



COMPENDIUM OF EMPLOYMENT EXCHANGE MINUTES



श्रम मंत्रालय
रोजगार एवं प्रशिक्षण महानिदेशालय
नई दिल्ली
MINISTRY OF LABOUR
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
NEW DELHI

COMPENDIUM OF EMPLOYMENT EXCHANGE MINUTES

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INTRODUCTION

The Directorate General of Employment and Training is responsible for laying down policies and Procedures of Employment Service. These are contained in the National Employment Service Manual (NESM). It embodies policies, procedures and instructions of permanent and semi-permanent nature to provide guidelines for performing all types of operations at Employment Exchanges and other field units. In addition, instructions are also issued by the DGET from time to time in the form of 'Employment Exchange Minutes (EEMs)'.

2. As per the instructions contained in the NESM, the Employment Officers are required to maintain a record of EEMs received from the DGET. However, in practice, it is observed that the EEMs are either not received by the Employment Exchanges or are not properly recorded. With a view to providing an easy reference to the Employment Exchange Minutes, a 'Compendium of Employment Exchange Minutes' was prepared by CIRTES in 1984 which contained instructions issued upto EEM No. 9/83. The NESM was also revised in 1986.

3. Since then a number of instructions have been issued by the DGET. As such, revised compendium of current Employment Exchange Minutes has been prepared for the use of Employment Service personnel. This compendium contains all the current Employment Exchange Minutes issued upto 4/93. A yearwise list is given in the beginning. These Employment Exchange Minutes have been classified subject-wise for easy-referencing. An extract from the publication "Programmes and Concessions for the Disabled" compiled by the Confederation of the Blind has also been incorporated in the compendium for the benefit of those concerned with the placement of the handicapped.

4. It is hoped that this compendium will be found useful to the employment service personnel in their day-to-day functions.

(1)	(2)	(3)	(4)	(5)
19.	—	11/83/1.11	Recognition of (i) National Trade Certificate of 15 basic training and (ii) Certificate of Proficiency awarded to the successful trainees under the restructured training pattern of Craftsmen Training Scheme.	
20.	—	5/84/2.2	Rendition of ER returns Branch/Sub-ordinate 83 offices in the public sector.	
21.	—	8/84/3.4	Special programme to be undertaken by UEIGBx. 85	
22.	—	9/84/1.11	Resettlement of ex-servicemen of fair character 40 through Zila Sainik Board/Rajya Sainik Board/Director General Resettlement — Grant of sponsoring powers for.	
23.	—	12/84/1.12	Recruitment of personnel of C&D grades under 78 Public Sector undertakings.	
24.	—	14/84/1.11	✓ Grant of concessions of land evictees whose land is 41 acquired for public sector/defence projects — modification of placement procedure at Employment Exchanges.	
25.	—	1/85/1.7	Simplification of registration procedure at 27 Employment Exchanges — Addition of qualifications/experience.	
26.	—	2/85/1.12	Recruitment to Central Government Undertakings 78 through Employment Exchanges — raising the limit from Rs. 800 to Rs. 1250 p.m. clarification regarding.	
27.	—	3/85/1.7	Introduction of new procedure — revision of 27 registration cards.	
28.	—	4/85/1.11	Recruitment of staff against vacancies reserved for 40 ex-servicemen through Zila Sainik Boards/Rajya Sainik Boards/Director General Resettlements Employment Exchanges — granting of co-sponsoring powers etc.	
29.	—	5/85/1.11	Guides to occupational classification and registration 41 of service applicants for employment.	
30.	—	6/85/1.9	Discontinuance of X-3 for submission purposes. 33	
31.	—	7/85/1.9	Simplification of registration and placemnet 34 procedure — revised procedure of submission.	
32.	—	8/85/1.7	Restoration of old seniority. 28	
33.	—	9/85/1.10	Safeguard against bogus list of submission. 34	
34.	—	10/85/1.9	Removal of X-1 cards from the Live Register of 29 such candidates who have been given financial assistance under the self-employment schemes.	
35.	—	1/86/1.7	Change of date of birth. 29	
36.	—	2/86/1.7	The minimum age limit for registration at 29 Employment Exchanges.	
37.	—	4/86/1.6	NCO classification of optical worker. 24	

(1)	(2)	(3)	(4)	(5)
38.	—	5/86/1.6	Amendments to the 'X' Division of the NCO.	24
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40.	—	7/86/4.1	Employment of physically handicapped persons in public services.	48
41.	—	8/86/1.7	Introduction of new procedure — revision of registration cards.	29
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43.	—	2/87/1.5	Classification and filing of information pertaining to training opportunities — extension of guidance code No.	86
44.	—	4/87/1.11	Recognition of diploma/post-diploma awarded by the Foreman Training Institute, Bangalore,	15
45.	—	5/87/1.7	Renewal of Registration	29
46.	—	1/88/1.11	Priority in submission to the persons/dependants whose land is acquired for central government project.	44
47.	—	2/88/27.2	Modification of quarterly statistical return ES.2.5 rendered by employment exchanges. (Corrigendum)	90
48.	—	3/88/1.7	Rendition of statistical return EC-2.3 relating to work done on Minority persons - modification thereof.	91
49.	—	1/89/1.7	Renewal of Registration,	29
50.	—	2/89/12.1	Reservations of posts and concessions/facilities for the handicapped persons in group 'C' and 'D' posts/ services under the Central Government.	52
51.	—	3/89/1.11	Age and fee concessions admissible to Indian nationals migrated from East African countries, erstwhile East Pakistan (now Bangladesh), Sri Lanka, Burma, Vietnam and West Pakistan-extension beyond 31.12.89.	97
52.	—	4/89/1.5	Introduction of revised NIC-1987.	97
53.	—	5/89/7.25	Transfer of X-1 Registration Card from one State to other.	29
54.	—	6/89/7:20	Maintenance of records at the employment exchanges.	108
55.	—	7/89/1.11	Equation of Motor Vehicle Mechanic course conducted by Central School of Motor Transport, BSF Gwalior with the similar trade i.e. Mechanic (motor vehicle) under the craftsmen training scheme.	6
56.	—	1/90/1.12	Grant of grace period 15 days for applications received from Andaman and Lakshadweep islands.	8
57.	—	2/90/1.6	"Co-classification and allotment of NCO Code No.s to emergin ^g new occupations in computer cards.	25

EEM. No. 7/89-1.11

Subject:—Equation of the Motor Vehicle Mechanic Course conducted at Central School of Motor Transport BSF Gwalior with the similar trade i.e. Mechanic (Motor vehicle) under the Craftsmen Training Scheme.

The course of Motor Vehicle Mechanic conducted at Central School of Motor Transport BSF, Gwalior has been recognised as equivalent to Mechanic (Motor Vehicle) under Craftsman Training Scheme.

EEM No. 3/90/6.1

Subject:—Directory of equation of service trades with civil trades and guide to registration of defence service applicants for employment.

Employment Officers are aware that the DGE&T has brought out in 1986, the "Directory of Equation of Service Trades with civil trades and Guide to Registration of Defence Service Applicants for Employment". The copies of the Directory were sent to Employment Exchanges for their use.

Recently the Directorate General of Signals, Army Headquarters have approached the DGE&T to revise civil equivalents in respect of all signal trades in order to widen the scope for re-employment of ex-servicemen possessing expertise and experience in signal jobs. This has since been done by the DGE&T in consultation with the Directorate General of Resettlement and the Directorate General of Signals and it has been decided to adopt the revised signal trades equivalent to existing civil trades as detailed in the Annexure page 1 to 17 Minutes.

Suitable amendment in the Directory will be carried out as and when its revised edition is printed.

Annexure

Revised civil equivalents of any Trades given in the Directory of Equation of Service Trades with Civil Trades and Guide to Registration of Defence Service Applicants for Employment.

S.No.	S.No. of the Directory	Trade/Group/2Branch	NCO Code No.	Revised entries Civil Trade Equivalent	Remarks
1	2	3	4	5	6
1.	9	Foreman of Signals (JOO's)	392.20	Station Technical Assistant Overseas Communication	Also eligible for the posts of Foreman, Senior Supervisor and Instructor in the Occupations shown.
			392.10	Station Officer, Overseas Communication.	
			850.00	Engineering Supervisor, Telephone and Telegraph.	
			851.10	Electrician General	
			854.30	Radio Technician (Radio Mfg.)	
			854.10	Radio Mechanic, Radio Repairer	
			856.10	Installation Mechanic, Telephone and Telegraph	
			859.40	Inspector, Assembly Telephone and (Telegraph Equipment Mfg.)	
			89.30	Wiring Inspector and Bank Tester (Telephone and Telegraph)	
			89.20	Senior Functioner (Telephone Equipment Mfg.)	
			021.40	Telecommunication Engineer, General	
			022.50	Radio Engineer, Radio Engineer Telecommunication	

YEARWISE LIST OF CURRENT EMPLOYMENT EXCHANGE MINUTES

Sl. No.	Sl. No. of EEM	EEM No.	Subject	Page
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2.	3/76	1.12/42	Appointment of departmental candidates against the posts in the same department which are to be filled by direct recruitment.	77
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4.	14/76	1.11/101	Exemption from payment of examination and application fee in class III and II (Non-gazetted posts).	39
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6.	6/77	1.9/11	Recruitment in Private Sector through Employment Exchanges.	80
7.	27/77	1.6/26	NCO. — Classification of Electrician (Mines) and Mechanic Marine (Diesel Engine)	20
8.	22/78	1.9/14	Weightage in submission to applicants previous work experience.	33
9.	23/78	1.11/115	Crucial date for determining the upper age limit in case of recruitment of applicants in regular government employment.	33
10.	12/79	1.13/72	Errata of NESM Vol. I	95
11.	15/79	1.6/27	NCO' — Classification of Physicians, Sidha.	21
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15.	9/81	1.11/130	Guide to occupational classification and registration of service applicants for employment (Indian Army) - amendment regarding.	39
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17.	—	2/83/4.16	Procedure regarding forwarding of duplicate index cards by normal employment exchanges in respect of the physically handicapped persons to Special Employment Exchange, and their maintenance.	48
18.	—	5/83/1.6	NCO — Classification of Agricultural Engineering Technicians.	23

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21.	—	8/84/3.4	Special programme to be undertaken by UEIGBx.	85
22.	—	9/84/1.11	Resettlement of ex-servicemen of fair character through Zila Sainik Board/Rajya Sainik Board/Director General Resettlement — Grant of sponsoring powers for.	40
23.	—	12/84/1.12	Recruitment of personnel of C&D grades under Public Sector undertakings.	78
24.	—	14/84/1.11	✓ Grant of concessions of land evictees whose land is acquired for public sector/defence projects — modification of placement procedure at Employment Exchanges.	41
25.	—	1/85/1.7	Simplification of registration procedure at Employment Exchanges — Addition of qualifications/experience.	27
26.	—	2/85/1.12	Recruitment to Central Government Undertakings through Employment Exchanges — raising the limit from Rs. 800 to Rs. 1250 p.m. clarification regarding.	78
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57A.	—	3/90/6.1	Directory of equation of service trades with civil trader and guide to registration of defence service applicants for employment.	6
58.	—	1/91/7.19 Part I	Recording of date of birth in X-63 Register.	30
59.	—	2/91/1.12	Forwarding of applications of candidates to the employer by the Employment Exchanges against vacancies advertised by the Central Employment Exchange.	81
60.	—	3/91/Pt.IV 3.3	Registration of the leprosy cured persons at special Employment Exchanges.	69
61.	—	1/92/Pt.III/II 2.3(ii)	Simplification of VG-IA (Personal Information Form)	86
62.	—	2/92/Part-I/ XI.11	Recognition of educational qualifications.	15
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64.	—	2/93/1/7.38	Restoration of old seniority in deserving cases.	30
65.	—	3/93/1/7.9	Separate registration of 10 plus 2 (Vocational Stream) pass-outs.	30 & 92
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68.	—	2/94/1/11.72	Reservation for other Backward classes in civil posts and services under the Govt. of India instructions regarding.	115

EQUATION OF SERVICE TRADES WITH CIVIL TRADES

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2.	—	7/89/11	Equation of Motor vehicle Mechanic Course conducted by Central School of Motor Transport, BSF Gwalior with the similar trade in Mechanic (Motor Vehicle) under the craftsmen Training Scheme.	6
3.	—	4/93/11.47	Amendments to Directory of Equation of Service Trades with Civil Trades.	13

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1	2	3	4	5	6
1.	9	Foreman of Signals (JOO's)	392.20	Station Technical Assistant Overseas Communication	Also eligible for the posts of Foreman, Senior Supervisor and Instructor in the Occupations shown.
			392.10	Station Officer, Overseas Communication.	
			850.00	Engineering Supervisor, Telephone and Telegraph.	
			851.10	Electrician General	
			854.30	Radio Technician (Radio Mfg.)	
			854.10	Radio Mechanic, Radio Repairer	
			856.10	Installation Mechanic, Telephone and Telegraph	
			859.40	Inspector, Assembly Telephone and (Telegraph Equipment Mfg.)	
			89.30	Wiring Inspector and Bank Tester (Telephone and Telegraph)	
			89.20	Senior Functioner (Telephone Equipment Mfg.)	
			021.40	Telecommunication Engineer, General	
			022.50	Radio Engineer, Radio Engineer Telecommunication	

1	2	3	4	5	6
			022.60	Microwave Engineer, Telecom, Microwave Communication Engineer	
			022.70	Line Communication Engineer, Telecom Telephone Engineer	
			022.90	Electrical and Electronic Engineer	
			032.20	Electronic, Technician	
			032.40	Technician Telecommunication	
			032.90	Electrical and Electronic Technician	
			399.10	Testing Telegraphist Telegraph Traffic Inspector	
			852.10	Electronic Fitter, General	
			852.20	Electronic Mechanic, Electronic Equipment Mechanic	
			853.40	Assembly Operator (Telephone & Telegraph)	
			853.50	Assembly Operator (Radio Mfg.)	
			854.90	Radio and Television Mechanic, Repairman.	
2.	14	OP Special Naik to Sub. Major	392.30	Wireless Operator	a) Naiks and above also eligible for the post of Instructors in their Occupations/Trade shown.
			390.30	Telephone Operator (PBX)	
			390.20	Telephone Operator Local b) Havildar also eligible for the post of Jr. Supervisor in their respective Occupations.	
			390.10	Telephone Operator Trunk (Public Service)	c) Naib Subedar also eligible for the post of and above senior Supervisor in their respective Occupations.
			391.20	Telegraphist Overseas	
			391.10	Telegraphist	
			391.60	Control Tower Operator (Aerodrome)	
			392.40	Radio Operator Ship	
			399.90	Telephone, Telegraph and related Telecom Operator	
			350.10	Telegraph Clerk	
			322.10	Teleprinter Operator	
			321.10	Typist	
			323.20	Verifying Machine Operator	
			323.10	Key/Card Punch Operator	
			349.90	Computing Machine Operator	
			861.20	Radio Operator Broadcasting Station	
			861.70	Supervisor Wireless	
			361.65	Monitor Telephones	
			361.60	Supervisor Telephone, Engineering Supervisor Phone	
			361.50	Inspector Telegraph, Messenger	
			361.35	Supervisor Telegraph	
			361.30	Telegraph Master, Controller Telegraph	
			392.10	Station Officer Overseas Communication	

1	2	3	4	5	6
			392.20	Station Technical Assistant, Overseas Communication	
3.	24	Yeoman Signals (JCO's)	of 392.10	Station Officer Overseas communication	Also eligible for the post of Senior Supervisor and Instructor in the Occupations shown
			392.30	Aireless Operator	
			392.60	Control Tower Operator Aerodrome)	
			369.80	Telephone Inspector	
			251.20	Manager Communications	
			361.70	Supervisor Wireless	
			361.65	Monitor Telephones	
			361.60	Supervisor Telephone	
			361.50	Inspector Telegraph Messenger. Telegraph Master Messengers	
			361.35	Supervisor Telegraph	
			361.30	Telegraph Master, Controller Telegraph	
			392.20	Station Technical Assistant Overseas Communication	
			320.10	Typist	
			322.10	Teleprinter Operator	
			391.10	Telegraphist	
			391.20	Telegraphist Overseas	
			390.30	Telephone Operator (PBX)	
			390.20	Telephone Operator Local	
			390.10	Telephone Operator Trunk/(Public Service)	
			392.40	Radio Operator Ship	
			399.90	Telephone, Telegraph and Related Telecom Operator	
			861.20	Radio, Operator, Broadcasting Station, Engineering Assistant Broadcasting Station	
			323.20	Verifying Machine Operator	
			323.10	Key/Card Machine Operator	
4.	57	Operator Cipher (Havaldar to Sub-Major)	302.10	Office Assistant, Sr. Clerk	a) Havildar and above also eligible for the post of Instructor/Jr. Supervisor in their Trades shown.
			321.10	Typist	
			350.10	Clerk General	
			355.10	Coding Clerk, (Clerks Crypto)	
			390.30	Telephone Operator (PBX)	
			369.75	Line Inspector, Telegraph and Telephone	
			369.70	Contract Officer Telephone Engineering Supervisor Phone (Outdoor)	b) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.
			369.80	Telephone Inspector	
			850.30	Sub Inspector, Telephone and Telegraph	
			850.20	Engineering Supervisor Telephone and Telegraph	c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective occupations.
57	OP Cipher		361.70	Supervisor Wireless	
			361.65	Monitor Telephones	
			361.60	Supervisor Telephone, Engineer Supervisor Phone	
			361.50	Inspector Telegraph Messenger	
			361.35	Supervisor Telegraph	
			361.30	Telegraph Master, Controller Telegraph.	
			392.10	Station Officer, Overseas Communication.	
			392.20	Station Technical Assistant Overseas Communication	

1	2	3	4	5	6
5. 58	Operator Wireless Radio and Key board (DRK) (Signalman to Sub-Major)	321.10 322.10 391.10 391.20 392.30 861.20 390.30 390.20 390.10 392.60 392.40 399.90 323.20 323.10 350.10 361.70 361.65 361.60 361.50 361.35 361.30 392.20 392.10	321.10 322.10 391.10 391.20 392.30 861.20 390.30 390.20 390.10 392.60 392.40 399.90 323.20 323.10 350.10 361.70 361.65 361.60 361.50 361.35 361.30 392.20 392.10	Typist Teleprinter Operator Telegraphist Telegraphist, Overseas Wireless Operator Radio Operator, Broadcasting Station. Telephone Operator (PBX) Telephone Operator Local Telephone Operator Trunk/Public Service Control Tower Operator (Aerodrome) Radio Operator ship Telephone, Telegraph and related Telecom Operator Verifying Machine Operator Key/Card Punch Operator Telegraph Clerk Supervisor Wireless Monitor Telephone Supervisor Telephone Inspector Telegraph Messenger Supervisor Telegraph Telegraph Master, Controller Telegraph Station Technical Assistant Station Officer, Overseas Communication.	a) Naiks and above also eligible, for the post of Instructors in their Occupations/Trades shown. b) Havildar also eligible for the post of Supervisor in their respective Occupation. c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.
6. 62	Radio Mechanic	854.40 854.60 853.50 859.80 859.90 032.20 032.40 032.90 852.10 852.20 854.20 854.90 862.30 032.20 032.40 032.90 856.30 856.20 856.10 856.90 852.10 852.20 853.40 859.20 859.30 859.40 399.30 399.10 862.30	854.40 854.60 853.50 859.80 859.90 032.20 032.40 032.90 852.10 852.20 854.20 854.90 862.30 032.20 032.40 032.90 856.30 856.20 856.10 856.90 852.10 852.20 853.40 859.20 859.30 859.40 399.30 399.10 862.30	Radio Mechanic, Radio Repairer Radio Technician, Radio Mfg. Assembly Operator (Radio) Mfg. Battery Servicing Man, Battery Repairer Electrical Fitters and related Electrical and Electronic Workers Electronic Technician Technician Telecommunication Electrical and Electronic technician Electronics Fitters, General Electronic Mechanic Television Service and Repairman Radio and Television Mechanic and Re- pairman Operator PA Equipment Electronic Technician Technician Telecommunication Electrical and Electronics Technician Teleprinter Mechanic Maintenance Mechanic Telephone and Tele- graph Installation Mechanic (Telephone and Tele- graph) Telephone and Telegraph Installing and repair- ing Operatives Electronics Fitter, General Electronic Mechanic Assembly Operator (Telephone and Telegraph Equipment) Senior Functioner (Telephone Equipment Mfg.) Wiring Inspector and Bank tester (Telephone and Telegraph) Inspector Assembly (Telephone and Telegraph Equipment Mfg.) Career Attendant Testing Telegraphist Operator PA Equipment	a) Naiks and above also eligible for the post instructors in their Occupations/Trade shown. b) Havildar also eligible for the post of Supervisor in their respective Occupations. c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.
7. 72	Technician Elec- tronic System (TES) (Signalman to Sub-Major)	032.20 032.40 032.90 856.30 856.20 856.10 856.90 852.10 852.20 853.40 859.20 859.30 859.40 399.30 399.10 862.30	032.20 032.40 032.90 856.30 856.20 856.10 856.90 852.10 852.20 853.40 859.20 859.30 859.40 399.30 399.10 862.30	Electronic Technician Technician Telecommunication Electrical and Electronics Technician Teleprinter Mechanic Maintenance Mechanic Telephone and Tele- graph Installation Mechanic (Telephone and Tele- graph) Telephone and Telegraph Installing and repair- ing Operatives Electronics Fitter, General Electronic Mechanic Assembly Operator (Telephone and Telegraph Equipment) Senior Functioner (Telephone Equipment Mfg.) Wiring Inspector and Bank tester (Telephone and Telegraph) Inspector Assembly (Telephone and Telegraph Equipment Mfg.) Career Attendant Testing Telegraphist Operator PA Equipment	a) Naiks and above also eligible, for the post of Instructors in their Occupations/Trades shown, b) Havildar also eligible for the post of Jr. Supervisor in their respective Occupation. c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.
8. 82	Draughtsman (Signals) (Signal to Sub-Major)	030.10	030.10	Draughtsman, Electrics	a) Naiks and above also eligible for the post of Instructors in their Occupations/Trade shown b) Havildar also eligible for the post of Jr. Supervisor in their respective Occupations. c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.

1	2	3	4	5	6
15.	143	Lineman Permanent Line (Signalman to Sub-Major)	859.30 859.20 859.10 399.20 369.75 369.70 369.80 850.30 850.20 390.20 390.10 391.20 391.10 392.60 392.30 392.40 399.90 350.10 349.90 323.20 323.10 322.10 861.20	Line Inspector, Telegraph and Telephone Contract Officer Telephone Engineering Supervisor Phone (Outdoor) Telephone Inspector Sub Inspector, Telephone and Telegraph Engineering Supervisor Telephone and Telegraph Cable Joints, Telephone & Telegraph Lineman, Telephone and Telegraph Lineman, Light and Power Fault Controller Telephone Line Inspector, Telephone and Telephone Contract Officer Telephone Engineering Supervisor phone (Outdoor) Telephone Inspector Sub Inspector, Telephone and Telegraph, Engineering Supervisor Telephone and Telegraph	a) Naika and above also eligible for the post of Instructors in their Occupations/Trades shown b) Havildar also eligible for the post of Jr. Supervisor in their respective Occupations. c) Naib Subedar and above also eligible for the post of Sr. Supervisor in their respective Occupations.

EEM No. 4/93/11.47

Subject:—Amendments to Directory of Equation of Service Trades with Civil Trades and guide to registration of Defence Service Applicants for Employment.

The Air Headquarters had requested for Equation of the Air Force Trade "Clerk General Duties" with the Civil Trade 'Typist'. The matter has been examined in this Directorate General and the Employment officers are requested to make the following amendment in the above guide.

P.No. (of Air Force) Trade	S.No. Trade	Qualification	NCO code	Civil Trade Equivalent
55	37(A) Clerk General Duties	Matric	350.10 359.10 321.10	Clerk General Duplicating Machine Operator Typist

This is conveyed to Employment officers for their information and guidance in the context of registration and submission of Ex-servicemen belonging to the Trade-enumerated above.

