

## 2. Reservations and Concessions in Appointments

### 1. Reservation for SCs/STs

[ Swamy's — Reservations and Concessions — Part - A ]

**1. Definition of SC/ST.**— A person should belong to a Caste or a Tribe declared by the Central Government to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.

Further, a person claiming to be SC should profess either the Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If a SC person converted to a religion other than Hinduism / Sikhism / Buddhism reconverts himself back to these religions, he will be deemed to have reverted to his original SC status, if he is accepted by the members of that particular caste as one among them.

**2. (a) Certificate to be produced.**— A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by any of the following authorities:—

- (1) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra-Assistant Commissioner.
- (2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tahsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides. — Orders 1, 95 and 95-B of Section 2.

If SC/ST/OBC candidates are unable to produce a certificate from the prescribed authorities for the purpose of appointment to posts / services, they may be provisionally appointed with a condition to produce the prescribed certificate within a reasonable time subject to verification.

— Order 33 of Section 2.

(b) **Conditions to be added in the appointment order.**— The appointment order should state that the offer of appointment is subject to verification of SC/ST certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

— Order 95 of Section 2.

(c) **Action against Government servants who get appointed on the basis of false SC/ST/OBC certificates in case of Permanent Government servants.**— An inquiry as prescribed in Rule 14 of CCS (CCA) Rules, 1965 may be held and if the charges are proved, he/she should be removed or dismissed from service. In no circumstances, should any penalty be imposed.

— Order 16, Section 1.

(d) **Timely verification of caste / community certificate.**— In order to avoid withholding of pensionary benefits due to pendency of verification process, all State / UT Governments to ensure that veracity of caste / community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. It may be ensured that the process of verification is completed within six months of the employee joining service.

— OM, dated 29-3-2023.

While recruiting candidates belonging to OBC community, there may be no objection in accepting caste / community certificate in any of the scheduled languages in addition to the official language. State / UT Governments may make available a digital copy of such certificates online for verification by recruiting organizations.

— OM, dated 13-4-2023.

**3. SC candidate to intimate change of religion.**— Every SC member should immediately inform the Appointing Authority in the event of any change of his/her religion.

— Order 81 of Section 2.

#### 4. Reservations in Direct Recruitment.—

Sl. No.	Method of Recruitment	% of Reservation	Roster
1.	Direct Recruitment on All India basis by Open Competition	15% for SC 7 ½ % for ST	200-point post-based roster
2.	Organizations receiving candidates from a single common All India list prepared by SSC		
3.	Direct Recruitment on All India basis otherwise than by Open Competition	16 ⅔ % for SC 7 ½ % for ST	120-point post-based roster

Sl. No.	Method of Recruitment	% of Reservation	Roster
4.	Local Recruitment at Delhi	Same as in 1 and 3 above	
5.	Direct Recruitment to Groups 'C' & 'D' posts normally attracting candidates from a locality or a region	Percentages applicable to the respective States	The present 100-point vacancy-based roster should be suitably revised as post-based
6.	Organizations receiving candidates from SSC on the basis of Centre-linked zonal basis		
7.	Organization spreading into more than one State / UT (The roster will be drawn up with the help of Dept. of Per. & Trg., taking into account population of SC/ST in such areas).		

### 5. Extent of application.—

#### Applicable to—

- all services / posts in the non-industrial as well as in the industrial establishments under the control of the Government of India;*
- work-charged posts except those required for emergencies like flood / accident relief, etc. Percentage of reservation will be as for Groups 'C' and MTS.*
- daily-rated staff, though reservation orders do not apply in toto. SC/ST candidates will be recruited in such a way that their total representation does not fall below the prescribed percentage.*  
— Order 15 and 18, Section 2
- casual workers appointed against regular posts. Shortfall will be adjusted by appointment of SC/ST candidates from outside.*
- Temporary appointments which are to last for 45 days or more.*  
— Order 18-A, Section 2

#### Not applicable to—

- posts in Department of Space and trainees under the Department of Atomic Energy;*
- ex cadre posts. But if they are in existence for a long time, the question of including such posts in the cadre should be considered.*
- posts filled by deputation. But eligible SC/ST candidates should be duly considered; if the number of posts is fairly substantial a fair percentage should be filled by SC/ST subject to availability.*

- (d) certain categories of Scientific/Technical personnel (earlier exempted from the reservation provisions) in respect of posts up to and including lowest grade in Group 'A'.
- (e) Temporary appointment of less than 45 days' duration.

**6. Reservations in Promotions.**— Reservation is provided at 15% and 7.5% to SCs and the STs, respectively, (i) in promotions through LDCE in Group 'B', 'C' and 'D' (ii) in promotion by selection in Group 'B', 'C' and 'D' and from Group 'B' to the lowest rung of Group 'A' and (iii) in promotion on the basis of seniority subject to fitness in all Groups, i.e. Group 'A', 'B', 'C' and 'D' (in all these cases). Reservation in posts by promotion, as indicated above, should be made applicable to all grades or services, in which the element of direct recruitment, if any, does not exceed 75%.

It is mandatory on the Ministries / Departments to satisfy following conditions before implementing the policy of reservation in promotions :

- (i) Collection of quantifiable data regarding inadequacy of representation of SCs and STs;
- (ii) Application of this data to each cadre separately;
- (iii) Maintenance of reservation roster, as per O.M., dated 2-7-1997;
- (iv) DPC to assess the suitability of officers being considered for promotion to ensure administrative efficiency.

— Para. 5 of O.M., dated 14-10-2022.

