



Scheme for compassionate appointment — Point Based Merit System and revised procedure for selection

1. The Department of Personnel & Training under the Ministry of Personnel, Public Grievances and Pensions is the nodal department for Government of India's Scheme for Compassionate Appointments. Accordingly, the DoPT has issued consolidated instructions on compassionate appointment under the Central Government vide O.M No.14014/2/2012-Estt. (D) dated 16.01.2013 for dealing with the requests/applications seeking appointment on compassionate grounds and disposal of such requests/applications thereof.
2. Subsequently, DoPT substituted the procedure as provided at Para 13 of the O.M dated 16.01.2013 with revised procedure provided in Appendix of O.M No: F.No.43019/9/2019-Estt.(D) dated 23.8.2021.
3. As such, the existing position has been reviewed, keeping in view the objective of the Compassionate Appointment Scheme & the revised instructions of DoPT. Accordingly, it has become imperative on part of the Institute to adopt a relative Point Based Merit System for assigning weightage to various attributes of the applicant for compassionate appointment. The offer for compassionate appointment shall be made to the highest score earner. A system of allocation of points for various attributes based on a hundred point-scale is appended at the end of this document.
4. 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 needs to be 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 of Group C posts.
5. While applying 100 points scale parameters, as mentioned in Annexure-I, if situation arises that some candidates secure equal marks in merit and Competent Authority is unable to decide the merit of such candidates. In such cases the tie breaking factor can be in the following order:
 - 5.1 *Per dependent available income*; total of first three financial parameters prescribed in appended scheme (Pension—annualized, total terminal benefits and annual income of earning members and income from property) divided by total number of dependents. The lesser, the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.
 - 5.2 *Left-over service of Government servant*; Applicants related to Government servant with higher left over service would be considered over the one with lesser left-over service. It is felt that the longer the left-over service of the deceased, the more is the impact on the family.



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(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)
हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

- 5.3 *No. of physically/ mentally challenged dependents & unmarried daughter(s).*
- 5.4 *Age of the applicant;* the next tie breaking factor can be age of the applicant, with elder applicant given preference.
6. The tie breaking factor(s) in the order indicated above should be used only to decide relative merit of the applicants scoring same points on 100-point scale and only if the applicants scoring same points cannot be accommodated against available vacancies.
7. 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 by the DoPT would be strictly followed for assessing comparative merit of the applicants for compassionate appointment.
8. Compassionate Appointment cases, if any, already considered by this office for appointment as per the previous practices followed shall not to be revisited.

Sd/-
Registrar
NIT Srinagar



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Relative Point Based Merit System for Allocation of Points for Compassionate Appointment at NIT Srinagar based on 100 Point Scale

1. Family Pension (Basic excluding DA & Allowance).

(20 Points)

S. No.	Slabs	Weightage Points
1	Up to 10,000	20
2	10,001 - 13,000	18
3	13,001 - 16,000	16
4	16,001 - 19,000	14
5	19,001 - 22,000	12
6	22,001 - 25,000	10
7	25,001 - 28,000	08
8	28,001 & above	06

2. Terminal benefits i.e. Lump sum amount received by the family on death of Government servant (i.e DCR Gratuity, GPF/Lump sum amount under NPS, LIC/PLI, CGEGIS, Leave encashment etc.)

(10 Points)

Terminal Benefits			
For post 01.01.2016 death cases	For death cases between 01.01.2006 to 31.12.2015	For pre 01.01.2006 death cases	Weightage Points
Upto 10,00,000	Upto 4,50,000	Upto 1,00,000	10
10,00,001-11,87,500	4,50,001-5,25,000	1,00,001-1,20,000	09
11,87,501-13,75,000	5,25,001-6,00,000	1,20,001-1,40,000	08
13,75,001-15,62,500	6,00,001-6,75,000	1,40,001-1,60,000	07
15,62,501-17,50,000	6,75,001-7,50,000	1,60,001-1,80,000	06
17,50,001-19,37,500	7,50,001-8,25,000	1,80,001-2,00,000	05
19,37,501-21,25,000	8,25,001-9,00,000	2,00,001-2,20,000	04
21,25,001-23,12,500	9,00,001-9,75,000	2,20,001-2,40,000	03
23,12,501-25,00,000	9,75,001-10,50,000	2,40,001-2,60,000	02
25,00,001-26,87,500	10,50,001-11,25,000	2,60,001-3,00,000	01
26,87,501 & Above	11,25,001 & Above	3,00,001 & Above	00

