasting blood sugar(FBS) (2) Post prandial(PP) blood sugar and (3) Glycosylated Hemoglobin (HbA1C)

Below 35 years of age

The blood sugar level should be ideally less than 110mg/dl of fasting and less than 140mg/dl upto 35 years of age. Overt Diabetes Mellitus requiring drug treatment in candidates below 35 years of age is a disqualification.

Above 35 years of age:-

A candidate with a BMI of less than or equal to 25, may be declared fit, even if suffering from Diabetes Mellitus, provided there is no end organ damage.

#### 4.15 URINE

Non orthostatic albuminuria to be evaluated properly. Persistent non orthostatic albuminuria is a disqualification.

#### 4.16 GLANDS

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

Candidates having abnormal biochemical tests will be made temporarily unfit for three weeks and will be reviewed after treatment.

#### 4.17 HbE DISEASE

HbE Trait is considered acceptable. Hematologist's opinion is required for a case of HbE Disease.

#### 4.18 VENEREAL DISEASE

Candidates who are suffering from Venereal Disease will not be declared fit unless detailed examination of urethral smear and serological test proves negative.

#### 4.19 SKIN DISEASE

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

#### 4.20 FITS

Candidates suffering from convulsive disorder will be declared unfit unless free of convulsive period more than three years following full treatment. In certain occupations like drivers, crane operators, machinists, fire brigade, security personal, working in height, medical profession; convulsion is a disqualification.

#### 4.21 PREGNENCY

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 weeks after confinement.

Chest x-ray of all fresh entrants will be taken. Cases diagnosed as suffering from pulmonary tuberculosis will be declared temporarily unfit for a period of 3 months. On completion of this period, the candidate will be re-examined with regards to medical fitness.

Ultrasonography of abdomen will be done for all candidates. Candidate will be made temporarily unfit for any operable conditions like gall stone, hernia, hydrocele and advised to go for operative cure before being declared fit.

### 5. RELAXATION FOR PHYSICALLY CHALLENGED PERSON

Physically challenged persons may be selected against the identified posts, where such persons can perform their duties with reasonable efficiency and without undue physical strain or hazard. The candidate except for the handicap, must be within the normal range of all other physical standards.

Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the employee for the job.

### 6. 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.



**RECORDS OF EXAMINATION FINDINGS**

Post : \_\_\_\_\_

(NAME OF THE CANDIDATE) \_\_\_\_\_

- General development : Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_  
 Nutrition : Thin \_\_\_\_\_ Average \_\_\_\_\_ Obese \_\_\_\_\_  
 Height (Without shoes) \_\_\_\_\_ Weight \_\_\_\_\_ Best weight \_\_\_\_\_ When \_\_\_\_\_  
 Any recent change in weight \_\_\_\_\_ : Temperature \_\_\_\_\_  
 Girth of chest : 1) After full inspiration \_\_\_\_\_ 2) After full expiration \_\_\_\_\_
- General physical examination (any abnormality) \_\_\_\_\_
- Eyes : 1) Any disease \_\_\_\_\_  
 2) Night blindness \_\_\_\_\_  
 3) Defect in colour vision \_\_\_\_\_  
 4) Field of vision \_\_\_\_\_  
 5) Visual acuity \_\_\_\_\_  
 6) Other defects (if any) \_\_\_\_\_

Acuity of vision		Naked eye	With glasses	Strength of glasses		
				Sph.	Cyl.	Axis
Distant vision	R. E.					
	I. E.					
Near vision	R. E.					
	I. E.					
Hypermetropia (Manifest)	R. E.					
	I. E.					

- Ears : Inspection \_\_\_\_\_ Hearing : Rt. ear \_\_\_\_\_ Lt. ear \_\_\_\_\_  
 Tympanic membrane : Rt. ear \_\_\_\_\_ Lt. ear \_\_\_\_\_
- Thyroid \_\_\_\_\_ Lymph nodes \_\_\_\_\_ Hirsutism \_\_\_\_\_
- Condition of teeth \_\_\_\_\_ Gum \_\_\_\_\_
- Respiratory system : Trachea \_\_\_\_\_ Chest deformity \_\_\_\_\_  
 Lungs : Does physical examination reveal anything abnormal ? If yes, explain fully \_\_\_\_\_
- Circulatory system : a) Pulse rate \_\_\_\_\_  
 b) Heart rate Standing \_\_\_\_\_ Immediately after hopping (25 times) \_\_\_\_\_  
 2 minutes after hopping \_\_\_\_\_  
 c) Murmur or other added sound \_\_\_\_\_  
 d) Blood pressure Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_  
 e) Any organic lesion \_\_\_\_\_
- Abdomen : Girth \_\_\_\_\_ Tenderness \_\_\_\_\_ Hernia \_\_\_\_\_  
 Liver \_\_\_\_\_ Spleen \_\_\_\_\_ Kidneys \_\_\_\_\_ Tumour \_\_\_\_\_  
 Hemorrhoids \_\_\_\_\_ Fistula \_\_\_\_\_ Fissure \_\_\_\_\_
- Central nervous system a) Rhemberg's sign \_\_\_\_\_ b) Cranial nerves \_\_\_\_\_  
 c) Posture \_\_\_\_\_ d) Any other nervous or mental abnormality. \_\_\_\_\_
- Loco-motor system : Lower extremities (any abnormality) \_\_\_\_\_  
 Upper extremities (any abnormality) \_\_\_\_\_  
 Vertebral column \_\_\_\_\_
- Genito-Urinary system : Any evidence of Hydrocele, Varicocele, \_\_\_\_\_  
 Penile scar \_\_\_\_\_ Orchitis \_\_\_\_\_ Menstrual Obs history \_\_\_\_\_  
 Prolapse uterus \_\_\_\_\_ Valvovaginitis \_\_\_\_\_ Dysmenorrhoea \_\_\_\_\_  
 Any other disease \_\_\_\_\_
- Urine analysis : a) Physical appearance \_\_\_\_\_ b) Sp. Gr. \_\_\_\_\_ c) Albumin \_\_\_\_\_  
 d) Sugar \_\_\_\_\_ e) Casts \_\_\_\_\_ f) Cells \_\_\_\_\_  
 g) Any other abnormality \_\_\_\_\_



