

**MOST URGENT**

**GOVERNMENT OF N.C.T. OF DELHI  
COMPASSIONATE BRANCH, SERVICES DEPARTMENT (II)  
DELHI SECRETARIAT: 5<sup>TH</sup> LEVEL: A-WING: I.P. ESTATE: NEW DELHI**

No.F.16/54/2024/S-II/ 1435-1441

Dated: 07/01/2025

To

**All the Head of Departments,**  
Govt. of NCT of Delhi,  
Delhi / New Delhi.

**Sub: Appointment on compassionate grounds-determination of vacancies**

Sir / Madam,

This is in reference to this office letter of even number dated 12/04/2024, dated 08/08/2024, dated 28/08/2024 and 10/01/2025 vide which vacancies reserved for compassionate appointment falling under direct recruitment quota for the period ending 31-03-2024, period ending 30-06-2024 and period ending 31-12-2024 respectively were sought in a prescribed proforma (enclosed therewith) from various departments of GNCTD of Delhi.

2. In response to the above, various departments of GNCT of Delhi have submitted their vacancies report and upon perusal of these reports, it has been observed that some of the departments have not provided the vacancies status for appointment on compassionate ground according to the instruction laid down in para 7(b) of Master Circular issued by GOI vide DoPT's letter No. F. 14014/1/2022-Estt.(D) dated 02.08.2022 which stipulates that "*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*".

3. The above instruction of DoPT's may be understood with the help of an illustration. Suppose the department 'A' has 500 sanctioned posts of Group 'C' including the post of MTS (erstwhile Group-D) and in a current year 100 vacant posts of Group 'C' including the post of MTS (erstwhile Group-D) arose in the department under direct recruitment quota due to the retirement/voluntary retirement/death/promotion of the employees. Hence, according to the above policy, 5% of vacancies to be hold back for compassionate appointment in the department will be equal to 5 posts i.e., 5% of 100 vacant posts arose for Direct Recruitment Quota in a particular year.

4. Accordingly, the departments may calculate and provide the vacancies that arose after the vacancies were last reported to Services Department (annexed as Annexure-A) and in case there is no change in vacancies then department need not respond. The departments which furnished a NIL report related to the vacancies for compassionate appointment may re-determinate vacancies for appointment on compassionate ground and if any vacancy has arisen subsequently, then the same may be communicated to Services Department, GNCT of Delhi.

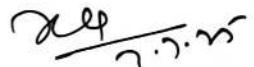
5. Keeping in view of the above, all the departments of GNCT of Delhi are once again requested to comply with the above said directions to provide the updated status of vacancies as on 30.06.2025 i. e. 5% of the vacancies to be held back for compassionate appointment under direct recruitment quota of Group 'C' including MTS (erstwhile Group-D) arose in the department and to be filled through DSSSB or otherwise by **15-07-2025** positively.

6. This may be accorded **TOP PRIORITY** and information be furnished on the enclosed proforma for considering the cases for compassionate appointment.

7. This issues with the approval of the competent authority.

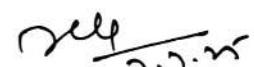
Yours faithfully,

Encl. As above.

  
(Jitendra Kumar Arora)  
Deputy Secretary (Services)

Copy to :-

1. P.A. to Principal Secretary (Services), Services Department, GNCT of Delhi, Delhi Secretariat, I.P Estate , New Delhi-110002.
2. P.A. to Special Secretary (Services), Services Department, GNCT of Delhi, Delhi Secretariat, I.P Estate, New Delhi-110002.
3. Deputy Secretary (Services), Services Department, GNCT of Delhi, Delhi Secretariat, I.P Estate, New Delhi-110002.
4. Section Officer (S-III) Branch with the request to provide the latest 5% vacancies *falling under direct recruitment quota*.
5. Section Officer (Co-Ordination) Branch with the request to make arrange to upload in above letter in website of Services Department.
6. Section Officer (Monitoring Cell) Branch with the request to make arrange to send the above letter through mail all the HODs of Department.

  
(Jitendra Kumar Arora)  
Deputy Secretary (Services)

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**DETAILS OF POSTS UNDER GROUP-C/ MTS (ERSTWHILE GROUP-D) POSTS**  
**FOR COMPASSIONATE APPOINTMENT**

**Name of the Department:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of the Concerned Officer:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Sl No	Name of the post	Pay scale as on date	Total sanctioned post	Total vacancies to be filled by direct recruitment as on 31.12.2024	Year of occurrence of DR vacancies mentioned at Col. No.5	No. of vacancies filled through compassionate appointment in the past*/sent to services department for making appointment on compassionate grounds**	No. of vacancies available for compassionate appointment (5% of direct recruitment vacancies) after taking into consideration Col. No.7	Recruitment Rules ***				
								Essential		Age	Educational qualification	Professional/ Technical qualification
1	2	3	4	5	6	7	8	9	10	11	12	13

**SIGNATURE OF THE OFFICER CONCERNED**

**COUNTER SIGNED BY HEAD OF DEPARTMENT**

\* The vacancies provided by the Departments to the Services Department during the year till 2023 have been utilized for compassionate appointment and same may be taken as filled through compassionate appointment.

\*\* Please also attach the copy of letter sent to service department earlier while conveying vacancies for compassionate appointment.

\*\*\* Attested copy of recruitment rules may be attached.

Vacant posts available against DR for which, 5% vacancies, for compassionate appointment have already been conveyed to services department should not be re-used for calculation of 5% vacancies.

\*Attested copy of the recruitment rules may be attached.