

Standard Operating Procedure (SOP) – Department of Orthopaedics for
NEET UG/PG PWD Disability Assessment

Step 1: Document Verification (Head Clerk Office)

Candidates should first report to the Head Clerk Office with the following documents:

- Completed Affidavit (Incomplete and Overwritten Affidavits will not be Accepted)
- UDID Card & Certificate(Compulsory)(Only Permanent Disability will be accepted)
- Previous Disability Certificate (If Available)
- Previous medical and surgical records (if available)
- Aadhaar Card/Valid Government ID Proof
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Step 2: Registration (OPD No. 3)

Register the candidate in OPD No. 13

Generate an OPD Case Paper for Orthopaedic OPD no.3

Step 3: Orthopaedic Assessment (Seminar Hall)

Candidates with Locomotor Disability will undergo assessment by the Orthopaedic Department.

Detailed clinical examination will be performed by Faculty

Functional assessment will be carried out for competency of candidate based on New CBME Curriculum

Step 4: Radiological Evaluation

Advise all relevant X-rays.

Include additional X-rays if required to assess the complete affected limb.

After Xray, Kindly collect Senior Radiologist reporting from OPD no. 8- 2nd floor

Step 5: Multidisciplinary Assessment

Refer the candidate to:

- Department of General Medicine
- Department of Neurology

(For candidates requiring multispecialty opinion or as per assessment protocol patient will be referred to concerned speciality)

Obtain clearance and signatures from both departments.

Step 6: Online Upload

After obtaining signatures from all three departments:

Upload candidate details on the NMC Online Portal using the department login.

Verify all uploaded information carefully.

Step 7: Final Documentation

Print two copies of the final uploaded certificate.

Obtain signatures of all three faculty members again.

Apply the official departmental stamps.

Submit all completed documents to the Head Clerk Office.

Step 8: Certificate Issue

After successful submission and online upload:

The disability certificate will be issued on the same day, if processing is completed in time.

If not, it will be provided on the next working day to the candidate at head clerk office



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