Reservation for SCs/STs in promotions will continue till such time as the representation of each of the categories in each cadre reaches the prescribed percentages of reservation. — Order 38, Section 2.

**7. Promotions / Appointments to Selection Grade posts.**— Reservation orders are applicable, as for 'selection-cum-seniority' / 'selection by merit' method or 'seniority-cum-fitness' method.

**8. Relaxations/Concessions admissible to SC/ST in direct Recruitment.**—

(i) *Age.*— Maximum age-limit up to five years, for all posts.

(ii) *Minimum standard in Examination / Interview.*— If adequate number of SC/ST candidates satisfying the minimum standard is not available, shortfall will be adjusted by relaxing the minimum standard, provided they are not considered unsuitable. There will be no relaxation in qualification and/or minimum number of marks / grade.

(iii) *Less than minimum standard.*— In the case of non-technical and quasi-technical Groups 'C' and MTS filled by direct recruitment instead of through written examination, if SC/ST candidates are not available even under relaxed standards, shortfall will be adjusted by appointment of the best among the remaining SC/ST candidates with minimum educational qualifications.

(iv) *Exemption from fee.*— Candidates are fully exempted from fees for admission to any examination for recruitment / selection.

(v) *Separate interviews.*— For direct recruitment against reserved vacancies, separate interviews will be held for SC/ST candidates so that they are not adjudged along with general candidates. — Order 11, Section 2.

(vi) In respect of candidates selected by relaxed standards, special training programme including in-service training should be given to enable them to come up to the standards of other candidates.

(vii) The composition of Selection Committees for making recruitment to 10 or more vacancies must have one member each belonging to SC/ST, minority community and OBC. Further one of the members of selection Committee / Board, whether from the general category or Minority Community or SC/ST/BC community should be a lady, failing which a lady member should be co-opted on the Committee / Board. Efforts should also be made to have such members where the number of vacancies is less than 10. — Order 30, Section 2.

### 9. Relaxations / Concessions in Promotions.—

(i) *Age.*— Where an upper age-limit not exceeding 50 years is prescribed for promotion, it should be relaxed by five years. — Order 42, Section 2.

(ii) *Departmental Competitive Examination.*— SC/ST candidates who have not acquired the general qualifying standard should also be considered for promotion, if they are not considered unfit for such promotion, by relaxing the qualifying standards in their favour.

(iii) *Departmental qualifying examination.*— Suitable relaxation in the qualifying standard in such examinations should be made in the case of SC/ST candidates.

(iv) *Seniority.*— SC/ST Government servants shall, on their promotion by virtue of rule of reservation / roster, be entitled to consequential seniority also. — Order 37, Section 2.

(v) *Ad hoc promotions.*— Ad hoc promotions will be considered against vacancies in excess of 45 days. No formal roster is required to be maintained, but a simple register called 'Ad hoc Promotion Register' will be maintained. — Order 31, Section 2.

(vi) *Adjustment of meritorious candidates against unreserved points.*— SC/ST candidates appointed by promotion on their own merit and seniority and not owing to reservation or relaxation of qualifications will be adjusted against unreserved points of reservation roster, irrespective of the fact whether the promotion is made by selection method or non-selection method. These orders will take effect from 2-7-1997, the date on which post-based reservation was introduced. — Order 12, Section 1.

(vii) *SC/ST candidate to be considered against unreserved vacancy also.*— SC/ST candidates within the normal zone of consideration in the feeder grade will be considered for promotion against an unreserved vacancy along with other candidates treating him as if he belongs to general category. If selected, he will be appointed to the post adjusting him against the unreserved point.  
— Order 12, Section 1.

(viii) *Retention of SC/ST status by meritorious candidates.*— SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future / further promotions, if any.  
— Order 12, Section 1.

(ix) *Zone of consideration of candidates for promotion.*— When sufficient number of SC/ST candidates are not available in the normal zone of consideration for promotion to selection posts, the normal zone will be extended to five times the number of vacancies in respect of SC/ST candidates only.  
— Order 28, Section 2.

**10. Liaison Officer.**— An Officer in the rank of Deputy Secretary is nominated in each Ministry to ensure compliance of the reservation orders issued in favour of SCs/STs, to ensure prompt disposal of grievances and to scrutinize and consolidate statistical data. Liaison Officers are also to be nominated in the offices of Heads of Departments and in each Attached / Subordinate Offices.  
— Order 72, Section 2.

**11. Training to Liaison Officer.**— Special Training should also be imparted to the Liaison Officer to implement the reservation orders in the Department. Training on Reservation in services for SCs/STs/OBCs especially designed for liaison officers be included in the Training Calendar of ISTM to achieve the following:—

- (i) To sensitize the Liaison Officers with their role, duties responsibilities and powers.
  - (ii) To impart the knowledge and skills for implementation of instructions relating for SCs/STs/OBCs.
  - (iii) To be fully competent for taking charge of the Reservation Cell.
  - (iv) Other functions as deemed necessary for discharging duties efficiently.
- OM, dated 8-5-2014.