3. Annual income of earning members & Income from property



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(10 Points)

S. No.	Annual Income	Weightage Points
1.	Nil	10
2.	1 - 1,05,000	08
3.	1,05,001 - 1,35,000	06
4.	1,35,000 - 1,65,000	04
5.	1,65,001 - 1,95,000	02
6.	1,95,001 & Above	00

Note: To be verified from the documents (like, bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by office of the DR Accounts.

4. Movable/Immovable Property.

(10 Points)

S. No.	Slab	Weightage Points
1.	Nil	10
2.	Up to 5,00,000	08
3.	5,00,001 - 10,00,000	06
4.	10,00,001 - 15,00,000/-	04
5.	15,00,001 - 20,00,000/-	02
6.	20,00,001 & Above	00

Note: To be verified from service records, the documents/affidavit/certificate from Revenue/Municipal Authorities/concerned departments etc. produced by the applicant and verified by office of the DR Accounts. Also, a declaration regarding the Moveable and or Immoveable Property shall be obtained from the applicants, which shall be subject to verification. In case the applicant is found concealing/understating the assets in the declaration his/her claim for Compassionate Appointment shall be forfeited in addition to any other disciplinary/administrative action to be taken as decided by the Competent Authorities.



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5. Left over service of deceased.

(15 Points)

Left over service of deceased	Weightage Points	Left over service of deceased	Weightage Points	Left over service of deceased	Weightage Points
Upto 02 years	01	Upto 12 years	06	Upto 22 years	11
Upto 04 years	02	Upto 14 years	07	Upto 24 years	12
Upto 06 years	03	Upto 16 years	08	Upto 26 years	13
Upto 08 years	04	Upto 18 years	09	Upto 28 years	14
Upto 10 years	05	Upto 20 years	10	30 years & above	15

Note: To be verified from service records and certified by the office of the DR Administration.

6. Dependents i.e., Mother/Father/Spouse(House Wife) (Only) of the deceased Govt. Employee

(10 Points)

Sl. No.	No. of Dependents	Weightage Points
1.	Single or Both Parents	05
2.	Wife (House Wife) only	05

Note: To be verified from service records and certified by office of the DR Administration

7. Unmarried Daughter(s) of the deceased Govt. Employee

(10 Points)

Sl. No.	No. of unmarried daughters	Weightage Points
1.	01	05
2.	02 & Above	10

Note: To be verified from service record, single status certificate/affidavit notarized by District Magistrate or Sub-Divisional Magistrate produced by the applicant and verified by office of the DR Administration



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8. Minor children of deceased Government servant OR dependent sisters(s)/ brother(s) of unmarried deceased Government Employee.

(10 Points)

Sl. No.	No. of minor children OR sister(s) /brother(s) of unmarried deceased Government servant	Weightage Points
1.	01	05
2.	02 & Above	10

Note: To be verified from service records and certified by the office of the DR Administration.

9. Unmarried major son (up to 25 years of age) and/or Dependent major son i.e. physically and mentally challenged (without age limit) of the deceased Govt. Employee.

(5 Marks)

Sl. No.	No. of Unmarried Major Son/dependent Major son	Weightage Points
1.	01	03
2.	02 & Above	05

Note: To be verified from service record, single status certificate / affidavit notarized by District Magistrate or Sub-Divisional Magistrate produced by the applicant. The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in Central Government will be ensured. Related certificates need to be obtained accordingly.

