



GOVERNMENT OF KERALA

Abstract

**PUBLIC SERVICES – RESERVATION FOR PHYSICALLY HANDICAPPED
PERSONS – 3% RESERVATION TO CLASS III AND CLASS IV
POSTS – ORDERS ISSUED**

**PERSONNEL AND ADMINISTRATIVE REFORMS
(ADVICE-C) DEPARTMENT**

G.O (P) No.20/98/P&ARD

Dated, Thiruvananthapuram 11 July 1998

- Read: -
1. G.O (Ms) No.146/85/GAD dated 24-4-1985.
 2. G.O (P) No.215/85/GAD dated 12-6-1985.
 3. G.O (P) No.367/85/GAD dated 3-9-1985.
 4. G.O (P) No.30/95/P&ARD dated 29-11-1995.

ORDER

In the Government Order read as 1st paper above, orders were issued for a maximum of 50 appointments each in the categories of Subordinate Service, Last Grade Service and Part-time Contingent Service being set apart every year for appointment of the Physically Handicapped persons to the Public Services. As per the G.O read at 2nd paper, the Kerala Public Service Commission (Consultation) Regulations, 1957 were amended to exclude the above appointments from the purview of the Public Service Commission. In the G.O read as 4th paper above, the scheme was revised as the Scheme for the direct recruitment of Physically Handicapped Persons in Public Service. As per the scheme, 51 appointments each would be made every year in Subordinate Service, Last Grade Service and Part-time Contingent Service. The vacancies should be chosen in such a manner that the three broad categories of Physically Handicapped get equal opportunities to be appointed under the scheme, i.e, a ratio of 1:1:1 should be maintained among orthopaedically handicapped, deaf, deaf and dumb and blind in appointment.

Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, provided that Every appropriate Governments shall appoint in every establishment such percentage of vacancies not less than 3% of persons or class of persons with disability of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment, and (iii) locomotor disability or cerebral palsy, in the posts identified for each disability. Based on this Government of India has decided that 3% reservation for the physically handicapped

in group C and D posts shall be allowed on the basis of total number of vacancies occurring in all group C and group D posts respectively under each Head of Department.

Government, after examining the matter in detail, are pleased to order that 3% vacancies in Class III and Class IV posts in Public Services will be reserved for appointment from Physically Handicapped Persons as done by the Government of India in accordance with the provisions in the "Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995".

The existing Scheme for appointment of physically handicapped persons to 153 posts in Public Services every year issued in the G.O read as 4th paper above is suitably modified and the revised scheme for appointment of Physically Handicapped Persons in Public Services as approved by Government is Appended to this order (Appendix).

By order of the Governor.

DHARAM VETER,
Secretary to Government.

To

All Heads of Departments.
The Chief Executives of Public Sector Undertakings, Companies and Corporations.
All District Collectors.
All Departments (all sections) of the Secretariat including Law, Finance and Legislature.
The Secretary, Kerala Public Service Commission (with C.L)
The Registrar, High Court of Kerala, Ernakulam (with C.L)
The Registrar, Mahatma Gandhi University, Kottayam (with C.L)
The Registrar, University of Kerala/Kochi/Kozhikode/Kannur (with C.L)
The Registrar, Kerala Agricultural University, Thrissur (with C.L)
The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L)
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C.L)
The Advocate General, Ernakulam.
The Private Secretary to the Chief Minister and other Ministers.
The Private Secretary to the Leader of Opposition, Contonment House, Thiruvananthapuram.
The Private Secretary to the Speaker/Deputy Speaker, Legislative Assembly.
The Deputy Secretary to the Governor, Raj Bhavan, Thiruvananthapuram.
The Deputy Secretary to the Chief Secretary.
The Director of Public Relations.
The Stock File.