## 2. Reservations for Socially and Educationally Backward Classes (OBCs)

[ Swamy's — Reservations and Concessions ]

**1. Definition.**— OBCs for purposes of reservation would comprise of the castes and communities which are commonly mentioned in both the lists in the Mandal Commission Report and the State Governments' lists. A list of such common categories has been brought out by the

Ministry of Welfare. However, from this list, certain persons / sections will be excluded. The rest will be entitled for reservation. — Order 1, Section 2

**2. Reservation for SCs, STs and OBCs in Autonomous Bodies, Institutions, etc.—** All the Ministries / Departments, etc., are requested to ensure that suitable provisions of reservation for SCs, STs and OBCs are made in the Statutes / Articles of Association of all the Autonomous Bodies and Institutions under them and such provisions are implemented scrupulously. — Order 1-A, Section 2

**3. (a) Certificate.—** Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to any one of the Creamy Layer. — Order 4, Section 2

**Revision of Income criteria for Creamy Layer.—** It has been decided to raise the income limit from ₹ 6 lakhs to ₹ 8 lakhs p.a. for determining the Creamy Layer amongst the other backward classes. This limit takes effect from 1-9-2017. — Orders 12 and 12-A, Section 2

**(b) Conditions to be added in the appointment order.—** The appointment order should state that the offer of appointment is subject to verification of OBC certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons. — Order 12, Section 2

**4. Reservations only in direct recruitment.—** 27% in civil posts / services are reserved for OBCs. No reservation in promotions. — Order 12, Section 2

**5. Sub-quota of 4.5% for Minorities with effect from 1-1-2012.—** It has been decided to carve out a sub-quota of 4.5% for Minorities as defined under Section 2 (c) of the National Commission for Minorities Act, 1992 from within the 27% reservation for OBCs in Government employment. — OM, dated 22-12-2011

**EXEMPTIONS.—** Scientific/Technical posts for conducting, organizing, guiding and directing research, which are above the lowest Group 'A' grade are exempted from the purview of reservations. — Order 6, Section 2

**6. Relaxations and concessions.—**

(i) *Age-limit for direct recruitment.—* Three years, for all posts.

(ii) *Meritorious candidates not to be adjusted against reservation.—* OBC candidates recruited on the basis of merit on the same standards as for general candidates will not be adjusted against the 27% reservation.

(iii) *Minimum standard in examination / interview.—* In respect of written examination / interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST [ See Para. 9 of Subject 1 in this Section. ]

Ministry of Welfare. However, from this list, certain persons / sections will be excluded. The rest will be entitled for reservation. — Order 1, Section 3.

**2. Reservation for SCs, STs and OBCs in Autonomous Bodies / Institutions, etc.**— All the Ministries / Departments, etc., are requested to ensure that suitable provisions of reservation for SCs, STs and OBCs are made in the Statutes / Articles of Association of all the Autonomous Bodies / Institutions under them and such provisions are implemented scrupulously. — Order 1-A, Section 3.

**3. (a) Certificate.**— Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to any one of the Creamy Layers. — Order 4, Section 3.

**Revision of Income criteria for Creamy Layer.**— It has been decided to raise the income limit from ₹ 6 lakhs to ₹ 8 lakhs p.a. for determining Creamy Layer amongst the other backward classes. This limit takes effect from 1-9-2017. — Orders 12 and 12-A, Section 3.

**(b) Conditions to be added in the appointment order.**— The appointment order should state that the offer of appointment is subject to verification of OBC certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

**4. Reservations only in direct recruitment.**— 27% in civil posts / services are reserved for OBCs. No reservation in promotions.

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(i) *Age-limit for direct recruitment.*— Three years, for all posts.

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(iii) *Minimum standard in examination / interview.*— In respect of written examination / interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST [ See Para. 9 (ii) of Subject 1 in this Section. ]

**7. Separate Liaison Officer for OBC.**— Deputy Secretary-in-charge of Administration or an officer of equivalent rank in each Ministry / Department Attached and Subordinate Offices will be appointed as Liaison Officer separately to look after work relating to matters of reservation for OBCs.

— Order 9, Section 3.

### 3. Reservation for Economically Weaker Sections (EWSs)

This reservation benefit will be effective in Direct Recruitment vacancies to be notified on or after 1-2-2019.

**1. Percentage of Reservation.**— 10% Reservation in direct recruitment in civil posts and services in the Government of India to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs.

**2. Exemption.**— Scientific and Technical posts which satisfy certain conditions can be exempted from the purview of the reservation orders by the Ministries / Departments.

**3. Identification of persons as EWS.**— (a) Persons who are not covered under the reservation scheme for SCs/STs/OBCs and whose family has gross annual income below ₹ 8 lakhs. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. The income for this purpose will be gross income taken for the purpose of Income Tax.

(b) Persons whose family does not own or possess any of the following assets, irrespective of the family income:-

1. 5 acres of agricultural land and above [ Property held in different places / cities would be clubbed ];
2. Residential flat and commercial property of 1000 sq ft. and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

**4. Family includes.**— A person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**5. Certificate.**— The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the prescribed Authority. The Officer who issues the certificate should verify all relevant documents following due process as prescribed by the respective State / UT.

Powers have been delegated to the State Government / UT Administration to decide the authorities competent to issue the Caste / Tribe / Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS candidates. The State Governments / UT Administrations

shall upload on their website the details of the authorities competent to issue such caste / tribe / community / Income and Asset Certificate.

— OM, dated 15-3-2024.

**6. Condition to be added in the appointment order.**— The appointment order should state that the appointment is provisional and is subject to verification and if the verification reveals that the claim is fake / false, the services will be terminated forthwith without assigning any further reasons.

**7. No carry forward of reservation.**— If in any recruitment year any vacancy earmarked for EWS is not filled up due to non-availability of a suitable EWS candidate, such vacancies shall not be carried forward to the next recruitment year as backlog.