NATIONAL CLASSIFICATION OF OCCUPATION

Sl. No.	EEM No.	Subject	Page No.
(1)	(2)	(3)	(4)
1.	21/75-1.6/20	— Classification of Graduates/Post-graduates.	17
2.	5/76-1.6/23	— Amendment to Division 'X'.	17
3.	27/77-1.6/26	— Classification of Electrician (Mines) and Mechanic Marine (Diesel Engine)	20
4.	15/79-1.6/27	— Classification of Physician, Sidha	22
5.	5/83/1.6	— Classification of Agricultural Engineering Technicians.	23
6.	4/86/1.6	— Classification of Optical Worker	24
7.	5/86/1.6	— Amendment to the 'X' Division	24
8.	1/87/1.6	— Classification of data entry machine operator/data preparation assistant.	24
9.	2/90/1.6	— Classification and allotment of NCO code Nos. to emerging new occupations in computer cards.	25

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RECOGNITION OF QUALIFICATIONS

Sl. No.	Sl.No. of EEM	EEM No.	Subject	Page
1	2	3	4	5
1.	—	11/83/1.11	Recognition of (i) National Trade Certificate of basic training and (ii) Certificate of Proficiency awarded to the successful trainees under the restructured training pattern of Craftsmen Training Scheme.	15
2.	—	4/87/1.11	Recognition of diploma/post-diploma awarded by the Foreman Training Institute, Bangalore.	15
3.	—	2/92/Part L/XI-II	Recognition of educational qualifications.	15

RKSH
6/5/2003

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EEM No. 11/83/1.11

Subject: Recognition of (i) National Trade Certificate of basic training and (ii) Certificate of Proficiency awarded to the successful trainees under the restructured training pattern of Craftsmen Training Scheme.

The Govt. of India, on the recommendation of the National Council for Vocational Training, have decided to recognise for the purpose of recruitment to sub-ordinate posts and services under the Central Government. The National Trade Certificate of one year's basic training as well as the Proficiency Certificate in specialised models awarded to the successful training under the restructured training pattern of Craftsmen Training Scheme of the Directorate General of Employment and Training.

EEM No. 4/87/1.11

Subject : Recognition of Diploma/Post Diploma awarded by the Foremen Training Institute, Bangalore

The following Diploma Post-Diploma courses offered by the Foremen Training Institute, Bangalore, as approved by the National Council for Vocational Training, have been recognised by the Government of India for purpose of recruitment to Supervisory and Senior Supervisory positions under the Central Government.

Sl. No.	Diploma/Post-Diploma Course
---------	-----------------------------

1. Diploma in Foremanship
 2. Post-diploma in Foremanship
 3. Post-diploma in Welding Engineering
 4. Post-diploma in Maintenance Engineering
-

Authority: C.M. No. DGET-7/16/82 TU (Vol. II) dated 20 May, 1987.

EEM No. 2/92-Part-I/11.

Subject: Recognition of Educational Qualifications.

On the recommendation of the Board of Assessment for Educational Qualifications, the Govt. of India has recognised from 1985, the four years Diploma in Tool and the Die Making Technology awarded by the State Board of Technical Education, Punjab to the students of the Central Tool Room, Ludhiana for the purposes of employment to subordinate posts and services under the Central Govt. where a diploma in Production Engineering with emphasis in Tool & Die Making is the prescribed Qualification.

Authority: Notification No. (34)-F.No. 10-15/86/T. 7/T. 13/TDV dated 30.8.91 issued by Ministry of Human Resource Development, Deptt. of Education.

NATIONAL CLASSIFICATION OF OCCUPATION

Sl. No.	EEM No.	Subject	Page No.
(1)	(2)	(3)	(4)
1.	21/75-1.6/20	— Classification of Graduates/Post-graduates.	17
2.	5/76-1.6/23	— Amendment to Division 'X'.	17
3.	27/77-1.6/26	— Classification of Electrician (Mines) and Mechanic Marine (Diesel Engine)	20
4.	15/79-1.6/27	— Classification of Physician, Sidha	22
5.	5/83/1.6	— Classification of Agricultural Engineering Technicians.	23
6.	4/86/1.6	— Classification of Optical Worker	24
7.	5/86/1.6	— Amendment to the 'X' Division	24
8.	1/87/1.6	— Classification of data entry machine operator/data preparation assistant.	24
9.	2/90/1.6	— Classification and allotment of NCO code Nos. to emerging new occupations in computer cards.	25

Sl. No. 21/75 EEM No. 16/20

Subject: National classification of occupations-classification of graduates/post-graduates.

It has been decided that as graduate/post-graduate courses in agriculture are professional courses as defined in the NCO vide page Int-3 para 5.1.1 and persons possessing such qualifications are eligible for a wide range of occupations, all graduates/post-graduates in Agriculture may be assigned the occupational title "Agronomist/Agricultural Scientist" and allotted the code number 053.10 except when they are seeking employment in a particular field of specialisation for which a specific NCO already exists.

Employment Officers are requested to implement these instructions in the manner outlined below:—

- (a) NCO code numbers on all X-Is of graduates/post-graduates in Agriculture borne on the L.R. should be revised and X-Is filed on the L.R. separately, using a Card-Separator Corresponding entries on the identity cards (X-10) in possession of applicants concerned should be made as and when they visit the Employment Exchange. No applicant should be addressed/called separately for this purpose only.
- (b) Fresh registrations of graduates and post-graduates in Agriculture may be completed in the normal manner assigning the particular occupation the code number where appropriate. Corresponding entries should also be made on the running record of registrations.

The following amendments may be made in the NCO 68.

- i) Incorporate the additional occupational title "Agricultural Scientist" in the definition of Agronomist (NCO 053.10) appearing on page DOI-53 of the NCO(68).
- ii) Similar addition may be made in the alphabetical index of occupations immediately below the title "Agronomist" on page Ind-2.

In order to avoid hardships, it has been decided that in such cases and applicant may be given alternative occupations and he may be allowed to retain his original seniority for this alternative occupation for which he is as originally registered. However, for the new NCO, Code Number for which he has been re-registered seniority will count only from the date of his re-registration.

Sl. No. 5/76 EEM No. 1.6/23

Subject: National Classification of Occupations Amendment to Division—X.

The Question of recasting the classification of persons coming under the Division X of the NCO (68) with a view to allotting separate code numbers to graduates and post-graduates in Arts, Science and Commerce has been under consideration for some time. It has now been decided to redefine families X01, X02, and X09, and their constituent categories as given in Annexure A.

The Division X has been suitably modified to provide separate Code numbers for Graduates and Post-Graduates in different disciplines and for those who have passed Higher Secondary (11 years course), Intermediate and Higher Secondary (12 years course) of the newly introduced educational pattern. The definitions of literates, others and workers without occupations others, have also been suitably modified.

Employment Officers are advised to study the various definitions and train the staff in the correct interpretation of each. Every member of the staff should be given a copy of conversion reference as given in Annexure B.

The revised code number should be assigned to index cards borne on the Live Register as well as to the fresh registrants through following stages.

Stage I: (i) Convert NCO code number on every X-1 cards on the Live Register. The

existing code number should be indicated within parenthesis and the revised one should be written outside it but close to it, distinctly.

(ii) *Caution:* Filling arrangement on the Live Register should not be changed during this stage.

(iii) Corresponding entries on the X-10's (Identity Card; or Registration Cards) in the possession of the applicants should be made as and when the applicants report at the Exchange. No applicant need be either addressed or specially invited for this purpose.

(iv) This stage should be completed by 30-6-1976.

Stage 2 (i) This stage should begin with effect from 1-7-76. All persons eligible for registration in the Division X should be assigned revised code numbers only. Corresponding entries should be made on their identity cards (X-10) as well as on the running record of registration (X 63).

(ii) Fresh registrations bearing only the revised code numbers should be filed separately for a period of 15 days from the date, action for implementing stage 2 is taken.

(iii) The entire section of the Live Register belonging to the Division X should be filed according to revised code numbers within a period of remaining 15 days of the month.

State 3: (i) Monthly, Quarterly and Half-yearly Statistical returns relating to the period ending 30th Sept., 1976 and onwards, should be rendered according to the revised code numbers.

(ii) E.M.I. data for the quarter ending Sept., 76, and onwards should also be processed according to the revised code numbers.

ANNEXURE—A

Amendments to NCO—X Division

X01.10 Matriculates: included under this classification are those persons seeking employment, who have passed High School, Matriculation, Junior Technical School, or equivalent examination (10 years course) have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during school holidays or helping in a family enterprise. Excluded are persons seeking employment in specific occupations.

X01.15 Higher Secondary: included under this classification are those persons seeking employment, who have passed Higher Secondary (11 years course) or equivalent examination, have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during school holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations.

X01.20 Intermediates: included under this classification are those persons seeking employment, who have passed Intermediate, Higher Secondary (12 years course) or equivalent examination, have not received any professional, technical or vocational training and either do not possess significant work experience or have had incidental work experience such as casual work during school holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations.

X01.30 Graduates: Arts included under this classification are those persons seeking employment, who have graduated in Arts/Law have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during school holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations.

X01.35 Post Graduates: Arts: included under this classification are those graduates in Arts/Law who are not seeking employment in specific occupation according to subject in which specialised, have not received any professional, technical or vocational training and either do not possess any significant work experience or have had only incidental work experience.

X01.40 Graduates: Science: included under this classification are those persons seeking employment, who have graduated in science, have not received any professional, technical or vocational training and either do not possess significant work experience or have had only

incidental work experience such as casual work during holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations.

X01.45 Post-graduates: Science: included under this classification are those post Graduates in Science who are not seeking employment in specific occupations according to subject in which specialised, have not received any professional, technical or vocational training and either do not possess any significant work experience, or have had only incidental work experience.

X01.50 Graduates: Commerce: included under this classification are those persons seeking employment, who have graduated in commerce have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during school holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations.

X01.55 Post-Graduates: Commerce: included are those post-graduates in commerce who are not seeking employment specific occupations according to subject in which specialised, have not received any professional, technical or vocational training and either do not possess any significant work experience or have had only incidental work experience.

X01.90 Graduates Others: Included under this classification are those persons seeking employment who have passed degree or equivalent diploma/certificate course in disciplines not strictly falling within any one of the broad faculties of Arts, Science of Commerce, have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during holidays or helping in family enterprise.

X01.95 Post Graduates Others: included under this classification are those persons seeking employment who have passed a postgraduate degree or equivalent diploma/certificate course in disciplines or specialities not strictly falling within any one of the broad faculties of Arts, Science or Commerce and are not seeking employment in specific occupations according to subject in which specialised.

X02.10 Middle School Standard: included under this classification are those persons seeking employment who have passed Eighth-Standard, Junior High School/Middle School Examination or above but have not passed High School, Matriculation, Higher Secondary or equivalent examination, have not received any professional, technical or vocational training and either do not possess significant work experience or have had only incidental work experience such as casual work during school holidays or helping in family enterprise. Excluded are those persons seeking employment only in specific occupations or as labourers.

X02.90 Literate, Others: included under this classification are those persons seeking employment, who are literates those who can read and write, have not received any professional, technical or vocational training and either do not possess significant work experience, or have had only incidental work experience, such as, casual work during holidays or helping in family enterprise. Excluded are those persons seeking employment in specific occupations or as labourers.

X09. Workers Without Occupations, Other: Workers classified in this Family are those persons, who have neither received any professional, technical or vocational training nor have attained literacy level and who also do not possess significant work experience and include workers not elsewhere classified.

X09.90 Workers Without Occupations, Other: includes those persons who have neither received any professional technical or vocational training nor have attained literacy level and who also do not possess significant work experience, and includes workers not elsewhere classified.

ANNEXURE—B
Conversion Table—X Division

Existing Code No.	Title	Revised Code. No.
X01.10	Matriculates Higher Secondary	X01.10
	(12 years course)	X01.15
X01.20	Intermediate and Higher Secondary	X01.20
	(12 years course)	
X01.30	Graduates Arts	X01.30
	Post Graduates, Arts	X01.35
	Graduates, Science	X01.40
	Post Graduates, Science	X01.45
X01.50	Graduates, Commerce	X01.50
--	Post Graduates, Commerce	X01.55
--	Graduates, Others	X01.90
--	Post Graduates, Others	X01.95
X02.10	Middle School Standard	X02.10
X02.90	Literates, Others	X02.90
X09/X09.90	Workers without Occupations, Others	X09/X09.90

Sl. No. 27/77 EEM No. 1.6/26

Subject: National Classification of Occupations-Classification of Electrician (Mines) & Mechanic Marine (Diesel Engine).

The question of classification of Electrician (Mines) and Mechanic Marine (Diesel Engine) under a specific code number at 5 digit level has been under consideration of the Directorate General of Employment and Training for some time. Detailed study of job description of the above trades reveals that Electrician (Mines) and Mechanic Marine (Diesel Engine) are different from Electrician (General—851.10 and Mechanic (Diesel Engine) 845.14 respectively. Hence there is a need to classify them under distinct 5 digit code numbers. It has, therefore, been decided to classify Electrician (Mines) under NCO No. 851.15 and the Mechanic Marine (Diesel Engine) under NCO No. 845.14.

Appendix—A

851.15 *Electrician (Mines)*: Studies the details of the mines and relevant drawings etc; to determine the electrical circuits, installation details etc. Installs mine lights and switches, motors, transformers, switchgears, switch board fittings and lighting fixtures whether flame proof or not within the mine or relating to the mines. Maintains and repairs the electrical machinery equipment, cap lamps, other fittings in mines, etc. Tests the electrical installations and equipment as prescribed under the mines regulations and Indian Electricity Rules. Locates the faults using megger, test lamp etc. Repairs defective wiring, burnt cutfuses and defective parts and keeps fittings and fixtures in working order. Operates or maintains electrical motors, pumps etc, including those which are in flame proof fittings, intrinsically safe apparatus etc. conversant with general rules of maintenance of the electrical equipment and wiring as per the mines regulations and India Electricity Rules. Knows how to test for the same gas and able to switch off electricity from the concerned part of the mine working if the percentage of methane gas is more than 1.25%. Observes all safety precautions on the switching side avoiding sparking. Knows conversion of AC and DC. Conversant with the electrical hazards within the mines. He is also responsible for thorough examination of all apparatus (including the testing of each conductors and metallic coverings for continuity) as often as may be necessary to prevent danger; examination and testing of all apparatus erected or re-erected in the mine before it is put into service in a new position. He is personally responsible for the maintenance at the mine of a log-book made up of daily log sheets prepared in the prescribed form.

Record class of work in which experienced, whether experienced in electrical repairs or detecting faults, details of experience in electrical equipments, whether used to work on high tension

or low tension supply system and if in possession of competency certificate issued under Electricity Act.

845.14 *Mechanic Marine (Diesel Engine)*: Executes works to sufficiently accurate requirements on board of vessel and able to do all the hand-fitting jobs which otherwise require machinery etc., in a workshop. Repairs, services and overhauls engines and accessories, boats, ships etc., fitted with diesel engine upto 150 H.P. himself and above 150 H.P. under the guidance of the marine engineer. Examines marine diesel engines to locate defects, using various tools and instruments, dismantling of the marine engines partly or fully to remove the damaged or worn out parts and replacing or repairing the worn out parts, doing supplementary cooling and other functions as necessary to ensure accuracy of fit. Instals, assembles or repairs marine diesel engines in position and connects the auxiliary and attach machinery like propulsion system, pulley or winch or gear box. Separates the engine, toning it to observe the parts, records the temperature, fuel level, oil pressure etc. and reads instruments like micro-meter, vernier, pyrometer etc., and takes readings of the wear in shall bearings, piston rings etc., can apply chock fast, araldite, epoxy resine and metalistic compounds on board the vessel for aligning the engine shaft, mounting etc. Executes emergency repairs, routine maintenance, periodic checks and assemble and dismantle turbe charges including exhaust driven high speed turbe charges. Able to indentify, rectify defects of the lagging. Attends to the minor defects and adjustments of sea water, fresh water, lubricating oil and fuel oil transit pumps in the engine rooms, Attends to repairs of heat exchanges and setting them all the optimum working condition. Performs duties like checking and adjusting the lubricating system along with lubricating of oil cooling system. Lubricates the engine, identifies the critical conditions and emergency requirements and also performs such other functions to keep the engines and allied accessories in good working condition knows the servicing of diesel pumus and injectors etc.

Record types and makes of engine handled whether accustomed to gas, diesel or paraffln type engines and to handle horizontal or vertical slow or high speed diesel engines and also experience in handling single or multi-cyliner engines and ability to handle machinery such as pump, injectors etc.

Employment Officers are requested to implement these instructions in the manner indicated below:—

(a) N.C.O. code numbers on all X-1 cards of Electrician (Mines) and Mechanic Marine (Diesel Engine) borne on the L.R. should be revised and filed separately using card separators. Corresponding entries on the Identity Cards (X-10) in possession of the applicants concerned should be made as and when they visit the Employment Exchange for renewal, re-registration, presubmission interview etc. No. applicant need be addressed/called specifically for this purpose.

(b) Fresh registraants belonging to these two trades may be assigned the revised code numbers. Corresponding entries should also be made in the running record of registration.

The following amendments may be made in the N.C.O. 1968.

(a) Incorporate the definition of the above two additional occupational titles as given in appendix 'A' Electrician (Mines) on page Do8-65 and mechanic Marine (Diesel Engine) on page Do8-56.

(b) New occupational titles may be entered in the list of occupations (Electrician Mines) on PCS-57 and Mechanic Marine (Diesel Engine) on PCS-56.

(c) Similar additions may also be made in the alphabetical Index of occupations as under:—

(i) After Electrician General enter Electrçian (Mines) Index 851.10 NCO 68 on page Ind.-25.

(ii) After Mechanic Maintenance (Workshop) enter Mechanic Marine (Diesel Engine)-845.14 NCO-68 on page Indi.-47.

EEM No. 4/86/1.6

Subject:- National Classification of Occupations-Classification of Optical Worker.

It has been decided to classify the occupation of 'Optical Worker' separately and assign it the 5 digit code number in the NCO viz. 891.48.

The occupation title may be added to the alphabetical index, after optical Instrument Mechanic on page Inc-58.

891.48 Optical Worker

Cuts and grinds optical components. Coats them by vacuum deposition. Cements optical glass lenses; etches, engraves and prints metals/non-metals using photographic or rulling techniques. Applies chemical and spray techniques in assembly of optical instruments. Cuts blanks from slabs/moulds and smothers and polishes on machine or by hand operation. Centres and edges the lenses. Carries out on line stage and interline stage inspection of components. May make test plates, master and gratulates by photographic techniques, thin film multi layer vacuum deposition for wide bend anti-reflection and laser mirror coating.

RECORD

Type of machine operated, type of measuring and other instruments and devices used. Nature of work done. Type of Industry where worked.

E.E.M. No. 5/86/1.6

Subject:- Amendments to the 'X' Division of the National Classification of Occupations.

It has been decided to allot code Nos. X01.60 to fresh graduates in Law and Code No. X01.65 to fresh post graduate in Law.

X01.60 Graduate, Law.

Included under this classification are those persons seeking employment, who have graduated in Law, have not received any professional, technical or vocational training and do not possess significant work experience or have had only incidental work experience such as casual work during holidays or helping in family enterprise. Excluded are persons seeking employment in specific occupations

X01.65 Post-graduates, Law

Included under this classification are those post-graduates in Law who are not seeking employment in specific occupations according to subject in which specialised, have not received any professional, technical or vocational training and either do not possess any significant work experience, or have had only incidental work experience.

E.E.M. No. 1/87/1.6

Subject:- National Classification of Occupations-Classification of Data Entry Machine Operator/Data Preparation Assistant.

It has been decided to classify the occupation "Data Entry Machine Operator/Data Preparation Asstt." separately and assign it the 5 digit code number in the NCO viz 341.15.

341.15 Data Entry Machine Operator/Data Preparation Assistant

Enters informational/numerical data on floppy disc or magnetic tape using data entry machine on the basis of predetermined codes. Reads, Classifies data, checks, verifies codes entered on raw data sheets, ensures machine in operating position pressing appropriate keys. Feeds data, pressing appropriate keys in the prescribed sequence; checks and verifies input making corrections wherever necessary.

May operate on-line or off-line terminals;

possesses knowledge of coding systems, techniques, devices and computer hardware. May specialise in handling specific type and nature of data.

Record: Make and type of data entry machine operated, nature of data handled knowledge of coding systems and techniques possessed, number of character entered per minute.

EEM No.2/90/1.6

Subject: National Classification of Occupation—Classification and allotment of NCO Code Nos. to emerging new occupations in computer cards.

341.24 Computer Operator:

Powers on computer equipment and associated peripherals, monitors maintenance of required temperature, humidity, dust free environment in the computer room; carries routine preventive maintenance and checks of computer equipment and peripherals; Reports faults in computer, peripheral and operating system; ensures availability of consumables and storage media like computer ribbons, paper, floppy, tapes etc. sets, operates and controls computers/electronics data processing machines and peripherals to process business scientific, engineering or any other data according to processing instructions; controls terminals access to users using computer interactively.

Sets computers and peripherals according to prescribed programme and processing instructions; feeds in put to computer memory units using tape, punched cards, floppy disks; feeds paper/forms to printer; collects outputs generated in computer printouts; starts operation and observes control panel for errors due to machine stoppages, faulty output etc. to take corrective measures.

May assist programmer in developing or testing new programmes; may record operating timings.

May be designated as peripheral Equipment Operator, Converter Operator, Auxiliary Machine operator or Console Operator.

Record: Type of Computer and Specific Peripherals/devices operated, jobs assigned and performed.

353.20 Tape Librarian:

Maintains data on computer storage media such as magnetic tapes, floppies, discs, cartridge tapes, video discs, microfiche; maintains indexed cards, catalogues of the above stored data, issued the data device to users; keeps account of issues and receipts of data devices; weeds out obsolete data as per instructions given by data owners/controllers; ensures required storing conditions and report deficiencies to controlling officer; indents for gadgets and fixtures for maintaining the data devices.

May be designated as Library Assistant, Tape, Computer, Librarian, Media Librarian.

Record: Type of electronic storage devices and data handled, jobs assigned and performed like indexing, cataloguing, weeding.

REGISTRATION/LIVE REGISTER

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2.	—	1/85/1.7	Simplification of registration procedure at Employment Exchanges—addition of qualifications/experience.	27
3.	—	3/85/1.7	Introduction of new procedure—revision of registration cards.	27
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13.	—	2/93/1/7.38	Restoration of old seniority in deserving cases	30
14.	—	3/93/1/7.9	Separate registration of 10 plus 2 (vocational stream) pass-outs.	30

S. No. 18/79 EEM No. 1.7/56

Subject: Arrangement of Hindi Typing Tests in the Employment Exchanges.

The Ministry of Home Affairs (Department of Official Language) have pointed out the difficulty of getting suitable Hindi typists for employment in Central Government offices. The matter has recently been discussed in the Official Language Implementation Committee of the Directorate General of Employment and Training, Ministry of Labour, and it has been decided that special efforts are required to be made by Employment Officers for enriching their Live Register with Hindi Typists. Some of the ways, which could be considered in this context, are indicated below for guidance and action of Employment Officers:

- i) A survey of demand of Hindi Typists in the Exchange area, may be done to find out the employment potential of Hindi Typist;
- ii) Based on the assessment of employment potential, wider publicity to such forecast to induce applicants to learn Hindi typing may be done;
- iii) Regular arrangement for type tests in Hindi need be made at intervals commensurate with the demand in the area; and
- iv) Contact with institutions where Hindi Typists are likely to be available for enriching the Live Register of this category, may also be made, regularly.

Authority: D.O. No. 02007/3/79-RA/Bha/Kh.2, dated 15-9-1979. Ministry of Home Affairs Official Language Department.

EEM No. 1/85/1.7

Subject: Simplification of registration procedure at Employment Exchanges—addition of qualifications/experience.

If there is a change in the recommended occupation because of addition of qualifications/experience, it may be considered as a case of fresh registration. However, if an applicant possesses qualification/experience, which renders him suitable for another occupation in addition to the recommended occupation, that will be entered as an alternative occupation. This alternative occupation may be "General Vacancies" also.

In order to avoid hardships, it has been decided that in such cases, an applicant may be given alternative occupation and he may be allowed to retain his original seniority for this alternative occupation, for which he was originally registered. However, for the new NCO, Code Number for which he has been re-registered, seniority will count only from the date of his re-registration.

EEM No. 3/85/1.7

Subject: Introduction of new procedure—Revision of Registration Cards.

