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MASTER CIRCULAR

Master Circular No. 13

Reservation of Jobs and Recruitment There to for Physically Handicapped Persons in Group 'C' & 'D' Posts on Railways.

At present, the instructions on the subject of reservation of jobs and recruitment thereto for the physically handicapped persons are scattered in a number of office circulars/ orders issued from time to time. The question of consolidating them has been engaging the attention of the Railway Board. They have now decided to issue a consolidated order on the above subject as below for the information and guidance of all concerned.

1. Quota for Physically Handicapped:

It has been decided by the Ministry of Railways (Railway Board) that reservations in Group 'C' and Group 'D' posts for the physically handicapped persons should be made as indicated below:

	Category	Reservation Percentage
(a)	The blind	1%
(b)	The deaf	1%
(c)	The orthopaedically handicapped	1%
	Total	3%

[No. E(NG)III/77/RC1/54 dated 8/10.01.1978
and No. E(NG)III/78/RC1/54 dated 26.10.1979]

At least one Group 'D' vacancy on each Zonal Railway should be earmarked for appointment as 'Caner' and may be filled up by visually handicapped persons.

[No. E(NG)II/89/RC-2/25 dated 07.07.1989]

2. Definitions of the Categories Referred to in 1

The Blind

The blind are those who suffer from either of the following conditions:

- a. Total absence of sight.
- b. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c. Limitation of the field of vision subtending and angle of 20 degrees or worse.

The Deaf

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound

impairment) or total loss of hearing in both ears.

Orthopaedically Handicapped:

The Orthopaedically handicapped are those who have a physical defect or deformity, which causes an interference with the normal functioning of the bones, muscles and joints.

3. Counting of Vacancies and Methodology for Reservation.

It has been decided that with effect from 01.01.1986, the reservation for the physically handicapped in the Group 'C' and 'D' posts shall be computed on the basis of the total number of vacancies occurring in all Groups 'C' and 'D' posts. The recruitment would, however, be only in the posts identified to be suitable for them subject to the overall ceiling of 50% reservation in that post as laid down by the Supreme Court.

The methodology for calculating the vacancies and for filling up the same, as outlined in the Department of Personnel's O.M. No. 36035/17/85-Estt. (SCT) dated 01.04.1986, circulated under Railway Board's letter No. E(NG)II/85/RC-2/74 dated 26/06/1986 (RBE 114 /1986) may be followed with suitable modifications found necessary to suit the set up on the Railways.

The reservation of vacancies is to be made separately for each category. If candidates belonging to a category of persons are not available, persons from the other categories may be taken. In that case, the reservation would be deemed to have been utilised in pursuance of the principle of inter se exchange.

In any year, if vacancies reserved are not filled, the reservation should be carried forward in the subsequent three recruitment years at the end of which the reservation should be deemed to have lapsed.

**[No. E(NG)II/85/RC-2/74 dated 26/06/1986 (RBE 114 /1986)
and D.O.P's OM. No. 36035/17/85-Estt. (SCT) dated 01.04.1986]**

4. Identification of Posts:

Identification of posts on the Railways in Group 'C' and 'D' for reservation and recruitment of physically handicapped persons had already been circulated vide this Ministry's letter No. E(NG)II/86/RC-2/18/Policy dated 10/07/1987 (RBE 178/1987). The list is only illustrative and not exhaustive. The Railway may add to the list additional posts identified by them locally under intimation to the Railway Board.

[No. E(NG)II/86/RC-2/18/Policy dated 10/07/1987 (RBE 178/1987)]

5. Recruitment:

Recruitment for filling vacancies against physically handicapped quota is to be made by the Railways themselves. For this purpose, all vacancies in Groups 'C' and 'D' posts are to be notified to the Employment Exchanges, Special Employment Exchanges and the nearest vocational rehabilitation centres for the physically handicapped persons. The vacancies are not only to be notified in such agencies but are also to be filled through them. A list of Special Employment Exchanges and Vocational Rehabilitation Centres for the physically handicapped was enclosed to Board's letter. No. E(NG)II/80/RC 1/67 dated 23/03/1981.