**8. Persons belonging to EWS selected against the quota for persons with benchmark disabilities / ex-servicemen shall be placed against the roster points earmarked for EWS.**

**9. Adjustment of meritorious persons.**— A person belonging to EWS can compete for appointment against an unreserved vacancy. Persons belonging to EWS, selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

**10. Grievance Redressal Officer.**— Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

**11. Liaison Officer.**— A Liaison Officer may be appointed to monitor the implementation of reservation for EWSs.

— Orders 1 and 2, Section 4 and OM, dated 19-9-2022.

## 4. Post-Based Reservation Rosters

[ Swamy's — Reservations and Concessions ]

### RESERVATION ROSTERS FROM 1-2-2019

(i) **Direct Recruitment on All India basis by Open Competition.**— (Annexure-II to OM, dated 31-1-2019).

**Out of the specified 200 points, the reserved points will be—**

#### For Scheduled Castes — 15% (30 points)

7	41	74	107	140	174
15	47	81	114	147	180
20	54	87	121	154	187
27	61	94	127	162	194
35	68	99	135	168	199

**For Scheduled Tribes — 7.5 % (15 points)**

14	55	95	136	175
28	69	108	148	188
40	80	120	160	198

**For Other Backward Classes — 27% (54 points)**

4	26	49	71	93	115	138	161	182
8	30	52	75	97	119	141	163	186
12	34	56	78	100	123	145	167	189
16	38	60	82	104	126	149	171	193
19	42	63	86	109	130	152	176	197
23	45	67	89	112	134	156	178	200

**For Economically Weaker Sections — 10% (20 points)**

10	50	90	131	170
21	62	98	142	181
31	70	110	150	190
43	83	122	164	196

The remaining 81 points will be unreserved.

(ii) *Direct Recruitment on All India basis otherwise than by Open Competition.*— 120-point Roster. (Annexure – IV to O.M.)

Out of the specified 120 points, the reserved points will be—

**For Scheduled Castes — 16.66 % (20 points)**

7	31	56	79	103
13	37	61	85	110
19	43	67	91	115
25	49	73	97	119

**For Scheduled Tribes — 7.5 % (9 points)**

14	40	68	95	118
27	54	80	107	

**For Other Backward Classes — 25.84 % (31 points)**

4	24	44	63	82	101	120
8	28	47	66	86	105	
12	32	51	70	90	109	
16	35	55	74	94	113	
20	39	59	78	98	117	

**For Economically Weaker Sections — 10% (12 points)**

10	50	92
21	60	100
30	71	111
41	81	116

The remaining 48 points will be unreserved.

NOTE.— The principle of 'squeezing' has been kept in view.

(iii) *Local recruitment.*— The present 100-point vacancy-based roster maintained according to the proportionate population of SC/ST in different States is required to be revised suitably as Post-based rosters. Ministries/Departments have to prepare the revised rosters on the same principles.

(iv) *Promotions.*— 200-point roster. (Annexure - III to O.M.)

Out of these 200-points, reservation will be—

**SC — 15% (30 points) and ST 7.5 % (15 points)**

Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in (i) above. No reservation for OBCs; all the remaining 155 points will be Unreserved.

EXPLANATORY NOTES.— Some of the important points of the Explanatory Notes given in Annexure-I to the O.M. dated 2-7-1997 are:

- (1) These rosters are not for determining seniority.
- (2) The two fundamental principles in drawing up these rosters are (i) reservation to be kept within the prescribed percentage and (ii) total reservation not to exceed 50% of the cadre.
- (3) The number of points in each roster will be equal to the number of points in the cadre. As and when cadre strength is increased or decreased, the roster will be expanded or contracted.
- (4) Separate rosters to be maintained for each type of recruitment, i.e., direct recruitment, promotion, etc. For example, if a 200-personnel cadre is to be filled by direct recruitment and promotion on 50:50 basis, the rosters for direct recruitment and for promotion shall be 100-points each.
- (5) Posts filled by transfer/transfer on deputation not to be entered in the roster.
- (6) Roster will be operated on the replacement principle and not as a 'running account'. The points in the roster are fixed. Vacancies caused by retirement, etc., are to be filled only by the respective categories.

(7) SCs/STs/OBCs candidates selected on merit will not be shown against the reserved points but shown against Unreserved points.

(8) For initial operation of the roster, actual representation of the reserved categories in the cadre will be worked out and excess / shortage adjusted by future recruitment.

(9) In small cadres of up to 13 posts, please see the following model rosters and instructions given thereunder. The principles of operating these rosters will be found in the explanatory notes.



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## I. DIRECT RECRUITMENT ON ALL INDIA BASIS

### (A) BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

Cadre Strength	Initial Recruitment	Replacement No.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST		
4	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST			
5	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST				
6	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST					
7	SC	OBC	UR	EWS	UR	OBC	UR	ST						
8	OBC	UR	EWS	UR	OBC	UR	ST							
9	UR	EWS	UR	OBC	UR	ST								
10	EWS	UR	OBC	UR	ST									
11	UR	OBC	UR	ST										
12	OBC	UR	ST											
13	UR	ST												

1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under Column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".

2. All the posts of a cadre are to be earmarked for the categories shown under Column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

— Order 1, Section 1.

**Other instructions:**— (i) *Grouping of posts.*— If the total number of posts in any cadre or grade is below 20, they should be grouped with posts in the same group, i.e., Group 'A', 'B', 'C' or MTS, taking into account the status, salary, qualifications, etc. A group should not ordinarily consist of less than 25 posts. This is applicable for direct recruitment only. Proposals for such grouping requires the approval of the Department of Personnel and Training. If grouping of posts is not found possible, the relevant model roster for cadre strength up to 13 may be adopted.

