

संख्या A-12012/1/2017-ADM

कार्मिक, लोक शिकायत और पेंशन मंत्रालय  
(कार्मिक एवं प्रशिक्षण विभाग)

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी

दिनांक: 25.09.2025

सूचना

(अनुकंपा के आधार पर नियुक्ति हेतु अधिसूचना)

**विषय:** अनुकंपा नियुक्ति योजना-अकादमी में अनुकंपा के आधार पर भरे जाने वाले समूह 'ग' के दो (2) पदों को भरने के लिए लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी में कार्यरत रहे दिवंगत सरकारी कर्मचारी के पति/पत्नी/परिवार के किसी एक सदस्य से दस्तावेज और आवेदन आमंत्रित करना-लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी में चयन के लिए मेरिट अंक प्रणाली के संबंध में।

अधोहस्ताक्षरी को कार्मिक एवं प्रशिक्षण विभाग के कार्यालय जापन संख्या 14014/02/2012-स्था.(डी) दिनांक 16.01.2013 ([www.dopt.gov.in](http://www.dopt.gov.in) पर उपलब्ध) की ओर ध्यान आकर्षित करने का निर्देश हुआ है, जिसके तहत अनुकंपा नियुक्ति पर समेकित निर्देश जारी किए गए। इसके बाद, केंद्र सरकार के अंतर्गत अनुकंपा नियुक्तियों पर कई निर्देश जारी किए गए हैं। इस विषय पर महत्वपूर्ण/प्रासंगिक कार्यालय जापनों और आदेशों की विषयवस्तु को संदर्भ और मार्गदर्शन की सुविधा के लिए समेकित किया गया है तथा कार्मिक एवं प्रशिक्षण विभाग द्वारा अपनी वेबसाइट [www.dopt.gov.in](http://www.dopt.gov.in) पर सक्रिय रूप में (अधिसूचनाएं>कार्यालय जापन और आदेश>स्थापना>अनुकंपा नियुक्तियाँ) उपलब्ध कराया गया है।

2. कार्मिक एवं प्रशिक्षण विभाग के पूर्वोक्त दिशानिर्देशों के अनुसार, अधोहस्ताक्षरी को लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी में अनुकंपा नियुक्ति योजना (अनुबंध-1) से अवगत कराने का निर्देश दिया गया है।

3. इसके अतिरिक्त, अधोहस्ताक्षरी को लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी में कार्यरत रहे दिवंगत सरकारी कर्मचारी के पति/पत्नी/परिवार के किसी एक सदस्य से लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में मल्टी-टास्किंग स्टाफ (एमटीएस) (समूह 'ग') के दो (2) पदों पर भर्ती हेतु आवेदन आमंत्रित करने का निर्देश दिया गया है।

4. आवेदक इस सूचना, इसके अनुलग्नकों और कार्मिक एवं प्रशिक्षण विभाग द्वारा जारी प्रासंगिक अनुदेशों/दिशानिर्देशों को ध्यानपूर्वक पढ़ें और एमटीएस की उक्त दो (2) रिक्तियों पर नियुक्ति हेतु विचार हेतु अपना आवेदन प्रेषित करें। अनुकंपा नियुक्ति हेतु सक्षम प्राधिकारी को अनुशंसा करने के लिए कार्मिक एवं प्रशिक्षण विभाग के वर्तमान दिशानिर्देशों/अनुदेशों का विधिवत अनुपालन किया गया है/किया जाएगा।

5. यह भी ध्यान दें कि आवेदनों का सत्यापन कार्मिक एवं प्रशिक्षण विभाग के कार्यालय जापन संख्या 14014/02/2012-स्था. (डी) दिनांक 16 जनवरी, 2013 और समय-समय पर उनके द्वारा जारी स्पष्टीकरणों में निर्धारित पात्रता शर्तों की पूर्ति के लिए किया जाएगा। आवेदनों का मूल्यांकन लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी द्वारा अनुमोदित विभिन्न मानदंडों वाले 100-बिंदु पैमाने पर किया जाएगा। चयनित उम्मीदवारों के नामों सहित अंतिम परिणाम अकादमी की वेबसाइट पर प्रदर्शित किया जाएगा।

इसके अतिरिक्त, अनुकंपा नियुक्ति योजना के उद्देश्य को प्राप्त करने तथा पूर्ण पारदर्शिता सुनिश्चित करने के लिए, सक्षम प्राधिकारी द्वारा मासिक आय, देनदारियाँ, चल/अचल संपत्ति, वाणिज्यिक संपत्ति, कृषि भूमि (अनुलग्नक-III) पर विचार के लिए अंक प्रदान करने संबंधी मानदंड तय करने का निर्णय लिया गया है।