14. Stool analysis : a) R. E. \_\_\_\_\_ b) M. E. \_\_\_\_\_  
 15. Blood analysis : a) Hb% \_\_\_\_\_ b) R. B. C. (Peripheral smear) \_\_\_\_\_ c) W. B. C. \_\_\_\_\_  
 d) DLC-P L. M. E. \_\_\_\_\_ e) E. S. R. \_\_\_\_\_ f) Kahn/VDRL \_\_\_\_\_  
 g) Blood Group \_\_\_\_\_

16. Report of X-ray Examination of chest \_\_\_\_\_

17. Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate ?

Yes/No. (Ref. Standard) \_\_\_\_\_

If answer to serial number 17 is NO please specify the departments/jobs which he is suitable.

Place \_\_\_\_\_

(Examining Doctor)

Identification Mark \_\_\_\_\_

## OIL INDIA HOSPITAL, DULIAJAN, ASSAM

- Subject : a) Pre-employment medical examination  
 b) Pre-promotional medical examination  
 c) Periodical medical examination  
 d) Placement medical examination  
 e) Medical examination (on request)
- } Strike off whichever in not applicable

Name \_\_\_\_\_ / Date of birth : \_\_\_\_\_ Marital status : \_\_\_\_\_ Proposed trade (post) \_\_\_\_\_

Educational \_\_\_\_\_

Father's name \_\_\_\_\_ State of origin \_\_\_\_\_ Qualification \_\_\_\_\_ Ref. No. \_\_\_\_\_

### Personal History (past & present)

Eye \_\_\_\_\_ Congenital disease  
 ENT \_\_\_\_\_ Urinary disease  
 Heart \_\_\_\_\_ Joint  
 Lungs \_\_\_\_\_ Abdomen  
 Asthma/Allergy \_\_\_\_\_ Fainting fits  
 Tuberculosis/ \_\_\_\_\_ Skin disease  
 Plueurisy \_\_\_\_\_ Psychiatric illness  
 \_\_\_\_\_ Venereal disease  
 \_\_\_\_\_ Operation/Accident/Injury

### Family History (past & present)

Insanity \_\_\_\_\_ Cancer \_\_\_\_\_ TABC  
 Epilepsy \_\_\_\_\_ Leprosy \_\_\_\_\_  
 Asthma \_\_\_\_\_ Apoplexy \_\_\_\_\_ Smallpox Vac.  
 Diabetes \_\_\_\_\_ ATS/Toxoid  
 Tuberculosis \_\_\_\_\_ BCG/Polio  
 Blood dyscrasia \_\_\_\_\_  
 Father-alive/dead (cause) \_\_\_\_\_ Brother alive \_\_\_\_\_  
 Mother-alive/dead (cause) \_\_\_\_\_ dead (cause) \_\_\_\_\_  
 Sister-alive \_\_\_\_\_ /dead (cause) \_\_\_\_\_

Candidates : The above particulars given by me during Medical Examination are true to my knowledge. If upon engagement.

Declaration : any of these particulars is found by the management to be untrue, I shall be liable to summary dismissal from service and forfeit all claims to superannuation allowance or gratuity.

Date \_\_\_\_\_

Signed in my presence

Signature of candidate

Signature of examining Doctor



**Conditions where the candidates are liable to be declared unfit for appointment are:-**

- |   |                                      |
|---|--------------------------------------|
| a) Organic heart disease  | b) Aortic stenosis / aneurism        |
| c) Bronchial asthma   | d) COPD                              |
| e) Interstitial lung disease  | f) Bronchiectasis                    |
| g) Seizure disorders  | h) Cerebro-vascular diseases         |
| i) Organic diseases of CNS & PNS  | j) Major Psychiatric Illnesses       |
| k) Alcoholism & substance abuse   | l) Chronic Liver Disease / Cirrhosis |
| m) Major hematopoietic disorder   | n) Diabetes mellitus requiring drugs |
| o) Severe hypertension  | p) Collagen diseases                 |
| q) Malignant diseases   | r) Pemphigus / Psoriasis             |
| s) Active tuberculosis  | t) Active leprosy                    |
| u) Nephritis / renal failure  | v) Jaundice / Liver failure          |
| w) Undescended testis   | x) Glaucoma                          |
| y) Retinal disease of eye   |                                      |
| z) Any other condition not in the list but which are likely to interfere with efficient performance of duties and / or safety of men or machines at work. |                                      |