(ii) *Posts of Safaiwala.*— These are filled generally by SC and should not be grouped with other isolated posts even if they are less than 20.

(iii) *Separate roster for each grade/group.*— A separate roster will be maintained for each grade / group of posts. Again separate rosters are necessary for different methods of recruitment. — Order 1, Section 1.

## 5. Reservation for the Persons with Benchmark Disabilities

[ Swamy's — Reservations and Concessions — Part - B ]

### Provisions under Rights of Persons with Disabilities Act, 2016

#### Non-discrimination in employment.—

1. No Government establishment shall discriminate against any person with disability in any matter relating to employment unless any establishment has been exempt from the provisions of this section.
2. Every Government establishment shall provide reasonable accommodation and appropriate barrier free and conducive environment to employees with disability.
3. No promotion shall be denied to a person merely on the ground of disability.

4. No Government establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service: Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation whichever is earlier.
5. The appropriate Government may frame policies for posting and transfer of employees with disabilities.

— Section 20, Rights of PwD Act, 2016

**Identification of posts for reservation.**— The appropriate Government shall—

- (i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved;
- (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts;
- (iii) undertake periodic review of the identified posts at an interval not exceeding three years.

Section 33, Rights of PwD Act, 2016

### 1. Quantum of Reservation

- (i) In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmark disabilities.
- (ii) Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under Clauses (a), (b) and (c) and one per cent, under Clauses (d) and (e), unless otherwise excluded—
  - (a) blindness and low vision;
  - (b) deaf and hard of hearing;
  - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
  - (d) autism, intellectual disability, specific learning disability and mental illness;
  - (e) multiple disabilities from amongst persons under Clauses (a) to (d) including deaf-blindness.

## 2. Exemption

If any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation for persons with benchmark disabilities, it shall make a reference to the Department of Empowerment of Persons with Disabilities giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD) may exempt any Establishment or any cadre(s) fully or partly from the provisions of reservation for persons with benchmark disabilities.

## 3. Adjustment against unreserved vacancies

- (i) In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.
- (ii) Persons with benchmark disabilities selected without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities which will thus comprise of candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

## 4. Certificate of Disability

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification / re-verification as may be decided by the competent authority. The person may apply for Unique Disability Identity Card (UDID) through UDID portal.

The disability certificate / UDID Card should be obtained from the Medical Authority as prescribed in Rule 18. — OM, dated 16-4-2024.

## 5. Computation of number of posts

- (i) The number of posts to be reserved for persons with benchmark disabilities in case of Group 'C' posts shall be computed on the

basis of total number of vacancies in the cadre strength of Group 'C' posts in the establishment, although the recruitment of the persons with benchmark disabilities would only be against the category of posts identified suitable for them. The number of vacancies to be reserved for the persons with benchmark disabilities in the category of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified category of posts under the establishment. Since reservation for Persons with Benchmark Disabilities is provided computing to the number of vacancies in the cadre strength in identified category of posts as well as unidentified category of posts, it may be possible that number of persons appointed by reservation in an identified category of post may exceed four per cent.

- (ii) Reservation for persons with benchmark disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in the cadre strength of all the Group 'A' posts or Group 'B' posts respectively, and the computation of total vacancies shall include vacancies arising in both the identified and non-identified category of posts.

## 6. Maintenance of Roster

- (i) Every Government establishment shall maintain group-wise separate vacancy-based 100-point vacancy-based reservation roster register for determining / effecting reservation for Persons with Benchmark Disabilities - one each for Group 'A', Group 'B' and Group 'C' posts filled by direct recruitment.
- (ii) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:-
- |           |   |              |    |           |     |
|-----------|---|--------------|----|-----------|-----|
| 1st Block | - | point No. 01 | to | point No. | 25  |
| 2nd Block | - | point No. 26 | to | point No. | 50  |
| 3rd Block | - | point No. 51 | to | point No. | 75  |
| 4th Block | - | point No. 76 | to | point No. | 100 |
- (iii) Points 1, 26, 51 and 76 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sl. Nos. 1, 26, 51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.

- (iv) All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.
- (v) Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.
- (vi) There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case, two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block
- (vii) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- (viii) If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade / post, etc.

#### 7. *Inter se exchange and carry forward of reservation.-*

- (i) Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the **following four** categories of disabilities, at one per cent each to each category:
- (a) blindness and low vision;
  - (b) deaf and hard of hearing;

- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specific learning disability and mental illness;
- multiple disabilities from amongst persons under Clauses (a) to (d) including deaf-blindness,
- (ii) Only when there is no person with benchmark disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.
- (iii) If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Empowerment of Persons with Disabilities, among the above-mentioned four categories.
- (iv) If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- (v) In the subsequent recruitment year, the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by *inter se* exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period up to two recruitment years, whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.
- (vi) The Government establishment shall interchange vacancies only if due process of recruitment, viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

- (vii) In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the reserved quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up, provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

### 8. Horizontality of Reservation.-

- (i) Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for persons with benchmark disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs.

To illustrate, if in a given year there are two vacancies reserved for the persons with benchmark disabilities and out of two persons with benchmark disabilities appointed, one belongs to Scheduled Caste and the other belongs to Unreserved category, then the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

- (ii) Since the persons with benchmark disabilities have to be placed in the appropriate category, viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or Unreserved. Thus, reservation for persons with benchmark disabilities is horizontal.