6. अनुलग्नक-II के भाग 'क' के अंत में उल्लिखित अनुलग्नकों के साथ विधिवत भरा हुआ और हस्ताक्षरित आवेदन पत्र भेजा जा सकता है।

7. कृपया ध्यान दें कि यदि यह पाया जाता है कि आवेदक द्वारा प्रस्तुत शपथ पत्र/प्रमाणपत्र में गलत/असत्य जानकारी शामिल है, तो अनुकंपा श्रेणी के अंतर्गत रोजगार के प्रस्ताव पर विचार हेतु आवेदन अस्वीकार किया जा सकता है। इसके अतिरिक्त, यदि कार्यभार ग्रहण करने और/या नियुक्ति प्रस्ताव जारी होने के बाद, शपथ पत्र की कोई भी सामग्री गलत/असत्य पाई जाती है, तो नियुक्ति प्रस्ताव रद्द किया जा सकता है और/या सेवा तत्काल समाप्त की जा सकती है। इसलिए, आवेदकों को यह सलाह दी जाती है कि शपथ पत्र की विषयवस्तु को ध्यानपूर्वक पढ़ें एवं समझें और यह सुनिश्चित करें कि केवल सही जानकारी ही दी जाए, जो सत्यापित किए जा सकने वाले दस्तावेजों/अभिलेखों द्वारा समर्थित हो। किसी भी स्पष्टीकरण/सहायता के लिए, इस कार्यालय से ईमेल [adminsec.lbsnaa@nic.in](mailto:adminsec.lbsnaa@nic.in) पर या कार्यालय समय के दौरान फ़ोन नंबर 0135-2222295 पर संपर्क किया जा सकता है।

8. इस सूचना के अनुलग्नक में उल्लिखित 100 अंक स्केल मापदंडों को लागू करते समय, यदि ऐसी स्थिति उत्पन्न होती है कि कुछ उम्मीदवार योग्यता में समान अंक प्राप्त करते हैं और सक्षम प्राधिकारी ऐसे उम्मीदवारों की योग्यता तय करने में असमर्थ है, तो अंतिम निर्णय लेने के लिए निम्नलिखित टाई ब्रेकिंग कारकों पर निम्नलिखित क्रम में विचार किया जाएगा:

- i. प्रति आश्रित उपलब्ध आय अर्थात् अनुलग्नक-1 में निर्धारित पहले तीन वित्तीय मापदंडों (वार्षिक मासिक पारिवारिक पेंशन, कुल सेवांत लाभ और कमाने वाले सदस्यों की वार्षिक आय तथा संपत्ति से आय) के योग को आश्रितों की कुल संख्या से विभाजित किया जाता है। प्रति आश्रित उपलब्ध आय जितनी कम होगी, समान अंक वाले आवेदकों के बीच उस आवेदक की रैंक उतनी ही ऊँची होगी।
- ii. सरकारी कर्मचारी की बची हुई सेवा अवधि। कम बची हुई सेवा अवधि वाले सरकारी कर्मचारी से संबंधित आवेदकों की तुलना में ज्यादा बची हुई सेवा अवधि वाले सरकारी कर्मचारी से संबंधित आवेदकों पर विचार किया जाएगा। ऐसा माना जाता है कि मृतक की बची हुई सेवा जितनी लंबी होती है, परिवार पर उसका प्रभाव उतना ही अधिक होता है।
- iii. शारीरिक/मानसिक रूप से दिव्यांग आश्रितों और अविवाहित पुत्रियों की संख्या। ऐसे आश्रितों की संख्या अधिक होने पर आवेदक को, तुलनात्मक रूप से कम आश्रितों वाले आवेदक की तुलना में वरीयता दी जाएगी।
- iv. आवेदक की आय। अपेक्षाकृत अधिक आय के आवेदक को कम आय के आवेदक की तुलना में वरीयता दी जाएगी।

9. आवेदकों को अपेक्षित दस्तावेज प्रस्तुत करना आवश्यक है।

- i. निर्धारित प्रारूप में आवेदन
- ii. दिवंगत सरकारी कर्मचारी का मृत्यु प्रमाण पत्र
- iii. दिवंगत सरकारी कर्मचारी के साथ संबंध का प्रमाण
- iv. उम्मीदवार की शैक्षिक योग्यता प्रमाण पत्र
- v. उम्मीदवार का आयु प्रमाण
- vi. विवाह प्रमाण पत्र, यदि विवाहित हों
- vii. वित्तीय वर्ष 2024-2025 का आय प्रमाण पत्र
- viii. 31 मार्च, 2025 तक चल/अचल संपत्ति का विवरण
- ix. स्टाम्प पेपर पर शपथ पत्र- आवेदन प्रस्तुत करने वाले आवेदक के लिए अन्य आश्रितों द्वारा घोषणा/स्वीकृति

