



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA
स्थापना कार्यालय
Establishment Office

260925-1028

NITR/ES/2026/M/0505

25th Sept., 2026

Sub: - Compassionate Appointment Scheme – regarding

BOG vide Resolution No. BOG-90(2023)-10, dated 12.07.2023 approved the adoption and implementation of Compassionate appointments scheme for NIT Rourkela employees in accordance with Department of Personnel and Training (DoPT) O.M. No. 14014/02/2012-Estt (D), dated 16.01.2013. The Scheme was made effective w.e.f. 12.07.2023 i.e. the date of approval of BOG. The said decision was subsequently circulated vide Circular No. NITR/ES/2023/M/2945 dated 22.11.2023.

In continuation of the above and in pursuance of the guidelines issued by the Department of Personnel & Training from time to time, the Board of Governors, vide Resolution No. BOG-102(2026)-09 dated 30.06.2026, has further approved the "*Policy on Compassionate Appointment: Relative Merit Point System and Procedure for Selection*", aimed at ensuring a transparent, objective, and equitable framework for assessment and selection of eligible cases under the Compassionate Appointment Scheme through a Relative Merit Point System. A copy of the approved policy is enclosed herewith for information of all concerned.

Accordingly, it is hereby notified that consideration of compassionate appointment cases shall be governed strictly in accordance with the provisions of the aforesaid policy and the applicable DoPT guidelines.

This issues with the approval of the Competent Authority.

REGISTRAR

25/09/2026

Encl.: As above

Copy to:

1. All Employees through Group email
2. PS to Director.
3. CAT : for uploading on Institute website.



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Rourkela, Distt. – Sundargarada, Odisha - 769008

Policy on Compassionate Appointment: Relative Merit Point System & Procedure for Selection

1. BACKGROUND

In pursuance of the Ministry of Education vide F.No.18-7/2017-TS.III, dated 7th July, 2017, BOG vide resolution No. BOG-90(2023)-10, approved the adoption and implementation of the Compassionate Appointment Scheme in accordance with the Department of Personnel and Training (DoPT) vide O.M. No. 14014/02/2012-Estt (D), dated 16.01.2013, on compassionate appointment for NIT Rourkela.

The existing instructions relating to compassionate appointment have been reviewed by DoPT from time to time, and the last such instructions were issued vide OM No. 14014/01/2022-Estt(D) dated 02-08-2022. In accordance with the referred DoPT OM, to bring transparency and objectivity to the compassionate appointment process, each organization will devise a point-based merit system to assess the merit of such requests. Accordingly, a point-based merit system for appointment on compassionate grounds at NIT Rourkela has been devised, and requests for such appointments received by the Institute will be processed in accordance with the procedure outlined below.

2. SCOPE

As per existing guidelines, the appointment shall be considered for Group C posts against the direct recruitment quota, subject to a ceiling of 5% of direct recruitment vacancies. At NIT Rourkela, the appointment under the scheme shall be considered against the entry grade/post of the Technical/Administrative Lower Cadre and the Supporting Cadre, i.e., only against the posts of Technician, Junior Assistant, and Attendant. Based on the applicant's qualifications and the available vacancy, the Selection Committee will recommend a suitable post for appointment.

3. GUIDING PRINCIPLES

The selection will be based solely on **the Relative Merit Point System (RMPS) on a 100-point scale, as specified at Para-6 below.**

The empanelment will be made in order of merit based on RMPS scores; i.e., the highest scorer will be placed at the top of the list, and the lowest scorer at the bottom. The

empanelment is further subject to eligibility and the availability of vacancies. Transparency, objectivity and uniformity will be ensured in the process.

4. PROCEDURE

4.1 Application

- Application for compassionate appointment must be submitted in the prescribed proforma (Annexure-A) with all supporting documents.
- Applications can be submitted at any time, but will be considered in annual/bi-annual selection meetings.

4.2 Scrutiny & Acknowledgement

- Recruitment Cell/Establishment Section will verify the details and assign a unique application number.
- Applicants will be informed of their registration and the tentative timeline of selection.

5. SELECTION COMMITTEE

Applications for compassionate appointment shall be considered by a three-member Selection Committee comprising one Chairperson and two members. Dean (Faculty Welfare) shall be the Chairperson, and Registrar shall be one of the members. The Director shall nominate one Head of Department (HOD) or senior faculty member/officer as the second member of the Committee. The Committee may co-opt one representative from the SC/ST/OBC community, if applicable, as a fourth member.

