



**REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**Panchdeep Bhawan, 5/1, Grant Lane, Kolkata - 700012**

**RECRUITMENT OF UPPER DIVISION CLERK & MULTI TASKING STAFF**

Applications are invited from eligible candidates for filling up the post of Upper Division Clerk(UDC) and Multi Tasking Staff(MTS) in the Offices of ESI Corporation, West Bengal Region. The category wise vacancies are as under:

CADRE	SC	ST	OBC	UR	TOTAL	PH	ESM
UDC	40	9	39	89	177	04(02HH, 02LV)	18
MTS	26	6	25	58	115	01 HH	12

**Abbreviation:HH=Hearing Handicapped, LV=Low vision**

**NOTE:**

- i) As the reservation for PH & Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- ii) Physical standard required for HH & LV are **S.ST.W.MF.SE.RW.C**. The work is mostly performed inside as well as outside. The employees usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.  
**Abbreviation:** S=sitting, ST=standing, W=walking, MF= Manipulation by fingers, SE= Seeing, RW=Reading and writing, C= Communication.
- iii) The persons with disabilities(**PWD**) belonging to other category/categories for which the post is identified can also apply if no vacancies are reserved for them. Such candidates will however be considered for selection for appointment to the post by general standards of merit.
- iv) **The number of vacancies is provisional and may vary. The Corporation reserves the right to fill up vacancies as per actual requirement.**

**2. PAY & ALLOWANCES:**

**Scale of Pay:**

Post	Pay Band	Grade Pay
Upper Division Clerks	PB-1 (Rs.5200-20200/-)	Rs. 2400/-.
Multi Tasking Staff	PB-1 (Rs.5200-20200/-)	Rs.1800/-

In addition to Pay they will also be eligible for DA, HRA and Transport Allowance as per rules in force from time to time applicable to the employees of the E.S.I. Corporation.

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iii. **AGE LIMIT :-**

**For Upper Division Clerks:** Between **18 to 27 years** of age as on **last date of submission** of Online application. (Relaxable for employees of the ESI Corporation and Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.). Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**For Multi Tasking Staff:** Between **18 to 25 years** of age as **on last date of submission** of Online Application. Upper age limit is also relaxable to SC/ST/OBC/PWD/Ex-Servicemen & other categories of persons as per rules/instructions of Govt. of India.

**Format of SC/ST, OBC & Disability (for PWD) certificates are annexed to this advertisement**

**4. Essential Qualifications:**

**For Upper Division Clerks:**

1. Degree of a recognized University or equivalent.
2. Working knowledge of Computer including use of office suites and databases.

**For Multi Tasking Staff:** Matriculation or equivalents pass.

**5. Amount of Application Fee:-**

(a) **For Upper Division Clerks:**

S. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	225/-

(b) **For Multi Tasking Staff:-**

S. No.	Category	Fee Amount
01	SC/ST/PWD/ Departmental Candidates, Female Candidates & Ex Servicemen	NIL
02	All other categories	125/-

**6. Mode of Deposit of Fees:**

**Application Fee has to be deposited in the any of branches of Union Bank of India, A/c No. 436901010036771, through Challan (in triplicate ) which can be downloaded from the link provided in website [www.esicwestbengal.org](http://www.esicwestbengal.org). The applicants are required to enclose ESIC copy of Challan duly received by the Bank authorities along with application form.**

**Further application fee can be paid through Demand Draft/Banker's Cheque drawn on State Bank of India in favour of the Regional Director, ESI Corporation, Kolkata, payable at Kolkata. Fee paid by any other mode will not be accepted.**

**The system generated hard copy of Online Application duly signed by the Candidate along with ESIC copy of Challan of the application fee or the Demand Draft (wherever applicable), received within the stipulated time shall only be considered as a valid application for the post advertised.**

7. **SCHEME OF EXAMINATION:-****( I ) Multiple Choice Objective Type Paper (Part – I) for UDC & MTS Both:**