APPENDIX**Scheme for Direct Recruitment of Physically Handicapped Persons in Public Service**

1. This scheme shall be called “Scheme for Direct recruitment of Physically Handicapped Persons in Public Service”.
2. Only Physically Handicapped persons satisfying the criteria laid down in the Explanation under Rule 9(c) in Part II of Kerala State and Subordinate Services Rules, 1958 shall be eligible for appointment under the Scheme.
3. Three per cent of the vacancies arising in Class III and Class IV categories shall be reserved for appointment from Physically Handicapped persons. The posts to which appointment will be made are enumerated in Annexure I. The number of appointments to be made each year in various categories will be fixed annually by Government in the Personnel and Administrative Reforms Department on the basis of the number of appointments made in the Class III and Class IV posts (except N.J.D vacancies during the previous year. The Government will collect in January each year from the office of the Kerala Public Service Commission details of the vacancies in Class III and Class IV posts to which advice has been made by the Public Service Commission excluding N.J.D vacancies. The list should contain the number of advices made by each district office and the head office separately. Three percentage of the total number of vacancies will be allocated among various districts taking into account the number of appointments made in each district. The posts suitable for appointment of the different categories of Physically Handicapped are given in Annexure II.
4. The selection shall be made on a District-wise basis for appointment to posts coming under the scheme of District –wise recruitment and on a State-wise basis for appointments to other posts.
5. The selection shall be made by a selection committee consisting of the District Collector as the Chairman, the District Employment Officer and another District Officer of a major department in the District co-opted by the District Collector as members. The Sub-Regional Employment Officer of the Special Employment Exchange for Physically Handicapped will be the member of the Selection Committee in the place of District / Divisional Employment Officer in districts where special Employment Exchanges for Physically Handicapped are functioning. The Committee may utilise the services of experts to assist them in the conduct of test and/or interview. The District Collector shall be the co-ordinating authority in the matter of ascertaining the vacancies, selection and allotment for appointment.
6. As soon Government fix the quota for each district, the District Collector shall ascertain from the District Offices of the Departments in the District concerned the vacancies in the posts enumerated in Annexure I likely to arise during the year which can be set apart for appointment of physically handicapped persons. The vacancies should be chosen in such a manner that the three broad categories of physically handicapped get

equal opportunities to get appointed under the scheme, i.e, a ratio of 1:1:1 shall be maintained among (1) orthopaedically handicapped, (2) deaf, deaf and dumb and (3) blind in appointment.

7. The vacancies of District-wise recruitment shall be reported to the District Employment Exchanges and the vacancies of State-wise recruitment to the Director of Employment asking for a panel of names.

8. On getting the panel of names from the District Employment Exchanges/Director of Employment, the candidates shall be directed to the District Medical Board for Medical Examination to ascertain whether they satisfy the criteria laid down in the Explanation under Rule 9(c) of Part II of Kerala State & Subordinate Service Rules, 1953.

9. The candidates certified by the Medical Board as Physically handicapped satisfying the criteria laid down in the Explanation under Rule 9(c) will be called for test and/or interview by the Selection Committee. Definite norms shall be laid down by the Selection Committee for the selection.

10. The selected candidates in each category of posts shall be arranged in the order of merit and the candidates allotted in the order of their ranks to the District Officers/appointing authorities of the concerned Departments for issuing the appointment orders.

11. The Rules regarding age, probation etc., as provided in the General Rules in Part II of Kerala State & Subordinate Services Rules, shall apply to the recruitments under the scheme. The rules regarding communal rotation shall also apply.

12. The Rules regarding verification of character and antecedents shall apply. The candidates allotted for appointment shall be initially appointed on a temporary basis under General Rule 9(a) (i) and regularised after his/her character and antecedents are verified by the Police Department and found to be satisfactory.

13. The rules regarding inter-district transfers shall apply to the cases of candidates appointed under the scheme on district-wise basis.

14. The year for the purpose of the scheme shall be reckoned as the calendar year. In such exigencies where the reservation could not be utilised during the year the same shall be carried forward in the subsequent three recruitment years at the end of which the reservation shall be deemed to have lapsed.

15. The District Collectors shall after the year's selection is over submit to Government by 31st December, every year, in the Personnel and Administrative Reforms (Advice-C) Department a comprehensive report on the selections made under the scheme during the year for information and record.

ANNEXURE I**Posts suitable for appointment of the Physically Handicapped*****Subordinate Service:***

1. Clerk (LD)
2. Typist (LD)
3. Confidential Assistants
4. Teachers (Primary)
5. Compositors
6. Proof Reader
7. Book Binder
8. Accounts Clerk
9. Lab Assistant
10. Compiler
11. Store Keeper
12. Accountant
13. Librarian
14. Musician
15. Tracer
16. Draftsman
17. Tutor Grade II (Mridangam, Violin, Veena, Vocal Music)
18. Clerk Typist
19. H.S.A (Languages and Social Studies)
20. Assistant Teachers (School for Blind)
21. Braillist
22. Craft Teacher
23. Weaving Instructor
24. Occupational therapist
25. Booth Attender
26. Masseur
27. Assistant Instructor in Basket Making
28. Craft Instructor
29. Dark Room Assistant
30. Photo Copier Assistant
31. Telephone Operator
32. Music Teacher
33. Part-time Instrumental Music Teacher

Last Grade Service:

1. Peon
2. Chowkidar
3. Telephone Attendant
4. Lift Operators
5. Roneo Operators

6. Dark Room Attender
7. Duster
8. Map Binder
9. Packer Counter/Packer
10. Ice man
11. Female Attendant
12. Waiting Room Attendant
13. Messenger
14. Pump Operator
15. Packer
16. Xerox Operator
17. 'X' ray Attender
18. Gardner

ANNEXURE II

Post suitable for appointment of different categories of the Physically Handicapped

Category of Handicap	Post in the Subordinate Service (Entry Grade)	Posts in the Last Grade Service
(1)	(2)	(3)
A. Orthopaedically Handicapped	Clerks	Peons
(a) Upper Extremities		
(i) Major Defects	Accounts Clerk	Peons
(ii) Minor Defects	Lab Assistants (Chemical/ Clinical) Proof Readers Store Keepers Compilers (Teachers (primary)) Typist Clerks Accounts Clerks Clerk Typist	Chowkidars Attender

(1)	(2)	(3)
(b) Lower Extremities:		
(i) Major Defects	Tutor in Music Clerks Account Clerks Compositors Confidential Assistants Proof Readers Typists Clerk Typist	Telephone Operator Lift Operator
(ii) Minor Defects	Librarians Musicians Tracers Confidential Assistants Typists Draftsman Proof Readers Clerk Typist Compositors Teachers (primary) Laboratory Assistant (Chemical/Clinical) Clerks Accounts Clerks	Peons Chowkidars Telephone Operator Lift Operator
B. Deaf, Deaf and Dumb	Clerks Book Binders Store Keepers Typists Compositors Tracer Clerk Typist	Roneo Operators
C. Partially Deaf	Clerks Draftsman Compositors Lab Assistants (Chemical/Clinical) Librarians Confidential Assistants Typists Book Binders Tracer Clerk-Typist	Chowkidars Peons Roneo Operators

(1)	(2)	(3)
D. Blind	Musicians Primary School Teachers Tutor Grade – II in Mridangam Violin and Veena H.S.A (Languages & Social Studies) Asst. Teacher (School for Blind) Brailist Draft Teacher Weaving Instructor Dark Room Assistant Masseur Booth Attender Occupational Therapist Telephone Operator Asst. Instructor in Basket making Craft Instructor Photocopier Operator Music Teacher Part-Time Instrumental Music Teacher	Peon Lift Operators Duplicator Operators Female Attendant Dark Room Attender X-ray Attender Duster Gardner Map Binder Waiting Room Attendant Pump Operator Radio Operator Packer Packer Counter Ice man Xerox Operator
E. Partially Blind	Musicians Teacher (primary) Tutor Grade-II in Mridangam, Violin & Veena H.S.A (Languages & Social Studies) Asst. Teacher (School for Blind) Brailist Craft Teacher Weaving Instructor Dark Room Assistant Masseur Booth Attender Occupational Therapist Telephone Operator Asst. Instructor in Basket making Craft Instructor Photocopier Operator Music Teacher Part-Time Instrumental Music Teacher	