10. In case of delayed process of claims received for Compassionate Appointments, efforts shall be made to determine the dependency and other financial destitution/ degree of the indigence which the family had to face at the time of death/retirement on medical grounds of the employee of the Institute. However, this shall not be limiting the evaluation process in case any difficulty is faced as per this clause. The Competent Authorities of the Institute reserve the right to adopt any other suitable procedure for finalization of the claims for Compassionate Appointment.
11. In addition to the above, cases where the widow of deceased employee/wife of employee who has retired on medical ground has applied for compassionate appointment for herself, she shall get 05 additional points as grace points. This will be in line with the general principle that the widow/wife needs to be given preference for compassionate appointment.
12. The cases already considered by the Institute for compassionate appointment as per the previous practices followed need not to be opened.

PART – A

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

I.	(a)	Name of the Government servant (Deceased/retired on medical grounds).	
	(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 (including Postal Life Insurance)	
	(e)	Movable and immovable properties and annual income earned there from by the family.	
	(f)	C.G.E., G.I.S. insurance amount & Saving amount	
	(g)	Encashment of leave	

	(h)	Any other assets	
		Total	
IV.		Brief particulars of liabilities, if any.	

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

S.No.	Name(s)	Relationship with the Government servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)

VI. Declaration/Undertaking

1. I hereby declare that the facts given by me above are, to be 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.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the government servant/member 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:

PART – B

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

I.	(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 for which employment is proposed and Whether it is Group 'C' or 'D'.	
	(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 relaxations 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).	

BIO-DATA FOR APPLICANTS SEEKING COMPASSIONATE APPOINTMENTS

*Affix
your
Photo
here*

PERSONAL DATA

Fill in block letters

Applicant Name:																
Father's Name:																
Mother's Name:																
Gender:																
Street Address:																
Locality/Village:								Tehsil:								
Landmark:								District:								
State:								PIN:								
Mobile:																
Landline:																
Email Address:																
Category:																
Date of Birth:			/		/											
Aadhar No:																
PAN:																
Religion:																

Person to be contacted in case of emergency:

Name:														
Contact No:														

EDUCATIONAL QUALIFICATION

Elementary:								Year:						
High School:								Year:						
College:								Year:						
Degree (if Any)														
Special Skills:														

NIT SRINAGAR EMPLOYMENT DETAILS

Working Since:			/			/													
Order No. & Date																			
1. Position:											From:								
Department:																			
2. Position:											From:								
Department:																			
3. Position:											From:								
Department:																			

CHARACTER REFERENCES

1.	Name:																		
	Department:																		
	Position:																		
	Contact No:																		

2.	Name:																		
	Department:																		
	Position:																		
	Contact No:																		

CHECKLIST FOR DOCUMENTS TO BE ENCLOSED

1.	Aadhar Card
2.	PAN Card
3.	Passport Size Photos (4)

3.	Category Certificate (if any)
4.	Educational Qualification Certificate(s)
5.	Death Certificate of Government Servant

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I also understand that any misinterpretation will be considered sufficient reason for withdrawal of an offer or subsequent dismissal if employed.

Applicant's Signature

SELF DECLARATIONS BY THE APPLICANT

A. ANNUAL INCOME STATEMENT OF EARNING MEMBERS

Particulars	Applicant	Other Earning Members
Gross salary/Income*		
Less Deductions		
Income Tax / Professional Tax		
NPS		
Insurance Premium		
Other statutory deductions		
Net Annual Salary/Income		
Other Income if any (Income from Property etc.)		

**(salary sheet / I.T. Return, form No.16 attached)*

B. DETAILS OF BANK ACCOUNTS

Particulars	Applicant	Other Earning Members
Name of the Bank/Branch		
Type/s of the Account		
Account Number/s		
Average credit balance for last 6 months		

C. DETAILS OF EXISTING LOAN FROM BANKS

Name of Bank/Branch		
Type of Loan Availed		
Amount of loan Availed		
Present outstanding		
Security Offered		
Repayment Plan		
Amount of Default if any		

D. DETAILS OF OTHER LIABILITIES

Loans from Employer.		
Loans from friends/liabilities.		
Other liabilities.		