10. आवेदन जमा करना : सहायक दस्तावेजों सहित आवेदन पत्र, सह-प्रभारी, स्थापना अनुभाग, लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी को दिनांक 10.11.2025 को शाम 5.30 बजे तक (पंजीकृत डाक द्वारा या सीआरयू अनुभाग के माध्यम से व्यक्तिगत रूप से) जमा करना होगा। ऐसा न करने पर अनुकंपा नियुक्ति के लिए आवेदन रद्द किया जा सकता है। निर्धारित प्रारूप अकादमी की वेबसाइट से डाउनलोड किया जा सकता है या लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी के कार्यालय से प्राप्त किया जा सकता है।

(शलेश नवल)

उप निदेशक (वरि.) एवं- प्रभारी,  
स्थापना

सेवा में,  
दिवंगत कर्मचारी के पति/पत्नी/समस्त आश्रित व्यक्ति  
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी  
मसूरी

व्यापक प्रचालन हेतु

- (क) अकादमी की वेबसाइट (<https://lbsnaa.gov.in>)
- (ख) नोटिस बोर्ड-सरगम पोर्टल के माध्यम से

**प्रतिलिपि:**

1. अनुकंपा नियुक्ति समिति के सदस्यों को ई-मेल के माध्यम से।

**No A-12012/1/2017-ADM**  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  
LBS National Academy of Administration, Mussoorie

Dated: 25.09.2025

**NOTICE**

(Notification for Appointment on compassionate ground)

**Sub:** Scheme for compassionate appointment- Inviting documents and applications from spouse/one of the family members of the deceased Government servant who was working in LBSNAA to fill up two (2) posts of group 'C' to be filled on compassionate basis in the Academy – Merit Points System for selection in LBSNAA- regarding.

The undersigned is directed to invite attention to Department of Personnel & Training's OM No.14014/02/2012-Estt.(D), dated 16.01.2013 (available on [www.dopt.gov.in](http://www.dopt.gov.in)) vide which consolidated instructions on compassionate appointment were issued. Subsequently, a number of instructions on compassionate appointments under the Central Government have been issued. The content of important/relevant O.Ms and orders on the subject have been further consolidated for the facility of reference and guidance and have been made available by DoP&T on their website [www.dopt.gov.in](http://www.dopt.gov.in) in the dynamic form (Notifications>OMs & orders>Establishment>compassionate appointments).

2. In accordance with the ibid guidelines of DoP&T, the undersigned has been directed to convey herewith the Scheme for Compassionate Appointment in LBSNAA (**Annexure- I**).

3. Further, the undersigned has been directed to invite applications from the spouse/one of the family members of the deceased Government servant, who was working in LBSNAA, for two (2) posts of Multi-Tasking Staff (MTS) (Group 'C') in LBSNAA, Mussoorie.

4. The applicant may go through this notice, its annexures and relevant instructions/guidelines issued by DoP&T carefully and send his/her application for consideration of appointment against the said two (2) vacancies of MTS. Extant guidelines/instructions of DoP&T in matter have been/would be duly complied with for making recommendation to the competent authority for compassionate appointments.

5. It may also be noted that the applications will be verified for fulfilment of eligibility conditions, as laid down in DoP&T's O.M. No. 14014/02/2012-Estt. (D) dated 16<sup>th</sup> January, 2013 and clarifications issued by them from time to time. The applications shall be assessed on a 100-point scale containing different parameters as approved by LBSNAA. The final result indicating the names of selected candidates would be put up on the Academy website.

In addition, in order to achieve the objective of the scheme of compassionate appointment and to ensure complete transparency, it has also been decided by the competent authority for fixing points for Monthly Income, Liabilities, Movable/Immovable Property, Commercial Property, Agriculture Land (**Annexure-III**).

6. Duly filled in and signed application form along with enclosures mentioned at the end of Part 'A' of **Annexure-II** of this notice may be sent.

7. Please note that if it is found that the Affidavit/certificate submitted by the applicant contains false/incorrect information, it may lead to rejection of application for consideration for offer of employment under the compassionate category. Further, if after the issue of offer of appointment consequent upon joining duty, if any content of the Affidavit is found to be false/ incorrect, it may lead to cancellation of the offer of appointment and / or termination of services forthwith. The applicant is, therefore, **advised to carefully read and understand the contents of the Affidavit and ensure that only correct information is provided**, duly supported by documents/ records which can

be verified. For any clarification / assistance, this office may be contacted by e-mail [adminsec.lbsnaa@nic.in](mailto:adminsec.lbsnaa@nic.in) or over phone no 0135-2222295 during office hours.