### 9. Certificate

- (i) To ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning

authority while sending the requisition to the recruiting agency authority for filling up of posts shall furnish the following certificate to the recruiting agency:-

*"It is certified that the requirements of the THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th day of April, 2017 and the policy relating reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no ..... of cycle no .... of 100 point reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities."*

- (ii) At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

#### 10. Relaxation of standard of suitability

- (i) If sufficient number of candidates with benchmark disabilities are not available, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.
- (ii) Same relaxed standard should be applied for all the candidates with Benchmark Disabilities, whether they belong to Unreserved/SC/ST/OBC. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

#### 11. Medical Examination

As per FR 10, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with benchmark disabilities for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with benchmark disabilities of the relevant category and the candidate shall then be examined medically keeping this fact in view.

#### 12. Annual reports regarding representation

The Ministries/Departments shall continue to upload data on representation of Persons with Benchmark Disabilities along with data on SCs, STs, OBC

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in respect of posts/services under the Central Government on the URL i.e. [www.rrcps.nic.in](http://www.rrcps.nic.in) as on 1st January of every year. All Ministries / Departments have been provided respective user code and password with guidelines for operating the URL.

### 13. Maintenance of Register of Complaints by the Government establishment

- (i) A senior officer of the Department may be appointed as the Grievance Redressal Officer by every Government establishment.
- (ii) The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities.
- (iii) Any person aggrieved with any matter relating to discrimination in employment against any person with disability may file a complaint with the Grievance Redressal Officer of the respective Government establishment.
- (iv) Every complaint shall be inquired into within two months of its registration and outcome thereof or action taken thereon shall be communicated to the complainant / Person with Benchmark Disability.

### 14. Exemption from payment of application fee and examination fee

Candidates shall be exempted from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission, etc., for recruitment to various posts subject to appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the Persons with Benchmark Disabilities) and who enclose with the application form, necessary certificate from a Competent Authority in support of their claim of disability.

— Order 2, Section 2.

## 6. Reservations for Meritorious Sportspersons

[ Swamy's — Reservations and Concessions — Part - A ]

**1. Eligibility.**— (i) Persons who have represented a State or the country in the National or International competition or Medal winners in Junior National Championships; or Medal winners in Khelo India Youth Games (age category above 18 years); or Khelo India Winter Games; or Khelo India Para Games; or Medal winners in Khelo India University Games; or Medal winners in School Games Federation of India (SGFI) in any of the games / sports mentioned below.

For Chess : Grand Master (GM) Title, International Master (IM) Title, Chess Olympiad. IM/GM title should be in Open Category like Woman Grandmaster

(WGM), etc. While National Open Chess Championship is treated as National Championships, the medal winning performance in National Team Chess Championship will also be considered. — OM, dated 4-3-2024.

(ii) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these games.

(iii) The State Schools Teams in the National Sports / Games conducted by the All India School Games Federation in any of these games / sports.

*List of Games / Sports.*— Archery, Athletics, Atya-Patya, Badminton, Ball-Badminton, Baseball, Basketball, Billiards and Snookers, Body-Building, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Cycle Polo, Deaf Sports, Equestrian, Fencing, Football, Golf, Gymnastics, Handball, Hockey, Ice-Hockey, Ice-Skating, Ice-Skiing, Judo, Kabaddi, Karate, Kayaking and Canoeing, Kho - Kho, Kudo, Mallakhamb, Motor Sports, Net Ball, Para Sports (for sports discipline included in Para Olympics and Para Asian Games), Pencak Silat, Polo, Powerlifting, Shooting, Shooting Ball, Roll Ball, Roller Skating, Rowing, Rugby, Sepak Takraw, Soft Ball, Soft Tennis, Squash, Swimming, Table Tennis, Taekwondo, Tenni-Koit, Tennis, Tenpin Bowling, Triathlon, Tug-of-war, Volleyball, Weightlifting, Wrestling, Yachting, Tennis Ball Cricket and Yogasana. — Appendix-1, Chapter 6 and OM, dated 17-6-2022.

**2. Extent of reservation.**— No specific percentage of reservation is prescribed. Ministries / Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of *all* types do not exceed 50% of the total number of vacancies.

**3. Posts to which reservation applicable.**— Group 'C' post filled by direct recruitment otherwise than through the UPSC. No reservation is permitted in direct recruitment to Group 'A'/'B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportsperson. No reservation preference is permitted in promotions. The fact may be taken into account in assessing the overall merit.

**4. Recruitment procedure.**— Ministries / Departments may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidate fulfils the eligibility criteria and also the minimum educational qualifications, etc., appointment may be made.

**5. Placement in the reservation roster.**— Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/OBC/General category to which he belongs. For example, if the candidate belongs to SC, adjustment will be against the point reserved for SC. — Order 11, Section 6.

**6. Age Relaxations.**— Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment to all Groups of Civil posts / services filled otherwise than through competitive examinations conducted by the UPSC. — Section 6.

## 7. Reservations for Ex-Servicemen

[ Swamy's — Reservations and Concessions — Part - A ]

**1. Definition.**— 'Ex-Serviceman' means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel.

Army Postal service personnel who retire directly from APS without reversion to P & T Department with a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical / other disability pension are also treated as Ex-Servicemen. — Order 3, Section 5.

It also includes a person who retired, or was released on medical grounds or due to reduction in the establishment, or was released after completing the specific period of engagement.

Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

— Notification, dated 13-2-2020.

