राष्ट्रीय प्रौद्योगिकी संस्थान, वरंगल
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506 004, Telangana State, INDIA
(An Institution under the aegis of Ministry of Education, Government of India)

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SCHEME OF COMPASSIONATE APPOINTMENTS NOTIFICATION - INVITING APPLICATIONS FROM THE DEPENDENTS OF INSTITUTE EMPLOYEES DECEASED WHILE IN SERVICE OR RETIRED ON MEDICAL GROUNDS FOR CONSIDERING COMPASSIONATE APPOINTMENT

May 21, 2025

The Institute invites applications from among the eligible dependents of the Institute employees deceased while in service or retired on medical grounds or missing employees, for filling the following vacancies under the "Scheme of Compassionate Appointments" as notified by the Department of Personnel & Training, Government of India, vide O.M. No. DoPT-1667555281194 dated 02.08.2022, read with the NITSER Act & Statutes, as amended from time to time.

S. No.	Post	Pay Level	No. of vacancies
1.	Lab Attendant	Pay Level 1 of 7th CPC (18,000-56,900)	2

*The educational qualifications and other eligibility criteria for the post of Lab Attendant will be as per RR (refer Appendix).

2. The object of the Scheme of Compassionate Appointments is to grant appointment on compassionate grounds to a dependent family member of an Institute employee dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

3. **TO WHOM APPLICABLE:** This notification is applicable to the "dependent family member" of the Institute employee who-

(a) Dies while in service (including death by suicide); or

(b) Is retired on medical grounds under Rule 2 of CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants); or

(c) Is retired on medical grounds under Rule 38 of CCS (Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before

attaining the age of 55 years (57 years for erstwhile Group 'D' Government servants).

Note: Cases of missing Institute employees are also covered under the Scheme of Compassionate Appointments and the eligible dependents can apply after lapse of at least 2 years from the date from which the employee has been missing provided that an FIR has been lodged with the Police, the missing person is not traceable and the competent authority feels that the case is genuine.

'Dependent family member' means:

(a) Spouse; OR

(b) Son (including adopted son); OR

(c) Daughter (including adopted daughter); OR

(d) Brother or sister in the case of unmarried Institute employee.

'Institute employee' for the purpose of this notification means an Institute employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

4. ELIGIBILITY:

(i) The family is indigent and deserves immediate assistance for relief from financial destitution

AND

(ii) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules (refer Appendix).

5. RELAXATIONS:

(i) Upper age limit could be relaxed wherever found necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note: Age eligibility shall be determined with reference to the date of application and not the date of appointment. Competent Authority shall take a final decision regarding grant of relaxation of upper age limit.

(ii) In exceptional circumstances, the Institute may consider recruiting persons not immediately meeting the minimum educational standards. The Institute may engage 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. The emoluments of these trainees, during the period of their training and before they are absorbed in the Institute as employees, will be equal to the lowest/ first cell (minimum) of Pay Level-1 Rs.18,000-56,900 (pre-revised -1S pay band). In addition, they will be granted all applicable allowance

like the Dearness Allowance, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of Pay Level-1. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications.

6. RELATIVE MERIT POINTS ASSESSMENT:

Relative merit point assessment will be done on a 100-point scale for compassionate appointment as per the following attributes:

I. Family Pension (Basic excluding DA & Allowances)

(15 Points)

S. No.	Pension Slab	Merit Points
1)	Up to 10,000	15
2)	10,001 – 13,000	12
3)	13,001 – 16,000	10
4)	16,001 – 19,000	08
5)	19,001 – 22,000	06
6)	22,001 – 25,000	04
7)	25,001 – 28,000	02
8)	28,001 & above	00

Note: To be verified from service records.

II. Terminal benefits i.e. Lumpsum amount received by the family on death of the employee / employee retired on medical invalidation (Death-cum-Retirement Gratuity, GPF/ Lumpsum amount under NPS, GSLI/ LIC/ PLI, Leave Encashment, etc.) so as to arrive at the total liquid assets left at the time of death / medical invalidation.