8. While applying 100 points scale parameters, as mentioned in Annexure to this notice, if situation arises that some candidates secure equal marks in merit and Competent Authority is unable to decide the merit of such candidates, then the following tie breaking factors would be considered in the following order, to take up the final decision:

- i. Per dependent available income, that is, total of first three financial parameters prescribed in Annexure -1, (Annualized Monthly Family Pension, Total Terminal Benefits and annual income of earning members and income from property) divided by total number of dependents. The lesser, the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.
- ii. Left-over service of Government servant. Applicants related to Government servant with higher left-over service would be considered over the one with lesser leftover service. It is believed that the longer the left-over service of the deceased, the more is the impact on the family
- iii. No. of physically/mentally challenged dependents & unmarried daughter(s). The applicant having more number of such dependants would be given preference over the applicant having lesser number of dependents comparatively.
- iv. Age of the applicant. Elder applicant would be given preference over the younger one relatively.

9. The applicants are required to submit the requisite documents.

- i. Application in the prescribed format
- ii. Death Certificate of the deceased government servant
- iii. Proof of relationship with the deceased government servant
- iv. Educational qualification certificates of candidate
- v. Age proof of the candidate
- vi. Marriage certificate, if married
- vii. Income certificate for the financial year 2024 – 2025.
- viii. Details of movable / immovable property as on March 31<sup>st</sup>, 2025.
- ix. Affidavit on stamp paper – declaration/acceptance by other dependents for the applicant submitting application.

10. **Submission of Application:** Application along with supporting documents to be submitted to the *Associate In-charge, Establishment Section, LBSNAA, Mussoorie (by registered post or in person through CRU Section) by 5.30 pm on 10.11.2025* failing which applications are liable to be cancelled for consideration of compassionate appointment. The prescribed format can be downloaded from Academy website or can be obtained from LBSNAA office.



(Shelesh Nawal)

Deputy Director (Sr.) & I/c  
Establishment

To

All Spouse/Dependent of the deceased employee, LBSNAA.

Address for wider publicity

- (a) Website of the Academy (<https://lbsnaa.gov.in>)
- (b) Notice Board- through SARGAM Portal

Copy to:

1. Members of the Committee for Compassionate Appointment through e-mail.

A-12012/1/2017-ADM

Government of India

Ministry of Personnel, Public Grievances & Pensions

[Department of Personnel & Training]

Lal Bahadur Shastri National Academy of Administration, Mussoorie – 248179

Dated: 10<sup>th</sup> January, 2025

**OFFICE ORDER No. 18**

**Subject: Policy for Consideration of Appointment on Compassionate Ground in LBSNAA- Relative Merit Point System and Procedure for selection - reg.**

The objective of the Compassionate Appointment Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood and to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency. The relevant guidelines in this regard have been laid by DoP&T vide its OM NO. 14014/01/2022-Estt.(D) dated 02-08-2022, which are to be followed (as amended from time to time) in cases of compassionate appointment.

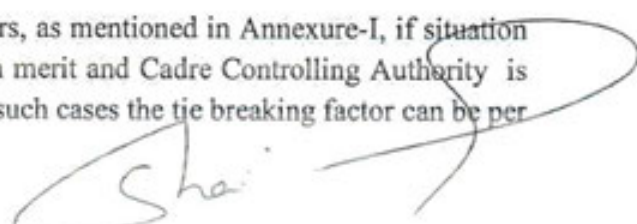
2. Keeping in view the objective of the Scheme, the existing instructions of DOPT relating to compassionate appointment have time and again been reviewed/ modified/ simplified so that the system finally derived at shall be more **transparent, efficient and uniform in nature**. The point based merit system for appointment on compassionate grounds in LBSNAA is therefore devised in terms of para 13(VI) of the ibid OM dated 02-08-2022 to bring out more transparency and objectivity in the process of Compassionate appointment.

3. A Committee having at least one Gazetted Officer constituted for this purpose will assist the dependent family of the deceased Government employee in getting appointment on compassionate grounds. The applicant would be called in person at the very first stage and advised in person about the requirements and formalities to be completed. A duly filled proforma by the applicant shall be used to ascertain necessary information and processing the cases of compassionate appointment.

4. The applications for compassionate appointment shall be considered by a Committee consisting of three officers- one Chairperson and two members- of the rank of Assistant Director or above. Recommendation of the committee shall be placed before the Competent Authority for a decision.

5. The existing position has been reviewed and it has been decided by the competent authority that to achieve the objective of the scheme of compassionate appointment and to ensure complete **transparency, merits of the cases** can be conveniently decided by allocating points to the applicants based on various attributes indicated in the reference of DoPT from time to time. Accordingly, relative merit points system for assigning weightage to various attributes of the applicant for compassionate appointment has been worked out based on a hundred point-scale as laid down in Annexure-I.

