

NATIONAL INSTITUTE OF AYURVEDA, JAIPUR

Deemed to be University, Under De-Novo Category

F.No. 1(26)/2021/NIA-CC/14801-11

Dated : 19-1-2022
21-1-22

OFFICE MEMORANDUM

Subject : Scheme for compassionate appointment - Regarding Relative Merit Points and revised Procedure for selection in NIA Jaipur.

The objective of the Compassionate appointment Scheme is to grant appointment on compassionate grounds to an eligible dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood. It is to relieve the family of the concerned Government servant from financial destitution and to help him/ her get over the emergency.

2. The efficacy of the scheme is based on its transparency. It is this aspect, which is foremost and hence while considering a request for appointment on compassionate grounds by a Committee, a balanced and objective assessment of the financial condition of the family has to be made taking into consideration its assets & liabilities and all other relevant factors such as the presence of earning member(s), size of family, age of the children and the essential needs of the family etc. This is done to assess the degree of the indigence among all the applicants considered for compassionate appointment within the prescribed ceiling of 5% of the direct recruitment vacancies.
3. The existing position has been reviewed and it has been decided by the Competent authority that to achieve the objective of the scheme of Compassionate Appointment and to ensure complete transparency, merits of the cases can be conveniently decided by allocating points to the applicants, based on various attributes indicated in the reference of DoP&T from time to time. Accordingly, a system of allocation of merit points for various attributes, based on a hundred point-scale has been worked out, as indicated in the tables enclosed:
4. Keeping in view the administrative requirement in processing such applications for appointment on compassionate grounds, the following proforma has been devised which are enclosed herewith:



S. No.	Proforma	Title
1.	Part A	Form for seeking compassionate appointment by dependants of govt. servants deceased while in service or retired on medical grounds
2.	Part B	Proforma to be filled by the Office in which employment is proposed.
3.	Part C	Relative Merit points assessment on a 100-point scale for compassionate appointment.

5. The system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. Henceforth, weightage points system along with the instructions issued would be strictly followed for assessing comparative merit of the applicants for compassionate appointment.



VICE CHANCELLOR I/C & DIRECTOR

Copy to:

1. Ministry of AYUSH
2. All Heads of Deptts., NIA
3. Registrar I/C NIA
4. All Deans, NIA
5. Deputy Medical Superintendent, NIA
6. Joint Director (Admn.), NIA
7. Administrative Officer, NIA
8. Store Officer, NIA
9. Accounts Officer, NIA
10. PA to Director, NIA
11. All Sections and Units, NIA



VICE CHANCELLOR I/C & DIRECTOR

ANNEXURE-I

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART – A

- I. (a) Name of the Government Servant (Deceased/retired on medical ground)
- (b) Designation of the Government servant
- (c) Whether It is MTS (erstwhile Group 'D') or not.
- (d) Date of Birth of the Government Servant.....
- (e) Date of death/retirement on medical grounds.....
- (f) Total length of service rendered.....
- (g) Whether permanent or temporary.....
- (h) Whether belonging to SC/ST/OBC.....
- II. (a) Name of the candidate for appointment.....
- (b) His/Her relationship with the Government Servant.
- (c) Date of birth.....
- (d) Educational Qualifications.....
- (e) Whether any other dependent family member has been appointed on compassionate grounds.
- III. Particulars of total assets left including amount of:
- (a) Family Pension.....
- (b) D.C.R. Gratuity.....
- (c) G.P.F. Balance.....
- (d) Life Insurance Policies(includingPostal Life Insurance).....
- (e) Moveable and immovable properties and annual income earned there from by the family.
- (f) C.G.E. Insurance amount.....
- (g) Encashment of leave.....
- (h) Any other assets.....
- Total
- IV. Brief particulars of liabilities, if any.

Condt.....2



V. Particulars of all dependent family members of Govt. servant (if some are employed, their income and whether they are living together or separately)

Sr. No.	Name (s)	Relationship with the government Servant	Age	Address	Employed or not (if employed particulars of employment and emoluments).
1.					
2.					
3.					

VI. DECLARATION/UNDERTAKING

I, hereby declare that the facts given by me above are, to the best of my knowledge correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/members of the Armed Forces mentioned against I(a) of Part A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date: _____

Signature of the candidate
Name -
Address :-
Mobile No
Email ID

PART - B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- (a) Name of the candidate for Appointment : _____
- (b) His/Her relationship with the Government Servant _____
- (c) Age (date of birth), educational qualifications and experience, if any. _____
- (d) Post (Group C) which employments is Proposed _____
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not _____
- (g) Whether the relevant Recruitment Rules provide for direct recruitment _____
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post _____
- (i) Apart from waiver of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given. _____
- (II) Whether the facts mentioned in Part -A have been verified by the office and if so, indicate the records _____
- (III) If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. _____
- IV) Personal recommendation of the Head of the Department in the Ministry/ Department/ Office (with his signature and office stamp/ seal. _____

**RELATIVE MERIT POINTS ASSESSMENT ON A 100 POINT-SCALE FOR
COMPASSIONATE APPOINTMENT**

PART – C

Sl.No.	Parameter	Points allotted to the parameter	Points scored by the Candidate
1.	Family Pension/ Monthly amount (Excluding DA & Allowance)	20	
2.	Terminal Benefits (DCRG, GPF/ PPF, LIC/PLI, Leave encashment etc.) /Lump sum amount under NPS etc.	10	
3.	Annual income of earning Members and income from property	10	
4.	Movable/ Immovable property	10	
5.	Left over service of deceased	15	
6.	Number of Dependents i.e. Mother or Father, Spouse(Wife) only	10	
7.	Dependent unmarried daughters	10	
8.	Dependent minor children	10	
9.	Unmarried major son (upto 25 years of age) and Dependent major son i.e. physically & mentally challenged (without age limit)	05	
Total		100	