In pursuance of the Prime Minister's directive, instructions have been issued to Employment Officers to make special arrangements for registration and placement of candidates belonging to Minority Communities, With a view to monitoring the progress made towards registration and placement of the candidates of the minority communities, a quarterly return (E.S.-2.3) has been prescribed, the format of which, is enclosed.

2. However, in order to be able to compile information community/religion-wise on this return, it is necessary that information is recorded on the Registration Cards about the religion of the persons registered. It has accordingly been decided to make the following modifications in the Registration Cards:—

1. CARD X-1A

- i) Col. Nos. 1 to 6, 'for official use' in the box shall be re-numbered as: 6, 7, 8, 9, 10, and 11. Col. Nos. 7, 8, 9, 10 and 11 shall be re-numbered as: Cols. 1, 2, 3, 4, and 5.
- ii) Against the revised Col. No. 1 (Old Col. No. 7) after the 'Name' a Col. 1(a) will be added to indicate religion. In other words, the revised Col. No. 1 will be as under:—

1—Name..... 1(a) Religion

2) CARD X-1B

- i) Col. Nos. 1 to 6 in the 'Official use' Column, shall be re-numbered as: Col. NOs. 8, 9, 10, 11, 12, and 13 Col. Nos. 7, 8, 9, 10, 11, 12, and 13 will be as: Col. Nos. 1, 2, 3, 4, 5, 6 and 7.

Employment Officer particularly when the language used in the Card is different than that used in the State.

This issue was considered at the 27th Meeting of the Working Group on NESM held at Goa and it was recommended that in such cases while transferring the registration records of the applicants to another States, the registration cards should accompany other X-1 cards with English translation in order to avoid the language problem. All the Employment Exchanges are, therefore, requested to take necessary action accordingly and implement the above recommendation of the Working Group immediately.

EEM No. 1/91/7.19/Part-I

Subject : Recording of date of birth in X-63 Register.

In the light of the recommendations made by the 29th meeting of the Working Group of Employment Service, it has been decided that a separate column be added in X-63 register, for recording date of birth of the candidate.—All the Employment Officers are therefore, advised to add a column between Col. (2) and (3) of the Record of Registration (X-63) referred to the—NESM Vol. II to record date of birth, and re-number the columns appropriately.

EEM No. 2/93/1/7.38

Subject : Restoration of old seniority in deserving cases.

Discretionary power to allow renewal in special cases permitting old seniority to registrants where their registration cards have lapsed for want of renewal due to illness of the concerned registrants was withdrawn consequent upon the enforcement of renewal period of three years (para 7.31, NESM Vol. I, Part-I) w.e.f. 1.1.1984. The 30th meeting of the Working Group on National Employment Service considered this aspect further and felt that there is a need to grant discretionary powers to the State Directors to allow renewal in special cases permitting old seniority to registrants where their registration cards have lapsed for want of renewal due to any of the following reasons :—

- a) Illness;
- b) Arrest under preventive detention laws ;
- c) National calamities like earth quake, flood, etc.
- d) Armed conflict with a foreign country;
- e) Service internal disturbances necessitating imposition of curfew, etc.

2. The Working Group considered the above suggestion and in the interest of the registrants, agreed to empower the State Directors to restore old seniority to registrants in deserving cases as mentioned above provided the State Director is fully satisfied and records full reasons for the concession. This will be effective from the date of issue.

EEM No. 3/93/1/7.9

Subject : Separate registration of 10 plus 2 (Vocational Stream) pass-outs.

In pursuance of the recommendations of the All India Workshops on Vocational Education Programme organised jointly by the NCERT and the Ministry of Human Resource Development, it has been decided to make separate registration of plus 2 (Vocational Stream) candidates with effect from 1st October, 1993. All such candidates will be given NCO according to the trade in which they are trained under the plus 2 (Vocational Stream) on the lines of allocation of NCO to ITI trained candidates and to distinguish between plus 2 (Vocational Stream) pass outs and ITI trained candidates, it has been decided that in the case of plus 2 (Vocational Stream) candidates, prefix 'Z' will be added before their NCO. As an illustration, it may be mentioned that for those who would be registered as Stenotypists and have passed their training from institutions other than plus 2 (Vocational Stream) are being given NCO-320.20 and such candidates who would come for registration as Stenotypists after completion of their course under plus 2 (Vocational Stream) would be given NCO as 'Z'-320.20.

The Employment Exchanges would also be required to maintain statistics of registration etc. of plus 2 (Vocational Stream) passed out candidates. This statistics will be furnished regularly in the prescribed Occupational Revised Return, ES 2.2 specimen of which is also enclosed.

S. No. 18/79 EEM No. 1.7/56

Subject: Arrangement of Hindi Typing Tests in the Employment Exchanges.

The Ministry of Home Affairs (Department of Official Language) have pointed out the difficulty of getting suitable Hindi typists for employment in Central Government offices. The matter has recently been discussed in the Official Language Implementation Committee of the Directorate General of Employment and Training, Ministry of Labour, and it has been decided that special efforts are required to be made by Employment Officers for enriching their Live Register with Hindi Typists. Some of the ways, which could be considered in this context, are indicated below for guidance and action of Employment Officers:

- i) A survey of demand of Hindi Typists in the Exchange area, may be done to find out the employment potential of Hindi Typist;
- ii) Based on the assessment of employment potential, wider publicity to such forecast to induce applicants to learn Hindi typing may be done;
- iii) Regular arrangement for type tests in Hindi need be made at intervals commensurate with the demand in the area; and
- iv) Contact with institutions where Hindi Typists are likely to be available for enriching the Live Register of this category, may also be made, regularly.

Authority: D.O. No. 02007/3/79-RA/Bha/Kh.2, dated 15-9-1979. Ministry of Home Affairs Official Language Department.

EEM No. 1/85/1.7

Subject: Simplification of registration procedure at Employment Exchanges—addition of qualifications/experience.

If there is a change in the recommended occupation because of addition of qualifications/experience, it may be considered as a case of fresh registration. However, if an applicant possesses qualification/experience, which renders him suitable for another occupation in addition to the recommended occupation, that will be entered as an alternative occupation. This alternative occupation may be "General Vacancies" also.

In order to avoid hardships, it has been decided that in such cases, an applicant may be given alternative occupation and he may be allowed to retain his original seniority for this alternative occupation, for which he was originally registered. However, for the new NCO, Code Number for which he has been re-registered, seniority will count only from the date of his re-registration.

EEM No. 3/85/1.7

Subject: Introduction of new procedure—Revision of Registration Cards.

In pursuance of the Prime Minister's directive, instructions have been issued to Employment Officers to make special arrangements for registration and placement of candidates belonging to Minority Communities, With a view to monitoring the progress made towards registration and placement of the candidates of the minority communities, a quarterly return (E.S.-2.3) has been prescribed, the format of which, is enclosed.

2. However, in order to be able to compile information community/religion-wise on this return, it is necessary that information is recorded on the Registration Cards about the religion of the persons registered. It has accordingly been decided to make the following modifications in the Registration Cards:—

1. CARD X-1A

- i) Col. Nos. 1 to 6, 'for official use' in the box shall be re-numbered as: 6, 7, 8, 9, 10, and 11. Col. Nos. 7, 8, 9, 10 and 11 shall be re-numbered as: Cols. 1, 2, 3, 4, and 5.
- ii) Against the revised Col. No. 1 (Old Col. No. 7) after the 'Name' a Col. 1(a) will be added to indicate religion. In other words, the revised Col. No. 1 will be as under:—

1—Name..... 1(a) Religion

2) CARD X-1B

- i) Col. Nos. 1 to 6 in the 'Official use' Column, shall be re-numbered as: Col. NOs. 8, 9, 10, 11, 12, and 13 Col. Nos. 7, 8, 9, 10, 11, 12, and 13 will be as: Col. Nos. 1, 2, 3, 4, 5, 6 and 7.

3) CARD X-1C

i) Col. Nos. 1 to 6, in the 'Official use Column, shall be re-numbered as: Col. Nos. 14, 15, 16, 17, 18 and 19. Col. Nos. 7 to 19 shall be re-numbered as Col. Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13.

ii) Against the revised Col. No. 1 (Old Col. No. 7), after the 'Name', a Col. 1(a), will be added to indicate religion. In other words, the revised Col. No. 1 will be as under:—

1. Name..... 1(a) Religion.

These instructions are to be implemented with immediate effect. Where the new registration cards have already been provided, the above revision of the Sl. Nos. in the Registration Cards shall come into effect when the new print order is given. However, amendment for addition of Col. for 'Religion' after the Col. 'Name', shall come into effect immediately and this may be done by adding Col. 7(a) in the existing New Cards. The first statistical return, referred to above in para 1, shall relate to quarter ending 30th Sept., 1985.

State:
Employment Exchange
ES-2.3(Quarterly)

Return showing the work performed by the Employment Exchanges in respect of minority communities during the Quarter ended.....

Items	Muslims	Christians	Sikhs	Buddhists	Zoroastrians	Total
1	2	3	4	5	6	7

1. No. on live Register at the end of the previous quarter.
2. No. of Registrations including re-registrations effected.
3. Number placed
4. No. removed from the Live register
5. No. on the Live Register at the end of the quarter
6. No. of Submissions made.

Note: Items (1+2)-Items (3+4)=Items 5.

(Signature of Employment Officer
with Name and Complete postal
address of the Employment Exchanges.

EEM No. 8/85/1.7

Minute	Action Taken
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Subject: Restoration of old seniority.

The Working Group on National Employment Service in the 18th Meeting recommended that State Directors may also consider restoration of seniority to applicants under following situations:—

- (a) Arrest under Preventive Detention laws
- (b) Natural calamities like earth-quake, flood, fire, epidemic, etc.,
- (c) Armed Conflict with a foreign country
- (d) Severe internal disturbances necessitating imposition of curfew etc.

This decision is contained in EEM No. 7.28/1 Sl. No. 19/78 previously issued. This may now be incorporated in para 7.38 referred to above by inserting a new-sub-para numbered V.

This aspect was further considered in the 24th Meeting of the Working Group on National Employment service held at Srinagar in May, 1985. (Reference para

RKSH
6/15/2003

3.5 of the proceedings). It has accordingly been decided that the State Directors may also consider granting restoration of seniority on compassionate grounds arising on account of death or similar serious reasons affecting the family of the registrants.

Employment Officers are advised to refer such cases to the concerned State Directors for decision specifically. This provision may be incorporated as sub-para (vi).

EEM No. 10/85/1.9

Subject: Removal of X-1 Cards from the Live Register of such candidates who have been given financial assistance under the self-employment schemes.

It has been decided that the Index Cards of such candidates who have been provided self-employment assistance should be kept on the dormant register. However, the period for which these cards would be kept dormant may be decided by the State Director of Employment.

EEM No. 1/86/1.7

Subject: Change of date of birth

The date of birth recorded at the time of registration should not be allowed to be changed. However, in exceptional/genuine cases the same may be allowed only when the officer incharge of the Employment Exchange is fully satisfied with the reasons given by the applicant. A full record of this may be kept in X-I Card.

EEM No. 2/86/1.7

Subject: The Minimum age limit for registration at Employment Exchanges.

It has been decided that minimum age for registration at the Employment Exchanges should be completion of 14 years. However, there is no maximum limit for the purpose.

EEM No. 8/86/1.7

Subject: Introduction of new procedure-Revision of Registration Cards.

Attention of Employment Officers is invited to Hindi version of EEM No. 3/85/1.7 wherein instructions were issued to monitor the progress made towards registration and placement of the candidates belonging to the minority communities and also a return has been prescribed. The footnote of the Return may please be amended as follows:

1. Items (1 plus 2) —Items (3 plus 4) is equal to Item 5
2. Figures reported in Col. 7 against item Nos. 2, 3, 4 and 6 should be the total of these monthly figures of the return No. E.S I.I for the corresponding items.

EEM No. 5/87/1.7

Subject: Renewal of Registration.

As applicant can renew registrations at any time during the third year, it is now decided that no further grace period will be allowed to applicants for this purpose. Further, no relaxation of any kind on account of postal certificate, medical certificate etc. will be accepted for the purpose of exemption for non-renewal of his registration.

The question whether the renewal will be permitted by post is left to the discretion of State Government.

EEM No. 1/89/1.7

Subject : Renewal of Registration

It has been decided that with effect from 1.7.1989 the renewal of registration will continue to be of 3 (three) years for all types of applicants. However, the registrants will be allowed to renew their registration (in person or by post-reply paid post) on any working day during the period of three months namely, the month in which the renewal falls due and the following two months. No further relaxation will be admissible to the registrants thereafter on any ground, Hence, the existing National Employment Service Manual provisions of renewal contained in para 7.31(b) of the National Employment Service Manual should be treated as cancelled with effect from 1.7.1989.

2. Adequate publicity of the revised procedure should be given through publicity media including Radio & T.V. so that the applicants are well informed of the change in the renewal system.

EEM No. 5/89/7.25

Subject : Transfer of X-1 Registration Card from one State to other

It has been observed that the Cards transferred to other State Creates problem to the

Employment Officer particularly when the language used in the Card is different then that used in the State.

This issue was considered at the 27th Meeting of the Working Group on NESM held at Goa and it was recommended that in such cases while transferring the registration records of the applicants to another States, the registration cards should accompany other X-1 cards with English translation in order to avoid the language problem. All the Emp' yment Exchanges are, therefore, requested to take necessary action accordingly and implement the above recommendation of the Working Group immediately.

EEM No. 1/91/7.19/Part-I

Subject : Recording of date of birth in X-63 Register.

In the light of the recommendations made by the 29th meeting of the Working Group. of Employment Service, it has been decided that a separate column be added in X-63 register, for recording date of birth of the candidate.—All the Employment Officers are therefore, advised to add a column between Col. (2) and (3) of the Record of Registration (X-63) referred to the—NESM Vol. II to record date of birth, and re-number the columns appropriately.

EEM No. 2/93/1/7.38

Subject : Restoration of old seniority in deserving cases.

Discretionary power to allow renewal in special cases permitting old seniority to registrants where their registration cards have lapsed for want of renewal due to illness of the concerned registrants was withdrawn consequent upon the enforcement of renewal period of three years (para 7.31, NESM Vol. I, Part-I) w.e.f. 1.1.1984. The 30th meeting of the Working Group on National Employment Service considered this aspect further and felt that there is a need to grant discretionary powers to the State Directors to allow renewal in special cases permitting old seniority to registrants where their registration cards have lapsed for want of renewal due to any of the following reasons :—

- a) Illness;
- b) Arrest under preventive detention laws ;
- c) National calamities like earth quake, flood, etc.
- d) Armed conflict with a foreign country;
- e) Service internal disturbances necessitating imposition of curfew, etc.

2. The Working Group considered the above suggestion and in the interest of the registrants, agreed to empower the State Directors to restore old seniority to registrants in deserving cases as mentioned above provided the State Director is fully satisfied and records full reasons for the concession. This will be effective from the date of issue.

EEM No. 3/93/1/7.9

Subject : Separate registration of 10 plus 2 (Vocational Stream) pass-outs.

In pursuance of the recommendations of the All India Workshops on Vocational Education Programme organised jointly by the NCERT and the Ministry of Human Resource Development, it has been decided to make separate registration of plus 2 (Vocational Stream) candidates with effect from 1st October, 1993. All such candidates will be given NCO according to the trade in which they are trained under the plus 2 (Vocational Stream) on the lines of allocation of NCO to ITI trained candidates and to distinguish between plus 2 (Vocational Stream) pass outs and ITI trained candidates, it has been decided that in the case of plus 2 (Vocational Stream) candidates, prefix 'Z' will be added before their NCO. As an illustration, it may be mentioned that for those who would be registered as Stenotypists and have passed their training from institutions other than plus 2 (Vocational Stream) are being given NCO-320.20 and such candidates who would come for registration as Stenotypists after completion of their course under plus 2 (Vocational Stream) would be given NCO as 'Z'-320.20.

The Employment Exchanges would also be required to maintain statistics of registration etc. of plus 2 (Vocational Stream) passed out candidates. This statistics will be furnished regularly in the prescribed Occupational Revised Return, ES 2.2 specimen of which is also enclosed.

State :

Employment Exchange

ES-2.2 (Annual)

Return showing Trade-wise distribution of Craftsmen trained under plus 2 Vocational Stream Courses at the ITIs and Full Term Apprentices trained under the Apprentices Act, on the Live Register by NCO at the end of the year and their number placed in employment during the year.

Ex-ITI Trainees											
NCO Code No.		Trade in which trained		Live Register at the end of the year			Placements during the year			Total	
				Total	S.C. included in Col. 3	S.T. included in Col. 3	Total	S.C. included in Col. 6	S.T. included in Col. 6		
1	2	3	4	5	6	7	8	9	10	11	12
Full Term Apprentices				Placement during the year		Live Register at the end of the year			Placement during the year		
Total	S.C. included in Col. 9	S.T. included in Col. 9	Total	S.C. included in Col. 12	S.T. Included in Col. 12	Total	S.C. included in Col. 15	S.T. included in Col. 15	Total	S.C. included in Col. 18	S.T. included in Col. 18
9.	10	11	12	13	14	15	16	17	18	19	20

SUBMISSION

Sl.No.	Sl. No. of EEM	EEM No.	Subject	Page No.
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2.	23/78	1.11/115	Crucial date for determining the upper age limit in case of recruitment of applicants in regular Government employment.	33
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Sl. No. 22/78

EEM No. 1.9/14

Subject: Weightage in submissions to applicants with previous experience.

Employment Officers are aware that instructions contained in the National Employment Service Manual encourage applicants to produce certificate in respect of past experience in order to get due weightage in submissions. Instances are not uncommon that applicants sometimes produce bogus certificates. This problem was examined by the DGE&T and the Sub-Groups constituted by the 16th and 17th Working Group Meetings.

The matter was also considered by the 18th Meeting of the Working Group. The Group has recommended that the Employment Exchanges should accept the experience certificates. Keeping the following in view:

(a) The certificate should contain essential details, such as date of appointment, date of discharge, reasons for discharge, duration of service, last pay draw; etc. and, if possible the sales tax and income tax number of the establishment.

(b) The certificate should be produced within three months of the date of discharge.

(c) In case it is not possible to secure the discharge certificate within three months of the discharge, the applicant may bring to the notice of the Employment Officer the fact about the discharge for verification from the employer concerned.

(d) A test-check, of the Experience Certificates should also be done to discourage submission of bogus certificates. Whenever facilities of trade-testing in the ITIs are available, they should be fully utilised in order to weed out those who have submitted bogus certificates.

(e) Certificates should be on the printed pad of the establishment/employer.

The recommendation has been accepted by the DGE&T. The Procedure may be given wide publicity by proper display on the notice board at the Employment Exchanges.

Sl. No. 23/78

EEM No. 1.11/115.

Subject: Crucial date for determining the upper age limit in the case of recruitment of Apprentices in regular Government employment.

The Government of India has decided that crucial date for determining the upper age limit of a trained apprentice for absorption in an industrial establishment against various posts/services in Group 'C' and 'D' may be determined by deducting from his age the period of apprenticeship training undergone by him as prescribed under the Apprentices Act 1961, subject to the condition that the Apprenticeship Training is in the same organisation or in the same line of work/trade.

Authority: Ministry of Home Affairs (Department of Personnel and Administrative Reforms)
OM No. 14024/1/77-Estt. (D) dated the 26th August, 1978.

EEM No. 6/85/1.9

Subject: Discontinuance of X-3 for submission purposes.

The 24th Meeting of the Working Group made a suggestion to withdraw X-3 as a mode of submission of candidates. The Government has accepted the suggestion. Employment Officers are, therefore, advised to note that henceforth, X-3 will not be used in submitting candidates to the employers. Instead procedure adopted for bulk submission i.e. X-83 under cover of X-82 will be made use of.

EEM No. 7/85/1.9

Subject: Simplification of registration and placement procedure-Revised procedure of submission.

Candidates who have been submitted by Employment Exchanges three times against public sector vacancies of regular/long-term nature, may be kept dormant till such time all candidates on the Live Register having one year seniority has been given three chances of submission.

This procedure may deny further chances to submission to candidates waiting for long on Live Register of Employment Exchanges. The problem was discussed in the 24th Meeting of the Working Group on National Employment Service. In the light of their recommendation it has been decided that the period of dormancy after submission of candidates three times against public sector vacancies on regular/long term nature, may be decided by the State Directors of Employment, keeping in view the size of Live Register and other local conditions.

EEM. No.9/85/1.10

Subject: Safeguard against bogus list of submission.

The 24th Meeting of the working Group on NES held at Srinagar in May, 1985 was informed of the instances where employers have received bogus list of submission against vacancies notified to Employment Exchanges. These fake lists could be detected at a very late stage only when the results are communicated to the Employment Exchanges. In order to prevent such cases of mal-practices, it has been decided that the Employment Exchanges should send the lists in triplicate (in Form X-83) with their request that a copy may be returned to the Employment Exchange duly signed by the Employer. This instruction may please be noted against 9.29 of NESM, Vol. I. Revised format of X-80 and X-82 forwarding the list of submitted candidates are enclosed.

(X-80)

Government of _____
Employment Exchange _____

Dated the _____

No. _____

MEMORANDUM

Subject:

Reference: Your letter No. _____ Dated _____

Particulars in respect of _____ candidates are forwarded herewith in triplicate for onward transmission to the employer for consideration against the above demand. A copy of the list duly signed by the employer may please be returned to this Exchange.

The result of selection may please be intimated to this office in due course.

Employment Officer

(X-82)

Government of _____ Dated the _____

To _____

Dear Sir,

Reference your letter No. _____ dated _____ notifying vacancies for _____. The names of suitable applicants who have been directed to you will be found in triplicate in the attached lists. You are requested to return a copy of the list duly signed as an acknowledgement of the receipt of the list.

After you have made your selection one list may kindly be returned to this office after completion of column 6 and also item 2 and 3 at the bottom.

The identity card (Form X-10) of the applicant may please be collected from the candidate and returned to the Employment Exchange, if you have engaged him/her.

Yours faithfully

Employment Officer.

EEM No. 6/86/1.9

Subject: Crucial date for determining the age of candidates while making submission.

The crucial date for determining the age limit will in each case be the last date upto which the Employment Exchanges are asked to submit the names.

Authority: M/o Home Affairs (Deptt. of Personnel and Administrative Reforms, OM No. 42013/1/79-Estt.(D) dated 4.12.79.

Copy of Ministry of Home Affairs (Deptt. of Personnel and Reforms) O.M.No. 42013/79-Estt.(D) dt. 4.12.1979 addressed to All Ministries/Departs, including Cabinet Secretariat P.M's Office, C.V.C., C. & A.G. etc. etc.

Subject: Crucial date for determining age limits etc. for competitive examinations hold by the U.P.S.C./S.S.C.

As the Ministry of Defence etc. are aware, in terms of this Department as O.M.No. 2/66/71-Estt.(D) dated 10.9.1975, the crucial date for determining the age limits for appointment to posts filled otherwise than through competitive examinations is the closing date for receipt of applications from candidates in India (other than Andaman and Nicobar Islands and Lakshadweep). In respect of posts, the appointments to which are made through the Employment Exchanges, the crucial date for determining the age limit will in each case be the last date upto which the Employment Exchanges are asked to submit the names.

2. The question as to the crucial date that should be prescribed for competitive examinations held for recruitment by the U.P.S.C./S.S.C. etc. has been carefully considered in consultation with the U.P.S.C. and it has been decided that the crucial date should be:

- (i) Last day of January of the year in which the examination is held if the examination is held in the first half of the year; and
- (ii) last day of August of the year in which the examination is held, if the examination is held in the later half of the year.

3. All Ministries are requested to take action to amend the relevant Recruitment Rules or regulations, in consultation with the U.P.S.C. wherever necessary.

Sd/-

J.K. Sharma
Deputy Secretary to the
Government of India

Ministry of Industrial Development etc. are therefore, requested to draw the attention of the Public Sector Enterprises under their administrative control to the above provisions of the Presidential Directives for guidance and compliance.

Sd/- S.S. Samadder
Under Secretary to the Govt. India

To
All Ministries/Departments of Government of India concerned with Public Sector Enterprises (including Department of Personnel & Admn Reforms).

Copy to :

1. Chief Executives of Public Sector Enterprises.
2. Commissioner for Scheduled Castes & Scheduled Tribes, R.K. Puram, New Delhi-110022.

