

Notification

Revised Advisory and Standard Operating Procedure (SOP) to handle the cases of PwBD candidates applying for jobs with Government Employers (GEs) issued by Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities dated 15.10.2025.

Ref: - DePwD Circular P/13013/95-2023-UDID/IT/STATICS dated 15.10.2025

The stakes in the selection to Government establishment / banks are quite high and consequently the competition is equally fierce. It is of late seen that candidates are getting fake disability certificate or with a different or higher percentage than actual disability. To curb such incidences, SOP is framed. The revised SOP is issued towards the goal of ensuring only genuine PwBD applicants meeting functional requirements of job get selected/ employed. Gist of the revised advisory and SOP are as under:

1. **Ensuring that disability certificate is genuine:**

The employer may authenticate validity of disability certificate / UDID card from the UDID portal. Also, the applicants can be instructed to get their manual certificate (if any) digitized on UDID portal well within time, for API based authentication.

The employer can also validate the manual disability certificates (not generated by swavalamban portal) by the corresponding issuing authority of the State Government.

2. **Ensuring that Disability type and percentage of disability is correctly assessed and meets functional requirements of job:**

Disability assessment guidelines have been framed to establish extent of disability of an individual and does not necessarily provide assurance of fitness of individual for a particular job or educational curriculum requirements. Therefore, the employer/ banks may additionally examine the PwBD applicants, medically to establish suitability of applicant for the post for which he/ she is being considered.

If the necessary set of information required to establish suitability of job is not available in UDID database, i.e., UDID card, Disability Certificate and diagnostic sheet, appropriate tests/ procedures/ protocols may also be included in the process of medical examination by employer.

3. **Ensuring that an Appellate mechanism exists:**

In case PwBD applicant is aggrieved by the decision of empanelled hospital of the employer, for reevaluation of applicant's suitability and extent of disability for the offered job, Employer to provide applicant Appellate hospitals to appeal against the decision of the empanelled hospital.

PwBD candidates seeking employment in Government entities like PSBs/RRBs etc., may please note that they may be subjected to the above by the Government Employer after their selection through recruitment examinations/ processes conducted by IBPS.