**2. Reservation.**— Ten per cent of the vacancies in Group 'C' and twenty per cent in Group 'D' posts are reserved for Ex-Servicemen in direct recruitment only. No reservation is allowed in promotions.

**3. Recruitment procedure.**— Vacancies will be notified to the DG (R) and the Rajya and Zilla Sainik Boards, as also to Ex-Servicemen Cell. Along with the application, the applicant has to submit an undertaking in the prescribed format that he had been duly released / retired / discharged from the Army Forces.

**4. Placement in the Roster.**— An Ex-Serviceman selected for appointment should be placed against the category to which he belongs. For example, if he belongs to SC, he should be placed against the point for SC.

**5. Reservation benefit only in the first civil employment.**— Once an Ex-Serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Servicemen is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Groups 'C' and 'D'.

**5-A. Reservation benefit to Ex-servicemen who apply for various examinations before joining civil posts.**— An ex-Serviceman, as soon as he/she joins any civil employment should give self-declaration / undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied before joining the initial civil employment. — Order 11-A, Section 5.

### 6. Relaxations and concessions.—

(i) **Age.**— (a) Three years over and above the period of service rendered in the Army, Navy and Air Force. Disabled Defence Service personnel eligible for appointment to Group 'C' posts filled through competition examination will be allowed 3 years age relaxation (8 years in the case of SC/ST). For Group 'C' / 'D' posts filled through Employment Exchange for such disabled personnel, the maximum age-limit is raised to 45 years (50 years in the case of SC/ST).

(b) For Group 'A'/'B' posts filled by direct recruitment by UPSC on All India Competitive Examination, five years relaxation is admissible for Ex-Servicemen and Commissioned Officers including ECOs / SSCOs with 5 years' military service released on completion of assignment, on invalidment and due to physical disability attributable to military service.

(ii) **Educational Qualifications.**— Ex-Servicemen with not less than three years service in the Armed Forces is exempted from possession of the prescribed educational qualifications for Group 'D' posts. For Group 'C', minimum educational qualification may be relaxed at the discretion of the appointing authority, if such minimum qualification is Middle School Standard and the Ex-Servicemen has put in at least three years service in the Army and is otherwise found suitable. A matriculate Ex-Serviceman with 15 years service in the Armed Forces will be considered eligible for posts for which graduation is prescribed, if work experience of technical or professional nature is not essential or if the appointing authority is satisfied that the Ex-Servicemen will perform the duties by undergoing on-the-job training for a short duration. — Order 3, Section 5.

Relaxation of educational qualification as above applies for promotion also.

(iii) **General standard for selection.**— Required standard may be relaxed, if persons for all the vacancies are not available and if such relaxation will not affect the performance by such candidate.

(iv) **Application / examination fee.**— Exempted for examinations conducted by UPSC/SSC and the Institute of Secretariat Training and Management for filling the vacancies reserved for them in various Group 'C' posts.

(v) **Special Concessions for Disabled Ex-Servicemen.**— If the disability is attributed to military service, he will be accorded Priority-I along with a retrenched employee for appointment to Groups 'C' and MTS posts filled

by direct recruitment. Up to two members, each of the families of defence service personnel (widow, son/daughter/near relative who agree to support the family) will be granted priority immediately after the disabled Ex-Servicemen, i.e., Priority II-A. Medical Certificate of Fitness granted by a Demobilization Medical Board of the Defence Services would be considered adequate for appointment to all posts. — Order 4, Section 5.

(vi) T.A. to handicapped Ex-military personnel called for interview.— The concessions regarding grant of T.A. to SC/ST called for interview are also extended on the same scale. Procedure for drawal and payment will also be the same. — GIOs, SR 132.

7. **Liaison Officers.**— Officer appointed to look after the reservation matters of SC/ST would also be the L.O. for reservation matters relating to Ex-Servicemen and physically handicapped. — Order 14, Section 5.

## 8. Compassionate Appointments of Dependants

[ Swamy's — Complete Manual on Establishment and Administration and Reservations and Concessions — Part - A ]

### 1. Applicable to a dependent family member of.—

- (a) a Government servant who dies in service (including death by suicide);
- (b) is retired on medical grounds before attaining the age of 55 years (57 years in the case of Group 'D' (MTS) officials);
- (c) a member of the Armed Forces who—
  - (i) dies in service; or (ii) killed in action; or (iii) is medically boarded out and unfit for civil employment.

Service includes extension in service (but not re-employment). Service includes re-employment of Ex-Servicemen in civil post before the normal age of retirement.

*Dependent family member means* (a) spouse; (b) son / daughter (including adopted son / adopted daughter) and (c) brother or sister in the case of unmarried Government servant / member of the Armed Forces at the time of his death in harness / retirement on medical grounds, as the case may be.

From 25-2-2015, "Married Son" can be considered for Compassionate Appointment, provided he fulfils all other requirements of the scheme and fulfils the criteria laid down in the OM, dated 16-1-2013.

— OMs, dated 25-2-2015 and 5-9-2016.

*In the case of a missing employee.*— Compassionate appointment can be considered after two years from the date of missing—

- (a) if FIR has been filed and the missing official is not traceable;
- (b) if he had at least two years to retire;

- (c) if he is not suspected to have committed fraud/joined terrorist organization/gone abroad;
- (d) if the Competent Authority feels that the case is genuine; and
- (e) decision is to be taken at the level of Secretary.

Concession of compassionate appointment is admissible to one dependant only.