Sd/-S.S. Samadder
Under Secretary to the Government of
India

No. BPE/GL-027/75/MAN(G)/1/75-BPE (10)

Government of India
Ministry of Finance
Bureau of Public Enterprises

Mayur Bhavan, Connaught Circus
New Delhi, the 25th Sept., 1975

OFFICE MEMORANDUM

Subject : Requirement regarding experience in a particular field or post-question of relaxation in the case of scheduled Castes/Scheduled Tribes candidates.

The undersigned is directed to refer to the Department of Personnel's O.M. No. 27/10/71-Estt (SCT) dated 5th September 1975 addressed to all Ministries/Departments on the above subject (copy enclosed). Ministry of Industry and Civil Supplies etc. are requested to advise the Public Enterprises under their administrative control, to follow the instructions given below in the services under them with immediate effect:

- (1) Where some period of experience is prescribed as an essential qualification for direct recruitment to a post and where, in the opinion of the competent authority concerned, the relaxation of the experience qualification will not be inconsistent with efficiency, the following provision should be inserted under the 'Essential' qualifications laid down in the relevant recruitment rules to enable the competent authority to relax 'Experience' qualification in the case of Scheduled Castes/Tribes candidates in the circumstances mentioned in the provisions:—

“The qualification regarding experience is relaxable at the discretion of the competent authority in the case of the candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.”
- (2) The Public Enterprises may also be requested to review the recruitment rules of the posts in Class I, II, III and IV in the services under them and to make suitable provision wherever necessary in the recruitment rules as prescribed above.
- (3) When any vacancies reserved for Scheduled Castes and Scheduled Tribes are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed is relaxable, at the discretion of the competent authority, in the case of Scheduled Castes/Tribes candidates as

provided in the recruitment rules. This is intended to ensure that the aspirants who may fall slightly short of the requisite experience come to know about the possibility of relaxation in their regard.

Sd/-

(T.P. Krishnaswamy)
Under Secretary to the Govt. of India

To

All the Ministries/Departments of Govt. of India concerned with Public Sector Enterprises.

Copy to:—

1. Chief Executives of Public Sector Enterprises for information and compliance.
2. The Comptroller & Auditor General of India.
3. Adviser (C), Adviser (P), Adviser (F), Director (I & R), DS (C), BPE.
4. Heads of Expenditure Division in the Department of Expenditure (with 2 spare copies)
5. All representatives of Finance Ministry on Board of Directors.

Sd/-

(T.P. Krishnaswamy)
Under Secretary to the Govt. of India

Sl. No. 14/76 EEM No. 1.11/101

Subject: Exemption from Payment of Examination & Application fee in Class III & II (Non-Gazetted) Posts.

It has been decided by the Government of India, in consultation with the Ministry of Finance and in supersession of all the previous orders on the subject, that the Ex-servicemen will be exempted from the payment of application and examination fees prescribed in respect of examinations held by the UPSC/IST & in various class III & Class II (Non-Gazetted) posts and also posts pertaining to the above categories which are filled through recruitment by Selection. The concession will be available for vacancies reserved for Ex-servicemen as well as the non-reserved vacancies upto 30th June, 1979, the date upto which the reservation for them would remain in force under the existing orders.

Authority: Department of Personnel & A.R. OM No. 13/3/71-Estt. (C) dt. 17.5.1976

Sl. No. 9/81. EEM No. 1.11/130

Subject: Guide to Occupational Classification and Registration of Service Applicants for Employment (Indian Army)— Amendment Regarding.

Reference is invited to para 11.47 of NESM Vol. 1 Part I containing instructions regarding the use of Guides to Occupational Classification and Registration of service applicants. On the recommendations of the Directorate General of Resettlement in the Ministry of Defence, it has been decided to incorporate the following trade in the Guide to the Occupational Classification and Registration of service Applicants for employment (Indian Army), at the end of page 10. It is pointed out that the NCO Codes in these Guides are given according to NCO 58. For this reason, NCO Codes of civilian equivalents of the undermentioned army trade are also classified according to NCO 58 and the equivalent conversions of the same are given in brackets below each for the sake of convenience.

hoc decisions were taken up in the past to suit the circumstances of individual cases, but it seems more appropriate that, after reviewing the whole position, a well defined policy be laid down.

2. In the earlier cases, the affected persons were allowed to be employed in Class IV vacancies arising in the Defence Installations for which the land was acquired, without the intervention of the Emp. Exchange serving the area. Since the coming into force of the Employment Exchanges (Compulsory Notification of Vacancies) Act in late 1959, the oustees have to register their names with the Employment Exchanges. They were still given first preference in submission against Class IV vacancies arising in the concerned Defence Installations.

3. The question of granting priority in employment through the Employment Exchanges, to villagers whose lands have been acquired by military authorities for defence purposes, was reconsidered in May, 1961 and at that time it was felt that the persons affected by acquisition of land are paid cash compensation and, therefore, granting them employment preference would hardly be justified.

4. In so far as recruitment to Public Sector Undertakings under the administrative control of the Ministry of Industry is concerned, a similar question had arisen in 1960 with regard to the employment of persons whose lands were acquired for setting up the projects. The policy that was at that time approved is embodied in the circular issued by the then Ministry of Commerce and Industry on 5th September, 1960 (copy enclosed). It was then decided that "Every effort should be made in such recruitments to give preference to persons displaced from the areas acquired for the project, especially SC&ST (e.g. Adivasis)."

5. In the light of these considerations, it has been decided that persons whose lands are acquired for the establishment of Defence projects or industrial projects in the Public Sector (Government or Quasi Governmental) should enjoy the same measures of preference as detailed in para 1 of the instructions of the Ministry of Commerce and Industry referred to above in the matter of employment in the project or undertakings. This preference will be available only to unskilled workers.

6. The Ministry of Finance etc., are requested to bring the contents of this Office Memo to the notice of all their attached and Subordinate Offices as also to the Industrial undertakings in the Public Sector Under their control.

7. A copy of the instructions issued may be endorsed to this Ministry as well as to the Directorate General of Employment and Training, Ministry of Labour & Employment, New Delhi.

Copy of O.M.No. 14/1/63-MP, dated 21st June, 1966 from Ministry of Home Affairs addressed to all the Ministries/Departments of the Government of India.

Subject: Grant of concessions in the matter of employment to persons whose land is acquired for public sector/Defence Project.

In para 5 of Ministry of Home Affairs Office Memo. No. 14/1/63-MP dated the 19th August, 1965 (copy enclose) it was stated that persons whose lands are acquired for the establishment of Defence Projects or Industrial Projects in the Public Sector (Governmental or Quasi-Governmental) should enjoy the same measure of preference regarding employment in the project as detailed in Para 1 of the Ministry of commerce and Industry's Circular dated the 5th September, 1960 (Copy enclosed) and that this preference will be available only to unskilled workers. According to para 2 of the circular of the Ministry of Commerce and Industry dated the 5th September, 1960, in the case of skilled workers, clerks and other non-technical staff on comparatively low scales of pay also, persons who have been displaced from areas acquired for the project are eligible for preference in employment provided they have the prescribed qualifications and experience. A question has now arisen whether the preference accorded in para 2 of the Ministry of Commerce and Industry's Circular dated the 5th September, 1960 will be available to similarly placed persons seeking employment of Defence projects and industrial projects in the public sector. It is hereby clarified that persons who have been displaced from areas acquired for the establishment of Defence Project as detailed in paragraph 1 and 2 of the Ministry of Commerce and Industry's circular dated the 5th September, 1960.

Copy of D.O. No. Pr. C-9(36)/60, dated the 6th September, 1960 from Shri D. Sandilya, I.R.A.S., Joint Secretary, Ministry of Commerce & Industry addressed to all the Managing Directors/General Managers of Public Sector Undertakings (under Commerce and Industry Ministry).

Subject: Recruitment Policy and setting up of Selection Commission.

Ref: Shri K.V. Venkatachalam's d.o. letter No. Pr. C. 9 (36)/60, dated the 10th May, 1960.

We have since had occasion to review the recruitment policy broadly indicated in the note circulated with the earlier correspondence quoted above, in consultation with the Ministries concerned including Ministry of Law. A copy of the revised circular is attached herewith.

TO THE SUBSTITUTED FOR THE NOTICE CIRCULATED WITH THE MINISTRY OF COMMERCE AND INDUSTRY LETTER NO. PR. 9(36)/60 DATED THE 10TH MAY, 1960.

PUBLIC SECTOR PROJECT UNDER THE ADMINISTRATIVE CONTROL OF THE MINISTRY OF COMMERCE AND INDUSTRY—RECRUITMENT POLICY AND SETTING UP OF SELECTION COMMITTEES.

There is technically no restriction in the matter of recruitment to those units based on the areas from which the employees come. It will be of advantage to the units in various directions, if persons who come from areas near about the place of location of the project secure appointment to posts in the lower scales. In the case of all skilled workers, even without any special efforts they are generally drawn from the locality where project is situated. Every effort should be made in such recruitments to give preference to persons displaced from the areas acquired for the project especially for Scheduled Castes and Scheduled Tribes (e.g. Adivasis). Next should be preferred those who, even if they come from some distance, have been or are about to be retrenched from other Government undertakings.

2. In the case of skilled workers, clerks and other non-technical staff whose scales are comparatively low, so long as the basic qualifications and experience are forthcoming, preference should be given in the order of priority mentioned in the previous paragraph.

3. In the case of the middle level technical and non-technical posts, having higher starting salaries equivalent to the class I Junior Scale of the Government of India basis (Rs. 350-850), recruitment should be made on all-India basis, merit and qualifications being the principal criterion. Complaints have sometimes been made in the past that local candidates do not receive a fair deal. Special care should be taken to ensure that there is no reasonable ground for any such complaint.

4. In the case of higher non-technical posts, e.g. top general management, finance and accounts, sales, purchase, stores transport, personnel management and welfare and two administration, carrying a salary of Rs. 600 and above, candidates available in the Industrial Management Pool should first be considered. Failing such candidates there should be advertisements on an all-India basis. This does not, however, preclude considering candidates who may have applied on their own or may have been retrenched from other Government projects etc.

5. For the higher technical posts, the best qualified persons will have to be recruited, either by advertisement on an all-India basis or by personal contact.

6. All vacancies of the kind referred to in paras 1 and 2 should be communicated to the Emp. Exchanges close to project. Advertisements which are made in the papers should be in local language and in the local newspapers. Such advertisements should specifically mention that preference would be given to persons who are registered in Employment Exchanges. All the applicants received along with the list sent by the Emp. Exchanges should be screened and appointments made by selection committees specifically set up for the purpose by each unit. These selection committees should include representatives from the State Government or their nominees.

7. The Selection Committees set up for recruitment to all other medium level or higher technical/non-technical posts should include at least one representative of the State Government, preferably a State Government Official who is on the Board of Directors.

8. Representation for local interests in the shape of State Government nominees etc., as detailed above should also be provided for in any standing committees that may exist for the purpose and not confined to only special ad-hoc Committee.

9. Where the exigencies of the work require the making of urgent ad-hoc appointments, it will be open to the managing Director to make such appointments and then inform the Selection or Standing Committee.

8. Lok Sabha Secretariat.
9. Rajya Sabha Secretariat.
10. All Sections of the Department of Personnel and A.R. and Ministry of Home Affairs.
11. 100 Copies for Section.

Address of the Special Employment Exchange for Physically Handicapped (Running).

1. The Regional Employment Officer, Special Employment Exchange for Physically Handicapped, Azamabad, Hyderabad-500020.
2. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, Salajose Cross Road, Opp. S.V. College, Ahmedabad-380001.
3. The Employment Officer, Special Employment Exchange for Physically Handicapped, Barrack No. 1/E-5 Block A, Curzon Road, New Delhi-110001.
4. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, No. 5, Crescent Road, High Grounds West, Bangalore-560020.
5. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, Mercantile Chambers, 3rd Floor, Graham Road, Bellard Estate, Bombay-400 001.
6. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, 1282, Sector 18-C Chandigarh (Govt. of Punjab)-160 015.
7. The Assistant Director, Special Employment Exchange for Physically Handicapped, 33, Mount Road, Nandanam, Madars-600 035.
8. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, 5, Council House Street (Ground Floor), Calcutta-700 001.
9. The Employment Officer, Special Employment Exchange for Physically Handicapped, G.T. Road, Kanpur-208 002.
10. The Employment Officer, Special Employment Exchange for Physically Handicapped, 965, Wrih-Town-Jabalpur (M.P.)-482 001.
11. The Employment Officer, Special Employment Exchange for Physically Handicapped, Nandvanam Road, Palayam, Trivandrum, Kerala-695 001.
12. The Employment Officer, Special Employment Exchange for Physically Handicapped, Patna (Bihar) Combined Labour Building, Bailey Road, Patna- 800 001.
13. The Employment Officer, Special Employment Exchange for Physically Handicapped, Govt. of Haryana, 1282, Sector 13-C, Chandigarh-160 018.
14. The Employment Officer, Special Employment Exchange for Physically Handicapped, Directorate of Employment and Training, Himachal Pradesh, Stock Palace, Simla-171 002.
15. The Employment Officer, Special Employment Exchange for Physically Handicapped, Rajasthan, Jaipur-302 001.
16. The Employment Officer, Special Employment Exchange for Physically Handicapped, Directorate of Employment, Orissa, Flat No. 367, Sahid Nagar, Bhubaneswar-751 007.
17. The Employment Officer, the Special Employment Exchange for Physically Handicapped, Gauhati (Assam).
18. The Employment Officer, Special Employment Exchange for Physically Handicapped, Agartala, Tripura.

List of Vocational Rehabilitation Centres for Physically Handicapped.

1. Vocational Rehabilitation Centre for Physically Handicapped, C.T.I. Campus, Guindy, Madras.
2. Vocational Rehabilitation Centre for Physically Handicapped, C.T.I. Campus, Gobind Nagar, Kanpur.
3. Vocational Rehabilitation Centre for Physically Handicapped, Napier Town, Jabalpur.

4. Vocational Rehabilitation Centre for Physically Handicapped, C.T.I. Campus, Gill Road, Ludhiana.
5. Vocational Rehabilitation Centre for Physically Handicapped, C.T.I. Campus, Sion, Bombay.
6. Vocational Rehabilitation Centre for Physically Handicapped, B.C. Roy Polyclinic, Beliaghata, Calcutta.
7. Vocational Rehabilitation Centre for Physically Handicapped, I.T.I. Pusa, New Delhi.
8. Vocational Rehabilitation Centre for Physically Handicapped, C.T.I. Campus, Vidyanagar, Hyderabad.
9. Vocational Rehabilitation Centre of Physically Handicapped, I.T.I. Kuber Nagar, Ahmedabad.
10. Vocational Rehabilitation Centre for Physically Handicapped, C/O. Jaymata Training Institute, Nalanohika, Trivandrum.
11. Vocational Rehabilitation Centre for Physically Handicapped, C/O F.T.I. Tumkur Road, Bangalore.

Sl. No. 6/82 E.E.M. No. 4.3/1

Subject: Reduction in application-fee for the Physically Handicapped Persons.

The Ministry of Finance, Department of Economic Affairs (Banking Division) New Delhi have issued instructions to nationalised banks to the effect that for recruitment to the posts of officers/clerks in the Public Sector Banks the application fee should be charged from the Physically Handicapped Persons as is applicable to SC/ST candidates.

A copy of the Ministry of Finance, Department of Economic Affairs (Banking Division), New Delhi letter No. 3/6/81-SCT(B) dated the 16th March, 1982 addressed to all the Nationalised Banks and the concerned Ministries is enclosed for information and guidance of Employment Officers and Special Employment Officers for Physically Handicapped Persons.

Authority: Ministry of Finance Department of Economic Affairs (Banking Division) Letter No. 3/6/81-OT(B) dated 16th March, 1982.

No. 3/6/81-SCT(B)
Government of India
Ministry of Finance
Department of Economic Affairs
(Banking Division)

New Delhi, dated the 16th March, 1982.

To

1. The Chairman & MDs. (20 Nationalised Banks)
2. The Chairman, State Bank of India.
3. The Managing Directors: 7 Subsidiaries of SBI.
4. The Chief Manager (Pers), R.B.I.
5. The Chief Executive of IFCI, IRGI, & IDBI.
6. Chairman: All the 10 BSRBs.

Subject: Reduction in application fee for the Physically Handicapped Persons.

Sir,

I am directed to say that at present, for recruitment to the posts of officers and clerks in the Public Sector Banks, no concession in application fee etc. is available to the Physically Handicapped candidates. The matter has been examined and it has been decided that for recruitment to the post of officers/clerks in the Public Sector Banks, the physically handicapped

candidates may be charged the same application fee as is being charged from the candidates belonging to the SC/ST communities.

Kindly acknowledge the receipt.

Yours faithfully,

Sd/-

(Ahmad Fareed)

Under Secretary to the Govt. of India.

Copy to: Ministry of Labour.

EEM No. 2/83/4.16

Subject: Procedure regarding forwarding of duplicate index cards by the normal Employment Exchanges in respect of the Physically Handicapped Persons to Special Employment Exchanges and their maintenance.

The duplicate Index Cards should be sent by the normal Employment Exchange to the Special Employment Exchange only in respect of those Physically Handicapped persons, who are willing to work at other places in the State. The Special Employment Exchanges for the P.H. on receipt of such index cards will enter them in a Book Register (63) on the same day and file them in the appropriate NCE codes for consideration against the notified demands. Any placement on the basis of duplicate index card, would be counted by the Special Employment Exchanges as placing and the Exchange concerned will account it as IOA placing.

EEM No. 7/86/4.1

Subject: Employment of Physically Handicapped persons in public services.

The Ministry of Personnel, PG and Pensions, Department of Personnel and Training vide O.M. No. 35034/2/84-Estt. (dated 30th September, 1986) addressed to all Ministries/Departments of the Govt. of India have reiterated their earlier instructions concerning employment of the handicapped persons. These are:—

- (i) A copy of the requisition sent to the Employment Exchange/Special Employment Exchange should also be endorsed to the V.R.C.
- (ii) Appointing Authorities should not insist on any fresh medical certificate before considering a handicapped persons against a vacancy reserved for the handicapped.

Ministry of Personnel, PG & Pensions (Department of Personnel and Training) O.M. No. 35034/2/84-Estt.(D) dated 30.9.1986 to All Ministries/Departments.

Subject: Employment of physically handicapped persons in public services.

The undersigned is directed to say that the Central Advisory Committee on Employment of Physically Handicapped has made the following recommendation:—

- (i) "On nomination by the Employment Exchanges, physically handicapped persons should not be subjected to the usual medical examination on first appointment and the question should be decided on the basis of reports of the Medical Board attached to the Special Emp. Exchanges. In any even appointing authorities should not insist on any medical certificate before considering a physically handicapped persons against a vacancy reserved for him. The forwarding of application by the Special Emp. Exchange or Special Calls in the Normal Employment Exchanges should be adequate proof that the applicant is physically handicapped and should be considered against the reserved vacancy".
- (ii) "At present requisition is sent to the Special Emp. Exch. Emp. Exchanges or V.R.Cs. only for those posts which are reserved for handicapped persons. The Committee suggested that

for all indentified posts, whether they are reserved for handicapped or not, requisition may also be sent to Spl. Emp. Exchanges/VRCs/Special Cells in Emp. Exchanges by the indenting authority to get names of physically handicapped persons who could be considered, if otherwise eligible, against general posts."

2. The above recommendations have been examined in consultation with Ministry of Labour (DGET). Instructions already exist vide this Departments O.M. No. 5/1/62-Estt. (D) dt. 31.7.62, No. 39016/20/80-Estt. (C) dt. 30.12.80 and No. 14016/1/81-Estt(D) dt. 9.2.81 (copies attached) that all the appointing authorities should endorse a copies of the requisition sent to the Emp. Exchanges/Spl. Employment Exchange to the nearest V.R.C. for P.H. for nominating suitable physically handicapped persons. Further these instructions also provide that, on nomination by the Emp. Exchange, P.H. Persons should not be subjected to the usual medical examination on first appointment and the question should be decided on the basis of the reports of the Medical Board attached to the Spl. Emp. Exchanges for the P.H. Appointing authorities should not also insist on any fresh medical certificate before considering a physically handicapped persons against a vacancy reserved for them. The forwarding of application by the Spl. Emp. Exchange/V.R.Cs or Special Cells by normal Emp. Exchanges should be taken as adequate proof that the applicant is physically handicapped and should be considered against the reserved vacancy.

The above instruction are once again brought to the notice of all concerned, for strict compliance.

O.M. No. 39016/20/80-Estt.(C) dated 30th December, 1980 from Ministry of Finance, Deptt. of P & A. R. to All Ministries/Departments.

Subject: Reservation of vacancies for the Physically Handicapped persons in Group 'C' and Group 'D' posts under the Central Government.

The undersigned is directed to refer to the Department of Personnel and A.R.O.M. No. 39016/5/77-Estt. (C) dated the 4th November, 1977 regarding reservations for the Physically Handicapped persons in Group 'C' and Group 'D' posts to the extent indicated as below:—

<i>Category of Handicapped</i>	<i>% of reservation</i>
1. The Blind	1%
2. The Deaf	1%
3. The Orthopaedically Handicapped	1%

2. The question of prescribing a roster for giving effect to the reservations for the physically handicapped persons has been considered. It has been decided that a continuous account of the vacancies arising in Group 'C' and Group 'D' posts from year to year may be kept. Thus the 34th Vacancy occurring in a particular recruitment year would be earmarked for the blind. Similarly, the 67th vacancy and 100th vacancy would be reserved for the Deaf and the Orthopaedically handicapped respectively in a cycle of 100 vacancies. In case any of these vacancies happens to be reserved for the SC and ST or Ex-servicemen the next clearly available vacancy should be reserved for the physically handicapped persons.

3. As already provided in the O.M. of 4th November, 1977 referred to above, inter-se exchange of vacancies is permissible if candidates belonging to the particular category of person are not available or if the nature of vacancies in an office is such that a given category of persons cannot be employed.

4. It has also been provided in the said O.M. that if in any year, the vacancies reserved for these categories are not filled, the reservations should be carried over for a period upto two recruitment years. It has not been decided that the reservations should be carried over for a period of upto three recruitment years instead of two years at present. Any recruitment of the physically handicapped candidates will first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If such candidates are not available for all the vacancies the older vacancies carried-forward should be filled first and the comparatively later vacancies carried-forward should be further carried-forward.

5. The physically handicapped persons are entitled to relaxation of upper age limit upto 10

9. Vocational Rehabilitation Centre for Handicapped, ITI Kuber Nagar, Ahmedabad.
10. Vocational Rehabilitation Centre for Handicapped, C/o Jayamata Training Institute, Nalanohira, Trivandrum.
11. Vocational Rehabilitation Centre for Handicapped, C/o F.T.I. Tukkur Road, Bangalore.
12. Vocational Rehabilitation Centre for Handicapped, Rehabari Nagar, Guwahati.
13. Vocational Rehabilitation Centre for Handicapped, STI, CD Campus, Unit-VIII Bhubaneswar.
14. Vocational Rehabilitation Centre for Handicapped, 12, Vivekanand Marg, C-Scheme, Jaipur.

EEM No. 2/89-12.1

Subject: Reservation of posts and concessions facilities for the handicapped persons in Group 'C' & 'D' posts/services under the Central Government.

Attention of the Employment Officers is invited to Para Nos. 1,3,2, 3.3, 4.1 etc. of Part IV of the National Employment Service Manual, Vol. I and also to the Sl. No. 34/77 EEM No. 4.11/1 Sl. Nos. 1/78 EEM No. 4.11/2 regarding (i) definitions of the Handicapped Persons and (ii) eligibility conditions for concessions and benefits accorded to the handicapped persons for the purpose of appointments, etc. to Group 'C' & 'D' posts under the Central Government through the Employment Exchanges/Special Employment Exchanges and the Vocational Rehabilitation Centres for the handicapped.

