

5-3  
(Pg. 4)

No. 36034/3/2013-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

\*\*\*\*

North Block, New Delhi  
Dated the 25<sup>th</sup> February, 2014OFFICE MEMORANDUM**Subject: Issue of Compendium of instructions on reservation for ex-servicemen.**

This Department has been in the process of issuance of a compendium on instruction on reservation, concessions and relaxations for Ex-servicemen in Central Government Services. In this regard, the Department of Ex-servicemen Welfare may refer to their O.M. No. 28(66)/2013/D (Res.I) dated 17.07.2013 and 18.09.2013. The compendium has now been finalized covering various notifications and Office Memoranda issued on reservation, concessions and relaxations for Ex-servicemen in Central Government Services. A copy of Compendium is enclosed.

Encl.: As above.

sd/-

(G. Srinivasan)

Deputy Secretary to the Government of India

Tele: 23093074

COMPENDIUM  
ON  
RESERVATION, CONCESSIONS AND RELAXATIONS  
FOR EX-SERVICEMEN  
IN  
CENTRAL GOVERNMENT SERVICES



GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND  
PENSIONS  
DEPARTMENT OF PERSONNEL AND TRAINING



वे. नारायणसामी

V. NARAYANASAMY



राज्यमंत्री  
प्रधानमंत्री कार्यालय,  
कार्मिक, लोक शिकायत तथा पेंशन संचालक  
भारत सरकार

Minister of State  
Prime Minister's Office,  
Personnel, Public Grievances & Pensions  
Government of India

FOREWARD

It has always been the endeavour of Government to care for the ex-servicemen. Various relaxations have been provided in terms of reservation of vacancies, relaxation of age, relaxation regarding educational qualification, relaxation in standard, priority in appointment, etc. in respect of certain percentage of vacancies in Central Government services being filled up by them. In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 had been notified on 15<sup>th</sup> December, 1979 to regulate the recruitment of ex-servicemen as a measure of their rehabilitation which was also amended from time to time. Various Office Memoranda have also been issued to elucidate the matters of various relaxations in favour of the ex-servicemen.

2. It gives me immense pleasure to note that this compendium will help the stakeholders and ex-servicemen to know about the aspects of reservation and concessions being given to ex-servicemen in appointment in the Central Government.

(V. Narayanasamy)

South Block, New Delhi - 110001  
Tel: 011-23010191 Fax: 23017931  
e-mail: samyselvi@nic.in



सूचना  
का अधिकार

<http://www.persmin.gov.in>

North Block, New Delhi - 110001  
Tel.: 011-23092475 Fax: 23092711  
Tel. (R): 011-23794522 Fax: 23794522

**CONTENTS**

	Page No.
1. Disclaimer	1
2. Definition of ex-servicemen	2
3. Application of ex-servicemen rules	3
4. Reservation of vacancies	4-5
5. Relaxation regarding age limit	5-7
6. Relaxation regarding educational qualification	8-9
7. Intimation of vacancies	10
8. Priority in appointment	11
9. Relaxation of standard	12
10. Liaison Officers for reservation matters relating to ex-servicemen	12
11. Fee concession	12
12. Periodic returns	12
13. Annexures (Relevant Orders/Office Memorandum/Notifications)	13-88

DISCLAIMER

- (i) Though all possible care has been taken to ensure accuracy and consistency, in the event of a conflict between the compendium and Government orders/instructions on the subject, the latter will prevail.
- (ii) Any information given herein cannot be cited in any dispute or litigation, nor is it a substitute for a legal interpretation/ evidence. The user will be solely responsible for any consequence of the decision taken on the basis of information contained in this compendium.
- (iii) Consequent on implementation of the recommendations of 6<sup>th</sup> CPC, most of the Group 'D' posts/cadre have been replaced by Multi-Tasking Staff (MTS) and is now included in Group 'C' cadre. Since all rules have not yet been modified to that effect, Group 'D', wherever, may be read in that context.
- (iv) Various Orders/Office Memoranda quoted at the end of paragraphs and Chapters may be accessed by logging on to [www.persmin.nic.in](http://www.persmin.nic.in) -> Department of Personnel & Training->OMs & Orders.

## 2. Definition of Ex-servicemen

The Ex-servicemen (Re-employment in Central Services and Posts) Rules, 1979, as amended from time to time, defines an ex-servicemen as a person -

- (i) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
  - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (c) who has been released from such service as a result of reduction in establishment;
  
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
  
- or
- (iii) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;
  
- or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup> April, 1987;
  
- or
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
  
- or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

### REFERENCE

#### Notification No.:

- (vii) 39016/10/79-Estt(C) dated 15<sup>th</sup> Dec., 1979 (Annexure-P.13-16)
- (ii) 36034/5/85-Estt(SCT) dated 27<sup>th</sup> Oct., 1986 (Annexure-P.17-19)
- (iii) 36034/5/85-Estt(SCT) dated 27<sup>th</sup> March, 1987 (Annexure-P.20-21)
- (iv) 36034/1/2006-Estt (Res) dated 4<sup>th</sup> October, 2012 (Annexure-P.22-25)

#### Office Memorandum No.:

- (i) 36034/5/85-Estt (SCT) dated 14<sup>th</sup> April, 1987 (Annexure-P.26-28)
- (ii) 1(9)/2010/D(Res-I) dated 20/21 July, 2011, 18<sup>th</sup> March, 2013 and 10<sup>th</sup> April, 2013 (Issued by Department of Ex-servicemen Welfare) (Annexure-P.29-32)
- (iii) 12(1)2005/D (Res-I) dated the 1<sup>st</sup> February, 2006 (issued by Department of Ex-Servicemen Welfare) (Annexure-P.33)

3. Application of Ex-servicemen Rules

These rules shall apply to all the Central Civil Services and posts of Group C and Group D and the posts upto the level of Assistant Commandant in all para-military forces.

Para military forces mean the Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Secretariat Security Force, Assam Rifles and Railway Protection Force.

REFERENCE

Notification No.:

- (i) 39016/10/79-Estt(C) dated 15<sup>th</sup> Dec., 1979 (Annexure-P.15-18)
- (ii) 36034/1/2006-Estt (Res) dated 4<sup>th</sup> October, 2012 (Annexure-P.24-27)



#### 4. Reservation of vacancies

- (i) Ten per cent of the vacancies in the posts upto of the level of the Assistant Commandant in all para-military forces;
- (ii) Ten per cent of the vacancies in Group C posts; and
- (iii) Twenty per cent of the vacancies in Group D posts,

including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen.

The Scheduled Castes, the Scheduled Tribes and the Other Backward Class candidates selected against the vacancies reserved for ex-servicemen shall be adjusted against vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes, respectively:

provided that if a Scheduled Caste or the Scheduled Tribe or the Other Backward Class ex-serviceman is selected against the vacancy reserved for ex-servicemen and vacancy reserved for the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be, is not available to adjust such ex-servicemen, he shall be adjusted in future against the next available vacancy reserved for the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be.

If there is an increase in the reservation for ex-servicemen the additional vacancies that become available are to be utilised first for the appointment of disabled ex-servicemen and if all such vacancies are not utilised, they shall then be made available to the other ex-servicemen.

No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the results of an open competitive examination shall be filled by the appointing authority by any general candidate until and unless the said authority:

- (viii) Has obtained a "Non availability Certificate" from the employment exchange (where a requisition is placed on an employment exchange);
- (ii) has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect; and
- (iii) has obtained approval of the Central Government.

In case of recruitment to the vacancy reserved for Ex-servicemen in the Central Para Military Forces, the reserved vacancy remained unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by candidates from non ex-servicemen category.

REFERENCE

Notification No.:

- (ix) 39016/10/79-Estt(C) dated 15<sup>th</sup> Dec., 1979 (Annexure-P.13-16)
- (ii) 36034/1/2006-Estt (Res) dated 4<sup>th</sup> October, 2012 (Annexure-P.22-25)

Office Memorandum/Letter No.:

- (i) 36012/58/92-Estt (SCT) dated 1<sup>st</sup> December, 1994 (Annexure-P.34)

In case a number of posts reserved for ex-servicemen are not filled by candidates who are ex-servicemen, the number of posts not so filled can be added to the number of posts falling to the share of ex-servicemen in the next year. This of course is without disturbing the general policy of reservation for other categories for whom reservation is available and subject to the condition that upper ceiling of 50% for total reservation is adhered to.

REFERENCE

Office Memorandum No.:

- (i) 36034/10/85-Estt (SCT) dated 12.3.87 (Annexure-P.35)
- (ii) 36034/10/85-Estt (SCT) dated 20<sup>th</sup> March, 1987 (Annexure-P.36-37)

5. Relaxation regarding age limit

For appointment to vacancies in Group B (Non-Gazetted), Group C or Group D posts in Central Government, an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment otherwise than on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released –

- i. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii. On account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

The expression 'direct recruitment on the results of an All India Competitive Examination' means (i) all recruitment by UPSC whether through written examination or by interview or both; and (ii) recruitment made by other authorities including Staff Selection Commission or any other appointment authority through written competitive examination or test (but not by interview only). The expression 'direct recruitment otherwise than by open competition' means (i) any recruitment not made by the UPSC or (ii) recruitment not made through written competitive tests held by any other authority.

**REFERENCE**

Notification No.:

(i) 39016/10/79-Estt(C) dated 15.12.79 (Annexure-P.13-16)

(ii) 36034/1/2006-Estt (Res) dated 4.10.2012 (Annexure-P.22-25)

Office Memorandum No.:

(i) 36034/2/2013-Estt (Res) dated 8.4.2013 (Annexure-P.38-39)

Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.

REFERENCE

Office Memorandum No.:

- (i) 36034/27/84-Estt(SCT) dated 2.5.85 (Annexure-P.40)
- (ii) 36034/6/90-Estt(SCT) dated 2.4.92 (Annexure-P.41)
- (iii) 36034/6/90-Estt (SCT) dated 10.10.94 (Annexure-P.42)

A candidate working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Army Service within a year from the last date for receiving application in connection with Special Recruitment/Examination, etc. prescribed by the competent authority. The pro-forma of the certificate to be submitted along with the application form is given O.M. No.36034/2/91-Estt (Res) dated 3<sup>rd</sup> April, 1991. Since the appointment of such a candidate is subject to his submitting documentary evidence that he has been duly released/retired/discharged from the Armed Forces and qualified as an Ex-Servicemen, such a candidate shall be required to submit along with his application an undertaking duly signed by him in the format as mentioned in O.M. 36034/2/91-Estt(Res) dated 3<sup>rd</sup> April, 1991.

REFERENCE

Office Memorandum No.

- (i) 36034/2/91-Estt(SCT) dated 3<sup>rd</sup> April, 1991 (Annexure-P.43-44).

6. Relaxation regarding educational qualification

i. For appointment to any reserved vacancy in erstwhile Group 'D' posts, every ex-serviceman who has put in not less than three years service in the Armed Forces of the Union shall be exempt from the minimum educational qualification, if any, prescribed in respect of such posts;

ii. For appointment to any reserved vacancy in Group C posts, the appointing authority may at its discretion relax the minimum educational qualification where such qualification prescribed is a pass in the middle school examination or any lower examination in favour of ex-servicemen who have put in at least three years service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such posts in view of their experience and other qualifications;

iii. For appointment to any reserved vacancy in Group C posts to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification, if he:

(a) satisfies educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed; and

(b) his identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union as prescribed for promotees or transferees.

iv. For appointment to any reserved vacancy in Group C posts, a matriculate Ex-serviceman (which includes an ex-serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificates in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed is graduation and where -

(a) Work experience of technical or professional nature is not essential; or

(b) Though non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the ex-serviceman is expected to perform the duties of the post by undergoing on the job training for a short duration

v. For appointment to any reserved vacancy in Group C and Group D posts, where the prescribed minimum educational qualification is matriculation, the appointing authority may at his discretion relax the minimum educational qualifications in favour of an ex-serviceman who has passed the Indian Army Class-I

Examination or equivalent examination in the Navy or the Air Force and who has put in at least 15 years service in the Armed Forces of the Union and is otherwise considered fit to hold the post, in view of his experience and other qualifications.

REFERENCE

Notification No.:

- (i) 39016/10/79-Estt(C) dated 15.12.79 (Annexure-P.13-16)
- (ii) 15012/8/82-Estt (D) dated 12.2.1986 (Annexure-P.45-47)

Definition:

'Armed Forces of the Union' means the naval, military and air forces of the Union.

REFERENCE

Notification No.:

- (i) 39016/10/79-Estt(C) dated 15.12.79 (Annexure-P.13-16)

7. Intimation of vacancies

Vacancies existing in Group C and Group D posts in various offices under each Ministry/Department should be pooled at a central level (either zonal or divisional or circle) for determining the vacancies which can be earmarked for the ex-servicemen. Out of the vacancies so pooled the share of each category of beneficiaries including the respective carried forward reservation should be identified.

The reserved vacancies for ex-servicemen should be notified to the Directorate General (Resettlement) and the Rajya and Zila Sainik Boards. An advance notice preferably of 3 months is to be given to these organisations. The vacancies are also to be advertised through the local newspaper which will enable the ex-servicemen to apply direct to the recruitment agency.

All the Ministries / Departments have to ensure that the reservation policy of the Government as spelt out in the instructions issued by this Department from time to time is implemented fully by them and the organisations under their control.

**REFERENCE**

Office Memorandum No.:

- (i) 36034/11/85-Estt(SCT) dated 12.9.85 (Annexure-P.48-55)
- (ii) 36034/03/97-Estt.(Res) dated 26.3.98(Annexure-P.56)

8. Priority in Appointment

It would be appreciated that early rehabilitation of disabled personnel/dependants of those killed in action in civil employment is a national responsibility. The employing Departments are, therefore, to comply strictly with the regulations laid in O.M. No.14/1/74-Estt (D) dated 14.7.75 and 14024/1/88-Estt (D) dated 5.1.89.

The list of categories to whom priorities have been allowed was circulated vide O.M. No.14034/3/84-Estt(D) dated 31.7.1984. Under Priority I, recruits/officer cadets who are boarded out on medical ground attributable to their military training have been included at Sl.No.6 vide O.M. No.14024/3/95-Estt(D) dated 4<sup>th</sup> June, 1997.

Priority for the purpose of appointment to Group C and Group D posts under the Central Government filled by direct recruitment has been provided for ex-servicemen disabled either during the war or in peace time but their disability being attributable to military service. Such persons will be accorded priority along with retrenched employees of the Government.

Demobilised personnel of Armed Forces, Defence Personnel who are transferred to the Reserve List and members of Defence Forces who on retrenchment or retirement join the territorial army and members (upto 2) of each of the family of service personnel killed in action are given priority in filling up direct recruitment vacancies through Employment Exchange /DGE&T (Special Cell) along with certain other categories of persons.

All C and D posts when reported to Surplus Cell are to be simultaneously notified to Ex-servicemen Cell of the DGE&T to enable the cell to nominate disabled ex-servicemen/dependents of those killed against priority vacancies which cannot be filled by nominations of the Surplus Cell. In case of the Ministry of Defence and its subordinate offices, simultaneous notification of vacancies is to be made to the DGR and not the ex-servicemen cell of DGE&T.

Similarly, while sending requisitions to the Employment Exchange, the employing Departments are to clearly state whether the vacancies are priority or non-priority.

REFERENCE

Office Memorandum No.:-

- (i) 14/1/74-Estt (D) dated 14.7.75 (Annexure-P.57-62)
- (ii) 39016/5/81-Estt (C) dated 21.2.81 (Annexure-P.63-69)
- (iii) 14034/3/84-Estt(D) dated 31.7.84 (Annexure-P.70-75)
- (iv) 14024/1/88-Estt(D) dated 5.1.89 (Annexure-P.76-78)

Definition:

'Disabled ex-servicemen' means an ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas.

REFERENCE

Notification No.:

- (i) 39016/10/79-Estt(Res) dated 15.12.79 (Annexure-P.13-16)
- (ii) 14024/3/95-Estt(D) dated 4<sup>th</sup> June, 1997 (Annexure-P.79)



**9. Relaxation of standard**

In the case of direct recruitment, if sufficient number of candidates belonging to the ex-servicemen are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to the category of ex-servicemen may be selected under a relaxed standard of selection to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.

**REFERENCE**

Office Memorandum No.:-

(i) 15012/8/82-Estt (D) dated 12.2.86 (Annexure-P.45-47)

**10. Liaison Officers for reservation matters relating to ex-servicemen**

The Liaison Officers appointed to look after the reservation matters of SC/ST would also be the Liaison Officers for reservation matters relating to ex-servicemen also.

Information about the utilisation of reserved vacancies for ex-servicemen is to be sent by the Liaison Officers of all Ministries/Departments to the D.G. (Resettlement). These returns are half yearly.

**REFERENCE**

Office Memorandum No.:-

(i) 36035/8/92-Estt (SCT) dated 10.11.94(Annexure-P.80)

(ii) 36034/6/82-Estt (SCT) dated 22.6.82 (Annexure-P.81-84)

**11. Fee Concession**

The ex-servicemen are exempted from payment of any examination or application fees.

**REFERENCE**

Office Memorandum No.:-

(i) 39018/1/79-Estt (SCT) dated 20.9.79 (Annexure-P.85-86)

**12. Periodic Returns**

Information about the utilisation of reserved vacancies for ex-servicemen is to be sent by the Liaison Officers of all Ministries/Departments to the D.G. (Resettlement). These returns are half yearly.

**REFERENE**

Office Memorandum No.:-

36034/6/82-Estt(SCT) dated 22.6.82 (Annexure-P.87-88)