**EXCEPTIONS.—** (1) In exceptional circumstances, with the prior approval of the Secretary of the Ministry / Department concerned, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

(2) If the deceased was unmarried, one of the dependent brothers / sisters will be eligible for consideration, on giving an undertaking that he/she will look after the other family members who were dependent on the deceased Government servant.

**2. Posts to which appointment made.—** Only in Group 'C' posts against the direct recruitment quota.

**3. Appointing Authority.—**

Ministry / Department

Joint Secretary in-charge of the Administration  
Secretary

Attached and Subordinate Offices  
Heads of the Departments under SR 2 (10).  
Offices

Department of Posts ... Respective Circle Selection Committee.

**4. Conditions.—**

- (i) Compassionate appointment can be made only against the direct recruitment quota and
- (ii) Applicants should fulfil all eligibility conditions in Recruitment Rules.

**5. Relaxations.—**

(i) **Age.—** Maximum age-limit may be relaxed wherever necessary, but no relaxation is permissible in the minimum limit of 18 years. If the ward is below 18 years of age at the time of death of the Government servant and if he alone is available for employment, he should apply as soon as he attains 18 years.

(ii) **Qualifications.—** Hereafter no direct recruitment in the -15 scale will take place. In certain exceptional circumstances like compassionate cases, etc., Government may need to provide employment opportunities to certain classes of persons not immediately meeting the minimum educational standards. Government should recruit them as trainees who will be given the regular Pay Bands and Grade Pay only on acquiring the minimum

qualification prescribed under the Recruitment Rules. A person appointed as 'Trainee' has to acquire the minimum educational qualification in 5 years. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be equal to the lowest / first cell (minimum) of Pay Level-1 - ₹ 18,000-56,900 (pre-revised-1S Pay Band). In addition, they will be granted all applicable Allowances, like Dearness Allowance, House Rent Allowance and Transport Allowance at the admissible rates.

**Fixation of the pay of the pre-revised pay scale of 1S scale granted to candidates appointed as trainees on compassionate grounds in the Seventh Central Pay Commission with effect from 1-1-2016.**— Level-1 of the Pay Matrix introduced on implementation of the Seventh CPC Report will be the replacement for the pre-revised -1S scale. The pay of the trainees governed by the 1S scale may be revised by using the Fitment Factor of 2.57 for placement in Level-1 in conformity with the Rule 7 of the CCS (RP) Rules, 2016. All pre-revised pay stages lower than pre-revised pay of ₹ 7,000 in the pre-revised 1S scale shall not be considered for determining the benefit of bunching, on the same lines as has been clarified by this Department's O.M., dated 3-8-2017 on application of the benefit in account of bunching. Order 14, Section 7.

A person appointed as 'trainee' on compassionate grounds is entitled to all kinds of leave, Medical Facilities / Benefits of CGEIA, CGHS, short-term advances recoverable in 3 instalments, LTC concession, increment at normal rates in pay scale of -1S, CEA, OTA, subject to conditions.

— Order 15, Section 7.

(iii) *Procedure.*— Conditions in the recruitment procedure, viz., clearance from Surplus Cell, recruitment through SSC, Employment Exchange, etc., will be relaxed. Compassionate appointments are exempted from ban orders on filling up of vacant posts.

**6. Limitations.**— Compassionate appointments can be made only up to 5% of direct recruitment vacancies which may be calculated on the basis of total direct recruitment vacancies for Groups 'C' posts (including technical posts) that have arisen in the year. No compassionate appointment can be made if there is no vacancy.

**7. Reservations.**— Person selected for compassionate appointment to be adjusted in the recruitment roster against the appropriate category, i.e., SC/ST/OBC / General category, depending upon the category to which he belongs.

**8. Procedure for appointment.**— Heads of Offices will make the proposal and the Head of Department / Ministry will decide the appointment. Proposal will be made in the prescribed form containing all particulars of the candidate and the specific relaxation required in age, qualifications, etc. The Head of Department / Ministry will take into account all the circumstances

of the family, the benefits such as CGEIS payments, GPF / CPF, gratuity, etc., received, the existence of any earning member in the family on the one hand and on the other, size of the family, ages of children, essential needs, liabilities and the financial condition of the family. Financial benefits received need not necessarily be a ground for rejecting the proposal vis-a-vis other adverse factors urging acceptance.

### 9. Other Provisions.—

(i) *Widow in appointment after remarriage.*— There is no bar against a widow appointed on compassionate grounds continuing in the appointment after remarriage.

(ii) *No consideration for change in post.*— Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained. The appointee will be treated like his colleagues for career advancement in the normal course. — Section 7.

(iii) *Time-limit for making Compassionate Appointment.*— The provisions/ instructions contained in OM, dated 5-5-2003 regarding time-limit for Compassionate Appointments and withdrawn in view of the Hon'ble High Court of Allahabad judgment dated 5-5-2010 and the cases of Compassionate Appointment are to be regulated in terms of instructions issued vide OM, dated 9-10-1998 as amended from time to time.— Order 12, Section 7.

## FREQUENTLY ASKED QUESTIONS

1. *Will the limit of 50% on reservation apply to candidates who are selected on their own merit in recruitment / promotion?*

For recruitment, the limit will be computed excluding such cases but in promotion they will be included for determining the limit of 50%.

2. *Can a person claim to be a member of SC/ST merely because he or she has married a person belonging to a SC/ST?*

No.

3. *Can a widow appointed on compassionate ground continue in service after getting re-married?*

Yes.

4. *Can an Ex-serviceman, who has already availed the benefit of Ex-servicemen on his first re-employment in civilian post avail the benefit for a second time?*

No.