In order to have a standard set of definitions, authorised certification authorities and standard tests for the purpose of objective certification of the handicapped persons, Government of India in the Ministry of Welfare had set up three Committees under the Chairmanship of Director General of Health Service and after having considered the reports of these Committees and with the concurrence of the State Governments/Union Territories etc. have notified the revised definitions of the handicapped persons in the Categories of (1) Visually handicaps (2) Locomotor handicaps (Orthopaedically handicaps) (3) Speech and Hearing handicaps and (4) Mental handicaps, in the Gazette of India, Part-I Section-I. A copy of the Gazette Notification No. 4-2/83-H.W. III dated the 6th August, 1986 is enclosed. Each category of handicapped persons has been divided into 4 groups viz. (i) Mild (ii) Moderate (iii) Severe and (iv) Profound/Total. Now as per the revised definitions various concessions/benefits would be available to the last three categories of handicapped persons viz. Moderate, Severe and Profound/total groups, and not to the mild groups. In order to be eligible for concessions/benefits the minimum degree of disability should be 40%....Handicapped persons with less than 40% disability who are already on the live Register of the Special Employment Exchanges/Special Cells/Vocational Rehabilitation Centres for the handicapped shall now have to be transferred to the normal Employment Exchanges. The authorised certifying authority will be medical boards at the District level. The Medical boards attached to the VRCs for the handicapped could also do the requisite certification.

The Employment Exchanges/Special Employment Exchanges/Special Cells/VRCs for the handicapped are requested to take immediate steps as detailed below for the implementation of the revised definitions of the handicapped. The handicapped persons having less than 40% disability and transferred to the concerned Employment Exchanges will retain their seniority in registration. They should also keep these revised definitions in view while registering/sponsoring the handicapped persons and implement them in stages;

1. All future registrations of handicapped persons to be done based on medical certification i.e. subject every candidate to medical test and only those conforming to prescribed disability to be registered as handicapped persons. The certification can be done by Distt. Medical Authorities or through the Medical Boards attached to Special Exchanges/VRCs.
2. Those registrants who report for renewals should also be similarly subjected to medical evaluation as at (1) above if the extent of their disability does not confirm to the

minimum percentage prescribed according to new definitions. Gradually all persons whose renewals are being made will be required to obtain a disability certificate if not obtained already, either from Distt. Medical Authorities or from the medical Boards attached to Spl. Employment Exchanges/VRCs.

3. Those registrants who are under consideration for submissions may also be subjected to medical examination and only those who qualify should be submitted against notified vacancies.
4. The remaining registrants (other than 1,2, and 3 above) can continue on the live register and gradually got examined medically.
5. All those registered job-seekers who fall below the prescribed norms, after being medically examined, should be shifted gradually to normal Employment Exchanges and candidates informed of the same. All candidates whose registration will be transferred to normal Employment Exchanges, will carry with them their original seniority.
6. In all cases due publicity of the new definitions should be given through local press and through display on notice Board to avoid confusion amongst the registrants.

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART I SECTION 1)

No. 4-2/83-HW. III

GOVERNMENT OF INDIA
MINISTRY OF WELFARE

Dated : 6th August, 1986.

Subject : Uniform Definitions of the Physically Handicapped.

At present, different definitions for various categories of handicapped are adopted in various schemes/programmes of the Central and State Governments. In order to have a standard set of definitions, authorised certification authorities and standard tests for purpose of objective certification. Government of India in Ministry of Welfare set up three committees under the Chairmanship of Director General of Health Services—one each in the area of visual handicaps, speech and hearing disorders and locomotor disabilities and a separate Committee for mental handicaps.

2. After having considered the reports of these committees and with the concurrence of the State Governments/UTs and the concerned Ministries/Departments the undersigned is directed to convey the approval of the President to notify the definitions of the following categories of physically handicapped:—

1. Visually handicaps
2. Locomotor handicaps
3. Speech & hearing handicaps
4. Mental handicaps.

Report of the Committee as indicated in the Annexure 1.

3. Each category of handicapped persons has been divided into four groups viz. mild, moderate, severe and profound/total. It has been decided that various concessions/benefits would in future be available only to moderate, severe and profound/total groups; and not to the mild groups. The minimum degree of disability should be 40% in order to be eligible for any concession/benefits.

4. It has been decided that the authority will be a medical board at the district level. The board will consist of the Chief Medical Officer/Sub Divisional Medical Officer in the District and another expert in the specified field viz. orthalmic surgeon in case of visual handicaps, either an ENT Surgeon or an audiologist in case of speech and hearing handicaps; an orthopaedic surgeon or a specialist in physical medicine & rehabilitation in case of locomotor handicaps, a psychiatrist or a clinical psychologist or a teacher in special education in case mental handicaps.

5. Specified tests as indicated in Annexure should be conducted by the medical board and recorded before a certificate is given.

6. The certificate would be valid for a period of three years.

7. The State Govts./UT Admn. may constitute the medical boards indicated in para 4 above immediately.

M.C. NARSIMHAN

Joint Secretary to the Government of India.

ORDER

Ordered that the above notification be published in the Gazette of India for general information. Copies of the Gazette notification may be sent to all Ministries/Depts. of the Central Govt., all State Govts./UT Admn. President Sectt., P.M.'s Office, Lok Sabha, Rajya Sabha Sectt. for information and necessary action.

M.C. NARSIMHAN

Joint Secretary to the Government of India.

To

The Manager,
Government of India Press,
Mayapuri, New Delhi.

Combined Report of the three Committees recommending Uniform set of definitions, authorities for certification and standard tests for Visual, Hearing and Speech & Locomotor disabilities

List of the Members of the Committees at Annexure 1.

Introduction

India is a vast country with variable social, cultural, geographical and economic background. Despite breakthrough in health services, a number of disabilities continue to appear due to polio communicable and congenital diseases, increased industrialisation and mechanisation, vehicular traffic leading to locomotor disabilities; vitamin-A deficiency; cataract and Infections, injuries, nutritional deficiency leading to visual loss; ear infection, external injuries, noise pollution contributing to hearing loss. These are the three major disabilities which manifest themselves as a result of one or more of such factors.

2. Government of India are providing a large number of facilities and concessions to disabled persons. In order to provide these facilities and concessions it is imperative that a standard definition of these disabilities is decided upon. Consequent to recommendation of the National Council for Handicapped Welfare the Committees under the chairmanship of Director General of Health Services met for the adoption of standard set of definitions which should be uniformly applicable through out the country.

The exercise of evolving a uniform set of definition should not be however, to construed to mean that no definitions have been set forth at present. Definitions of these three major disabilities which are prevalent at present for extending various concessions and facilities to handicapped are given in Annexure II.

Recommended Definitions

Physical impairment leads to functional limitation and functional limitation leads to disability. Physical impairment, functional limitation and disability have been defined by W.H.O. and this Committee would recommend adopting this classification, which is as follows:—

(i) **Impairment** : An impairment is a permanent or transitory psychological, or anatomical loss and/or abnormality. For example a missing or effective part, tissue organ or "Mechanism" of the

body, such as an amputated limb, paralysis after polio, myocardial infarction, cerebrovascular thrombosis, restricted pulmonary capacity, diabetes, myopia, disfigurement, mental retardation, hypertension, perceptual disturbance.

(ii) **Functional limitation:** Impairment may cause functional limitations which are the partial or total inability to perform those activities necessary for motor, sensory, or mental functions within the range and manner of which a human being is normally capable such as walking, lifting loads, seeing speaking, hearing, reading, writing, counting, taking interest in and making contact with surroundings. A functional limitation may last for a short time a long time be permanent or reversible. It should be quantifiable whenever possible. Limitations may be described as "Progressive or regressive".

(iii) **Disability :** Disability is defined as an existing difficulty in performing one or more activities which, in accordance with the subject's age, sex and normative social role, are generally accepted as essential, basic components of daily living, such as self-care, social relations and economic activity. Depending in part on the duration of the functional limitation disability may be short-term, long-term or permanent.

Medically, disability is physical impairment and inability to perform physical functions normally. Legally, disability is a permanent injury to body for which the person should or should not be compensated.

The disability can be divided into 3 period.

(i) Temporary total disability is that period in which the affected person is totally unable to work. During this time he may receive orthopaedic, ophthalmological auditory or speech or any other medical treatment.

(ii) Temporary partial disability is that period when recovery has reached the stage of improvement so that person may begin some kind of gainful occupation.

(iii) Permanent disability, applies to permanent damage or loss of use of some part/parts of the body after the stage of maximum improvement from any medical treatment has been reached and the condition is stationary.

The classifications & various concessions being recommended are for the permanent disability only.

Evaluation and Assessment of Visual Disabilities

The group recommended the classification of visual impairment/disability may be categorised in four groups for considering various concessions to visually handicapped.

The question regarding one eyed person was considered at length. The Committee is of the view that the guidelines recommended for evaluation of visual loss of persons who have lost one eye but have the other eye normal should be totally unambiguous. The Committee feels that such persons may not be clubbed with other visually handicapped so that facilities/concessions available to severely/profoundly visually handicapped and totally blind are not eroded. If one eyed persons are clubbed with severely/profoundly visually handicapped and totally blind persons, the Committee feels that most of the concessions especially jobs reserved for the blind persons shall go to one-eyed persons as their visual loss is minimal compared to other 2 categories and in this manner most of the Government offices/public sector undertakings will be fulfilling the quota but in actual practice will not be giving jobs to totally blind and persons with severe visual loss. The Committee, however feels that it should be made clear that loss of one eye will not be considered as a disqualification on medical grounds unless a particular post is of such a technical nature that it requires of a person the use of both the eyes or 3 dimensional vision. The Committee also recommends that if a person has been declared unfit due to some temporary visual loss/defect. It should not be construed to mean as disabled if such a temporary impairment in the opinion of a Medical Board can be overcome with treatment or visual aids.

Guidelines for evaluation & categorisation of visual disabilities are given in Appendix III.

2. Evaluation & Assessment of Hearing & Speech Disability

The Committee recommended that the definitions which are internationally accepted and have been adopted by WHO may be adopted in this country also for evaluation and categorisation of hearing & speech loss.

The recommended classification and guidelines for evaluation of hearing loss are given in Appendix II. The Committee also considered various facilities/concessions which may be given to hearing handicapped persons and suggestions of the facilities which may be offered to the hearing handicapped for rehabilitation are also given in Appendix II.

3. Evaluation & Assessment of Orthopaedic Disabilities

The Committee recommends that Kessler's method may be taken as a general guideline for evaluating orthopaedic disability. Since issues have been raised regarding the quantification of degree of disability, the authorised Medical Board may also consult any other suitable method and use Kessler's method as a basic guideline.

The Committee is aware that there are other methods of quantification which are at variance with the Kessler's guidelines. However, Kessler's guidelines for evaluation of various degrees of disability. It is expected, would hold good for most of the time. The individual Medical Board could take into consideration other methods which may help the board in evaluating disability in an individual case.

The Authorities to give Certification

A permanent disability certificate will be issued by a board duly constituted by the Central and the State Governments. It is recommended that a Medical Board for evaluation of disability should be available minimum at the district level. It is also recommended to have atleast 3 members in the board, out of which atleast one should be a specialist in the particular field for assessing locomotor/visual/hearing & speech disability as the case may be.

It is also recommended that the competent authority may also appoint an appellate medical board to resolve any disputes.

Concessions/Facilities which may be Offered to Disabled Persons

Keeping in view the set of definitions and the categorisation being recommended, various Ministries/Departments and the State Governments shall have to also specify the facilities and concessions which would be available to different categories of the handicapped. The Committee recommends that if a person has the degree of disability below 40% in a particular category, no such benefits/concessions may be given to such a person. All other categories may be extended concessions/facilities like scholarships, job reservation, aids and appliances either free of cost or at concessional rates, conveyance allowance etc. For hearing handicapped the Committee recommends that 3 language formula may be revised so that the hearing handicapped have to study one language only.

Ministry of Social & Women's Welfare may make out proposals based on these recommendations with the appropriate Ministry for necessary modifications in the policy of 3 language formula.

The Committee also recommended that Ministry of Health and Family Welfare may also take up amending medical standards for necessary relaxations in respect of mild handicapped in all the categories so that on account of their mild disability they are not put in a position that neither they are able to get the facility of job reservations nor are eligible otherwise for entering into services in the general category. The medical rules may also indicate in clear terms that loss of one eye will not be considered a disqualification unless the particular post is of such a technical nature that it requires of a person the use of both the eyes or three-dimensional vision. The some medical board at the district level may examine suitability or otherwise of a one eyed person for a particular post.

The degree and extent of disability of the 3 types, namely visual, hearing and orthopaedic will be indicated as follows:—

- | | |
|--------------------|---------------|
| (a) mild | less than 40% |
| (b) moderate | 40% & above |
| (c) Severe | 75% & above |
| (d) profound/total | 100% |

For persons suffering from cardio pulmonary diseases, there may be no reservations in jobs. These persons may, however, be considered for extending other concessions such as exemption in typing etc.

The Director General of Health Services, Ministry of Health and Family Welfare will be the final authority, should there arise any controversy/doubt regarding the interpretation of the definitions/classifications/evaluation tests etc.

Only those persons who have disability more than 40% and above shall be eligible for registration in Employment Exchanges in the category of handicapped and considered against jobs in public sector reserved for the physically handicapped.

VISUALLY HANDICAPPED

The definition adopted for visual handicapped for extending the concession, scholarships, admission to Integrated education system, reservation in jobs, assistance for purchase/fitting of aids and appliances :—

The blind are those who suffer from either of the following conditions :—

- (a) Total absence of sight.
- (b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses.
- (c) Limitation of the field of vision subtending and angle of degree or worse—

Definition of Hearing Handicapped under various schemes

SCHOLARSHIPS

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sound at all even with amplified speech. The cases included in this category will be those having hearing loss more than 70 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances

The partially hearing are those falling under any one of the categories indicated below :—

Category	Hearing acuity
Mild impairment	More than 30 but not more than 45 decibels in better ear.
Serious impairment	More than 45 but not more than 60 decibels in better ear.
Severe impairment	More than 60 but not more than 90 decibels in the better ear.

Reservation Order issued by Department of Personnel and Administrative Reforms

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all events with amplified speech. The cases included in this category will be those having loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

Locomotor Handicapped

Similarly the definition adopted for orthopaedically handicapped is not uniform as all orthopaedically handicapped are eligible for getting scholarship but only those orthopaedically handicapped person can get the facility of reservation in jobs as have a minimum of 40% disability.

Situation in State Governments

Various State Governments have also adopted different sets of definition. For example Govt. of Tamil Nadu declared one eyed persons in the same category as blind persons and have extended various concessions including the reservation in jobs under the State Government to one eyed person also. The Central Government on the other hand has declared that a one eyed person with one eye good vision is *not medically unfit* and can be considered for jobs which do not require a three dimensional vision to the specific requirement of the jobs.

Visual Impairment disability Categories bases on its severity and proposed disability percentages

	All with corrections		Percentage impairment
	Better eye	Worse eye	
Category 0	6/9—6/18	6/24 to 6/36	20%
Category I	6/18—6/36	6/60 to Nil	40%
Category II	6/60—4/60 or field of vision 110—20	3/60 to Nil	75%
—do— III	3/60 to 1/60 or field of vision 100	F.C. at 1 ft. to Nil	100%
—do— IV	F.C. at 1 ft. to Nil or Field of vision 100	F.C. at 1 ft. to Nil Field of vision 100	100%
One eyed persons	6/6	F.C. at 1 ft. to Nil	30%

The method of evaluation shall be the same as recommended in hand book of Medical examination.

Impairment of 20%-40% or less may only be entitled to aids and appliances.

II SPEECH AND HEARING HANDICAPPED

A. Recommendations about the Categories and the Tests Required

I. Recommended classification

Sl. No.	Category	Type of Impairment	DB level and/or	Speech discrimination	Percentage of Impairment
1.	I.	Mild Hearing Impairment	dB 26 to 40 dB in better ear	80 to 100% in better ear	Less than 40%
2.	II.	Moderate hearing Impairment	41 to 55 dB in better ear	50 to 80% in better ear	40%-50%

3.	III.	Severe hearing impairment	56 to 70 Hearing Impairment in better ear	40 to 50%	50 to 75%
4.	IV.	(a) Total deafness	No hearing	No discrimination	100%
		(b) Near total deafness	91 dB and above in better ear	-do-	100%
		(c) Profound hearing impairment	71 to 90 dB	Less than 40% in better ear	75%-100%

(Pure tone average of hearing in 500, 1000, and 2000 Hz by air conduction should be taken as basis for consideration as per the test recommendations)

Further it should be noted than

- (a) When there is only an island of hearing present in one or two frequencies in better ear, it should be considered as total loss of hearing
- (b) Wherever there is no response (NR) at any of the 3 frequencies (500, 1000, 2000 Hz). it should be considered as equivalent to 130 dB loss for the purposes of classification of disability and in arriving at the average. This is based on the fact that maximum intensity limits in most of the Audiometers is 110 dB's and some audiometers has additional facilities for +20dB for testing.

II. Recommendations about the categories of disability (Hearing Impairment—Physical aspect only-Test recommended).

- (a) Pure tone audimetry (ISO R 382-1970 at present, is being used as Audiometric Standard in most of the audiometers. Hence the audiometers used in testing should be accordingly calibrated). Three frequency average at 500, 1000, and 2000 Hz by Air Conditions (A.C.) will be used for categorization.
- (b) Wherever possible the pure tone audiometric results should be supplemented by the Speech discrimination score—Tested at Sensation level (S.L.) i.e. the speech discriminations test is conducted at—dB above the patient's hearing threshold. The stimuli used be either phonetically balance words (Pb) of the particular language or its equivalent material. At present only a few Indian languages have standard speech material for testing. Hence wherever the standardised test material is not available, either standardised Indian English Test could be made use of with English knowing population or equivalent material to Pb. be used.
- (c) Wherever children are tested and pure tone audiometry becomes not possible free field testing should be employed.

Suggestions of the Facilities to be Offered to the Disabled for Rehabilitation

- Category I. No special benefits.
- Category II. Considered for Hearing Aids at free or concessional costs only.
- Category III. Hearing aids free of cost or at concessional rates. Job reservation—benefit of special Employment Exchange.
- Category IV. hearing Aids—facilities of reservation—special employment exchange. Special facilities in schools like Scholarship. Hearing aids—Exemption from 3 language formula (to study in recommended single language).

It is felt that for consideration of admission under special category for courses conducted by institutions like Indian Institute of Technology (IIT). Industrial Training Institute (ITI) and others, categories 1 & 2 only should be considered for reservation of seats, provided they fulfil the other educational stipulations for the course.

We have considered the different type of hearing affection i.e. conductive VS Sensory neural,

and agree that the disability will be judged by the conditions prevalent in the patient at the time of referral and examination. In case of failure of surgery or other therapeutic interventions, the patient will be considered and categorized on the basis of the recommended tests.

III. ORTHOPAEDICALLY HANDICAPPED

Guidelines for Evaluation of Various Disabilities

Locomotor Disability

1.1 UPPER LIMB

1. The estimation of permanent impairment depends upon the measurement of functional impairment, and is not expression of a personal opinion.

2. The estimation and measurement must be made when the clinical condition is fixed and unchangeable.

3. The upper extremity is divided into two component parts the arm component and the hand component.

4. Measurement of the loss of function of arm component consists in measuring the loss of motion, muscle strength and co-ordinated activities.

5. measurement of the loss of function of hand component consists in determining the Prehension. Sensation & Strength. For estimation of Prehension Opposition, lateral pinch, cylindrical grasp, spherical grasp and hook grasp have to be assessed as shown in the column of "prehension component" in the proforma.

6. The impairment of the entire extremity depends on the combination of the functional impairment of both components.

ARM COMPONENT

Total value of arm component is 90%.

Principles of Evaluation of range of motion of joints

1. The value of maximum R.O.M. in the arm component is 90%

2. Each of the three joints of the arm is weighted equally (30%).

Example

A fracture of the right shoulder joint may affect range of motion so that active abduction is 90%. The left shoulder exhibits a range of active abduction of 180%. Hence there is loss of 50% of abduction movement of the right shoulder. The percentage loss of arm component in the shoulder is 50×0.30 or 15% loss of motion for the arm component.

If more than one joint is involved. same method is applied, and the losses in each of the affected joints are added. Say,

Loss of abduction of the shoulder = 60%

Loss of extension of the wrist = 40%

Then, Loss of range of motion for the = 30%

arm = $(60 \times 0.30) + (40 \times 0.30)$

Principles of Evaluation of Strength of muscles

1. Strength of muscles can be tested by manual testing like 0-5 grading.

2. Manual muscle gradings can be given percentages like

0.	—	100%
1.	—	80%
2.	—	60%
3.	—	40%
4.	—	20%
5.	—	0%

3. The mean percentage of muscle strength loss is multiplied by 0.30.
4. If there has been a loss of muscle strength of more than one joint, the values are added as has been described for loss of range of motion.

Principles of Evaluation of co-ordinated activities

1. The total value for co-ordinated activities is 90%.
2. Ten different co-ordinated activities are to be tested as given in the Proforma.
3. Each activity has a value of 9%.

Combining values for the Arm Component

1. The Value of loss of function of arm component is obtained by combining the values of range of movement, muscle strength & co-ordinated activities, using the combining formula

$$a = \frac{b(90-a)}{90}$$

where a = higher value
& b = lower value

Example

Let us assume that an individual with a fracture of the right shoulder joint has in addition to 16.5% of motion his arm, 8.3% loss of strength of muscles, and 5% loss of coordination. We combine these values as:

Range of motion : 16.5%
Strength of Muscles : 8.3%

$$16.5 = \frac{8.3(90-16.5)}{90} = 23.3\%$$

$$\text{Co-ordination : } 5\% \quad 23.3 + \frac{5(90-23.3)}{90} = 27.0\%$$

So total value of arm component = 27.0%

Hand Component

Total value of hand component is 90%.

The functional impairment of hand is expressed as loss of prehension, loss of sensation, loss of strength.

Principles of Evaluation of Prehension.

Total value of Prehension is 30%. it includes:

(A) Opposition (8%). Tested against
Index finger (2%). Middle finger (2%).
Ring finger (2%) & Little finger (2%)

(B) Lateral Pinch (5%) Tested by asking the patient to hold a key.

(C) Cylindrical Grasp (6%). Tested for
(a) Large object of 4 inch size (3%)
(b) Small object of 1 inch size (3%)

(D) Spherical Grasp (6%). Tested for
(a) Large object 4 inch size (3%)
(b) Small object 1 inch size (3%)

(E) Hook Grasp (5%). Tested by asking the patient to lift a bag

Principles of Evaluation of Sensations

Cervical Intervertebral Disc

- | | |
|---|----|
| 1. Operative, successful removal of disc, with relief of acute pain, no fusion, no neurologic residual. | 10 |
| 2. Same as (1) with neurological manifestations, persistent pain, numbness, weakness in fingers. | 20 |

Thoracic and Dorsolumbar Spine Fracture**Percent Whole Body Permanent Physical Impairment and Loss of Physical Function to Whole Body**

- | | |
|--|-----|
| A. Compression 25% involving one or two vertebral bodies, mild, no fragmentation, healed, no neurological manifestations. | 10 |
| B. Compression 50%, with involvement posterior elements, healed, no neurologic manifestations, persistent pain, fusion, indicated. | 20 |
| C. Same as (B) with fusion, pain only on heavy use of back. | 20 |
| D. Total paraplegia | 100 |
| E. Posterior elements, partial paralysis with or without fusion, should be rated for loss of use of extremities and sphincters. | |

Low Lumbar

- | | |
|--|-----|
| 1. Fracture | |
| A. Vertebral compression 25%, one or two adjacent vertebral bodies, little or fragmentation, no definite pattern or neurologic changes. | 15 |
| B. Compression with fragmentation posterior elements, persistent pain, Weakness and stiffness, healed, no fusion, no lifting over 25 pounds. | 40 |
| C. Same as (B), healed with fusion, mild pain. | 25 |
| D. Same as (B), nerve root involvement to lower extremities, determine additional rating for loss of industrial function to extremities. | |
| E. Same as (C), with fragmentation of posterior elements, with persistent pain after fusion, no neurologic findings. | 35 |
| F. Same as (C), with nerve root involvement to lower extremities, rate with functional loss to extremities. | |
| G. Total paraplegia. | 100 |
| H. Posterior elements, partial paralysis with without fusion, should be rated for loss of use of extremities and sphincters. | |

Neurogenic Low Back Pain-Disc Injury

- | | |
|--|----|
| A. Periodic acute episodes with acute pain and persistent body list, test, tests for sciatic pain positive, temporary recovery 5 to 8 weeks. | 5 |
| B. Surgical excision of disc, no fusion, good results, no percent sciatic pain. | 10 |
| C. Surgical excision of disc, no fusion, moderate persistent pain and stiffness aggravated by heavy lifting with necessary modification of activities | 20 |
| D. Surgical excision of disc with fusion, activities of lifting moderately modified. | 15 |
| E. Surgical excision of disc with fusion, persistent pain and stiffness aggravated by heavy lifting, necessitating modification of all activities requiring heavy lifting. | 25 |

Non-Traumatic Lesions**Scoliosis**

The whole Spine has been given rating of 100% and regionwise the following percentages are given:

Dorsal Spine	—	50%
Lumbar Spine	—	30%
Cervical Spine	—	20%

Kobb's method for measurement of angle of curve in standing position is to be used. The curves have been divided into three sub groups:

	Cervical Spine	Thoracic Spine	Lumbar Spine
Less than 30°	2%	5%	5%
31°—60° (Moderate)	3%	15%	12%
Above 60° (Severe)	5%	25%	33%

In the curves ranging above 60°, cardio-pulmonary complications are to be graded separately. The junctional curves are to be given that rating depending upon level of apex of curve. For example, if apex of dorso-lumbar curve falls in the dorsal spine the curve can be taken as a dorsal curve. When the scoliosis is adequately compensated, 5% reduction is to be given from final rating (for all assessment primary curves are considered for rating).