Type of Examination	Duration of Examination	Subjects		Number of questions in each subject	Remarks
Objective Type Examination	02 Hours (10.00 AM to 12 Noon)	(i)	Numerical Ability	50 questions	The questions will be set in English and Hindi for subject (i), (iii) & (iv). The maximum marks will be 200.  The level of difficulty will be as the educational qualification of the respective post.
		(ii)	English Language	50 questions	
		(iii)	General Intelligence	50 questions	
		(iv)	General Awareness	50 questions	
				Total 200 questions	

**NB:-There will be negative marking i.e, 0.25 marks to be deducted for every wrong answer to eliminate the element of chance.**

**(II) Scheme of Part-II Computer Skill Test and Syllabus for U.D.C.**

The candidates will have to appear for Computer Skill Test either in English or in Hindi language as such they are advised to opt for the medium of examination carefully for Computer Skill Test in the application form. The Computer Skill Test shall comprise of following three parts:

**Part A – Preparation of two Power Points Presentations/Slides on MS-Power Points – 10 Marks.**

**Part B – Typing a letter/passage/paragraph of about 150-200 words in MS-Word – 20 Marks.**

**Part C – Preparation of Table/Database in MS-Excel – 20 Marks.**

**The total marks of the Computer Skill Test shall be 50 (Fifty) with duration of 30 minutes for completing all the three parts.** The candidates shall be given the text/matter in the Question Paper which they have to type/reproduce in the Answer Sheet including formatting of text and use of formulae etc. as per instruction given in the Question Paper.

8. **Mode of Selection :****For UDC:**

The Selection for the post of UDC will be made on the basis of performance in written test (Part – I Objective Type) followed by Computer Skill Test of the candidates shortlisted on the basis of their performance in the written test (Part – I).

**The Corporation reserves the right to admit only such number of candidates as are considered necessary by it for Computer Skill Test, based on the performance of candidates in Part-I written test.**

**For MTS:**

The Selection for the post of MTS will be made on the basis of written test only.

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**9. Probable date of written examination/Computer Skill Test:**

The probable date of written examination for the post of UDC will be on 01-04-2012 (Sunday) and for the post of MTS on 29-04-2012 (Sunday).

The Computer Skill Test for the post of UDC shall be on 17-06-2012 (Sunday).

However, the applicants may log on to website [www.esicwestbengal.org](http://www.esicwestbengal.org) to find out tentative date of examination.

The applicants should provide the valid email ids and mobile numbers for communication purpose in the online application form.

The applicants are to be provided information through SMSs / email for downloading of admit card.

**10. HOW TO APPLY:**

The intending applicant should follow the following steps -

- i) Confirm the eligibility for the post applied for as per advertisement.
- ii) Download the challan for payment of fees (wherever applicable) from the link provided in the site.
- iii) On deposit the requisite fees & bankers' charges as provided in the Challan the applicant is required to register themselves ONLINE.
- iv) After successful registration take a print out of the application form with the UNIQUE REGISTRATION NO.
- v) Fill up all columns in the application form, append signature in full and with clear thumb impression in the space provided in the application and send the same along with required documents in a cover super scribed "Application for the Post of \_\_\_\_\_" by post/ by hand/in the drop box kept in the premises of Regional office only so as to reach at the following address **by closing date** at 6.15 PM.

**The Regional Director,  
Regional Office, E.S.I. Corporation,  
5/1, Grant Lane  
Kolkata-700012.**

**APPLICATION FOR THE POST OF \_\_\_\_\_ IN ESIC, WEST BENGAL REGION.**

Online Registration/Application No. \_\_\_\_\_

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

Category: UR/SC/ST/OBC/PWD/EXSM

Sender  
/Applicant's name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
**The Regional Director,  
Regional Office,  
E.S.I. Corporation,  
5/1, Grant Lane,  
Kolkata-700012.**