The Committee's recommendation shall be placed before the Director, the appointing authority for the Non-Teaching Cadre (Group C) post, for a decision. If there is disagreement with the Committee's recommendation, the case may be referred to the BOG for a decision.

6. RELATIVE MERIT POINT SYSTEM

The applicants will be allotted scores on the following parameters (Maximum 100 points):

Sl. No.	Parameter	Max Points	Criteria
1.	Income of the Family (40 points)		
	i) Basic Family Pension (excluding DA & Allowance) / monthly amount received under NPS	20	Lower pension, higher points
	ii) Lump Sum Terminal Benefits received by the family on the death of the employee (including GPF/PPF & leave encashment)	10	Lesser amount, higher points

	iii) Annual income from Movable/Immovable property, as well as the annual income of earning members of the family	10	Lower income, higher points
2.	Movable/Immovable Property of the family (latest market value), including fixed deposit /Bank Balance, Other investment, Insurance claim, etc. (excluding service benefits received as mentioned in point 1(iii) above)	5	Lesser value, higher points
3.	Loans /Debts outstanding against the deceased and his dependent family member as on the date of death or retirement on medical grounds (from Banks/Financial Institutions only)	5	Higher value, higher points
4.	Number of dependents	5	More dependents, higher points
5.	Number of unmarried daughters	5	More daughters, higher points
6.	Number of minor children of deceased employee	10	More minors, higher points
7.	Leftover service of deceased/medically invalidated employee	15	More years left, higher points
8.	Immediate Relief (Time period since demise or retirement on medical grounds)	10	More recent cases get higher
9.	Disability/Chronic illness cases (applicant/ dependent)	5	Certified disability/illness
10.	<u>Unforeseen mitigating factor:</u> There may arise cases, while examining applications for recommendation under the Compassionate Appointment Scheme, in which the Committee is of the considered opinion that, owing to unforeseen mitigating circumstances, a particular family deserves priority or urgent consideration for appointment. In such exceptional instances, the Committee may, at its discretion, award up to 05 additional Merit Points to the applicant(s), as deemed appropriate. The specific reasons for granting such additional points shall be duly recorded in the Committee's recommendation sheet.		

The points to be awarded as per the slabs given in **Annexure B**.

General Note:

In addition to the points allotted under RMP, if the Widow of a deceased employee/wife of an employee who has retired on medical grounds applies for a Compassionate appointment for herself, she shall receive 10 additional points as Grace Points. This will be in line with the general principle that the widow/wife should be given preference for a compassionate appointment.

8

3/17

7. TIE-BREAKING CRITERIA

While applying RMP, if a situation arises in which some candidates secure equal merit points, preference will be given to the dependent whose period of left-over service of the deceased employee is longer. In case of a further tie, the preference is to be given to the dependents whose pension is less.

8. COMMUNICATION & TRANSPARENCY

The result of the Selection process, along with the points awarded to each parameter and the total merit points earned, shall be communicated to the Applicant. Results and minutes of the Committee meeting will also be published on the Institute website within 4 weeks.

9. REVIEW & AMENDMENTS

The policy may be reviewed by the Board of Governors periodically, in line with updated DoPT guidelines, if any are issued.

Annexures:

- **Annexure-A:** Application form
- **Annexure-B:** Detailed RMPS slabs.
- **Annexure-C:** Consent form & Affidavit

S

Application Number: _____

APPLICATION FOR APPOINTMENT IN NIT ROURKELA ON COMPASSIONATE GROUNDS

To,

Registrar
National Institute of Technology Rourkela,
Rourkela, Odisha – 769008

Passport size photo
should be pasted and
attested across the
photo

Respected Sir,

My husband / wife, late Mr./Mrs.
has expired / has retired on medical ground on I, therefore, request your good
self to consider my candidature for appointment on compassionate grounds.

OR

My father / mother, late Mr./Mrs.
has expired / has retired on medical ground on I, therefore, request your good self
to consider my candidature for appointment on compassionate grounds.

I further state that I belong to SC / ST / OBC category. I am also submitting caste certificate bearing No
..... dated issued by
(Strike out if not applicable)

The required information is submitted in the prescribed proforma. I am also attaching the listed documents
in support of my request for compassionate appointment.

Thanking you,

Yours sincerely,

Enclosures:

1. Proforma regarding employment.
2. Consent letter from dependent family member(s).
3. Affidavit regarding Income of family members,
Assets & Liabilities.
4. Income Certificate
5. Date of Birth Certificate
6. Educational & Experience Testimonials
- 7.
- 8.
- 9.
- 10.