Kyphosis

The same total rating (100%) as that suggested for scoliosis is to be given for kyphosis. Region-wise percentages of physical impairment are.

Dorsal	50%
Cervical Spine	30%
Lumbar Spine	20%

For dorsal spine the following further grading are.

Less than 20°	10%
21°-40°	15%
41°-60°	20%
Above 60°	25%

For kyphosis of lumbar and cervical spine 5% and 7% respectively have been allocated.

Paralysis of Flexors and Extensors of Dorsal and Lumbar Spine.

The motor power of these muscles to be grouped as follows:—

Normal	—
Weak	5%
Paralysed	10%

Paralysis of Muscles of Cervical Spine

For cervical spine the rating of motor power is as follows:

	Normal	Weak	Paralysed
Flexores	0	5%	10%
Extensors	0	5%	10%
Rotators	0	5%	10%
Side bending	0	5%	10%

Miscellaneous

Those conditions of the spine which cause stiffness and pain etc., are rated as follows:

	% physical impairment
A. Subjective symptoms of pain. No involuntary muscle spasm, Not substantiated by demonstrable structural pathology.	0%
B. Pain, Persistent muscle spasm and stiffness of spine, substantiated by demonstrable mild radiological changes.	10%
C. Same as B, with moderate radiological changes.	15%
D. Same as B, with severe radiological changes involving and one of the region of spine (Cervical, dorsal or lumbar).	20%
E. Same as D, involving whole spine.	30%

In kypho-scoliosis, both curves to be assessed separately and then percentage of disability to be summed.

Guidelines for Evaluation of Permanent Physical Impairment in Amputees

Basic Guidelines

1. In case of multiple amputees, if the total sum of percentage permanent physical impairment is above 100%, it should be taken as 100%.
2. Amputation at any level with uncorrectable inability to wear and use prosthesis, should be given 100% permanent physical impairment.
3. In case of amputation in more than one limb percentage of each limb is counted and another 10% will be added, but when only toes or fingers are involved only another 5% will be added.
4. Any complication in form of stiffness, neuroma, infection etc. has to be given a total of 10% additional weightage.
5. Dominant upper limb has been given 4% extra percentage.

Upper Limb Amputations

	Percent Permanent Physical Impairment and loss of physical function of each limb			
1. Fore-quarter amputation	100%			
2. Shoulder Disarticulation	90%			
3. Above Elbow upto upper 1/3 of arm	85%			
4. Above Elbow upto lower 1/3 of arm	80%			
5. Elbow disarticulation	75%			
6. Below Elbow upto upper 1/3 of forearm	70%			
7. Below Elbow upto lower 1/3 of forearm	65%			
8. Wrist disarticulation	60%			
9. Hand through carpal bones	55%			
10. Thumb through C.M. or through 1st MC Joint	30%			
11. Thumb disarticulation through metacarpophalangeal Joint or through proximal phalanx	25%			
12. Thumb disarticulation through Inter phalangeal Joint or through distal phalanx.	15%			
	Index Finger (15%)	Middle Finger (5%)	Ring Finger (3%)	Little Finger (2%)
13. Amputation through proximal phalanx or disarticulation through MP joint	15%	5%	3%	2%
14. Amputation through middle phalanx or disarticulation through PIP joint	10%	4%	2%	1%
15. Amputation through distal phalanx or disarticulation through DIP joint	5%	2%	1%	1%

Lower Limb Amputations

1. Hind quarter
 2. Hip disarticulation
 3. Above knee upto upper 1/3 of thigh
 4. Above knee upto lower 1/3 of thigh
- 100%
90%
85%
80%

5. Through knee	75%
6. B.K. upto 8 cm.	70%
7. B.K. upto lower 1/3 of leg	60%
8. Through Ankle	55%
9. Syme's	50%
10. Upto mid-foot	40%
11. Upto fore-foot	30%
12. All toes	20%
13. Loss of first toe	10%
14. Loss of second toe	5%
15. Loss of third toe	4%
16. Loss of fourth toe	3%
17. Loss of fifth toe	2%

Guidelines for Assessment of Physical Impairment in Neurological Conditions

1. Assessment in neurological conditions is not the assessment of disease but it is the assessment of the effects i.e. clinical manifestations.
2. Any neurological assessment has to be done after six months of onset.
3. These guidelines will only be used for Central and upper motor neurone lesions.
4. Proforma A & B will be utilized for assessment of lower motor neurone lesions, muscular disorders and other locomotor conditions.
5. Total percentage of physical impairment in neurological conditions will not exceed 100%.
6. In the mixed cases the highest score will be taken into consideration. The lower score will be added to it and calculations will be done by the formula.

$$a + \frac{b(100-a)}{100}$$

7. Additional rating of 4% will be given for dominant upper extremity.
8. Additional 10% has been given for sensation in each extremity, but the maximum total physical impairment will not exceed 100%.

Motor System Disability

	Disability Rate
Monoparesis)	25%
Monoplegia)	50%
Hemiparesis)	
Paraparesis	75%
Paraplegia	100%
Hemiplegia)	75%
Quadriparesis)	
Quadriplegia	100%

Sensory System Disability

	Disability Rate
Anaesthesia)	
Rypoaesthesia)	Each Limb 10%
Paraesthesia)	

FOR INVOLVEMENT

for involvement of hand/hands foot/feet

25%

Guidelines for Assessment of Physical Impairment in Neurological Conditions

1. Assessment in neurological conditions is not be assessment of disease but it is the assessment of the effects, i.e. clinical manifestation.
2. Any neurological assessment has to be done after six months of on set.
3. These guidelines will only be used for Central and upper motor neurone lesions.
4. Proforma A&B will be utilized for assessment of lower motor neurone lesions, muscular disorders and other locomotor conditions.
5. Total percentage of physical impairment in neurological conditions will not exceed 100%.
6. In the mixed cases the highest score will be taken into consideration. The lowerscore will be added to it and calculations will be done by the formula

$$a + \frac{b(100-a)}{100}$$

7. Additional rating of 4% will be given for dominant upper extremity.
8. Additional 10% has been given for sensation in each extremity, but the maximum total physical impairment will not exceed 100%.

Speech disability

	Disability Rate
Mild	25%
Moderate	50%
Severe	75%
Very Severe	100%

Tested by a 100 word text. Ability to read (in educated), comprehend when read out, answer question on text clearly and ability to write a synopsis (in educated).

Guidelines for Evaluation of Physical Impairment due to Cardio Pulmonary Diseases**Basic Guidelines**

1. Modified New York Heart Association subjective classification should be utilised to assess the functional disability.
2. The physician should be alert to the fact that patients who come for disability claims are likely to exaggerate their symptoms. In case of any doubt patients should be referred for detailed physiological evaluation.
3. Disability evaluation of cardiopulmonary patients should be done after full medical, surgical and rehabilitative treatment available, because most of these diseases are potentially treatable.
4. Assessment of a cardiopulmonary Impairment should also be done in diseases which might have associated cardiopulmonary problems, myopathies etc.

The proposed modified classification is as follows:—

- Group O** : A patient with cardiopulmonary disease who is asymptomatic (i.e. has no symptoms of breath-lessness palpitation, fatigue or chest pain).
- Group 1** : A patient with cardiopulmonary disease who becomes symptomatic during his ordinary physical activity but has mild restriction (25%) of his ordinary physical activities.
- Group 2** : A patient with cardiopulmonary disease who becomes symptomatic during his ordinary physical activity and has 25-50% restriction of his ordinary physical activity.

IV. Mental Disorders

Source : Glossary and guide to their classification. A publication by W.H.O.

"MENTAL RETARDATION": A condition of arrested or incomplete development of mind which is especially characterized by subnormality of Intelligence. The coding should be made on the individual's current level of functioning without regard to its nature of causation—such as psychosis, cultural deprivation, Down's syndrome etc. where there is a specific cognitive handicap—such as in speech—the four digit coding should be based on assessments of cognition outside the area of specific handicap. The assessment of intellectual level should be based on whatever information is available, including clinical evidence, adaptive behaviour and psychometric findings. The IQ levels given are based on a test with a mean of 100 and a standard deviation of 15—such as the Wechsle scales. They are provided only as a guide and should not be applied rigidly. Mental retardation often involves psychiatric disturbances and may often develop as a result of some physical disease or injury. In these cases, an additional code or codes should be used to identify and associated condition, psychiatric or physical. The impairment and Handicap codes should also be consulted.

(b) MILD MENTAL RETARDATION

Feeble-minded	Moron
High Grade defect	IQ 50-70
Mild mental subnormality	

(c) OTHER SPECIFIED MENTAL RETARADATION

(i) Moderate Mental retardation Imbecile IQ 35-49	Moderate mental Subnormality
(ii) Severe mental retardation IQ 20-34	Severe mental Subnormality
(iii) Profound mental retardation Idiocy IQ under 20	Profound mental Subnormality

(d) UNSPECIFIED MENTAL RETARDATION

Mental deficiency NOS Mental subnormality NOS.

EEM No. 3/91/Pt. IV-3.3

Subject:—Registration of the Leprosy cured persons at Special Employment Exchanges.

It has now been decided in consultation with the Ministry of Welfare that leprosy cured persons having 40% or more disability may also be provided registration and placement facility at Special Employment Exchanges for Handicapped.

Authority: Ministry of
Personnel, Public Grievances
and Pesions (Deptt. of
Personnel and Training)
O.M.No. 36035/9/91-Estt. (SCT)
dated 3rd October, 1991.

COPY

No. 36035/9/91-Estt. (SCT)
Government of India
Ministry of Personnel, Public Grievences & Pensions
(Department of Personnel & Training)

Dated the 3rd October, 1991.

OFFICE MEMORANDUM

Sub: Reservation benefits to leprosy-cured persons who have become physically handicapped.

The undersigned is directed to invite a reference to the Department of Personnel & Administrative Reforms OM No. 39016/6/77-Estt. (C). dated 4-11-77 vide which reservation for the physically handicapped persons was introduced in direct recruitment to Group 'C' and 'D' posts (as indentified as suitable for the physically handicapped persons) and which also defined the three categories of physically handicapped persons entitled to the benefit of reservation at 1% each. The defination in respect of the orthopaedically handicapped persons, was further modified vide this Department's OM No. 36035/5/88-Estt. (SCT) dated 4-5-90.

In pursuance of the order of the Hon'ble Supreme Court made in Writ Petition (Civil) Nos. 536/90, 734/90 and 237/91, it has now been decided that, if any cured leprosy person is physically handicapped and falls in any of the category of physically handicapped persons as mentioned in the OM quoted above, he should also be considered against the quota for physically handicapped persons. However, this will not preclude his right for preferential treatment as set-out in the Ministry of Home Affairs OM NO. 14/18/65-Estt. dated 25th December, 1971.

Sd/-
(KNK Karthiayani)
Director (JCA)

To
All Ministries/Departments.

Extracts from the publication 'Programmes and Concessions for the Disabled' compiled by the Confederation of the Blind, F-14/61, Model Town, New Delhi.

RESERVATION OF JOBS FOR DISABLED PERSON

Government of India have reserved 3% of vacancies against identified posts in Group 'C' and Group 'D' for the Orthopaedically handicapped on 1% reservation for each category in the Central Government Services. (Annexure-XI)

A Committee set up by the Ministry of Welfare made an in-depth study of the various jobs done in Government Offices as well as Public Sector Undertakings and identified the physical requirements for all those jobs. The list of such identified posts suitable for handicapped persons could be seen at Annexure XII.

Physically handicapped persons who are otherwise qualified to hold clerical posts and who are certified as being unable to type by the Medical Board or a Civil Surgeon where there is no such board, have been exempted from typing qualifications. (Annexure XIII).

The physically handicapped persons have been granted an upper age limit upto 10 years for appointment to the clerical and subordinate cadre posts. (Annexure XIV & XV).

Ministry of Personnel Public Grievances and Pension vide their Office Memorandum No. 3603/5/89-Estt. (SCT) dated 31.3.89, has decided that one of the vacancies in Group 'D' posts existing as on 31.3.89 shall be earmarked for the appointment of "Caner" and shall be filled by visually handicapped persons. In case there is no vacancy on the date mentioned above, the next vacancy that arises shall be earmarked for appointment of a chair caner which will be filled as indicated above. (Annexure-XVI).

Posting of Physically Handicapped Candidates

It has been decided vide Ministry of Personnel Public Grievances and Pensions (Department of Personnel & Training) O.M. No. 14017/41/90-Estt (RR) dated 10.5.90 that in the case of holders of Group 'C' or Group 'D' posts who have been recruited on regional basis and who are physically handicapped, may be given posting, as far as possible, subject to administrative constraints, near their native places may also be given preferences. (Annexure XVII).

Other relevant orders giving details for the reservations and other concessions required to be provided to the physically handicapped persons for appointment to Group 'C' & 'D' posts/services under the Central Govt. issued from time to time may be seen at Annexure XVIII to XXIX.

SOME OF THE IMPORTANT DECISIONS TAKEN BY THE MINISTRIES OF RAILWAYS AND DEPARTMENT OF BANKING ON RESERVATION OF EMPLOYMENT FOR THE PHYSICALLY HANDICAPPED

RAILWAYS

Based on the instructions issued by the Department of Personnel and Training, Ministry of Railways vide their letter No. E(NG) II-80/RCL/67 dated 23.3.81 has laid down that all vacancies for Group 'C' & 'D' posts for physically handicapped persons are not only to be notified in the Employment Exchanges/Special Employment Exchanges but are also to be filled through that agency

except in the case of recruitment through Service Commission. In addition to S.E. & Ordinary E.E., the nearest Vocational Rehabilitation Centres for Physically Handicapped may also be asked to nominate suitable handicapped persons. A list of such VRCs presently functioning in the various places as under:—

1. VRC for Physically Handicapped, CTI Campus, Guindy Madras.
2. VRC for Physically Handicapped, CTI Campus, Govind Nagar, Kanpur.
3. VRC for Physically Handicapped, CTI Campus, Napier Town, Jabalpur.
4. VRC for Physically Handicapped, CTI Campus, Gill Road, Ludhiana.
5. VRC for Physically Handicapped, CTI Campus, Sion, Bombay.
6. VRC for Physically Handicapped, B.C. Roy Polyclinic Beliagahta, Calcutta.
7. VRC for Physically Handicapped, ITI Pusa, New Delhi.
8. VRC for Physically Handicapped, CTI Campus, Vidyanagar, Hyderabad.
9. VRC for Physically Handicapped, ITI Kuber Nagar, Ahmedabad.
10. VRC for Physically Handicapped, C/O Jayanta Training Institute, Nalanchina, Trivandrum.
11. VRC for Physically Handicapped, 5 Siddaiat Road, Bangalore.

GUIDELINES TO THE MEDICAL OFFICERS AT THE TIME OF MEDICAL EXAMINATION

As per instructions issued by the Ministry of Railways vide their letter No. 79/H/5/10 dated 1.8.80 at the time of medical examination of the physically handicapped, the Medical officer should find out the individual's suitability for appointment against the identified post and ensure that the proposed appointment is without much detriment to efficiency and the physical handicap is not likely to hamper the work or enhance the occupation risks to the worker himself or to others, especially if the post happens to be in sheds and workshops or in station yards, along railway tracks and on bridges, etc.

RESERVATION OF POSTS IN PUBLIC SECTOR BANKS

Gist of the instructions issued by Ministry of Home Affairs and by the Department of Economic Affairs (Banking Division) regarding reservation for physically handicapped persons in the clerical and the subordinate cadre.

1. **RESERVATION:** For the clerical and the subordinate cadre in banks vacancies are reserved for the physically handicapped persons to the extent indicated below:

Category of the handicapped	Percentage of reservation
The Blind	1%
The Deaf	1%
The Orthopaedically Handicapped	1%

Roster: A Roster (100 point) has been prescribed for giving effect to reservation for physically handicapped persons. In this roster the 34th vacancy occurring in a particular year would be reserved for the blind, the 67th vacancy for the deaf and the 100th vacancy for the Orthopaedically handicapped in a cycle of 100 vacancies. In case any of these vacancies happens to be reserved for SC/ST or ex-servicemen, the next clearly available vacancy should be reserved for the physically handicapped persons.

EXCHANGE OF VACANCIES: The inter-se exchange of vacancies is permissible if candidate belonging to a particular category of persons are not available or if the nature of vacancies in an office is such that a given category of persons cannot be employed.

CARRY FORWARD: If in any year the vacancies reserved for these categories are not filled, reservations are required to be carried over for a period upto three recruitment years. (Earlier the Banks were required to carry forward the backlog only upto two recruitment years). Any recruitment of the physically handicapped candidates will first be counted against the backlog brought forward from previous years, if any, in their chronological order. If such

- Should work largely on their own and with such help as other members of their family or some joint partners may give them and should not employ paid employees on a regular basis.

ELIGIBILITY (for individual)

Institutions for the physically handicapped persons pursuing a gainful occupation are also eligible to take benefit under this scheme. The above institutions are exempted from income criteria. However, these institutions could utilise the funds for productive purposes only and not for meeting their normal administrative and establishment expenses.

NB: PUBLIC SECTOR BANKS REFER TO NATIONALISED BANKS. THE STATE BANK OF INDIA AND ITS SUBSIDIARIES.

ASSESSMENT: The quantum of loan, both for working capital and for acquisition of fixed assets, will be determined on the basis of the needs of institutions/individuals in a scientific method to ensure that all their legitimate financial requirements are met in toto.

AMOUNT OF LOAN: The amount of loan will depend on the particular scheme proposed to be financed. It should be adequate to enable the borrower to finance his requirements without having to borrow funds from other sources. The normal limit will be Rs. 6,500 for working capital loan and Rs. 5,500 for a term loan. In exceptional cases, particularly, for institutions etc. higher amounts are allowed. Both the working capital and term loan are admissible in accordance with the specific requirement of the borrower.

In the case of small scale industries, village artisans etc. in decentralised sector advances under the scheme may be granted upto Rs. 6,000 without making any distinction between working capital and term loan by way of composite loan.

Repayment: Term for the acquisition of fixed assets are normally allowed for 5 years, including a grace period, not exceeding two years on the repayment of principal. The repayment schedule will be worked out in each case having regard to the nature of the activities of the borrower and the economics of the scheme. In assessing the surplus for the payment of interest and principal, due allowance is made for the sustenance requirements of the borrower himself.

Security: The borrower may be may not be able to offer tangible security to secure the loan. The viability or the potential viability of a project will be the main criterion for the grant of an advance. However, the assets purchased with the loan may be hypothecated to the Bank. In addition, in appropriate cases loans to a homogeneous group of borrowers group guarantee may be accepted.

Margin: In the case of borrowers belonging to the weakest strata of society who may not be in a position to furnish margin money, requirements of margin money will not be insisted upon.

Rate of interest: Keeping in view the social objective the interest will uniformly be charged @ 4 per cent per annum. Physically Handicapped persons including blind eligible under DRI Scheme are also given loans for purchasing of artificial limbs, hearing aids, wheel chairs etc. subject to maximum of Rs. 2500 per borrower provided such assistance is given alongwith the advances for productive activities and self employment ventures and all other requirements under DRI scheme are fulfilled.

Under the scheme of 'Financing Small Scale Industries', a special provision has been made to allow concession of 1½% in the rate of interest to the physically handicapped availing working capital limit above Rs. 2500 and upto Rs. 2 lakhs.

Repayment period and interest on working capital stipulated as under:
 Repayment Medium term loan: 5 to 7 years including Period: moratorium period of 6 to-22 months.

Old Machinery other than generator set:	36 months
New generator set	42 months
Old generator set	30 months
Interest for Working Capital:	
With aggregate advance upto Rs. 25,000	12.5%
Above Rs. 25,000 upto Rs. 1 lakh	13%
Above Rs. 1 lakh upto Rs. 2 lakhs	14%
Above Rs. 2 lakhs upto Rs. 5 lakhs	15.25%
Above Rs. 5 lakhs upto Rs. 25 lakhs	15.50%
Above Rs. 25 lakhs.	16.50%-17%

No. 2(48)/91-DPE(c)
 Government of India
 Ministry of Industry
 Department of Public Enterprises
 Public Enterprises Bhavan
 Block No. 14, CGO Complex,
 Lodhi Road,
 New Delhi-110003.

Dated April 6, 1993

OFFICE MEMORANDUM

Subject: Recruitment to Central Government, Public Sector Enterprises through National Employment Service-raising of limits from Rs. 1250 to 2500.

The undersigned is directed to refer to the Department of Industrial Development's O.M. No. Pr. C14 (1)/61 dated 16.11.64, No.Pr.C. 14(2)/67 dated 15.2.60 and the Ministry of Finance, BPE's O.M. No. 15/13/83- BPE(OM.1) dated 8.3.1984 wherein it had been clarified that PSEs should notify all vacancies arising under them (other than those to be filled up through UPSC etc.) to the Employment Exchanges/Central Employment Exchanges in the manner and form prescribed in Rule 4 of the Employment Exchange(CNV) Rules 1960, and to recruit staff against the posts in scale of pay, the maximum of which does not exceed Rs. 1250 per month only through National Employment Service.

2. The fourth round of wage negotiations in almost all PSEs has been completed during 1988-91. The scales of pay of the unionised staff have, therefore, been revised upward, having regard to the fact that the scales of pay of the comparable posts have undergone upward revision, it has been decided that henceforth, the PSEs should make recruitment to posts carrying scales of pay, the maximum of which does not exceed Rs. 2500 per month, only through National Employment Service. Other source of recruitment can be tapped only if the Employment Exchanges issue non-availability certificate.

3. All administrative Ministries/Departments of the Government of India are requested to bring the above to the notice of the PSEs under their administrative control for necessary action.

Sd/-
 (Krishna Chandra)
 Joint Adviser, Deptt. of Public
 Enterprises Tel. No. 4360841.

To

All Administrative Ministries/
 Departments of The Govt. of India.

Sl. No. 6/77. EEM 1.9/11

Subject: Recruitment in the Private Sector through Employment Exchanges.

During the course of the 17th meeting of the Working Group on National Employment Service held at Nainital in October, 1976, the matter regarding greater utilisation of the Employment Exchanges by private sector employers for filling up their vacancies was discussed with the representatives of the All-India Manufacturers' Organisation. The discussions revealed eagerness on the part of the employers' representatives to utilise the Employment Service for their recruitment. It was, however, suggested the Employment Officers should make special efforts to ensure that only the right type of personnel are submitted to them. In the light of these discussions, it has been, recommended by the working group that the following steps may be taken to help greater utilisation of the Employment Service by private employers:—

1. The employers in the private sector would increasingly use the Employment Service for filling all their vacancies (other than supervisory cadre) through the Employment Service.

Repayment period and interest on working capital stipulated as under:

Repayment Medium term loan: 5 to 7 years including Period: moratorium period of 6 to-22 months.