(10 Points)

Terminal Benefits			
For post 01.01.2016 cases	**For cases between 01.01.2006 to 31.12.2015**	**For Pre 01.01.2006 cases**	**Weightage points**
Up to 10,00,000	Up to 4,50,000	Up to 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
26,87,500 & Above	11,25,001 & Above	3,00,001 & Above	00

Note: To be verified from service records and from the data furnished by the applicant.

III. Annual Income of earning members & Income from property

(10 Points)

S. No.	Annual Income Slab	Merit Points
1)	NIL	10
2)	1 – 1,05,000	08
3)	1,05,001 – 1,35,000	06
4)	1,35,001 – 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 such as Certificate from Revenue Authorities, Income Tax Returns & Bank Statements, Statement of Employer, etc., and the Affidavit produced by the applicant and verified by the District / Block Level Authorities.

IV. Value of Movable/ Immovable Property

(10 Points)

S. No.	Slab	Merit Points
1)	NIL	Up to 10
2)	Up to 5,00,000	Up to 08
3)	5,00,001 – 10,00,000	Up to 06
4)	10,00,001 – 15,00,000	Up to 04
5)	15,00,001 – 20,00,000	Up to 02
6)	20,00,001 & Above	00

Note: To be verified from the certificate from Revenue/ Municipal Authorities/ concerned departments of the Government of the State/ UT, affidavit, etc. produced by the applicant and verified by the Competent Authority. The Institute may also consider the liabilities left by the Institute employee so as to arrive at the assets value.

V. Immediate Relief

(10 Points)

Date of Death / Medical Invalidation of Employee	Merit Points
Up to 1 year	10
Up to 5 years	05
More than 5 years	00

Note: As the concept of compassionate appointments is largely related to the need for immediate assistance to the family of the Institute employee in order to relieve it from economic distress, examination of belated requests would call for a great deal of circumspection. Therefore, such belated requests, if any, will be considered by the Committee as per norms, besides the relative merit points scored under this section.

VI. Leftover service of employee deceased / retired on medical grounds

(10 Points)

Leftover service of deceased	**Merit Points**	**Leftover service of deceased**	**Merit Points**
Up to 3 years	01	Up to 18 years	06
Up to 6 years	02	Up to 21 years	07
Up to 9 years	03	Up to 24 years	08
Up to 12 years	04	Up to 27 years	09
Up to 15 years	05	Up to 30 years and above	10

Note: To be verified from service records.

VII. Number of Dependents i.e. Mother or Father, Spouse (Housewife) only

(10 Points)

S. No.	**Dependent**	**Merit Points**
1)	Single or Both Parents	05
2)	Wife	05

Note: To be verified from service records and affidavit furnished by the applicant.

VIII. Number of Unmarried Daughters (above the age of 18)

(10 Points)

S. No.	**No. of Unmarried Daughters**	**Merit Points**
1)	01	05
2)	02 & Above	10

Note: To be verified from service records and affidavit furnished by the applicant.

IX. Number of Dependent Minor Children

(10 Points)

S. No.	**No. of Unmarried Minor Children**	**Merit Points**
1)	01	05
2)	02 & Above	10

Note: To be verified from service records and affidavit furnished by the applicant.

X. Unmarried major son (Up to 25 years of age) and Dependent major son i.e. Physically & Mentally challenged (without age limit)

(05 Points)

S. No.	No. of Unmarried Major Son/ Dependent Major Son	Merit Points
1)	01	03
2)	02 & Above	05

Note: To be verified from service records and affidavit furnished by the applicant.

In case of tie, the Committee constituted for the purpose of considering the compassionate appointment applications will apply such criteria as deemed appropriate which may include but is not limited to, in the following order of precedence—

(i) Per dependent available income. The lesser the per dependent available income, the higher the rank amongst the applicants who scores had a tie.

(ii) Applicants related to Institute employee whose left over service is higher would be considered over the one with lesser left-over service.

(iii) No. of physically/ mentally challenged dependents and unmarried daughters. The applicant having more number of such dependents would be given preference over the applicant having lesser number of dependents comparatively.