(signature of the applicant)

Name: _____

wife / son / daughter of late

Mr. / Mrs. _____

Ex- _____

(Designation & Department)

Employee Code _____

8

5/17



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

Raurkela, Distt. – Sundaragada, Odisha - 769008

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF NIT ROURKELA EMPLOYEE
DYING WHILE IN SERVICE / RETIRED ON MEDICAL GROUNDS

PART-A

I.(a)	Name of the Institute employee (Deceased/retired on medical grounds)				
(b)	Designation of the Institute employee				
(c)	Whether it is Supporting Cadre (erstwhile Group 'D') or not?				
(d)	Date of Birth of the Institute employee				
(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 Institute employee				
(c)	Date of Birth				
(d)	Educational Qualifications			(Fill the details in below table and enclose self-attested copies of the documents / mark sheets / certificates)	
Sl.#	Qualification	Year of Passing	Percentage / Grade / CGPA	School / College Name	Board / University
(e)	Whether any other dependent family member has been appointed on Compassionate grounds				

8

6/17

(f)	Whether the wife / husband of the deceased / retired employee is in employment , if so details				
III.	Particulars of total assets left including amount of				
(a)	Family Pension				
(b)	D.C.R. Gratuity				
(c)	G.P.F. Balance				
(d)	Encashment of leave				
(e)	C.G.E. Insurance amount				
(f)	Life Insurance Policies (including Postal Life Insurance)				
	Total (b + c + d + e + f)				
(g)	Annual Income: (i) From property (ii) Earning by family member (s) <i>(please attach recent Income Certificate issued by Competent Authority)</i>				
(h)	(i) Moveable Property (market value) (ii) Details of Immovable properties (Fix deposit/Bank balance, claim from LIC, PLI Scheme, Other investments)				
(i)	Any other assets				
	TOTAL (g+h+i)				
IV.	Brief particular of liabilities on the dates of application, if any, <i>(please attach supporting documents)</i>				
V.	Particulars of all dependent family members of the Institute employee (if some are employed, their income and whether they are living together or separately)				
Sl.#	Name(s)	Relationship with the deceased / retired employee	Date of Birth	Address	Employed or not, if employed particulars of employment and emoluments

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 and undertake that if I am given an appointment on compassionate ground in National Institute of Technology Rourkela, I shall maintain properly the other family members who were dependent on my Husband/father as mentioned against 1(a) of Part-A of 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 and I shall have no claim for protection of my employment with NIT Rourkela.

Date:

Signature of the Candidate

Name : _____

Address : _____

Mobile No : _____

Email ID : _____

Mr. / Mrs. / Ms. _____ is known to me and the facts mentioned by him / her are correct.

Date:

Signature of permanent NIT Rourkela employee

Name : _____

EC : _____

Mobile No : _____

Email ID : _____



8/17

(FOR OFFICE USE ONLY)

The above facts mentioned by the candidate Mr. / Mrs. / Ms.
have been verified from the record produced by him/her and from the Service Record of the Institute employee
and found correct.

Date:

Signature of an Officer deputed by NIT Rourkela

Name:

PART-B

(TO BE FILLED BY ESTABLISHMENT OFFICE)

I. (a)	Name of the candidate for Appointment	
(b)	His / Her relationship with the Institute employee	
(c)	(i) Date of Birth as per Birth Certificate/ Matriculation certificate (ii) Highest education qualification (iii) Experience, if any	
(d)	Post (Group C, Non-teaching cadre) which employment is proposed	
(e)	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	
(f)	Whether the relevant Recruitment Rules provide for direct recruitment	
(g)	Whether the candidate fulfils the requirements of the Recruitment Rules for the post, if not (fully or partially), the details thereof	
(h)	Details of relaxations are required to be extended for his/her appointment in the proposed Post	
II.	Whether the facts mentioned in Part-A have been verified by the Office and if so, indicate the records	
III.	If the Institute employee died / retired on medical grounds more than 5 years back, the reason for not taking up the case earlier	



(Dealing Assistant)

(Office Superintendent)

(Jt./Dy./Asstt. Registrar)

9/17

Annexure-B

RELATIVE MERIT POINT SYSTEM (RMPS) for Allocation of Points for various Attributes of Applicant for Compassionate Appointment

1. Basic Family Pension (excluding DA & Allowance) / monthly amount received under NPS (Max 20 points)

Sl. No.	Slab (in Rs.)	Points
1.	Up to 10,000	20
2.	10,001 to 15,000	17
3.	15,001 to 20,000	14
4.	20,001 to 25,000	11
5.	25,001 to 30,000	08
6.	30,001 to 35,000	05
7.	35,001 to 40,000	02
8.	Above 40,000	00

Note: Family Pension of the deceased employee as on the date of submission of the application.