**11. The following documents should be attached with the print-out application form:-**

- a) UDC :The system generated hard copy of online application duly signed by the applicant and **thumb impression** of the applicant in the space specified with recent attested coloured photograph by a Gr.A or Gr.B Gazetted officer pasted on it along **with ESIC copy of Challan or Demand Draft / Bankers' cheque**. No other documents are to be attached at this stage. Application along with copies of all the testimonials shall be called from the successful candidates at the time of Computer skill Test.
- b) MTS :The system generated hard copy of on-line application duly signed by the applicant and **thumb impression** of the applicant in the space specified with recent attested coloured photograph by a Gr.A or Gr.B Gazetted officer pasted on it along **with ESIC copy of Challan or Demand Draft /Bankers' cheque, attested copies of certificates in support of proof of age, date of birth, educational qualification etc. and copy of certificate in support of belonging to SC/ST/OBC/PWD/EX-servicemen category where ever applicable**.

**Those applicants who are employed in Govt./Semi Govt./Autonomous bodies etc. should send their applications through "Proper Channel".** However, they may send an advance copy of their application along-with **challan of application fee or Demand Draft** . and other certificates and testimonials (wherever applicable), so as to reach designated address on or before the closing date.

THE ONLINE APPLICATION & CHALLAN WILL BE AVAILABLE  
IN THE OFFICIAL WEBSITE [www.esicwestbengal.org](http://www.esicwestbengal.org) W.E.F. 26.12.2011.

THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION FORM IS 24.01.2012 by 5.00 PM.

LAST DATE FOR SUBMISSION OF HARD COPY/PRINT OUT OF APPLICATION FORM  
ALONGWITH NECESSARY TESTIMONIALS/ CERTIFICATES IS 31.01.2012 upto 6.15 PM.

**For Applicants from Assam Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahul & Spiti Dist. & Pangi Sub-Division of Chamba Dist. in Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep by 07.02.2012, 5:00 p.m..**

**12. Venue of the Examination shall be intimated later.**

**13. GENERAL INSTRUCTIONS:**

- i) One should submit only one application for one post. They may apply separately for more than one post. Candidates who are applying for more than one post has to submit application fee separately if applicable. Submission of more than one application for same post may lead to rejection of all the applications submitted for the post applied for.
- (ii) The candidate selected / appointed shall be liable to be posted anywhere in West Bengal.
- (iii) Mere submission of application does not confer any right to be called for examination.

- (iv) Application only with unique number obtained after (printed out) On-line registration from the website after completing the Registration process will only be accepted with -
- a) **Digital Colour photograph not older than 3 (Three) month. The identical photograph should be used in the subsequent process of selection.**
- b) Clear Thumb Impression on the printed out application form.***
- c) **Full Signature in running hand**, block letters not to be used.
- (v) Incomplete / unsigned applications and applications received without fee, photographs will be summarily rejected . **In case of of post of MTS certified copies of the required certificates such as educational qualifications, caste, community certificates etc. are also to be enclosed** and applications without supporting documents or received after last date for receipt of application, will summarily be rejected without any communication to the applicant.
- (vi) No TA/ DA will be paid to any candidate including SC/ST candidates for appearing in the written test.
- (vii) Wrong declaration, submission of false information or any other action contrary to law shall lead to cancellation of candidature at any stage.
- (viii) Fee once paid will not be refunded under any circumstances.
- (ix) Application fee should be deposited in **any of branches of Union Bank of India** through specified Challan given in the website. The application fee through DD/Bankers' cheque should be drawn only after the date of advertisement. The applicants can also may submit Application fee through Demand Draft/Banker's Cheque in favour of **the Regional Director, ESI Corporation, Kolkata**, payable at **Kolkata only**. Fee paid by any other mode will not be accepted. **(Demand Draft/Banker's Cheque should not be tagged/ stapled instead of it should be pinned/clipped at the top of the application form).**

**Applicants paying in Union Bank of India are advised to confirm before leaving the counters of the Bank that the copy of Challan of application fee must contain the Transaction Id, Date of deposit & Branch Code. All the above details are to mentioned in his/her online application.**

**CAUTION: CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION AND SHALL LEAD TO CANCELLATION OF THE CANDIDATURE.**