6. While applying 100 points scale parameters, as mentioned in Annexure-I, if situation arises that some candidates secure equal marks in merit and Cadre Controlling Authority is unable to decide the merit of such candidates. In such cases the tie breaking factor can be per



dependent available income i.e., total of first three financial parameters prescribed in Annexure-I (Pension-annualized, total terminal benefits and annual income of earning members and income from property) divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.

7. In case of tie even after applying the factor of per dependent available income, then the left over service of Government servant can be considered. This is suggest as it is felt that longer the left-over service of the deceased, the more is the impact on the family. Applicants related to Government servant with higher left-over service would be considered over the one with lesser left over service. In case of tie even then, the next factor can be Number of physically/ mentally challenged dependents and unmarried daughter(s). In case of tie even then, the next factor can be age of the applicant, with elder applicant given preference.

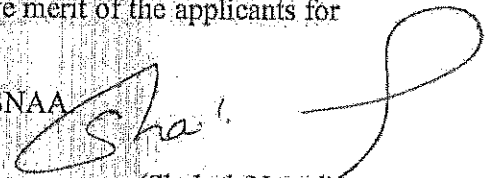
8. The tie breaking factor(s) in the order indicated above, should be used only to decide relative merit of the applicants scoring same points on 100 point scale and only if the applicants scoring same points cannot be accommodated against available vacancies.

9. Keeping in view the administrative requirement in processing such applications for appointment on compassionate ground, the Form as in Annexure-II may be used for ascertaining necessary information which consists three part as under.

Sl. No.	Part	Title
1.	A	Form for seeking Compassionate appointment by dependents of Government servants deceased while in service or retired on medical grounds.
2.	B	To be filled by the office in which employment is proposed
3.	C	Relative Merit Points Assessment on a 100 point scale for compassionate appointment.

10. The system of weightage not only awards objectivity to the entire method but also ensures complete transparency and uniformity in the selection process. Henceforth, weightage points system along with the instructions issued by the DOP&T (as amended from time to time) would be strictly followed for assessing comparative merit of the applicants for compassionate appointment.

11. This issues with the approval of Head of Department, LBSNAA



(Shelesh Nawal)  
Deputy Director &  
Head of Office

Encl: As above

#### OFFICE ORDER REGISTER

#### CIRCULATION TO

1. NOTICE Board [through SARGAM]
2. Office of the Director
3. Office of the Joint Director
4. RTI Section- for uploading at RTI Portal/LBSNAA Website
5. Rajbhasha Anubhag, LBSNAA- for translation

**RELATIVE MERIT POINTS SYSTEM FOR ALLOCATION OF POINTS FOR VARIOUS  
ATTRIBUTES OF APPLICANT FOR COMPASSIONATE APPOINTMENT IN LBSNAA  
BASED ON 100 POINT SCALE FOR PART-C OF ANNEXURE-II**

**1. Family Pension (Basic excluding DA & Allowances) (20 Points)**

S. No.	Proposed Slab	Points
1.	Upto 10,000	20
2.	10,001 – 13,000	18
3.	13,001 – 16,000	16
4.	16,001 – 19,000	14
5.	19,001 – 22,000	12
6.	22,001 – 25,000	10
7.	25,001 – 28,000	08
8.	28,001 & Above	06

Note: To be verified from service records and certified by the Head of Office, LBSNAA.

**2. Terminal Benefits i.e. Lump sum amount by the family on death of Govt. Servant(i.e. DCR Gratuity, GPF/Lump sum amount under NPS, LIC/PLI, CGEIGS, Leave Encashment etc) (10 points)**

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

Note: To be verified from service records and certified by the Head of Office, LBSNAA.

**3. Annual Income of earning members & Income from Property (10 Points)**

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

Note: To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities) and affidavit produced by the applicant and verified by the Head of Office, LBSNAA

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4. **Movable/Immovable Property (10 Points)**

Sl. No.	Slab	Weightage Point
1.	Nil	10
2.	Upto 5,00,000	08
3.	5,00,001 – 10,00,000	06
4.	10,00,001 – 15,00,000	04
5.	15,00,001 – 20,00,000	02
6.	20,00,001 & Above	00

Note: To be verified from the documents (like bank statement, ITR, certificate from Revenue Authorities/ Municipal Authorities/ concerned departments etc. and produced by the applicant and verified by the Head of Office, LBSNAA

5. **Left over service of Deceased (15 points)**

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

Note: To be verified from service records and certified by the Head of Office, LBSNAA