Old Machinery other than generator set:	36 months
New generator set	42 months
Old generator set	30 months
Interest for Working Capital:	
With aggregate advance upto Rs. 25,000	12.5%
Above Rs. 25,000 upto Rs. 1 lakh	13%
Above Rs. 1 lakh upto Rs. 2 lakhs	14%
Above Rs. 2 lakhs upto Rs. 5 lakhs	15.25%
Above Rs. 5 lakhs upto Rs. 25 lakhs	15.50%
Above Rs. 25 lakhs.	16.50%-17%

SPECIAL TYPES OF VACANCIES

A. CENTRAL GOVERNMENT VACANCIES

Sl. No.	Sl. No. of EEM	EEM No.	Subject	Page
1	2.	3.	4.	5
1.	3/76	1.12/42	Appointment of departmental candidates against the posts in the same department which are to be filled by direct recruitment.	77

2.	20/76	1.12/44	Reservations of class IV vacancies for ex-servicemen and SC/ST applicants in Railways recruitment thereto.	77
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B. PUBLIC SECTOR VACANCIES

1.	—	12/84/1.12	Recruitment of personnel of C&D grades under public sector undertakings.	78
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2.	—	2/85/1.12	Recruitment to Central Government undertakings through employment exchanges — raising the limit from Rs. 800 to 1250 p.m. — clarification regarding.	78
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3.	—	1/93/1.12	Recruitment to Central Government Public Sector Enterprises through Employment Exchanges — raising the limit from Rs. 1250 to 2500.	79
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C. PRIVATE SECTOR VACANCIES

1.	6/77	1.9/11	Recruitment in private sector through Employment Exchanges.	80
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D. VACANCIES CIRCULATED BY CEE

1.		1/90/1.12	Grant of grace period of 15 days for applications received from Andaman and Lakshadweep Islands.	81
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2.		2/91/1.12	Forwarding of applications of candidates to the employers by the Employment Exchanges against vacancies advertised by the Central Employment Exchange.	81
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Sl. No. 3/76 EEM No. 1.12/42

Subject: Appointment of departmental candidates against the posts in the same department which are to be filled by Direct Recruitment.

In accordance with the Ministry of Home Affairs O.M. No. 14/(45)/62-Estt. (D) dated the 26th Dec., 1962, persons serving in a particular office are allowed to compete with the nominees of Employment Exchanges for posts filled by direct Recruitment in that office, provided they fulfil the prescribed age and educational qualifications and no preferential treatment is given to them.

It has now been decided by the Government of India in modification of the above quoted O.M. that there would be no objection to departmental candidates being considered, along with nominees of the Employment Exchanges for posts filled by direct recruitment in any office in the same department in which the employees are working, irrespective of its location and where the vacancies exist subject to the condition that the candidates should fulfil the prescribed age and educational qualifications for the post in question and that no other preferential treatment is given to them.

Authority: Deptt. of personnel and
Administrative Reforms
O.M. No. 14024/2/75-Estt.(I)
dated the 14th Nov., 1975.

Sl. No. 20/76 EEM No. 1.12/44.

Subject: Reservation of Class IV Vacancies for Ex-Servicemen and Scheduled Caste/Scheduled Tribe Applicants in the Railways-Recruitment Thereto.

Employment Officers are aware that under the existing orders, 10 per cent of the vacancies in Class III and 20 per cent in Class IV post to be filled by direct recruitment in Central Government establishments are reserved for ex-servicemen. Since all vacancies in Class IV in the Railways are at present being filled from amongst Casual Labour and Substitutes in terms of the Railway Board's letter No. E (NG) II.70. CL/28 dated the 1st May, 1971, the vacancies reserved for ex-servicemen in Class IV posts are not being filled in the grounds that no recruitment is made from the open market. This is being done owing to the absence generally of ex-servicemen among the Casual Labour and Substitutes and also because hardly any direct recruitment to Class IV posts is being resorted to. Very few ex-servicemen, therefore, were recruited by the Railways against the Class IV vacancies reserved for them.

In order to fill up the vacancies reserved for ex-servicemen and for making up any shortage of Scheduled Caste/Tribe candidates in Class IV posts, the Ministry of Railways have now decided vide their letter No. E (NG) III 76. PRI/21/dated 24-7-1976 (copy enclosed) that the Board's earlier orders of 1st May, 1971 should apply only to unreserved vacancies and direct recruitment may be resorted to so far as the vacancies reserved for Ex-Servicemen and Scheduled Caste / Scheduled Tribe applicants are concerned.

The Secretaries, Zila Sainik Boards have also since been advised by the Directorate General Resettlement (Ministry of Defence) to establish close liaison with the Employment Exchanges so that reserved vacancies for ex-servicemen are filled only by ex-servicemen.

Employment Officers are advised to ensure adequate submissions of ex-servicemen and Scheduled Caste/Scheduled Tribe candidates against reserved Class IV vacancies notified by the Railways. In case suitable ex-servicemen and Scheduled Castes/Scheduled Tribes are not available

with the Employment Exchanges the reserved vacancies notified to them should be circulated to other Employment Exchanges in the State and published through the specified centres of All India Radio before issuing a Non-availability certificate to the employer.

Authority: Ministry of Railways (Railway Board)
No. E(NG) III 76 PRI/21
dated 24th July, 1976

EEM No. 12/84/1.12

Subject: Recruitment of personnel of C and D grades under Central Public Undertakings.

All the Central Ministries had issued instructions to the Quasi-Government organisations functioning under them to fall in line with the Central Government departments in the recruitment of staff through the NES.

2. In spite of the instructions so issued, it has been observed by this Ministry (DGE&T) that a number of Quasi-Government establishments are not complying with the instructions and resort to recruit the persons without reference to the Employment Exchanges under one plea or the other. Such a practice is violative of the executive instructions of Ministry of Home affairs and puts the Employment Exchanges into an embarrassing position so far as their clientele is concerned.

3. To make all the Central Government establishments aware of the provisions of the O.M. quoted above, this Ministry (DGE&T) had once again requested all the Ministries through a letter No. DGE&T-16(55)/83-EE-I dated 21st February, 1984, to issue instructions to all the establishments under them to comply with the provisions of the O.M. quoted above.

4. The Employment Officers are, therefore, requested to bring the instructions to the notice of the Public Sector Undertakings functioning under their jurisdiction to fill-up the vacancies scrupulously through the Employment Exchanges. A watch may be kept on the violation of the instructions, if any, which should be brought to the notice of the concerned Ministries through the State Directors.

EEM No. 2/85/1.12

Subject: Recruitment to Central Government Undertaking through Employment Exchanges-raising the limit from Rs. 800 to 1250 P.M. — Classifications regarding.

It has been decided that recruitment to posts in public enterprises carrying pay scales, the maximum of which does not exceed Rs. 1250 p.m., should henceforth be made only through the National Employment Service. This will be applicable to only those public sector enterprises where the pay scales of posts below the level of officers have been revised since 1982 and which are following Industrial rates of D.A. These public sector enterprises where the pay scales have not been revised since 1982 either because they are following Central Government D.A. pattern or for some other reason, the present ceiling limit of Rs. 800 will continue to apply.

Authority: Ministry of Finance
Bureau of Public Enterprises
O.M. No. 15/12/83-G.M. dated
8.3.84

No. 15/12/83-G.M.
 Government of India
 Ministry of Finance
 Bureau of Public Enterprises

Public Enterprises Bhavan
 CGO Complex, Block No. 14
 Lodhi Road, New Delhi-3

Date the 8th March, 1984

OFFICE MEMORANDUM

Subject: Recruitment to Central Government Undertaking through Employment Exchanges-raising the limit from Rs. 800 to 1250.

The undersigned is directed to refer to this Ministry's O.M. No. BPE/GL-007/78-MAN 2(2)/75-BPE-GM. I dated 13th November, 1978 and to say that in modification thereof, it has been decided that recruitment to posts in public enterprises carrying pay scales, the maximum of which does not exceed Rs. 1250 per month should henceforth be made only through the National Employment Service. This will be applicable to only those Public Sector Enterprises where the pay scales of posts below the level of officers have been revised since 1982 and which are following Industrial rates of D.A. Those public sector enterprises where the pay scales have not been revised since 1982 either because they are following Central Government D.A. pattern or for some other reason, the present ceiling limit of Rs. 800 will continue to apply.

The Ministry of Steel and Mines etc. are requested to bring the foregoing to the notice of public enterprises under their administrative control for necessary action.

Sd/-
 (Y.P. KAPOOR)
 Director (Management)

All the Ministries/Departments of Government of India

EEM No. 1/93/1.12

Subject: Recruitment to Central Government Public Sector Enterprises through Employment Exchanges—raising the limit from Rs. 1250 to 2500.

The question of raising the limit of maximum of pay scale from Rs. 1250 p.m. was considered by the Government on account of revision of pay scales of almost all public sector employees as agreed to by the Fourth Round of Wage Negotiations and it has now been decided that recruitment to post in public sector enterprises carrying pay scales, the maximum of which does not exceed Rs. 2500 per month would henceforth be made only through the National Employment service.

Authority: Ministry of Finance Bureau of Public Enterprises OM No. 2(48)/91-DPE(c) dated the 6th April, 1992 (copy enclosed).

No. 2(48)/91-DPE(c)
 Government of India
 Ministry of Industry
 Department of Public Enterprises

Public Enterprises Bhavan
 Block No. 14, CGO Complex,
 Lodhi Road,
 New Delhi-110003.

Dated April 6, 1993

OFFICE MEMORANDUM

Subject: Recruitment to Central Government, Public Sector Enterprises through National Employment Service-raising of limits from Rs. 1250 to 2500.

The undersigned is directed to refer to the Department of Industrial Development's O.M. No. Pr. C14 (1)/61 dated 16.11.64, No.Pr.C. 14(2)/67 dated 15.2.60 and the Ministry of Finance, BPE's O.M. No. 15/13/83- BPE(OM.1) dated 8.3.1984 wherein it had been clarified that PSEs should notify all vacancies arising under them (other than those to be filled up through UPSC etc.) to the Employment Exchanges/Central Employment Exchanges in the manner and form prescribed in Rule 4 of the Employment Exchange(CNV) Rules 1960, and to recruit staff against the posts in scale of pay, the maximum of which does not exceed Rs. 1250 per month only through National Employment Service.

2. The fourth round of wage negotiations in almost all PSEs has been completed during 1988-91. The scales of pay of the unionised staff have, therefore, been revised upward, having regard to the fact that the scales of pay of the comparable posts have undergone upward revision, it has been decided that henceforth, the PSEs should make recruitment to posts carrying scales of pay, the maximum of which does not exceed Rs. 2500 per month, only through National Employment Service. Other source of recruitment can be tapped only if the Employment Exchanges issue non-availability certificate.

3. All administrative Ministries/Departments of the Government of India are requested to bring the above to the notice of the PSEs under their administrative control for necessary action.

Sd/-
 (Krishna Chandra)
 Joint Adviser, Deptt. of Public
 Enterprises Tel. No. 4360841.

To

All Administrative Ministries/
 Departments of The Govt. of India.

Sl. No. 6/77. EEM 1.9/11

Subject: Recruitment in the Private Sector through Employment Exchanges.

During the course of the 17th meeting of the Working Group on National Employment Service held at Nainital in October, 1976, the matter regarding greater utilisation of the Employment Exchanges by private sector employers for filling up their vacancies was discussed with the representatives of the All-India Manufacturers' Organisation. The discussions revealed eagerness on the part of the employers' representatives to utilise the Employment Service for their recruitment. It was, however, suggested the Employment Officers should make special efforts to ensure that only the right type of personnel are submitted to them. In the light of these discussions, it has been recommended by the working group that the following steps may be taken to help greater utilisation of the Employment Service by private employers:—

1. The employers in the private sector would increasingly use the Employment Service for filling all their vacancies (other than supervisory cadre) through the Employment Service.

2. Employers should be encouraged to visit the Employment Exchanges with a view to having an idea of the services available there and to discuss their specific recruitment problems with the Employment Officers.

3. The scheme of submission for vacancies notified by the private employers may be finalised in consultation with the employers concerned where necessary.

4. Employment Officers should intensify their contact programme with the private employers so as to find out the vacancies likely to be available with them so that advance action could be taken in this connection where considered necessary.

5. The facilities available with employers and employers' organisations may be utilised by Employment Officers for organising training in shortage categories of trades like stenographers etc. with a view to ensuring that right type of personnel as trained by these organisations are sponsored against such vacancies notified by them.

Employment Officers are requested to study the above recommendations carefully and make all efforts to see that the existing gap between the number of vacancies filled through the Employment Exchanges by the public and private sectors is bridged.

EEM No. 1/90/1.12

Subject: Grant in grace period 15 days for applications received from Andaman & Lakshadweep Islands.

The question of providing grace period for applications received from Andaman & Lakshadweep Islands against the vacancies advertised by Central Employment Exchange was discussed at the 28th Meeting of the Working Group on National Employment Service held at Siliguri and it was agreed to grant a grace period of 15 days for applications received from Andaman & Lakshadweep Islands against the vacancies advertised by Central Employment Exchange.

EEM No. 2/91/1.12

Subject: Forwarding of applications of candidates to the Employer by the Employment Exchanges against advertised by the Central Employment Exchange.

This issue came up for discussion in the 20th Meeting of the Working Group on NES, held at Aurangabad. In order to cut short the time taken in submission of application to Employers, it was recommended that the employers with the list to Central Employment Exchange within the time limit.

RKSH
6/5/2003

EMPLOYMENT MARKET INFORMATION

Sl.No	Sl. No. of EEM	EEM No.	Subject	Page No.
1	2	3	4	5
		5/84/2.2	Rendition of ER Returns by Branch/Sub-ordinate Offices in the Public Sector.	83

EEM No. 5/84/2.2

Subject: Rendition of ER Returns by Branch/Subordinate Offices in the Public Sector.

So, far the Director General of Mines Safety, Dhanbad was rendering consolidated returns to the employment exchange Dhanbad which included the information regarding various zonal/regional/sub-regional offices functioning under them at different places of the country. At the instance of Director of Employment, Rajasthan, Jaipur, the Director General of Mines Safety, Dhanbad was approached and requested by this Ministry to issue instructions to all the subordinate offices functioning under them to render separate ER returns to the local emp. exchanges. Consequently, they have issued instructions to all their Zonal/Regional/Sub-Regional Offices to render ER-I, ER-II and S. V. Returns to the concerned Employment Exchanges in the prescribed forms.

Copies of letters issued by the Director General of Mines Safety, Dhanbad to all the Deputy Directors General of Mines Safety, Directors of Mines Safety and Officers-in-Charge of Sub-Regional Offices.

Subject: Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, and rules framed thereunder-Rendition of returns-regarding.

1. Letter No. 26 (6)/82-Adm. I/15539/565 dated the 18th October, 1983

I forwarded herewith a copy of letter No. DGET-3(7)-EMI (DEV) dated 29th/21st September, 1983 from the Director of Employment Exchanges, Shram Shakti Bhawan, Rafi Marg, New Delhi which is self-explanatory. Accordingly, it is requested that henceforth the quarterly returns for the quarters ending March, June, September, and December in respect of your Office may please be sent to the concerned Employment Exchanges in the prescribed forms (From ER-I and Form S.V.) (Specimen copies enclosed) under intimation to the Director of Employment Exchanges, Shram Shakti Bhawan, Rafi Marg, New Delhi in the first week of the month following the quarter to which the return relates.

The return for the quarter ending September, 1983 has fallen due this month and may please be sent.

2. Letter No. 26 (6)/82-Adm. I/2250-72 dated the 9th February, 1984

In continuation of this Office letter No. 26(6)/82-Adm. I 15539-565 dated 18th October, 1983 on the above subject, I write to inform that in addition to the quarterly returns to be submitted to the nearest Employment Exchanges of the area in Forms ER. I and S.V. you are also required to submit a biennial return in Form. ER-II to the nearest Employment Exchange. Copies of these returns need not, however, be sent to the Director of Employment Exchange, New Delhi.

EEM No. 2/87/1.5

Subject: Classification and filling of information pertaining to training opportunities—Extension of Guidance Code No.

It has, therefore, been decided to extend the guidance code-numbers given in Appendix 3.1 of NESM Vol. II to provide for entry levels of Post-graduate Diploma, under-graduate Diploma and certificate level. Guidance code nos. have, therefore, been recast as under:

Code	Guidance Code Numbers	Level
1. Post Graduate	:	Passed P.G. Exam. such as MA, MSc.
2. Graduate	:	Passed Graduate exam. such as BA, BSc.
3. Intermediate/PUC/Hr. Sec.	:	Passed Intermediate/PUC/Secondary exam.
4. Matriculate	:	Passed Matriculation of Secondary exam.
5. Middle	:	Passed Middle school or Junior High School exam.
6. Post Graduate Diploma	:	Passed Post Graduate Diploma
7. Under Graduate Diploma	:	Passed Under Graduate Diploma
8. Certificate	:	Passed Certificate exams.
9. Others	:	Includes illiterates and literates below middle school standard.

EEM No. 1/92/Part. II/II-2.3(ii)

Subject: Simplification of VG-1A (Personal Information Form).

The simplified (revised) VG-1A (incorporating from VG-I-C therewith) which has been approved at the 29th Meeting of the Working Group on National Employment Service held at Aurangabad on 8th & 9th November, 1990 is enclosed herewith.

The Employment Exchanges/University Employment Information & Guidance Bureaux are, therefore, requested to use the revised VG-1A form with immediate effect. The VG-1A and VG-1C forms given in the Appendix 1(3) of the NESM Vol. II, at pages 125-128 may be replaced by the consolidated revised VG-1A form enclosed herewith.

VG—1A

PERSONAL INFORMATION FORM

-
1. Please fill in this form carefully.
 2. The information supplied in the form will enable V.G.O./Dy. Chief to help you in dealing with your employment problem.
 3. The information will be kept confidential.
-

Name : Shri/Smt./Kumar _____

Address : _____

Date of birth : _____

Married/Single _____

Whether SC/ST?
(Specify by ticking
the box)

SC

ST

OTHERS

Educational Qualifications : Please give details of your education, if any.

Educational Level	Name of College/ University.	Level of Exam. & Year.	Subjects studied	% of marks obtained	Rank or Division obtained.
1.		Postgraduate			
2.		Graduate			
3.		Intermediate/ PUC/Hr. Sec.			
4.		Matriculate			
5.		Middle			
6.		Postgraduate Diploma			
7.		Undergraduate Diploma			
8.		Certificate			
9.		Others			

II Training : Please indicate if you have ever obtained any training.

III Work Experience : Have you been in part-time or full-time employment? (Give details including work experience as self-employed or of family profession.)

FAMILY DETAILS

Relationship	Age	Higher level of education	Occupation	Average income
1	2	3	4	5

Self _____

Husband/
Wife _____

Father _____

Mother _____

Brothers

1. _____

2. _____

3. _____

4. _____

Sisters

- 1. _____
- 2. _____
- 3. _____
- 4. _____

V. (A) Counsellor's Note:

Counsellors shall collect information from the client regarding client's health, temperament, preferred subject, areas of interest, leisure time activity including extra-curricular activities and other relevant information of each case and shall record the same below:

V(B) Occupation preferred/considered by the clients:

VI. Problems: Counsellor's assessment of Problems.

VII. SUMMARY FORM

Name _____ No _____

Address _____

- 1. Interest Areas and levels.
- 2. Vocational Plans (Describe steps to be taken in sequence by client and counsellor)

Date _____

Signature of the candidate

Name of the VG Officer

VIII. Follow up Notes.

ES RETURNS

Sl. No.	Sl. No. of EEM	EEM No.	Subject	Page No.
1	2	3	4	5
1.	—	2/88/27.2	Modification of quarterly statistical return ES 2.5 rendered by employment exchanges.	90
2.	—	3/88/1.7	Rendition of statistical returns ES 2.3 relating to work done on minority persons—modification thereof.	91
3.	—	3/93/1/7.9	Separate Registration of 10+2 (vocational stream) passouts (statistical return ES 2.2 in respect of craftsmen trained under 10+2 vocational stream)	92

EEM No. 2/88/27.2

Subject: Modification of quarterly Statistical Return E.S. 2.5 rendered by the Employment Exchanges.

In pursuance of the recommendations made by the Working Group in its 25th meeting held in Guwahti on a proposal by the Government of West Bengal, it has been decided to modify the existing quarterly statistical return ES 2.5 so as to collect additional information in regard to the number of submissions made in respect of Physically Handicapped persons by the Employment Exchanges.

The revised format of the Statistical Return ES. 2.5 is enclosed. (All Employment Officers are requested to note the additional information to be rendered and furnish the return ES. 2.5 in the revised format beginning from the quarter ending 30th June, 1988.)

State
Employment Exchange
ES-2.5 (Quarterly)

Return showing the work done in respect of Physically Handicapped applicants during the quarter ended

Part-I Applications

Item	Blind	Deaf & Dumb	Orthopa- edics	Respi- ratory diseases	Negative Leprosy cases	Total
1	2	3	4	5	6	7
1. No. of Physically Handicapped on the Live Register at the end of the previous quarter.						
2. No. of Physically Handicapped registered during the quarter.						
3. No. of Submissions made in respect of Physically Handicapped applicants during the quarter.						
4. No. of Physically Handicapped placed during the quarter						
(a) Central Govt.						
(b) Union Territory						
(c) State Govt.						
(d) Quasi-Govt. Estts./Public Sector Undertaking Under:						
(i) Central Govt.						
(ii) State Govt.						
(e) Local Bodies						
(f) Private Establishments						
Total of items 4 (a) to 4 (f)						
5. Number of Physically Handicapped applicants removed from Live Register during the quarter						
6. Number of Physically Handicapped applicants on the Live Register at the end of the quarter.						

Part II (Reserved Vacancies)

Item	Central Govt.	Union Territory	State Govt.	Quasi-Govts. Essts/Public Undertakings		Local Bodies	Private Essts.	Total
				Central Govt.	State Govt.			
1	2	3	4	5	6	7	8	9
7. Name of vacancies for Physically Handicapped outstanding at the employment exchange previous quarter.								
8. No. of vacancies for Physically Handicapped applicants (a) Notified during the quarter. (b) Filled during the quarter (c) Cancelled during the quarter due to (i) Non-availability of suitable applicants (ii) Other reasons.								
9. No. of vacancies for Physically Handicapped applicants outstanding at the end of the quarter.								

(Signature of Employment Officer with Names and complete postal addresses of the Employment Exchange)

CORRIGENDUM

EEM. No. 2/88/27.2

Subject: EEM No. 2/88/27.2 regarding modification of quarterly Statistical Return E.S. 2.5 rendered by Employment Exchange.

The last line of Item No. 4 of Proforma of Statistical Return ES. 2.5 attached to the above mentioned Employment Exchange Minute may please be read as under:—

“Total of items 4(a) to 4 (f)”

EEM No. 3/88/1.7

Subject: Rendition of Statistical Return ES-2.3 relating to work done on Minority Persons—Modification thereof.

As the work done for Minority communities can be assessed only by comparing with work done for all persons, it has been decided to collect information both in respect of total of Minority communities as well as total of all categories. The format of the return ES-2.3 is accordingly modified as enclosed. Employment Officers are requested to take note of the modification in the format of the return and furnish the return in the revised format beginning from the quarter ending 30th September, 1988.

STATE
Employment Exchange
ES-2.3 (Quarterly)

Performance of Employment Exchange in respect of minority communities during the quarter ended

Items	All category applicants	Minority Applicants					Total (Col. 3+4+ 5+6+7)
		Muslims	Christians	Sikhs	Budhists	Zorastrians	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. No. on live register at the end of the previous quarter.							
2. No. of Registrations including re-registrations effected.							
3. Number placed.							
4. Number removed from the live register.							
5. No. on the Live Register, at the end of the Quarter.							
6. No. of Submissions made.							

Note: Item (1) + Item (2) - Item(3) -Item (4) =Item (5)

(Signature of Employment
Officer with name and
complete postal address
of the Employment Exchange)

EEM No. 3/93/L/7.9

Subject: Separate registration of 10 plus 2 (Vocational Stream) pass-outs.

In pursuance of the recommendations of the All India Workshops on Vocational Education Programme organised jointly by the NCERT and the Ministry of Human Resources Development, it has been decided to make separate registration of plus 2 (Vocational Stream) candidates with effect from 1st October, 1993. All such candidates will be given NCO according to the trade in which they are trained under the plus 2 Vocational Stream) on the lines of allocation of NCO to III trained candidates and to distinguish between plus 2 (Vocational Stream) candidates, prefix 'Z' will be added before their NCO. As an illustration, it may be mentioned that for those who would be registered as Stenotypists and have passed their training from institutions other than plus 2 (Vocational Stream) are being given NCO-320.20 and such candidates who would come for registrations as Stenotypists after completion of their course under plus 2 (Vocational Stream) would be given NCO as 'Z'-320.20.