[No. E(NG)II/80/RC 1/67 dated 23/03/1981]

The physically handicapped candidates are eligible for the following

concessions:

- a. Age relaxation upto 10 years; relaxation of another 5 years for SCs/STs.
- b. A pass in Matriculation would do (instead of insisting on minimum 50% marks as in the case of other general candidates) provided other prescribed conditions are satisfied.
- c. Exempt from the payment of application and examination fees.
- d. Exempt from medical examination at the time of appointment provided they have already been medically examined by a Medical Board attached to the Special Employment Exchanges/ Vocational Rehabilitation Centres and produce the Medical Certificate of such Boards.
- e. Exempted from typing qualification for appointment to clerical posts if they are found otherwise qualified and are certified as being unable to type by the Medical Board, attached to the Special Employment Exchanges or by a Civil Surgeon where such a Board does not exist.

No. [E\(NG\)II/80/RC 1/67 dated 27/28.08.1980](#),

[E\(NG\)II/80/RC 1/67 dated 23/03/1981](#),

No. [E\(NG\)II/82/RC 1/98 dated 01/09/1982](#)

and DOP's [O.M. No. 36019/9/88-Estt. \(B\) dated 18.08.1988](#)]

Those physically handicapped candidates, who are not covered by (d) above, may be given a medical memo indicating that they are recruited against the Handicapped Quota to enable the Medical Officer to keep this in view at the time of medical examination of physically handicapped candidates.

(No. [E\(NG\)II/82/RC 1/3 dated 08/02/1982](#))

In the case of handicapped persons recruited through the Railway Recruitment Boards, if the candidates are properly registered with the Special Employment Exchange and possess a certificate of special handicap, they may be examined medically for their suitability for employment as handicapped person provided they request for such a medical examination. The appointment of such candidates may be counted against the Handicapped Quota of that Railway.

[No. [E\(NG\)II/82/RC 1/48 dated 06/05/1982](#)]

The procedure for verification of character and antecedents of the candidates for appointment under the Handicapped quota will be regulated according to the extant instructions on the subject issued by the Government from time to time.

[DOP's [O.M. No. 36019/9/88-Estt. \(B\) dated 18.08.1988](#)]

Physically Handicapped, SC/ST, Ex-Servicemen and dependents of those killed in action may be given preference for recruitment to Group 'C' and 'D' in Central Services.

[No. [E\(NG\)II/80/RC 1/67 dated 27/28.08.1980](#)]

6. The Ministry of Railway (Railway Board) desire that the overall control should be with the Chief Personnel Officer so that the Headquarters Personnel Department is in a position to oversee the implementation of the above instructions and maintain requisite data for forwarding the periodic returns. In this case, the returns are to be sent to the Ministry of Railways half-yearly in the prescribed proforma.

[No. [E\(NG\)II/85/RC-2/74 dated 26/06/1986 \(RBE 114 /1986\)](#)

and [E\(NG\)II/85/RC-2/36/4 dated 17/11/1986](#)]

7. General:

- i. While referring to the synopsis as above, the original circulars referred to should be read for proper appreciation. The synopsis given in the Master Circular should be construed only as a key to the original circular and not as a substitution. In case of any doubt, the original circular(s) referred to in the Master Circulars, will be relied upon as authority.
- ii. It should be noted that the orders/instructions issued under the various circulars have only prospective effect from the date of issue of the relevant original letter(s), unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred.
- iii. Though all efforts have been taken to include all the relevant circulars on the subject, if any circulars which have not been superseded, happens to be omitted, that circular, which has been omitted through oversight, will still hold the field. Anyone coming across such a circular may bring it to the notice of the Railway Board for suitable action for issuing a Supplementary Circular.

LIST OF CIRCULARS FROM WHICH CONSOLIDATION HAS BEEN MADE

1. No. [DOP's, OM. No. 39016/6 /77/-Estt\(C\) dated 04/11/1977](#)
2. No. [E\(NG\)III/77/RC1/54 dated 8/10.01.1978](#)
3. No. [E\(NG\)III/78/RC1/54 dated 26/10/1979](#)
4. No. [E\(NG\)II/80/RC 1/67 dated 27/28.08.1980](#)
5. No. [E\(NG\)II/80/RC 1/67 dated 23/03/1981](#)
6. No. [E\(NG\)II/82/RC 1/3 dated 08/02/1982](#)
7. No. [E\(NG\)II/82/RC 1/48 dated 06/05/1982](#)
8. No. [E\(NG\)III/77/RC 1/54 dated 13/08/1982](#)
9. No. [E\(NG\)II/82/RC 1/98 dated 01/09/1982](#)
10. No. [E\(NG\)II/85/RC-2/74 dated 26/06/1986 \(RBE 114 /1986\)](#)
11. D.O.P's [OM. No. 36035/17/85-Estt. \(SCT\) dated 01.04.1986](#)
12. No. [E\(NG\)II/85/RC-2/36/4 dated 17/11/1986](#)
13. No. [E\(NG\)II/86/RC-2/18/Policy dated 10/07/1987 \(RBE 178/1987\)](#)
14. DOP's [O.M. No. 36019/9/88-Estt. \(B\) dated 18.08.1988](#)
15. No. [E\(NG\)II/88/RC-2/21 dated 04/11/1988](#) with copies of
 - i. DOP's O.M. No. 36019/9/88-Estt. (B) dated 13.09.1988
 - ii. DOP's O.M. No. 36019/9/88-Estt. (B) dated 12.10.1988
16. No. [E\(NG\)II/86/RC-2/18\(Policy\) dated 25/02/1989](#)

Orders issued subsequently

1. Supplementary Circular No. 1 to Master Circular No. 13 Vide Railway Board's letter No. [E\(NG\)II-93/RC-2/1 dated 05/07/1993 \(RBE 99/1993\)](#)
2. No. [90-E\(SCT\)I/71/1 dated 17/06/1994](#) with a copy of
 - i. [90-E\(SCT\)I/71/1-Pt.1 dated 02.06.1994](#)
3. No. [90-E\(SCT\)I/71/1 dated 02/12/1994](#) with a copy of
 - i. DOP's O.M. No. 36035/16/94-Estt. (SCT) dated 20.09.1994
4. Supplementary Circular No. 2 - National level Rehabilitation Institute to Nominate - [E\(NG\) II-95/RC-2/10 dated 11.9.1995 \(RBE 99/1995\)](#)
5. Supplementary Circular No. 3 - Identified for Blind to be filled by Blind only - [E\(NG\)II/97/RC-2/18, dated 22.07.1997 \(RBE 100/1997\)](#).

- 6. Supplementary Circular No. 3 - Publication in Employment News - No. E(NG)II/98/RC-2/8, dated 17.09.1998 (RBE 216/1998).**
- 7. Supplementary Circular No. 4 - 3% of the vacancies would continue to be reserved with reference to total strength of the cadre in Group C & D - E(NG)II/2000/RC-2/13, dated 28.06.2000 (RBE 126/2000).**
- 8. Supplementary Circular No. 5 - RRB's to conduct the recruitment - vide Railway Board's letter No. E(NG)II/2000/RC-2/15 dated 08.09.2000 (RBE 159/2000)**
- 9. Supplementary Circular No. 6 - Railway administrations to conduct recruitment - vide Railway Board's letter No. E(NG)II/2000/RC-2/15 dated 25.10.2000 (RBE 188/2000).**
- 10. Supplementary Circular No. 7 - Typewriting test - Exemption - Vide Railway Board's letter No. E(NG)II/2000/RC-2/29 dated 11.01.2001**
- 11. Supplementary Circular No. 8 - Interse exchange of vacancies - Vide Railway Board's letter No. E(NG)II/2000/RG-2/20 dated 21.06.2001 (RBE 113/2001).**