

GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
GENERAL SERVICES-III BRANCH
No. 22/106/2018-1GSIII

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Head of the Departments in the State of Haryana.
3. The Registrar General of Punjab & Haryana High Court, Chandigarh.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.

Dated Chandigarh, the 01-05-2019

Subject:- Reservation for the Persons with Benchmark Disabilities in case of direct recruitment to Govt. jobs.

Sir/Madam,

I am directed to invite your attention to the Government instruction issued vide No. 22/10/2013-1GSIII, dated 25.04.2018 on the subject noted above and to inform that Para 'H' of ibid instructions is hereby withdrawn and substituted as under:-

(H) COMPUTATION OF NUMBER OF POSTS TO BE RESERVED:-

Reservation for persons with disabilities shall be computed on the basis of total number of vacancies occurring in all Group A,B,C and D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to all groups in an establishment shall be computed by taking into account the total number of vacancies arising in Group A, B, C and D posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. Since, reservation is limited to 'identified' posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified post as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed four percent.

(1) EFFECTING RESERVATION- MAINTENANCE OF ROSTERS:-

- a) Every Government establishment shall maintain group-wise a separate vacancy based 100 point vacancy based reservation roster register in the format given in Annexure for determining/effecting reservation for the Persons with Benchmark Disabilities - one each for Group 'A' posts, Group 'B' posts, Group 'C' posts and Group 'D' posts filled by direct recruitment.

- a) Each register shall have cycle of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:-
- 1st Block - point No. 01 to point No. 25
 - 2nd Block - point No. 26 to point No. 50
 - 3rd Block - point No. 51 to point No. 75
 - 4th Block — point No. 76 to point No.100
- b) Points 1, 26, 51 and 82 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sr. No.1, 26, 51 and 82 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.
- c) All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.
- d) Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 82 as reserved is to fill up the first available suitable vacancy.
- e) There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block.
- f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- g) If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective

category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

2 In the ibid instructions No. 22/10/2013-1GSIII dated 25.04.2018 after Para of (N), the following Para's shall be added namely:-

O) CERTIFICATE OF DISABILITY:

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post will be subject to such verification/re-verification as may be decided by the competent authority.

P) CERTIFICATE BY REQUISITIONING AUTHORITY:

- (i) In order to ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or authority as the case may be for filling up of posts shall furnish the following certificate to the recruiting agency:-

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

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

Q) RELAXATION OF STANDARD OF SUITABILITY:

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

Note: - Rest of provisions contained in instructions issued vide GAD letter No. 22/10/2013-1GSIII, dated 25.04.2018 shall continue as such.

The above instructions may please be brought to the notice of all concerned for strict compliance.



Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

Endst No. 22/106/2018-1GS-III Dated Chandigarh, the 01-05-2019

A copy of above is forwarded to the following for necessary action:-

1. All the Managing Directors/Chief Administrators of Boards/Corporations/Public Sector Undertakings in Haryana.
2. The Registrars of all the Universities of the State of Haryana.
3. The Secretary, Haryana Public Service Commission, Panchkula
4. The Secretary, Haryana Staff Selection Commission, Panchkula



Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

Internal distribution

Incharge NIC for hosting the above instruction on State Government website.

Annexure

RESERVATION ROSTER For PERSONS WITH BENCHMARK DISABILITIES

Year of Recruitment	Cycle No.	Point No.	Name of Post	Identified suitable for persons with Benchmark Disabilities covered under the following respective categories:				Unreserved or Reserved**	Name of the person appointed and date of appointment	Whether the person appointed is in a,b,c and (d&e) or None***	Remark, If any
				a	b	c	(d& e)				

Respective Categories

- (a) blindness and low vision
- (b) deaf and hard of hearing
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- (d) autism, intellectual disability, specific learning disability and mental illness
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

** If identified reserved, write a/b/c/(d & e) as the case may be, otherwise write UR

*** Write a/b/c/(d & e) or None, as the case may be