6. **Dependents i.e. Mother or Father, Spouse (House Wife) Only (10 Points)**

S.No.	No. of Dependents	Weightage Points
1	Single or Both parents	05
2	Wife	05

Note: To be verified from service records and certified by the Head of Office, LBSNAA

7. **Unmarried Daughters (10 points)**

S.No.	No. of Unmarried Daughters	Weightage Points
1	01	05
2	02 & Above	10

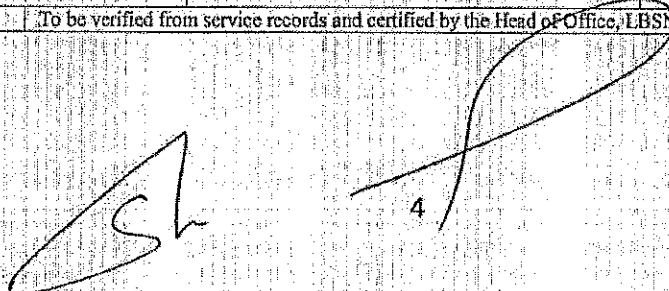
Note: To be verified from service records, single status certificate/ affidavit notarized by any competent authority produced by the applicant and verified by Head of Office, LBSNAA

8. **Dependent Minor Children of deceased Government servant OR dependent sisters(s)/ brother(s) of unmarried deceased Government servant (10 points)**

S.No.	No. of Minor Children	Weightage Points
1	01	05
2	02 & Above	10

Note: To be verified from service records and certified by the Head of Office, LBSNAA

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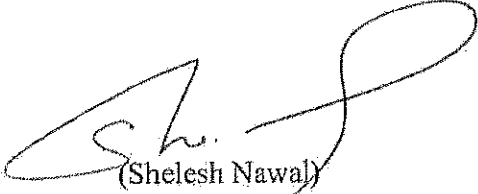
9. Unmarried Major Son (upto 25 years of age) and Dependent Major Son i.e. Physically and Mentally Challenged (without age limit) (05 points)

S.No.	No. of Unmarried Major Son/Dependent Major Son	Weightage Points
1	01	03
2	02 & Above	05
Note:	To be verified from service records, single status certificate/ affidavit notarized by Competent Authority produced by the applicant and verified by the Head of Office, LBSNAA. The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in Central Government will be ensured. Related certificates to be obtained accordingly.	

10. General Note:

- a. In cases to the above, cases where the Widow of deceased employee/ wife of employee who has retired on medical ground has applied for Compassionate appointment for herself, she shall get **15 additional points** as grace points. This will be in line with the general principle that the widow/ wife needs to be given preference for compassionate appointment.

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(Shelesh Nawal)  
Deputy Director &  
Head of Office

**FORM FOR SEEKING COMPASSIONATE APPOINTMENT BY DEPENDENTS OF GOVERNMENT SERVANT DECEASED WHILE IN SERVICE/ RETIRED ON MEDICAL GROUNDS.**

**PART-A**

I.	(a)	Name of the Government Servant (Deceased/ Retired on medical grounds)	
	(b)	Designation of the Government Servant	
	(c)	Whether it is MTS (erstwhile Group D) or not?	
	(d)	Date of birth of the Government Servant	
	(e)	Date of death/ retirement on medical grounds	
	(f)	Total length of service rendered	
	(g)	Whether permanent or temporary	
	(h)	Whether belonging to SC/ST/OBC	
II.	(a)	Name of the candidate for appointment	
	(b)	His/ Her relationship with the Government Servant	
	(c)	Date of Birth	
	(d)	Educational Qualification	
	(e)	Whether any other dependent family member has been appointed on compassionate grounds	

III.	Particulars of total assets left including amount of				
	(a)	Family Pension			
	(b)	D.C.R. Gratuity			
	(c)	G.P.F. Balance			
	(d)	Life Insurance Policies (including Postal Life Insurance)			
	(e)	Movable and Immovable properties and Annual Income earned therefrom by the family			
		Sl. No.	Property	Details of Property	Value (As per circle rate/ Market rate)
		a)	Moveable (cash, Jewellery, Share Certificate, Vehicle etc.)		
		b)	Immovable property (Flat/ House/ Plot etc.)		
		c)	Agricultural Land		
		d)	Total Value		
		(ii) Annual Income earned		Rs.	
	(f)	C.G.E. Insurance amount			
	(g)	Encashment of Leave			
	(h)	Any other assets			
		<b>Total</b>			
IV.	Brief particulars of liabilities, if any				

V. Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)					
Sl. No.	Name(s)	Relationship With Govt. servant	Age	Address	Employed or not (if employed particulars of employment & emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
i.					
ii.					
iii.					
iv.					
v.					