E. CREDIT CARD HOLDER/S DETAILS OF CREDIT CARD/S

Name of Issuing Bank/Agency		
Credit Card number		
Expiry Date		
Credit Limit		
Present O/S Amount		

F. DETAILS OF ASSETS

Cash		
Deposits with Bank		
Immovable assets/Properties With address & value		

Movable assets		
Investments (Specify each)		
Others (Please specify)		
TOTAL		

I declare that all the particulars and information given in the application/annexures are true, accurate, complete and up to date in all respects and I have not withheld any information and same shall form the basis of consideration for Compassionate Appointment by National Institute of Technology Srinagar. National Institute of Technology Srinagar is at liberty to take any such action as it may deem fit if my statements are found to be untrue. I agree that my Compassionate appointment shall be governed by Compassionate Appointment Scheme notified by the National Institute of Technology Srinagar, which shall be in force from time to time. I authorize National Institute of Technology Srinagar or its authorized agents to make references and enquiries relative to the information in the application, which National Institute of Technology Srinagar may consider necessary. I undertake to inform National Institute of Technology Srinagar regarding change in my residence/employment status and to provide any further information that they may require. National Institute of Technology Srinagar reserves the right to retain the photographs & documents submitted with this application and will not return the same to the applicant.

Signature of the Applicant

Place:

Date:

S. No	Full Name of the Legal Heir	Relationship with deceased	Phone	Photo
a)				
b)				
c)				
d)				
e)				
f)				

LETTER OF DISCLAIMER

(To be duly stamped as per the Stamp Act applicable to the State)

The Director,
National Institute of Technology Srinagar,
Hazratbal, Srinagar (J&K)

Dear Sir,

I/We, the following legal heirs of the late Shri/ Smt./ Kum. _____ (Name of the deceased Government Servant) declare that I/We have no interest in the above Compassionate Appointment and as such I/We have no objection to your offering the Compassionate Appointment in favour of Shri / Smt. / Kum. _____ (Name of the Compassionate Appointment Beneficiary).

Such an appointment would be completely binding on us and we will not question the Institute's action in so doing. I/We also undertake to bind ourselves, our heirs and legal representatives not to revoke the declaration made herein.

S. No.	Name(s) of the Legal Heirs	Age	Relationship with the deceased	Signatures
1.				
2.				
3.				
4.				
5.				

Deponent/s

Witness:

**Name & Signature of Witness
Address**

**Name & Signature of Witness
Address**

Date:

Place:

LETTER OF UNDERSTANDING

To,
The Director,
National Institute of Technology Srinagar,
Hazratbal, Srinagar (J&K)

Sir,

It is certified that aforementioned documents pertaining to the Compassionate Appointment Claim of _____, have been read and explained to me/us in my/our mother tongue and I/We have correctly understood the same as having been executed by me/us of my/our own free will without coercion and undue influence from any quarter, in presence of the witnesses _____

Witness:

**Name & Signature of Witness
Address**

**Name & Signature of Witness
Address**

Date:

Place:

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

RESIDENTIAL INSPECTION REPORT FOR COMPASSIONATE APPOINTMENT

1.	Name of the deceased Government Servant		
2.	Address		
3.	Employee Number		
4.	Designation		
5.	Name of applicant for Compassionate appointment		
6.	Relationship with the Deceased		
7.	Details of the Dependents	Name	Relationship with the Deceased
8.	Details of any Other Legal Heirs		
9.	Name & designation of the inspecting officials		
10.	Date and place of Visit		
11.	Person representing Deceased at the time of visit		
12.	Views/recommendations of the inspecting officials		

(Name & Signature of inspecting official) (Name & Signature of inspecting official)

(Counter signed by Committee Chairman)

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

Sl. No.	Parameters	Point allotted to the parameters	Points scored by the candidate
1.	Family Pension / monthly amount (Excluding DA & Allowance)	20	
2.	Terminal benefits (DCRG, GPF/PPF /Lump sum amount under NPS, LIC/PLI, CGEGIS, Leave encashment 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.	Dependents i.e., Mother or Father, Spouse (Wife) only	10	
7.	Unmarried daughters	10	
8.	Minor Children of deceased Government servant OR dependent sister(s) / brother(s) of an unmarried deceased Government Servant	10	
9.	Unmarried major son (Upto 25 years of age) and Dependent major son i.e. physically and mentally challenged (without age limit)	05	
	TOTAL	100	
	Grace Points in case the applicant is widow of the deceased Govt. employee	05	