**Kolkata**  
**Dated, 15.12.2011**

**G.C. JENA**  
**ADDL. COMMISSIONER & REGIONAL DIRECTOR**

**Disclaimer: The contents of this page are informatory in nature. Kindly verify the same from the Corporation's Office.**

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/town/\* in  
District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled  
Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_ The

Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of \_\_\_\_\_

Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_

Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**ANNEXURE-II**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Km. \_\_\_\_\_ son/daughter of  
Shri/Smt. \_\_\_\_\_ of  
village/town \_\_\_\_\_

\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ community which is recognized as a backward class under :

- i) Resolution No.12011/68/93-BCC© dated the 10<sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No.186 dated 13<sup>th</sup> September, 1993.
- ii) Resolution No.12011/9/94-BCC dated the 19.10.1994 published in the Gazette of India Extraordinary – Part I Section I No.163 dated 20<sup>th</sup> October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24<sup>th</sup> May 1995, published in the Gazette of India Extraordinary – Part I, Section I No. 88 dated 25<sup>th</sup> May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9<sup>th</sup> March, 1996.
- v) Resolution No.12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 11<sup>th</sup> December, 1993.
- vi) Resolution No.12011/13/97-BCC dated the 3<sup>rd</sup> December, 1997
- vii) Resolution No.12011/99/94-BCC dated the 11<sup>th</sup> December. 1997..
- viii) Resolution No.12011/68/98-BCC dated the 27<sup>th</sup> October, 1999..
- ix) Resolution No.12011/88/98-BCC dated the 6<sup>th</sup> December, 1999, published in the Gazette of India Extraordinary – Part I, Section I, No.270 dated 6<sup>th</sup> December, 1999.
- x) Resolution No.12011/36/99-BCC dated the 4<sup>th</sup> April, 2000, published in the Gazette of India Extraordinary – Part I, Section I, No.71 dated 4<sup>th</sup> April, 2000.
- xi) Resolution No.12011/44/99-BCC dated the 21.9.2000, published in the Gazette of India Extraordinary – Part I, Section I, No.210 dated 21.9.2000

Shri/Smt./Km \_\_\_\_\_ and/or his family ordinarily  
reside(s) \_\_\_\_\_ in  
the \_\_\_\_\_ District/ Division \_\_\_\_\_  
\_\_\_\_\_ of the \_\_\_\_\_ State.

**This is also to certify that he / she does not belong to the persons/section  
( Creamy Layer) mentioned in column 3 of the Scheduled to the Government of  
India, Department of Personnel & Training OM No 36033/3/2004 – Estt. (Res.) dated  
09.03.2004 & OM No.36033/3/2004-Estt.(Res.) dated 14.10.2008.**

Dated:

District Magistrate or  
Deputy Commissioner etc.

Seal

Note :( a) The term 'Ordinarily' used here will have the same meaning as in Section 20  
of the Representation of the people Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

- iii. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy  
Commissioner/Deputy Collector / I st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/  
Taluka Magistrate /Executive Magistrate./Extra-Assistant Commissioner (not below the rank of Ist  
class stipendary Magistrate)
- iv. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- v. Revenue Officers not below the rank of Tehsildar
- vi. Sub-Divisional Officers of the area where the candidate and/or his family resides.

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is certified that Shri/Smt./Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category :-

## A. Locomotor or cerebral palsy :

- i) BL-Both legs affected but not arms.
- ii) BA-Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- iii) BLA-Both legs and both arms affected
- iv) OL-One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- v) OA-One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - 1. Ataxic
- vi) BH-Stiff back and hips (Cannot sit or stoop)
- vii) MW-Muscular weakness and limited physical endurance

## B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

## C. Hearing Impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_ years \_\_\_\_ months.\*
3. Percentage of disability in his/her case is ..... percent.
4. Sh./Smt./Kum ..... meets the following physical requirements for discharge of his /her duties :-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Chairperson, Medical Board

Countersigned by the Medical Superintendent/  
CMO/Head of Hospital (with seal)

**\*Strike out which is not applicable.**