**VI. Declaration/Undertaking**

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government Servant mentioned against 1(a) of Part-A of this form and in case, if it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the Candidate

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

*Shari*

## PART-B

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


I.	i.	Name of the candidate for appointment	
	ii.	His/ Her relationship with the Government servant	
	iii.	Age (Date of Birth), educational qualifications and experience, if any	
	iv.	Post (Group C) which employments is proposed	
	v.	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
	vi.	Whether the relevant Recruitment Rules provide for direct recruitment	
	vii.	Whether the candidate fulfils requirements of the Recruitment Rules for the post	
	viii.	Apart from wavier of Employment Exchange/ Staff Selection Commission procedure what other relaxation are to be given	
(II)		Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records	
(III)		If the government Servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.	
(IV)		Personal recommendation of the Head of Department (With his signature and office stamp/seal)	

## PART-C

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

Sl. No.	PARAMETER	Points allotted to the parameter	Points scored by the candidate
1	Family Pension/Monthly amount (Excluding DA & Allowances)	20	
2	Terminal Benefits (DCRG, GPF/PPF, LIC/PLI, Leave encashment, etc)/ Lump Sum amount under NPS etc.	10	
3	Annual Income of earning members and income from property	10	
4	Movable/ Immovable property	10	
5	Left over service of deceased	15	
6	Number of dependents i.e. Mother or Father, Spouse(Wife) only	10	
7	Dependent unmarried daughters	10	
8	Dependent minor children	10	
9	Unmarried major son (up to 25 years of age) and Dependent major son i.e. Physically & mentally challenged (without age limit)	05	
	<b>TOTAL</b>	<b>100</b>	

**Note** In cases to the above, cases where the Widow of deceased employee/ wife of employee who has retired on medical ground has applied for Compassionate appointment for herself, she shall get **15 additional points** as grace points. This will be in line with the general principle that the widow/ wife needs to be given preference for compassionate appointment

  
(Shelesh Nawal)  
Deputy Director &  
Head of Office

**Bifurcation of Points related Movable/Immovable and Monthly Income/Liabilities****1. Monthly Income (Out of 10 points)**

Monthly Income (in Rs.)	Points to be allotted
Upto 1,000	10
1,001-2,000	09
2,001-3,000	08
3,001-4,000	07
4,001-5,000	06
5,001-6,000	05
6,001-7,000	04
7,001-8,000	03
8,001-9,000	02
9,001-10,000	01
10,000 above	00

**2. Liabilities (out of 10 points)**

Liabilities (in Rs.)	Points to be allotted
Upto 25,000	00
25,0001 - 1,00,000	01
1,00,001 - 2,00,000	02
2,00,001 - 3,00,000	03
3,00,001 - 4,00,000	04
4,00,001 - 5,00,000	05
5,00,001 - 6,00,000	06
6,00,001 - 7,00,000	07
7,00,001 - 8,00,000	08
8,00,001 - 9,00,000	09
9,00,001 and above	10

**3. (10 points =movable+ immovable)****(a) Movable Property (Assessment on 2 points)**

Sl. No.	Criteria	Points
1.	Not owning any 4-wheeler vehicle (Car/ Jeep etc.) in the name of deceased or applicant or any of the dependent members of the family	1
1(a)	Owning any 4-wheeler vehicle (Car/ Jeep etc.) in the name of deceased or applicant or any of the dependent members of the family	0
2.	Not owning any 2-wheeler vehicle (Scooter or Motorcycle etc.) Car/ Jeep etc.) in the name of deceased or applicant or any of the dependent members of the family	1
2 (a)	Owning any 2-wheeler vehicle (Scooter or Motorcycle etc.) Car/ Jeep etc.) in the name of deceased or applicant or any of the dependent members of the family	0

Shu

**(b) Immovable Property (Irrespective of location) (Assessment on 8 points)**

<b>Sl. No.</b>	<b>Residential House: [Maximum points 4 (out of 8 for immovable property)]</b>	<b>Points</b>
3.	Not owning any House (whether self-occupied or rented Out) in the name of deceased or applicant or any of the dependent members of the family	4
4.	owning any House (whether self-occupied or rented Out) in the name of deceased or applicant or any of the dependent members of the family	0
i.	Upto built-up area of 200 sq. feet.	3
ii.	Built-up area above 200 sq feet and upto 1000 sq. ft.	2
iii.	Built-up area above 1001 sq feet and upto 1500 sq. ft.	1
iv.	Built-up area above 1001 sq feet and upto 1500 sq. ft.	0

**(c) Commercial Property (Maximum points- 2 )**

<b>Sl. No.</b>	<b>Commercial Property [Maximum points 2 (out of 8 for immovable property)]</b>	<b>Points</b>
5.	Not owning any Commercial Property (whether self-occupied or rented Out) in the name of deceased or applicant or any of the dependent members of the family irrespective of location	2
6.	Owning any Commercial Property (whether self-occupied or rented Out) in the name of deceased or applicant or any of the dependent members of the family irrespective of location	0
i.	Upto area of 100 sq. feet.	3
ii.	Area above 200 sq feet	2