2. Lump Sum Terminal Benefits received by the family on the death of the employee (including GPF/PPF & leave encashment) (Max 10 points)

Sl. No.	Slab (in Rs.)	Points
1.	Upto 10,00,000	10
2.	10,00,001 to 12,00,000	09
3.	12,00,001 to 14,00,000	08
4.	14,00,001 to 16,00,000	07
5.	16,00,001 to 18,00,000	06
6.	18,00,001 to 20,00,000	05
7.	20,00,001 to 22,00,000	04
8.	22,00,001 to 24,00,000	03
9.	24,00,001 to 26,00,000	02
10.	Above 26,00,000	01

Note: Terminal Benefits paid to or tentatively to be paid to the family of the deceased employee after his/her death.

3. Annual income from Movable/ Immovable property as well as annual income of earning members of the family (Max 10 points)

Sl. No.	Slab (in Rs.)	Points
1.	Nil to 1,00,000	10
2.	1,00,001 to 3,00,000	08
3.	3,00,001 to 5,00,000	06
4.	5,00,001 to 7,00,000	04
5.	7,00,001 to 9,00,000	02
6.	Above 9,00,000	00

Note: Annual Income (Income from all other sources except family pension of the family of the deceased/medically retired employee taken into consideration at Parameter 1 above) of the Family (i.e., all the dependent family members of the deceased employee/employee retired on medical ground) in the last Financial Year. Last financial year means the financial year preceding the financial year in which the applicant submits the application.

4. Movable/Immovable Property of the family (latest market value), including fixed deposit /Bank Balance, Other investment, Insurance claim, etc. (Max 05 points)

Sl. No.	Slab (in Rs.)	Points
1.	Nil	05
2.	Upto 5,00,000	04
3.	5,00,001 to 10,00,000	03
4.	10,00,001 to 15,00,000	02
5.	15,00,001 to 20,00,000	01
6.	Above 20,00,000	00

5. Loans /Debts outstanding against the deceased and his dependent family member as on the date of death or retirement on medical grounds (from Banks/Financial Institutions only) (Max 05 points)

Sl. No.	Slab (in Rs.)	Points
1.	More than 20,00,000	05
2.	15,00,001 to 20,00,000	04
3.	10,00,001 to 15,00,000	03
4.	5,00,001 to 10,00,000	02
5.	2,00,000 to 5,00,000	01
6.	Below 2,00,000	00

18

11/17

6. Number of dependents of the deceased employee/retired on medical grounds (Max 05 points)

Sl. No.	Number of dependents	Points
1.	01	00
2.	02	03
3.	03	04
4.	04 & above	05

Note: For a compassionate appointment, a declaration given by the employee in his/her service records before death/retirement on medical grounds may be considered for dependents of that employee.

7. Number of unmarried daughters (Max 05 points)

Sl. No.	Number of unmarried daughters	Points
1.	None	00
2.	01	02
3.	02 & above	05

8. Number of minor children of deceased employee (Max 10 points)

Sl. No.	Number of minor children	Points
1.	None	00
2.	01	05
3.	02 & above	10

9. Leftover service of deceased/medically invalidated employee (Max 15 points)

Left over service (in years)	Points	Left over service (in years)	Points	Leftover service (in years)	Points
Up to 02 years	01	Up to 12 years	06	Up to 22 years	11
Up to 04 years	02	Up to 14 years	07	Up to 24 years	12
Up to 06 years	03	Up to 16 years	08	Up to 26 years	13
Up to 08 years	04	Up to 18 years	09	Up to 28 years	14
Up to 10 years	05	Up to 20 years	10	30 years & above	15

10. Points for immediate relief (Max 10 points)

Sl. No.	Age of cases	Points
1.	Up to 01 year	10
2.	Over 1 year & up to 2 years	08
3.	Over 2 years & up to 3 years	06
4.	Over 3 years & up to 4 years	04
5.	Over 4 years & up to 2 years	02
6.	More than 5 years	00

11. Applicant/Dependent with disabilities and chronic disease cases (Max 05 points)

Sl. No.	Description	Points
1.	If the applicant is a Person with Disability	05
2.	If the dependent family member (other than the applicant) is a Person With Disability	03
3.	If the dependent family member is suffering from a chronic disease such as AIDS, Cancer, Kidney failure, heart attack, liver cirrhosis, Organ transplantation of liver/heart/kidney, or Alzheimer's	02

Note: The disability as defined by DoPT for reservation for persons with Disabilities from time to time for appointment in the Central Government will be ensured.