The Employment Exchange would also be required to maintain statistics of registration etc. of plus 2 (Vocational Stream) passed out candidates. This statistics will be furnished regularly in the prescribed Occupational Revised Return, ES 2.2., specimen of which is also enclosed.

State:
Expoymnt Exchange
ES-2.2 (Annual)

Return showing Trade-wise distribution of Craftsmen trained under plus 2 Vocational Stream Courses at the ITIs and Full Term Apprentices trained under the Apprentices Act, on the Live Register by NCO at the end of the year and their number placed in employment during the year.

NCO Code No.	Trade in which trained	Ex-ITI Trainees Live Register at the end of the year			Placements during the year						
		Total	S.C. included in Col. 3	S.T. included in Col. 3	Total	S.C. included in Col. 6	S.T. included in Col. 6				
1	2	3	4	5	6	7	8				
Full Term Apprentices		Placements during the year			Live Register at the end of the year			Placement during the year			
Total	S.C. included in Col. 9	S.T. included in Col. 9	Total	S.C. included in Col. 12	S.T. included in Col. 12	Total	S.C. included in Col. 15	S.T. included in Col. 15	Total	S.C. included in Col. 18	S.T. included in Col. 18
9	10	11	12	13	14	15	16	17	18	19	20

GENERAL

Sl. No.	Sl. No. of EEM	EEM No.	Subject	Page No.
1	2	3	4	5
1.	12/79	1.13/72	Errata of NESM Vol. I	95
2.	—	3/89/1.11	Age and fee concessions admissible to Indian Nationals migrated from East African countries erstwhile East Pakistan (now Bangladesh), Srilanka, Burma, Vietnam and West Pakistan-extension beyond 31.12.89.	97
3.	—	4/89/1.5	Introduction of revised NIC- 1987.	97
4.	—	6/89/7.20	Maintenance of Records at the Employment Exchanges.	108

Sl. No. 12/79 EEM No. 1.13/72

Subject: Errata of National Employment Service Manuals Vol. I

While going through the printed copies of the National Employment Service Manual some printing errors have been noticed. An errata is enclosed to facilitate necessary amendments/correction in the National Employment Service Manual.

**NATIONAL EMPLOYMENT SERVICE MANUAL VOL I
ERRATA
PART I-EMPLOYMENT EXCHANGE POLICY AND PROCEDURE**

Sl. No.	Page	Para	Line	In place of	Read
1	1	1.3	14	Chirmanship	Chairmanship
2.	3	1.14	10	Raised	Raised
3.	3	1.15	Heading	States	State
4.	5	1.25 (i)	6	On functional	Or functional basis
5.		1.26	10	States	State's
6.	5	1.27	4	Carer	Career
7.		1.28	1	An staff	And Staff
8.	6	1.28 (i) (a)	2	Counter re-registrations counter renewals.	&Counter registrations, registrations & counter renewals
9.	9	2.1	3	An	And
10.	13	4.4	3	Performe	Proformae
11.	13	X-16	8	Exchange Employment	Exchange/Employment
12.	15	X-89	2	To	of
13.	15	X-89	5	Vacaneies	Vacancies
14.	19	6.9	4	Aud or	and/or
15.	20	6.10	3	Families	Families
16.	21	6.12 (iii)	14	Supervision	Supervisor
17.	21	6.13 (i)	8	Technical	technical
18.	21	6.13 (i)	13	"I"	"i"
19.	22	6.14	18	(Block Keepers)	Book Keepers
20.	23	6.22	15	O. J. Unit	O. I. Unit
21.	24	7.6	Sub-heading	Exchanges	Exchanges
22.	25	Item 7 b (i)	7	At decided	As decided
23.	26	Item 7 b (iii)	2	Openion	Opinion
24.	26	7 (b) (iv)	2	There vocational	Their vocational
25.	28	7.16	4	Fordebarred	For/debarred
26.	28	7.20	1	Produces and	Produces an
27.	30	7.31 (Note)	1 & 2	Leaders and undeader	Leaders and unleaders
28.	31	7.36	9	Displayed	Displayed
29.	31	7.40	1	An application	An applicant
30.	32	7.41 (Note)	11	to so	to do so
31.	32	7.46	3	The 12 month	the 12th month
32.	33	8.1	32	Item 5.7 and	Items 5.7 and
33.	33	8.1	33	I.C.I	N.I.C.
34.	33	8.2	2	Definitely in indicated	Definitely indicated
35.	34	8.9	21	Letter or from	Letter or form
36.	34	8.10 (Item 4)	4	Not postponed	Not be postponed
37.	35	8.12	66	Is likely	Are likely
38.	36	8.20	5	Necessary	Necessary
39.	37	8.25 (a)	3	training/apprenticeship	Training/Apprenticeship
40.	44	9.41	2	Dessires	Desires
41.	46	10.8	5	employed verbal	employed verbal
42.	46	10.13	6	Rejections(s)	Rejection(s)

43.	49	11.12	5	Live Register	Live Order Register
44.	90	14.9	1 & 2	he needs service, he needs it	needs service, he needs it
45.	104	17.5	1	As a unit	as a whole is functioning properly and efficiently as a unit

PART II
THE COLLECTION OF EMPLOYMENT MARKET INFORMATION

1.	116	1.6 (i)	8	Alter	After
2.	119	2.4 (c)	9 & 10	Work for that office) are not located at other (including travelling salesmen who	Other (including travelling salesman who work for that office) are not located at
3.	120	2.5	8	Exchange are	Exchange area
4.	134	3.32 (b) (i)	1	Industrial Classification	National Industrial Classification
5.	137	5.4	3rd from the bottom	or more of 25%	or more, or of 25%

PART III
VOCATIONAL GUIDANCE AND EMPLOYMENT COUNSELLING

Sl. No	Page	Para	Line	In Place of	Read
1.	xiii	—	1	I.	O.I.
2.	16	—	5/col.	V.—IA	V.C.—I.A.
3.	16	—	E.S. 4.1	Vocational Guidance Units	Vocational Guidance Units/UEIGBx
4.	19	6.6	5	Grouped into	Grouped-into
5.	19	6.8	11	in the basis	is on the basis
6.	20	6.11 (iii)	6	Cpde Number	Code Number
7.	21	6.12 (iii)	2/Col. 11	Division they	Division they
8.	21	6.13 (i)	last	I'	'I'
9.	22	6.14	18	Block	Book
10.	101	16.36	3	by it	received by it
11.	112	ES 4.1	1	VG Units	VG Units/UEIGBx
12.	148	1.14	4	Employers	Employers DGE&T
13.	150	2.3 (vii)	12	Selection Guidance	Selection guidance
14.	151	3.10	13	Query	Query
15.	151	3.10	15	Querries	Queries
16.	152	3.21	1	Or	Of
17.	154	3.37	1	UEIGBx	UEIGB
18.	154	3.40	last	Resources personnel	Resource Personnel
19.	155	4.2	4	Activities Programmes	Activities/Programmes
20.	155	4.10	5	Contracts	Contacts
21.	155	4.13	11	Surplus	Surplus
22.	157	5.2 (c) (ii)	2	Administration	Administrative
23.	159	5.11 (i)	12	2.4	1.2
24.	159	5.13 (ii)	4	is in the	are in the
25.	159	5.13	4	matriculates	matriculate
26.	159	5.16	4	and	an
27.	163	7.1 (b)		Industrial	Industries
28.	163	7.4	2	as also the	as also of the

**PART IV
PLACEMENT OF THE PHYSICALLY HANDICAPPED**

Sl.No	Page	Para	Line	In Place of	Read
1.	167	I. The (Blind) (ii)	1	6/66	6/60
2.	168	4.4	1	all a	all of a
3.	168	4.6	5	however	however
4.	169	6.1	16-17	as matter a fact a way	as a matter of fact a way
5.	169	6.2	1	As	An
6.	169	7.3	8	doubtful may	doubtful cases may
7.	170	12.1	10	purposes employment	purposes of employment
8.	170	13.2	1	preferred	referred
9.	172	17.3	4	questions	question
10.	172	19	—	Contract	Contact
11.	173	19.1	8	visited him	visited
12.	174	23.1	5	N.O. Physician	Neuro-Physician
13.	174	23.1	last	referred by to	referred to
14.	175	23.5	4	members	member
15.	176	25.2	2	no-functional	non-functional
16.	176	25.2 (i)	1	congenitally	congenitally
17.	176	25.3 (i)	1	congenitally	congenitally
18.	176	25.3 (i)	17	inhearing deficiencies	deficiencies in hearing
19.	176	25.3 (i)	20	capable or	capable of
20.	176	25.4	3	persons	person
21.	176	25.4	14	should resumed	should be resumed
22.	177	25.7	5	tact and preservance are	With tact and preservance they can be
23.	178	27.2	last but one	E.S. 3.5	E.S. 3.5 (i)

EEM No. 3/89/1.11

Subject: Age and fee concessions admissible to Indian Nationals migrated from East African Countries erstwhile East Pakistan (now Bangla Desh) Sri lanka, Burma, Vietnam and West Pakistan-extension beyond 31-12-1989.

The age and fee concession allowed to displaced persons from erstwhile East Pakistan (now Bangladesh) and repatriates from East African countries, Vietnam & West Pakistan extended upto 31-12-1989 will be discontinued thereafter.

2. The concessions to repatriates from Burma and from Sri Lanka, will continue upto 31-12-1990 and 31-12-1992 respectively.

Authority: O.M. No. 15012 (27)/87-Estt (D)
Dated 17.10.89 of Department
of Personnel and Training

EEM No. 4/89/1.5

Subject: Introduction of revised National Industrial Classification (NIC)-Code, 1987

Attention of the Employment Officers is invited to para 8.1 (Part-I) and para 3.21 (ii) (Part-II) of

NIC-70 Code	Relevant NIC-87 Code (s)
03: Agricultural services	03: Agricultural services
030	030
031	031
032	032
033	033
034	034
035	035
036	036
039	037+039
04: Hunting, trapping and game propagation	04: Hunting, trapping and game propagation
040	040
05: Forestry and logging	05- 059:: Forestry and logging (except 059: forestry services n.e.c.)
050	050
051	051
052	052
053	053
054	054p
059	054p
06: Fishing	06: Fishing
060	060
061	061
062	062
063	063
069	064+069
	Section 1: Mining and Quarrying
10: Coal mining	10: Coal and lignite mining
100	100+102
101	101
11: Crude petroleum and natural gas	10: Crude petroleum and natural gas production
110	110
111	111
12: Metal ore mining	12: Mining of iron ore (+)
	13: Mining of metal ore other than iron (+)
	14: Mining of uranium and thorium ores
120	120
121	130
122	131
123	132
124	133
125	134
126	135
127	136p
128	137
129	136p+138+139+140
19: Other mining	15: Mother mining
190	150+151p+153p
191	152
192	154
193	156p
194	155
195	151p
199	151p+153p+156p+159
Section 2 & 3 : Manufacturing	20-21: Manufacture of food products
20-21: Manufacture of food products.	(-)
	211p (inedible oils)
200	200
201	201
202	202
203	203+212p
204	204
205	205
206	206
207	207
208	208
209	209
210	210=
211	211p
212	213
213	214
214	215
215	216
216	217
217	218
219	219

NIC-70 Code	Relevant NIC-70
22: Manufacture of beverages, tobacco and Tobacco products	22: Manufacture of tobacco and
220	220
221	221
222	222
223	223
224	224
225	225
226	226
227	227
228	228-228.9
229	228.9
23: Manufacture of cotton textile	23: Manufacture of cotton textile.
230	230
231	235p
232	236p
233	231
234	232p
235	233p
236	234p
239	232p+233p+234p+235p+236p
24: Manufacture of wool, silk and synthetic fibre textiles	24: Manufacture of wool, silk and man-made fibre textile (+)
240	263p : Manufacture of blankets shawls feets, etc.
241	240-(240.2+240.3)
242	242
243	241
244	243
245	263p
246	244p+245p
247	246
248	247p
249	248
	244p+245p+247p
25: Manufacture of jute, hemp and mesta textiles.	25: Manufacture of jute and other vegetable fibre textiles (except cotton)
250	250
251	254
252	257
253	253+256
259	264p
26: Manufacture of textile products.	26: Manufacture of textile products.
260	260
261	261p
262	262
263	263p
264	265
265	266+389p
266	267
267	268
268	255+261P+264p
269	269
27: Manufacture of wood and wood products, furniture and fixtures.	27: Manufacture of wood and wood products, furniture and fixtures.
270	271
271	270
272	273
273	272
274	274
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NIC-70 Code

28: Manufacture products industry

NIC-70 Code	Relevant NIC-87 Code (s)
	+30: repair of capital goods
	+43: non-conventional energy generation and distribution
	+610: wholesale trade in ores and metals
	+700: Other land transport
	+841: operation of lotteries
	X10+059+19+220+240 2+240
	2+252+252+258+259+304+315+317+
	337+388+30+43+619+700+84

EEM No. 6897.20

Subject: Maintenance of records at the Employment Exchanges.

Attention of the Employment Officers is invited to paras 7.20, 7.25, 7.32, 10.14 to 10.17, 16.19(g), 17.7, 18.1 and 18.2 of Part-I, para 6.7 of Part-II, para 7.7 of Part-III and Appendix 1(3) of NESM Vol. II wherein the details regarding the maintenance of various records at the Employment Exchanges have been given. In order to streamline the system of maintenance of records at Employment Exchanges, a study was conducted by CIRTES on the subject. The recommendations of the above Study were examined in detail at the 27th Meeting of the Working Group on National Employment Service held at Goa and it was decided that the following records may be kept at the Employment Exchanges for a period indicated against each separately:—

- a) X-63 (running record of registration)—20 years
- b) X-64 (running records of vacancies)—5 years
- c) Dead Register—6 months
- d) Filled in ER.I—2 years
- e) Filled in ER.II—2 years
- f) EM-1 cards removed from the Employer's register—1 year
- g) Records concerned with VG activities—2 years
- h) Book records for follow-up placements of the handicapped—2 years
- i) Renewal of log book—5 years
- j) All other records like records of registration cards received on transfer and transferred to other Employment Exchanges, ER Returns, Narrative Reports; Inspection Reports etc.—3 years.
- k) It was recommended that the book records of instructions received through EEMS may be simplified by having only 3 columns, namely date, EEM No. and subject of EEM.
- l) Placement register may be maintained in the following format: (X-57 in place of X-56)
 - a) Order Card No.
 - b) NCO
 - c) Vacancies notified—unreserved, reserved for SC and ST, total.
 - d) Sex
 - e) Religion and registration Nos. of placed candidates.
 - f) Remarks
- m) Records of receipt and distribution of National Registration Card 'G' prescribed vide para 16.19(g) of NESM Vol. I may be discontinued

RESERVATION FOR OTHER BACKWARD CLA

ons including
Ministry of

EEM No.
Sub'

Sl. No.	Sl.No. of EEM	EEM. No.	Subject
1.	—	1/94/1/11.72	Reservation for other Backward Classes and Services under the Govt of India—regarding
2.	—	2/94/1/11.72	Reservation for other Backward Classes in posts and services under the Govt. of India—instructions regarding

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SERVICE CATEGORY**A. Group A/Class I officers of the All India Central and state Service (Direct Recruits)**

Son(s) and daughter(s) of

- (a) parents, both of whom are class I officers;
- (b) parents, either of whom is a Class I officer;
- (c) parents, both of whom are Class I officers but one of them dies or suffers permanent incapacitation.
- (d) parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.
- (e) parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.

Provided that the rule of exclusion shall not apply in the following cases

- (a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parent(s) dies/die or suffer permanent incapacitation.
- (b) A lady belonging to OBC category has got married to a Class-I officer, and may herself like to apply for a job.

B. Group B/Class II officers of the Central and State Services (Direct Recruitment)

Son(s) and daughter(s)

- (a) parents both of whom are Class II officers.
- (b) parents of whom only the husband is a Class II officer and he gets in Class I at the age of 40 or earlier.
- (c) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;
- (d) parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies; or suffers permanent incapacitation; and
- (e) parents of whom the wife is a Class I officer (Direct Recruit of pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases

Sons and daughters of

- (a) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank etc. for a period of not less than 5 years before their death or permanent incapacitation.

RESERVATION FOR OTHER BACKWARD CLASSES

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SERVICE CATEGORY**A. Group A/Class I officers of the All India Central and state Service (Direct Recruits)**

Son(s) and daughter(s) of

- (a) parents, both of whom are class I officers;
- (b) parents, either of whom is a Class I officer;
- (c) parents, both of whom are Class I officers but one of them dies or suffers permanent incapacitation.
- (d) parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.
- (e) parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.

Provided that the rule of exclusion shall not apply in the following cases

- (a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parent(s) dies/die or suffer permanent incapacitation.
- (b) A lady belonging to OBC category has got married to a Class-I officer, and may herself like to apply for a job.

B. Group B/Class II officers of the Central and State Services (Direct Recruitment)

Son(s) and daughter(s)

- (a) parents both of whom are Class II officers.
- (b) parents of whom only the husband is a Class II officer and he gets in Class I at the age of 40 or earlier.
- (c) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;
- (d) parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies; or suffers permanent incapacitation; and
- (e) parents of whom the wife is a Class I officer (Direct Recruit of pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases

Sons and daughters of

- (a) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank etc. for a period of not less than 5 years before their death or permanent incapacitation.

C. Employees in Public Sector Undertakings etc.

The criteria enumerated in A & B above in this Category will apply muttis muttandi to officers holding equivalent or comparable posts in PSUs, banks, Insurance Organisations, Universities, etc. and also to equivalent of comparable posts and positions under private employment, pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in category VI below will apply to the officers in these Institution.

III. ARMED FORCES INCLUDING PARA MILITARY FORCES
(Persons holding civil posts are not included)

Son(s) and daughter(s) of parents either or both of whom is or in the rank of Colonel and above in the army and to equivalent posts in the Navy and the Air Force and the para Military Forces;

Provided that:—

- (i) if the wife of an Armed Forces Officer is herself in the Armed Forces (i.e the category under consideration the rule of exclusion will apply only when she herself has reached the rank of Colonel;
- (ii) the service ranks below Colonel of husband and wife shall not be clubbed together,
- (iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.

IV PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY

- (I) *Persons engaged in profession as a doctor, lawyer, chartered Accountant, Income-Tax Consultant, financial or management consultant, surgeon, engineer, architect, computer specialist, film artists, and other film profession, author, playwright, sports person, sports professional, media professional or any other vocations of life status.*

Criteria specified against Category VI will apply:—

(II) *Persons engaged in trade, business and industry*, Criteria specified against Category VI will apply:

Explanation:

- (i) Where the husband is in some professions and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- (ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

V. PROPERTY OWNERS

Agricultural holdings

Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns

- (a) Only irrigated land which is equal to or more than 85% of the statutory ceiling area, or
- (b) both irrigated and unirrigated land, as follows:
 - (i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversing formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 8% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will not apply and disentitlement will occur.
 - (ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.

B. Plantations

(i) Coffee, tea, rubber, etc.

Criteria of income/wealth specified in Category VI below will apply.

(ii) Mango, citrus, apple plantations etc.

Land as agricultural holding and hence criteria at A above under this category will apply. Criteria specified in Category VI below will apply.

C. Vacant land and/or buildings in urban areas or urban agglomerations

Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.

VI INCOME/WEALTH TEST

Son(s) and daughter (s)

- (a) Persons having gross annual income of Rs. 1 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.
- (b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of Wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

- (i) Income from salaries or agricultural a land shall not be clubbed;
- (ii) The income criteria in term of rupee will be modified taking into account the change in its value every three years. If the situation, however so demands, the interval may be less.

Explanation: Wherever the expression "permanent incapacitation" occur in this schedule, it shall mean incapacitation which results in putting an officer out of service.

EEM No. 2/94/1/11.72

Subject: Reservation for other Backward Classes in Civil Posts and services under the Govt. of India-Instructions regarding.

In continuation of this Ministry's (DGET) EEM NO. 1/94/1/11.72 dated 4/4/94 Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) have further issued instructions on the same subject.

A copy of the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training's) O.M. No. 36012/22/93-Estt. (SCT) dated 15/11/93 is enclosed for information and appropriate necessary action to be taken by all the employment Officers.

No. 36012/22/93-Estt. (SCT)
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
New Delhi.

Dated the 15th Nov., 1992

Sub: Reservation for Other Backward Classes in Civil Posts and Services under the Government of India-regarding.

The Undersigned is directed to refer to paragraph 5 of this Department's O.M. of even number dated 22.10.93 wherein the authorities competent to issue certificate for the purpose of verification of the castes/communities have been indicated for the purpose of giving the benefit of reservation to Other Backward Classes in Civil services and posts under the Government of India. It has now been decided that the same authorities which are notified as competent to certify OBCs status should also be authorised to certify that the candidate in question does not belong to the persons section (creamy-layer) mentioned in column 3 of the Schedule to this Department's O.M. of even number dated 8.9.93. A model form of certificate to be furnished by the candidates from the authorities mentioned

at para 5 of O.M. dated 22.10.93 is enclosed at Annexure A. This certificate may be accepted by the Ministries, Departments etc. for the purpose of giving the benefit of reservation to Other Backward Classes.

Sd/-

(M. Venkataraman)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of the Govt. of India
2. Department of Public Enterprises, New Delhi
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. UPSC, New Delhi with reference to their No. F. 22/31/92-E(I) B, dated 3.11.93.
6. SSC, New Delhi with reference to their No. 1/77/90-P&P dated 1.11.93
7. Ministry of Welfare, New Delhi (Smt. Manjula Krishnan, Director) New Delhi.

Annexure A

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India

This is to certify that
 son of
 District/Division
 in the State
 belongs to the
 which is recognised as a backward class under the Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C) dated 10th Sept., 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th Sept., 1993.

Shri
 District/Division of the
 State. This is also to certify that he/she does not belong to the persons/
 sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India,
 Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT), dated 8.9.93.

Dated

District Magistrate,
 Deputy Commissioner etc.

Seal

NB

- (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950
- (b) Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner. (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

No. 36012/22/93-Estt.(SCT)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi the 8th September

OFFICE MEMORANDUM

Subject: Reservation for Other Backward Classes in Civil Posts and Services under the Government of India-Regarding.

The undersigned is directed to refer to this Department's O.M. No. No. 36012/31/90-Estt. (SCT), dated the 13th August, 1990 and 25th September, 1991 regarding reservation for Socially and Educationally Backward Classes in Civil Posts and Services under the Government of India and to say that following the Supreme Court judgement in the Indira Sawhney and others Vs. Union of India and others case (Writ Petition (Civil) No. 930 of 1990) the Government of India appointed an Expert Committee to recommend the Criteria for exclusion of the socially advanced persons/sections from the benefits of reservations for Other Backward Classes in civil posts and services under the Government of India.

2. Consequent to the consideration of the Expert Committee's recommendations this Department's Office Memorandum No. 36012/31/90-Estt. (SCT), dated 13.8.90 referred to in para (i) above is hereby modified to provide as follows:

- (a) 27% (twenty seven per cent) of the vacancies in civil posts and services under the Government of India, to be filled through direct recruitment, shall be reserved for the Other Backward Classes. Detailed instructions relating to the procedure to be followed for enforcing reservation will be issued separately.
- (b) Candidates belonging to OBCs recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.
- (c) (i) The aforesaid reservation shall not apply to persons/sections mentioned in column 3 of the Scheduled to this office memorandum.
(ii) The rule of exclusion will not apply to persons working as artisans or engaged in hereditary occupations, callings, A list of such occupations, callings will be issued separately by the Ministry of Welfare.
- (d) The OBCs for the purpose of the aforesaid reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Governments' Lists. A list of such castes and communities is being issued separately by the Ministry of Welfare.
- (e) The aforesaid reservation shall take immediate effect. However, this will not apply to vacancies where the recruitment process has already been initiated prior to the issue of this order.

3. Similar instructions in respect of public sector undertakings and financial institutions including public sector banks will be issued by the Department of Public Enterprises and by the Ministry of Finance respectively effective from the date of this Office Memorandum.

(Hindi version will follow).

Sd/-

(Smt. Sarita Prasad)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India Copy:

1. Department of Public Enterprises New Delhi.
2. Ministry of Finance (Banking & Insurance Divisions) New Delhi.

It is requested that the said instructions may be issued in respect of PSUa Public Sector Banks & Insurance Corporations.