(iv) Age of the applicant- The elder applicant would be given preference over the younger one relatively.

(v) In case the tie persists, the Committee may prescribe such other criteria as it may deem appropriate.

7. PROCEDURE FOR SUBMISSION OF APPLICATIONS:

(i) Application in the prescribed format as appended to this notification should be submitted by the eligible dependent family member and submit to the Registrar, NIT Warangal, preferably within 45 days from the date of this notification. Applications received otherwise than in the prescribed format shall not be considered under any circumstances. All the applications received by the Institute in the prescribed format only will be considered by the Committee.

(ii) The Institute shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the application.

(iii) All the details entered in the application should be supported by documentary proof from competent authorities. While the pension and terminal benefits can be substantiated based on communications issued by the Institute, the income

from earning members and property should be substantiated by state authorities and the details of family members should be based on service records. In case of mismatch / unavailability of family members details in the service records, the details of family should be evidenced by a document from the competent state authorities.

(iv) The Institute shall consider the applications strictly in accordance with the point based merit system as prescribed above and the outcome of the process may be notified in the Institute website as per norms.

Sd/-

REGISTRAR

PROFORMA TO BE FILLED IN BY THE ELIGIBLE DEPENDENTS OF INSTITUTE EMPLOYEES DECEASED WHILE IN SERVICE / RETIRED ON INVALID PENSION / MISSING EMPLOYEES

I	a)	Name of the Institute employee (Deceased / retired on medical grounds)	
	b)	Designation of the employee	
	c)	Whether it is erstwhile Group 'D' post or not?	Yes / No
	d)	Date of Birth of the employee (DD/MM/YYYY)	
	e)	Date of death / retirement on medical grounds	
	f)	Total length of service rendered (Years, Months, Days)	
	g)	Whether permanent or temporary	
	h)	Whether belonging to SC / ST / OBC / EWS / PwBD	
II	a)	Name of the applicant for appointment	
	b)	His/Her relationship with the employee	
	c)	Date of Birth (DD/MM/YYYY)	
	d)	Marital status	
	e)	Mobile Number	
	f)	Email ID (**Please make sure to provide a valid email ID as it will be used for all communications from the Institute)**	
	g)	Educational Qualifications	
	h)	Whether any other dependent family member has been appointed on Compassionate grounds. If so, the details thereof.	

III		Particulars of total assets including amount of —	
	a)	Family Pension / Pension under NPS	
	b)	Death-cum-Retirement Gratuity	
	c)	G.P.F. Amount	
	d)	Life Insurance Policies (including Postal Life Insurance)	
	e)	Value of total Moveable and Immoveable properties supported by documentary proof	
	f)	GSLI / CGEGIS Insurance 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)	

Sl. No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments

VI	**Declaration/ Undertaking:** 1) 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. 2) I hereby also declare that I shall maintain properly the other family members who were dependent on the employee mentioned in 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.

Checklist of documents to be attached to this application:

1) Proof regarding applicant relationship with the deceased / employee retired on medical grounds / missing employee, duly attested.
2) In case of death of employee while in service, attested death certificate of the employee
3) In case of missing employee, attested copy of FIR filed with the police
4) Educational and technical qualification certificates of the applicant starting from SSC
5) Caste certificate of the applicant, duly attested, in case of applicant belonging to SC / ST / OBC / EWS / PwBD
6) Three photographs of the applicant, duly-attested.
7) Affidavit in the prescribed proforma as enclosed to this notification
8) No Objection Letter from other dependent family members
9) Any other document to substantiate the facts mentioned in the proforma
10) Please ensure signature on each page of this application.

Date:

Signature of the applicant

(TO BE SUBMITTED ON ₹100 NON-JUDICIAL STAMP PAPER DULY ATTESTED BY NOTARY)

AFFIDAVIT

I, ……, son/ daughter/ widow/ widower of Shri / Smt……. (deceased Institute employee), resident of ……
……
have submitted an application for considering appointment on compassionate grounds to the dependent family member of the Institute employee (dying in harness / retired on medical invalidation / missing employee) vide application dated ……..