**(d) Agriculture Land (Maximum points- 2)**

<b>Sl. No.</b>	<b>Agriculture Land [Maximum points 2 (out of 8 for immovable property)]</b>	<b>Points</b>
5.	Not owning any Agricultural land whether in the name of deceased or applicant or any of the dependent members of the family irrespective of location.	2
6.	Owning any Agricultural land whether in the name of deceased or applicant or any of the dependent members of the family irrespective of location.	0
i.	Upto area of 1 Acre	1
ii.	Area above 1 Acre	0

Consent letter from the other dependent family members of Late Shri/ Smt.....  
..... designation..... in LBSNAA, Mussoorie

Shri/Smt \_\_\_\_\_ Son/Daughter/Wife/husband  
of Late Shri/Smt. \_\_\_\_\_ (deceased Govt. servant) has  
applied for grant of appointment on compassionate grounds to the dependent family  
members of the Government servant dying in harness.

2. We, the following other dependent family members of the deceased Government  
servant Shri/ Smt. \_\_\_\_\_ have no objection if the said  
appointment is given to the applicant Shri/Smt. \_\_\_\_\_  
and hereby give our consent for the same.

**Name, address and dated signatures of all the adult dependent family members of the  
deceased Govt. servant (other than the applicant)**

Sl.	Name	Address	Signature
1			
2			
3			
4			

**Affidavit on stamp paper**

I, ....., son/ daughter/widow/widower of  
Shri/Smt. .... (deceased Govt. servant),  
Resident of

.....  
have submitted an application for grant of appointment on compassionate grounds to a dependent family member of Govt. servant (dying in harness) or who retired on medical grounds, vide my application dated .....

I hereby solemnly affirm and declare as follows:

1. That, I am one of the dependent family members of the deceased Govt. servant Shri/Smt. .... and other adult dependent family members, whose details are given below have given consent that I may be considered for grant of appointment under compassionate category.

2. That, the details of all the dependent family members of the deceased Govt. servant Shri Smt..... are as follows (**including the applicant**):

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

S. No	Name & address of the dependent family member	Relation-ship with deceased	Sex	Date of birth/ age	Marital Status	Whether employed, if yes, details, whether in Govt./ Semi Govt./ Pvt./ Regular/ Temporary/ Daily Wages	Monthly income/earning from all sources Including employment, business, rental income, Income from property etc.
1							
2							

3								
4								
5								
6								
7								
8								
9								
		<b>Total monthly income of the family (including applicant)</b>						

3. I also hereby declare that out of the dependent family members stated in para 2 above, following are the unmarried daughters of the deceased Govt. servant Shri/Smt.....:

Sl.No.	Name	Date of birth/age	Educational Qualification	Occupation
1				
2				
3				
4				
5				

4. That, the details of movable/ immovable property, either in the name of deceased Govt. servant Shri/Smt..... or myself or any other dependent family member of the deceased are as follows:

- i. No. of 2-wheeler vehicles (Scooter/ Motorcycle etc.):
- ii. No. of 4-wheeler vehicles (car/ jeep etc.)
- iii. Details of the residential property:

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

iv. Agricultural Land:

Location & details	Areas (in Acres)	Monthly Income if any, from Agricultural Land

v. Commercial Property:

Location & details	Areas (in Sq. Ft.)	Monthly Income if any, from Commercial Property

Total Monthly income from immovable property: Rs.  
(Total of residential, agricultural & commercial)

5. That, the following are the details of liabilities in the name of deceased Govt. servant Shri/ Smt ..... and / or dependent members of the deceased Govt. servant. (bank loans/Govt. loan/ loans from other reputed lending agencies to be given, but excluding private/ family loans which are non-verifiable, as on the date of death of Govt. servant):

S.No.	Nature of loan	Amount (as on date of death of deceased)	Copies of documents enclosed in support of claim
(i)	Bank loans payable		
(ii)	Govt. loans payable		
(iii)	Loans from other lending agencies payable		

(iv)	Other tangible liabilities verifiable as per documents/ specify)		
	<b>Total</b>		
Please enclose relevant document/certificates from the banks/ lending institutions.)			

6. I hereby also declare and undertake that on getting appointment under the compassionate category, I will support the other dependents/ family members of the deceased Shri/ Smt. ...., including minor children and unmarried daughters.

(Applicant)

Deponent

**Verification: Verified at (place), this ..... day ..... that the contents of the Affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.**

**Deponent**

(Applicant)