28

13/17

*0(To be executed on appropriate non-judicial stamp paper)***CONSENT LETTER FROM OTHER DEPENDENT FAMILY MEMBERS OF
(LATE) Mr. / Mrs. / Ms....., (Designation)****SUB.** : Application for appointment under Compassionate Grounds.**Ref.** : Application dated from Mr. / Mrs. / Ms.

We, the undersigned, being the dependent family members of (Late) Shri/Smt., who was employed as at National Institute of Technology Rourkela (NIT Rourkela) and who died in harness / was retired on medical grounds after being declared permanently incapacitated, do hereby solemnly affirm and declare as under:

1. That Mr. / Mrs. / Ms. (relationship:), one of the dependent family members of the deceased employee, has applied for appointment on compassionate grounds at NIT Rourkela vide application dated
2. That we are the other dependent family members of the aforesaid deceased employee and are fully aware of the said application.
3. That we have **no objection whatsoever** to the grant of compassionate appointment to the said applicant, and we hereby accord our free, informed, and unconditional consent for the same.
4. That we further declare that we shall not raise any claim, dispute, or objection, now or in future, in respect of such appointment granted to the above-named applicant.
5. That the statements made herein are true and correct to the best of our knowledge and belief, and nothing material has been concealed therefrom.

Details of other adult dependent family members (other than the applicant):

Sl. No.	Name	Relationship with Institute employee	Address	Signature	Date

Place:**Date:****Deponents***(To be attested by Notary/Oath Commissioner)*


14/17

FORMAT OF AFFIDAVIT
(To be executed before Executive Magistrate)

I,, son/daughter/widow/widower of Shri/Smt....., (deceased/ medically invalidated employee of the Institute), presently residing at do hereby solemnly affirm and declare that I have submitted an application seeking appointment on compassionate grounds at National Institute of Technology Rourkela (NIT Rourkela), in my capacity as a dependent family member of the aforesaid deceased employee, who died in harness / was retired on medical grounds while in service of the Institute. The said application has been submitted vide my representation dated

I hereby solemnly affirm and declare as follows:

1. That, I am one of the dependent family members of the Mr. / Mrs.....(deceased/ medically invalidated employee of the Institute) 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 grounds.
2. That, the details of all the dependent family members of Mr. / Mrs. (deceased/ medically invalidated employee of the Institute) 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 and occupation should also be provided).

Sl.#	Name & Address of the dependent family member	Relationship with deceased employee	Gender	Date of Birth	Marital Status	Whether employed, it 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							
	Total monthly income of the family (including applicant)						

2

15/17

3. I also hereby declare that out of the dependent family members stated in para 2 above, following are the unmarried daughters of Mr. / Mrs.
(deceased/ medically invalidated employee of the Institute).

Sl.#	Name	Date of Birth / Age	Educational Qualification	Occupation

4. That, the details of movable / Immovable property, either in the name of the deceased/ medically invalidated employee of the Institute Mr. / Mrs.
or myself or any other dependent family members of the deceased are as follows:

- Number of 2-wheeler vehicles (Scooter / Motorcycle etc.):
- Number of 4-wheeler vehicles (Car / Jeep etc.):
- 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	Area (in Acres)	Monthly Income, if any, from Agricultural Land

- v. Commercial Property:

Location & Details	Area (in Acres)	Monthly Income, if any, from Commercial Property

8

16/17

And, the Total Monthly Income from Immovable property is Rs. (Total of residential, agricultural and commercial)

5. That, the following are the details of liabilities in the name of *deceased/ medically invalidated employee of the Institute* Mr. / Mrs..... and / or his/her dependent members (*bank loan / 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 Government Servant*):

Sl.#	Nature of loan	Amount (as on date of death of deceased Govt. servant)	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		
	Total		

(Please enclose relevant documents / certificates from the banks / lending institutions.)

6. I hereby also declare and undertake that on getting appointment under the compassionate grounds, I will support the other dependents / family members of the deceased Government Servant Mr. / Mrs., including minor children and unmarried daughters.

Deponent

Verification:

Verified at (place), this day of 20... that the contents of this Affidavit are true and correct to the best of my knowledge and nothing has been concealed therein.

Deponent



17/17