I hereby solemnly affirm and declare as follows:

1. That I am one of the dependent family members of the deceased Institute employee viz., Shri / Smt……. The other adult dependent family members, whose details are given below have given consent that I may be considered for grant of appointment under compassionate category without any objection.

2. That the details of all the dependent family members of the deceased Institute employee Shri / Smt…… are as follows (including the applicant):

   Note: In case of a married dependent daughter, details of marital family i.e. husband/ children along with present address and occupation should also be provided.

S. No.	**Name and address of the dependent family member**	**Relationship with the deceased**	**Sex**	**Date of birth (DD/MM/YYYY) & Age**	**Marital status**	**Whether employed? If so, the details thereof.**	**Monthly income from all sources incl. employment, business, rental income, income from property, etc.**

3. I hereby declare that out of the dependent family members stated above, the following are the unmarried daughters of the Institute employee (death while in service / medical invalidation / missing employee):

S. No.	Name	Date of birth (DD/MM/YYYY) & Age	Educational Qualification	Occupation

4. That the details of movable/ immovable property, either in the name of Institute employee Shri / Smt……. or myself or any to other dependent family members are as follows:

   a. No. of 2-wheeler vehicles (Scooter/ Motorcycle, etc.):

   b. No. of 4-wheeler vehicles (Car/ jeep, etc.):

   c. No. of other vehicles (specify):

   d. Details of residential property:

Location & details	Plot area (in sq.ft.)	Built up area (in sq. ft.)	Whether used for self occupation or rented out	If rented out, the monthly rental income

   e. Agricultural Land:

Location & details	Area (in Acres)	Monthly income, if any, from Agricultural Land

   f. Commercial Property:

Location & details	Area (in Acres)	Monthly income, if any, from Commercial Land

Total monthly income from immovable property per month: Rs……..
(in words ……
……)

5. That the following are the details of liabilities in the name of Institute employee (deceased / retired on medical invalidation / missing) Shri / Smt……. and/ or dependent members of the deceased Institute employee. (Bank loans/ Govt. loan/ loans from other reputed lending agencies to be mentioned and private/ family loans which are non-verifiable are to be excluded, **as on the date of death of the Institute employee)**:

S. No.	Nature of loan	Amount (as on date of death of deceased)	Copies of documents enclosed in support of claim
	Bank loans payable		
	Govt. loans payable		
	Loans from other lending agencies payable		
	Other tangible liabilities verifiable as per documents (specify details)		
	Total		
Note: Please enclose relevant documents/ certificates from the banks/ lending agencies.			

6. I hereby also declare and undertake that if appointed under the compassionate appointments scheme, I will support the other dependents/ family members of the deceased Shri / Smt…… including minor children and unmarried daughters.

7. I further certify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I further undertake in the event of my providing incorrect / false information, my application may be rejected and also understand that the appointment secured if any, is liable for termination without any further reasons and notice.

( )
Deponent

Proforma for obtaining consent from dependent family members of late Institute employee (other than applicant)

No Objection Letter

Shri / Smt……, Son/ Daughter/ Wife/ Husband of Late Shri / Smt…… (Institute employee- death in service/ retired on medical invalidation / missing employee) has applied for grant of appointment on compassionate grounds to the dependent family members of the Institute employee (death in service/ retired on medical invalidation/ missing employee).

2. We, the following dependent family members of the deceased Institute employee Shri / Smt……., have no objection if the said appointment is considered / given to the applicant Shri / Smt…… and hereby give our consent for the same without any duress and at our free will.

Name, address and dated signatures of all the adult dependent family members of the deceased Institute employee (other than the applicant)

Name	**Address**	**Signature with Date (Left thumb impression in case of illiterate)**

Signature of the applicant

APPENDIX

Recruitment Rules (2019) for the post of LAB ATTENDANT / OFFICE ATTENDANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Office Attendant / Lab Attendant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	Essential: Office Attendant Senior secondary (10+2) from a recognized board. Lab Attendant Senior secondary (10+2) in Science from a recognized board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable