



GOVERNMENT OF KERALA

Ministry

Social Welfare Department - Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 - Reporting of 3% backlog vacancies set apart for special recruitment to Physically Handicapped persons - Orders issued

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SOCIAL WELFARE (A) DEPARTMENT

G.O.(P)No. 40/2011/SWD

Thiruvananthapuram, Dated: 26.08.2011

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Read:- 1. G.O.(P) No. 20/98/P&ARD Dated 14.07.1998  
2. G.O.(P) No. 119/05/SWD Dated 06.08.2005  
3. G.O.(P) No. 32/07/SWD Dated 28/06/2007  
4. G.O.(P) No. 50/07/SWD Dated 15/09/2007  
5. G.O.(P) No. 85/07/SWD Dated 30/11/2007  
6. G.O.(P) No. 31/08/SWD Dated 19/05/2008  
7. G.O.(P) No. 46/08/SWD Dated 19/07/2008  
8. G.O.(P) No. 11/09/SWD Dated 10/02/2009  
9. G.O.(P) No. 43/09/SWD Dated 13/10/2009  
10. G.O.(P) No. 07/11/SWD Dated 24/01/2011  
11. G.O.(P) No. 37/11/SWD Dated 02/08/2011

**ORDER**

Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 reads that "Every appropriate Government shall appoint in every establishment such percentage of vacancies not less than three per cent for 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; iii) locomotor disability or cerebral palsy in the posts identified for each disability."

Accordingly Government had introduced a scheme for reserving 3% vacancies in Public Services for appointment from Physically Handicapped persons. Government entrusted the selection process of physically handicapped persons to the 3% vacancies in Class I, II, III & Class IV earmarked for them to the Kerala Public Service Commission in the year 2007, with effect from 01.01.2004. But the modalities of appointment and the turn of the physically handicapped candidates were fixed only in 2008. However the Kerala Public

Service Commission started recruitment as per the scheme from 01.01.2008. The appointment of the physically handicapped for the 4 years from 01.01.04 to 31.12.07 to the 3% vacancies earmarked for them could not be made. As a result of this, backlog vacancies to be appointed by physically disabled persons exist in almost all Departments.

A total of 1188 vacancies (Class I & II- 126, Class III- 798 & Class IV- 264) has been set apart as backlog vacancies for the period from 01.01.2004 to 31.12.2007 and reserved exclusively for appointment of physically handicapped by special recruitment vide Government Orders read as 10th paper above, which authorizes the Heads of Departments in each Department to report at the earliest, the identified number of backlog vacancies to the KPSC, adopting the procedure prevailing in reporting vacancies to the KPSC for recruitment. But it has come to the notice of Government that the progress in reporting of these backlog vacancies by the Heads of Departments to the PSC has been very poor. Departments are facing difficulties in locating suitable posts on account of the huge number involved in many cases. Departments report vacancies for posts in various categories on the basis of arising and anticipated vacancies for the year concerned in that particular post. Many departments are therefore waiting for at least 33 vacancies to arise in particular posts before reporting them for special recruitment. For some posts, it could take an inordinate number of years before a particular department reports that vacancy for special recruitment.

In view of the above bottlenecks experienced, Government are pleased to order the following.

1. Heads of Departments are directed to report all backlog vacancies for Physically Handicapped on or before 01.09.2011.
2. Heads of Departments will be permitted to report vacancies from common categories specified for Class III & Class IV or from departmental posts with large intake capacity if adequate number of vacancies are not available in the specified categories of the class concerned.
3. Heads of Departments will be authorized to report supernumerary posts after exhausting reporting of all possible existing vacancies for the purpose of completing the backlog. Details of such supernumerary posts created are to be furnished to Social Welfare Department by the Heads of Departments concerned.
4. Exercise to identify probable backlog vacancies in Departments with high recruitment needs for the current year will be undertaken by the Social Welfare Department and Disability Commissioner in consultation with the Departments concerned to compensate the inability of other departments to cover the backlog.

Modalities and timelines for the reporting of actual backlog and supernumerary vacancies in this connection are annexed. Department heads make strictly adhere to the instructions therein.

**By order of the Governor**

**SARADA MURALEEDHARAN**  
**Secretary to Government**

**To**

The Secretary, Kerala Public Service Commission, Pattom,  
Thiruvananthapuram (with Covering Letter).

All Heads of Departments

All District Collectors

All Departments in Secretariat including Law, Finance and Legislature.

All Heads of Departments

The Advocate General, Ernakulam (with Covering Letter)

The State Commissioner for Persons with Disabilities.

The Director of Social Welfare, Thiruvananthapuram.

The Director of Information and Public Relations Department.

The General Administration (SC) Department

The PS to Chief Minister and other Ministers.

