

# National Institute of Technology Delhi

(An Institution of National Importance under the aegis of Ministry of Education,  
Government of India)

## SCHEME OF COMPASSIONATE APPOINTMENTS NOTIFICATION

July 14, 2025

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

2. **TO WHOM APPLICABLE:** This notification is applicable to the "dependent family member"-

(A) of the Institute Employee who -

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

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

(c) Is retired on medical grounds under Rule 38 of CCS (Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years.

(B) (a) The widow or dependent family member of the deceased employee only may be considered for compassionate appointments.

'Dependent family member' means:

(i) Spouse; OR

(ii) Son (including adopted son); OR

(iii) Daughter (including adopted daughter); OR

(iv) Brother or sister in the case of unmarried Institute Employee.\*

\*On giving an undertaking that he/she will look after the other family members who were dependent on the deceased employee.

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

(b) In the case of missing employee – Compassionate appointment can be considered after two years from the date of missing by the Board of Governors –

- (i) If FIR has been filed and the missing official is not traceable;
- (ii) If he had at least two years to retire;
- (iii) If he is not suspected to have committed fraud/joined terrorist organization/gone abroad;
- (iv) If the competent authority feels that the case is genuine

Concession of compassionate appointment is admissible to one department only.

Exceptions – (A) In exceptional circumstances, with the prior approval of the Board of Governors, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

**3. STANDING COMMITTEE TO CONSIDER THE APPLICATION FOR APPOINTMENT ON COMPASSIONATE GROUND**

- (i) The Director of the Institute/ his nominee
- (ii) Dean Faculty Welfare
- (iii) Registrar

**4. POSTS TO BE WHICH SUCH APPOINTMENTS CAN BE MADE**

- (i) Group C, C-Office Attendant and C-Lab Attendant posts against the direct recruitment quota.

**5. ELIGIBILITY:**

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

AND

- (ii) Applicant for Compassionate Appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules (As per NITs RRs issued by MoE).

**6. RELAXATIONS:**

- (i) The lower age limit should, however, in no case be relaxed below 18 years of age.
- (ii) The upper relaxed age limit for the compassionate appointments for the spouse will be 45 years on the date of death of the employee. No further relaxation in age will be considered. In case of dependent sons/daughters, the upper age limit will be the same as for direct recruitment in Group C posts in the Institute.

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

(iii) In exceptional circumstances, the Institute may consider recruiting persons not immediately meeting the minimum educational standards. The Institute may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Institute as employees, will be equal to the lowest / first cell (minimum) of Pay Level-1 of 7<sup>th</sup> CPC i.e. Rs.18,000-56,900 (pre-revised -1S Pay Band). In addition, they will be granted all applicable allowance like the Dearness Allowance, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum of Pay Level-1. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications.

(iv) In case the widow is not eligible or desiring to have compassionate appointment, the same may be given either to a dependents on or daughter in accordance with the willingness/option exercised by the widow of the deceased employee. If there is no widow or in case of a deceased female employee, such an option may rest with the elder of the eligible dependent son/daughter.

(v) The widow serving in IIT/NIT/Govt./Public Sector undertaking will not be eligible for compassionate appointment. Similarly, if the widow is working in Private sector (where the emoluments are more than the minimum of Group 'C' employee in the Institute) she will also not be eligible for compassionate appointment. Only dependent sons/daughters of the deceased employee are eligible.

## **7. Determination/availability of vacancies**

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of

dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.

- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.
- (e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts.
- (f) Calculation of vacancies by grouping of posts for small offices/cadres – Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.
- (g) Liberalized method of calculation of vacancies for small Ministries/Departments – The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of Dr vacancies in Group 'C' and erstwhile Group 'D' post (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.
- (h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts.

**8. Time Limit for consideration applications for compassionate appointment:**

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department OM No. 14014/3/2011-Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time,

any application for compassionate appointment is to be considered without any time limit and decision taken on merit in each case.

**9. Belated Requests for compassionate appointment**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment.

**10. Widow appointed on compassionate grounds getting remarried**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

**11. Where there is an earning member**

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

## **12. Request for change in post/person**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, -

- (a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

## **13. Seniority**

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

## **14. Termination of Service**

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of attached/subordinate offices under the Ministry/Department.

## **15. Procedure**

- (i) The Dean Faculty Welfare in the Institute or a senior officer may be deputed to meet the family members of deceased Government Servant and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.
- (ii) In case it is observed by the Dean Faculty Welfare/Senior Officer that the condition of the family of the deceased Government Servant is indigent, the family should also be apprised of the scheme for compassionate appointment.
- (iii) In such cases, the Dean Faculty Welfare or any other Officer would assist the family member of the deceased Government Servant in applying for appointment on compassionate grounds. The application should be made

- in the format prescribed as in Annexure. All assistance should be extended to enable such family member to fill the application form for compassionate appointment. The Applicant should be advised in person about the requirements and formalities to be completed by him. The applicant should also be given detailed information of the posts to which they can apply.
- (iv) The Administration shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if any additional details or information having a bearing on the case, emerge, the same should be added as supplementary Note to the application.
  - (v) Every application found to be in order, should be acknowledged by assigning a unique Registration number. All pending applications should also be assigned unique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.
  - (vi) While informing the Applicants of the registration number of their Application, they may also be informed of the likely number of vacancies likely to be available to be filled on compassionate grounds as well as be provided with a copy of the point based merit system.
  - (vii) The committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet twice or more to consider the applications.
  - (viii) Prior to every meeting of the Committee, the Applications whose applications are being considered, should be informed, through email or other forms of communication (including digital modes of communication), of the number of vacancies in each grade for which they are being considered as also the date of Committee is due to meet to consider their Application. However, the Applicant(s) would not be required to have any personal interaction, either with the Administration or the Committee and that the Applicants may not be asked to be present during the meeting of the Committee.
  - (ix) Every valid application shall be assessed strictly on the basis of the point based merit system formulated by the concerned administrative Ministry/Department.
  - (x) The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable point based merit system.
  - (xi) The result of each round of selection should be communicated to the Applicants. The points awarded against each parameter alongwith total merit points earned, should be provided to the Applicants through email or other forms of communication.
  - (xii) The minutes of each meeting of the Committee including the merit points earned by each Applicant should also be placed, within a period of three weeks from the date of meeting of the Committee, in public domain on the website of the Ministry/Department/Organisation for information of all

concerned.

- (xiii) Recommendation of the Committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendations, the case may be referred to the next higher authority for a decision.

# **16. RELATIVE MERIT POINTS ASSESSMENT:**

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

## **I. Family Pension (Basic excluding DA & Allowances)**

**(15 Points)**

S.N.	Pension Slab (in Rs.)	Merit Points
1)	Up to 10,000	15
2)	10,001 – 13,000	12
3)	13,001 – 16,000	10
4)	16,001 – 19,000	08
5)	19,001 – 22,000	06
6)	22,001 – 25,000	04
7)	25,001 – 28,000	02
8)	28,001 & above	00

Note: To be verified from service records.

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

**(10 Points)**

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

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

III. Annual Income of earning members & Income from property  
(10 Points)

S.No.	Annual Income Slab (in Rs.)	Merit Points
1)	NIL	10
2)	1 – 1,05,000	08
3)	1,05,001 – 1,35,000	06
4)	1,35,001 – 1,65,000	04
5)	1,65,001 – 1,95,000	02
6)	1,95,001 & Above	00

Note: To be verified from the documents such as Certificate from Revenue Authorities, Income Tax Returns & Bank Statements, Statement of Employer, etc., and the Affidavit produced by the applicant and verified by the District / Block Level Authorities.

IV. Value of Movable/ Immovable Property  
(10 Points)

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

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

V. Immediate Relief  
(10 Points)

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

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

VI. Leftover service of employee deceased / retired on medical grounds  
(10 Points)

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

Note: To be verified from service records.

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

S.N.	Dependent	Merit Points
1)	Single or Both Parents	05
2)	Wife	05

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

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

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

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

IX. Number of Dependent Minor Children  
(10 Points)

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

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

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

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

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

In case of tie, the Committee constituted for the purpose of considering the

Compassionate Appointment applications will apply such criteria as deemed appropriate which may include but is not limited to, in the following order of precedence:

- (i) Per dependent available income. The lesser the per dependent available income, the higher the rank amongst the applicants who scores had a tie.
- (ii) Applicants related to Institute employee whose left-over service is higher would be considered over the one with lesser left-over service.
- (iii) No. of physically/ mentally challenged dependents and unmarried daughters. The applicant having more number of such dependents would be given preference over the applicant having lesser number of dependents comparatively.
- (iv) Age of the applicant- The elder applicant would be given preference over the younger one relatively.
- (v) In case the tie persists, the Committee may prescribe such other criteria as it may deem appropriate.

**17. PROCEDURE FOR SUBMISSION OF APPLICATIONS:**

- (i) Application in the prescribed format as appended to this notification should be submitted by the eligible dependent family member and submit to the Registrar, NIT Delhi, preferably within 45 days from the date of this notification. Applications received otherwise than in the prescribed format shall not be considered under any circumstances. All the applications received by the Institute in the prescribed format only will be considered by the Committee.
- (ii) The Institute shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the application.
- (iii) All the details entered in the application should be supported by documentary proof from competent authorities. While the pension and terminal benefits can be substantiated based on communications issued by the Institute, the income from earning members and property should be substantiated by state authorities and the details of family members should be based on service records. In case of mismatch / unavailability of family members details in the service records, the details of family should be evidenced by a document from the competent state authorities.
- (iv) The Institute shall consider the applications strictly in accordance with the point-based merit system as prescribed above and the outcome of the process may be notified in the Institute website as per norms.

**REGISTRAR  
NIT Delhi**

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

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

149

III		Particulars of total assets including amount of —				
	a)	Family Pension / Pension under NPS				
	b)	Death-cum-Retirement Gratuity				
	c)	G.P.F. Amount				
	d)	Life Insurance Policies (including Postal Life Insurance)				
	e)	Value of total Moveable and Immoveable properties supported by documentary proof				
	f)	GSLI / CGEGIS Insurance Amount				
	g)	Encashment of leave				
	h)	Any other assets				
		<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)				
	S.N.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments

<b>VI</b>	<p><b>Declaration / Undertaking:</b></p> <p>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.</p> <p>2) I hereby also declare that I shall maintain properly the other family members who were dependent on the employee mentioned in this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.</p>
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**Checklist of documents to be attached to this application:**

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

**Date:**

**Signature of the Applicant**

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

### AFFIDAVIT

I, ..... son / daughter / widow / widower  
of Shri / Smt. .... (deceased  
Institute employee), resident of .....

..... have submitted an application for considering appointment on  
compassionate grounds to the dependent family member of the Institute employee  
(dying in harness / retired on medical invalidation / missing employee) vide  
application dated .....

I hereby solemnly affirm and declare as follows:

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

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

S. N.	Name & address of the dependent family member	Relationship with the deceased	Sex	Date of birth (DD/MM/YYYY) & Age	Marital status	Whether employed? If so, the details thereof	Monthly Income from all sources incl. employment, business, rental income, income from property, etc.

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

S.N.	Name	Date of birth (DD/MM/YYYY) & Age	Educational Qualification	Occupation

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

- No. of 2-wheeler vehicles (Scooter/ Motorcycle, etc.):
- No. of 4-wheeler vehicles (Car/ jeep, etc.):
- No. of other vehicles (specify):
- Details of residential property:

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

- Agricultural Land:

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

- Commercial Property:

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

Total monthly income from immovable property per month:  
Rs..... (In words

.....  
.....  
.....).

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

S.N.	Nature of loan	Amount (as on date of death of deceased)	Copies of documents enclosed in support of claim
	Bank loans payable		
	Govt. loans payable		
	Loans from other lending agencies payable		
	Other tangible liabilities verifiable as per documents (specify details)		
	<b>Total</b>		

**Note:** Please enclose relevant documents/ certificates from the banks/ lending agencies.

6. I hereby also declare and undertake that if appointed under the compassionate appointments scheme, I will support the other dependents / family members of the deceased Shri / Smt..... including minor children and unmarried daughters.
7. I further certify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I further undertake in the event of my providing incorrect / false information, my application may be rejected and also understand that the appointment secured if any, is liable for termination without any further reasons and notice.

(  
Deponent

154

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

**No Objection Letter**

1. Shri / Smt....., Son / Daughter / Wife / Husband of Late Shri / Smt..... (Institute employee- death in service/ retired on medical invalidation / missing employee) has applied for grant of appointment on compassionate grounds to the dependent family members of the Institute employee (death in service/ retired on medical invalidation/ missing employee).
2. We, the following dependent family members of the deceased Institute employee Shri / Smt....., have no objection if the said appointment is considered / given to the applicant Shri / Smt..... and hereby give our consent for the same without any duress and at our free will.

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

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

**Signature of the Applicant**