The PS to the Leader of Opposition.

The PS to Speaker/Deputy Speaker, Legislative Assembly,  
Thiruvananthapuram.


The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.

The Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.

The Office of the Chief Secretary vide Item No. 359 of the Council of  
Ministers Dated 24/08/2011.

Stock file, Office copy.

**Forwarded/By Order**

  
**Section Officer**

## ANNEXURE

As per G.O.(P).No.119/05/SWD dated 06.08.2005, Government had identified 20 categories in Class I&II as suitable for appointment of physically handicapped candidates. As per G.O.(P) No. 11/09/SWD dated 10.02.2009, 156 categories in Class III & 44 categories in Class IV and as per G.O.(P). No 43/09/SWD dated 13.10.2009, 48 categories in Class I & Class II and 4 categories in Class III including those identified as per G.O.(P) No. 119/05/SWD were also identified and declared suitable for appointment of physically handicapped candidates.

Government have decided to conduct special recruitment to fill up the backlog vacancies arisen from 01.01.2004 to 31.12.2007. Accordingly, details of district wise, Department wise and year wise appointments made against the post identified for physically handicapped candidates during 01.01.2004 to 31.12.2007 were collected from the Kerala Public Service Commission and calculations on basis of total appointments made against the posts identified as suitable for physically disabled from 2004 to 2007. A total of 1188 vacancies (Class I&II-126, Class III - 798 & Class IV -264) has been set apart as backlog vacancies for the period from 01.01.2004 to 31.12.2007 and reserved exclusively for appointment of physically handicapped.

The following procedure is to be adopted by Heads of Departments for reporting backlog vacancies for physically handicapped recruitment.

### 1. Stock taking of vacancies and reporting

The Secretaries of each department concerned shall ascertain the backlog vacancies in consultation with the Heads of Departments on whether vacancies in the identified posts are likely to arise in the current year and if so, how many can be set apart for special recruitment. For the sake of convenience in reporting as well as the difficulty in obtaining the details from the field, only the Heads of Departments shall report vacancies and the KPSC is to ignore district level reporting. The Heads of Departments will do an omnibus reporting of all available vacancies. This would save time in obtaining and collating field level reports on the specific vacancies reported. Alternate categories/posts to compensate the void will be identified preferentially from common categories for class III and IV or from identified department posts with large intake capacity (Eg. HSA, Agricultural Assistant etc.) Special attention shall be paid to ensure that adequate posts suitable for visually handicapped/deaf are included. The Heads of Departments are authorized to report specific posts for recruitment which are outside the purview of the category posts identified within the particular Class as per G.O (P) No. 07/2011/SWD dated 24.1.2011 if sufficient numbers are not available within the identified categories.

## 2. Creation of supernumerary posts to cover unfilled backlog

Once the departments have exhausted the available vacancies and have reported the same, the Heads of Departments are authorized to report supernumerary vacancies to cover the backlog, and to adjust the same against new vacancies as and when they arise on priority. In a situation where the departments are unable to report the posts identified suitable for appointment for Physically handicapped persons, the class wise posts in each department, on account of lack of vacancy, will be ascertained and the numbers of the same shall be fixed accordingly. While considering the identification of supernumerary posts, the following common categories shall be given preference in view of the larger numbers involved (compared to other specialist categories) that would entail quicker absorption and minimal financial commitment.

- LDC (Class III), LGS (Class IV) etc.
- Common categories identified in G.O.(P) No 11/2009/SWD dated 10.2.2009 for declaration of suitable posts for special recruitment such as Assistant, Data entry operator, CA/Steno typist, Cashier cum clerk, Record Keeper etc.

Department specific posts such as High School Assistant, Instructor in Education Department, Overseer Grade II, Agricultural Assistant in Agriculture Department, Village Extension Officer in Rural Development or Surveyor Grade II in Revenue Department which have high turnover of personnel shall also be considered for Supernumerary posts in the departments concerned, if the need arises on account of inadequate vacancies in other categories.

The Heads of Departments are authorized to identify and report the supernumerary posts. Social Welfare department will be the coordinating department and will keep track of the absorption of these supernumerary posts against arising vacancies.

### TIMELINES

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|----------------------------------------------------------------------------------------------------|---|----------|
| • Departmental consultations for Stock taking of vacancies & identification of supernumerary posts | } | 01.09.11 |
| • Reporting vacancies to the KPSC                                                                  |   |          |
| • Identifying supernumerary posts to Govt.                                                         | } | 05.09.11 |
| • Reporting of supernumerary posts to the KPSC                                                     |   |          |

Timelines indicated above may be strictly adhered to and detailed report on actual and supernumerary vacancies reported may be sent to the Secretary, Social Welfare Department on a weekly basis till the reporting is complete.