



PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT  
(Personnel-s.)

**G.O. No. 99, dated 26th February 1988.**

Public Services-Welfare of the Physically Handicapped-Reservation of appointment in Public Services and reservation of seats in educational institutions for Physically Handicapped persons-Percentage of reservation-Further orders-Issued.

READ-the following papers:-

1. G.O. Ms.No.602, Social Welfare Department, dated 14th August 1981.
2. G.O. Ms. No.983, Personnel and Administrative Reforms (Personnel-S) Department, dated 7th October 1986.
3. G.O. Ms. No.2093, Social Welfare Department, dated 30th October 1987.

**Order-No.99, Personnel and Administrative Reforms (Personnel-S), dated 26th February 1988.**

In the Government Order first read above, Government issued orders reserving 3 per cent of vacancies in all State Public Services/Educational Institutions under all kinds of Managements (like Government, Local Bodies and Aided Managements including Universities) for physically handicapped persons in the posts where the rule of reservation is applicable for the Scheduled Castes/ Scheduled Tribes and Backward Classes and other communities. In the Government Order second read above, Rule 22, of the General Rules of the Tamil Nadu State and Subordinate Services has been amended to the above effect. In the Government Order third above, the Government have ordered that the reservation of 3 per cent vacancies for physically handicapped persons should be made applicable in respect of 'C' and 'D' categories only in so far as Executive posts are concerned the individuals being asked to produce a certificate of physical fitness from the Medical Board to the effect that their handicap will not affect the performance of the job to which he/she has been selected before appointment. In respect of Executive posts in 'A' and 'B' categories no reservation need be made to physically handicapped persons and the reservation of 3 per cent vacancies for physically handicapped persons need not be made applicable in the case of recruitment by transfer/promotion.

2. The Government now direct that the 3 per cent of the quota reserved for physically handicapped persons as described in paragraph 1 above should be made as indicated below:-

<i>Category of the handicapped.</i>	<i>Percentage of reservation.</i>
(1)	(2)
1. Blind	1 Per cent.
2. Deaf	1 Do.
3. Orthopaedically	1 Do.

The categorisation of physically handicapped persons for the purposes of reservation in employment will be on the basis of definition furnished in the Annexure-I.

No. 99, Personnel and Administrative Reforms (Personnel-S), dated 26th February 1988.

3. The physically handicapped persons should be selected for appointment to posts which are considered suitable for each of the categories. The categories of suitable posts for the different categories of physically handicapped persons adopted by the Government of India is furnished in Annexure II for guidance. This list is only illustrative and not exhaustive.

4. The Government also direct that the reservation of posts ordered above is applicable to all the posts including those coming under the purview of the *Tamil Nadu Public Service Commission*.

The selection of physically handicapped candidates under the above rule of reservation shall be made by a Staff Selection Committee to be constituted for the purpose as ordered in paragraph 5 below. The Staff Selection Committee shall obtain the list of physically handicapped persons borne on the live register of the Employment Exchange and select the persons for recruitment against the posts reserved for them in the respective departments. While making selection to the posts which fall outside the purview of the Tamil Nadu Public Service Commission, the Committee will ensure that the physically handicapped persons who can be selected on merits *against the quota of reservation* for Scheduled Castes/Scheduled Tribes, Backward Classes and other communities subject to their being found fit as per the already existing provisions under the Tamil Nadu State and Subordinate Services are selected to the maximum extent possible over and above the 3 per cent reservation made for them so that as many number of persons as possible among the physically handicapped persons are selected. Formal orders excluding the posts reserved for the physically handicapped persons from the purview of the Tamil Nadu Public Service Commission will issue separately.

5. The Government direct that the Staff Selection Committee for the Selection of *Physically Handicapped* persons shall consist of the following persons:—

- (1) Thiru P. Subbarayan, Member, Tamil Nadu Public Service Commission -- *Chairman*
- (2) The Head of the Department/Public Sector Undertaking concerned -- *Member*.
- (3) The Director of Social Welfare -- *Member* -- *Secretary*.

6. All the Heads of Departments are requested to assess immediately the existing vacancies for the physically handicapped persons reserved to be filled up for them as per the Government orders and also the potential vacancies, that may arise during the current year and to communicate the list to the Director of Social Welfare, who is the Member-Secretary of the Staff Selection Committee. They are also requested to arrange simultaneously to notify the vacancies to the Employment Exchange and obtain the list of physically handicapped persons already available with the Director of Social Welfare and Member-Secretary, Staff Selection Committee so that the recruitment is completed within one month from the date of this order. Heads of Department shall send a report about the compliance of this order to the administrative department concerned in Government which will review and send a report to Personnel and Administrative Reforms Department.

7. Formal amendment to Rule 22 of the General Rules for the Tamil Nadu State and Subordinate Service in respect of orders in paragraph 2 above will issued separately.

(By order of the Governor)

**M.M. RAJENDRAN,**  
*Chief Secretary to Government*

To

- all Commissioners and Secretaries to Government, Madras-9.
- all Heads of Departments including all District Collectors'all Judges.
- the Accountant-General-I, Madras-18.
- the Accountant-General-II, Madras-18.
- the Accountant-General, Madras-9.
- the Accountant-General, Madras-35.
- the Pay and Accounts Officer (North), Madras-79.
- the Pay and Accounts Officer (South), Madras-35.
- the Pay and Accounts Officer (East), Madras-5.
- the Sub-Pay and Accounts Officer, Madras-9.
- the Secretary, Tamil Nadu Public Service Commission, Madras-2. (with covering letter)
- the Registrar, High Court, Madras-104 (w.c.l.)
- Copy to the Director of Social Welfare, Madras-5
- all Public Sector Undertakings.

(forwarded by order)

## ANNEXURE-I.

**DEFINITIONS OF THE CATEGORIES OF THE HANDICAPPED FOR PURPOSES OF  
RESERVATION IN EMPLOYMENT.**

*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 an 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.

*The 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.

## ANNEXURE-II

<i>Serial number.</i> (1)	<i>Category of handicap.</i> (2)	<i>Occupational Groups.</i> (3)
<b>I. ORTHOPAEDICALLY HANDICAPPED--</b>		
<b>(a) Upper Extremities--</b>		
(i) Major Defects	.. ..	Accounts Clerks (U), Copy-holders (U), Office Clerks (U-A), Office Superintendents (U), Peons (U), Proof-Readers (U), Receptionists (U), Stamp Vendors (Postal), Watermen (U).
(ii) Minor Defects	.. ..	Caretakers (A), Chowkidars (A), Copy-holders, Dak Messengers, Daftries (A), Documentation Assistants (A), Editorial Assistant (A), Gardeners, Farashs, Gestetner Operators, Junior Engineers (Civil), Key-punch Operators (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Attendants, Library Clerks (A), Liftmen (A), Meter Readers, Office Clerks (A), Office Superintendents, Peons, Photographic Retouchers, Proof Readers, Receptionists, Research Investigators, Retiring Room Attendants, Salesmen (Shop) (A), Scientific Assistants, Security Guards (A), Store-Keepers (A), Statistical Assistants, Sub-Postmaster (A), Sweepers, Teachers (Primary), Telegraph Messengers, Technical Assistants, Telephone Operators (A), Time-Keepers (A), Translators (A), Typists (A), Waiting Room Attendants, Watermen, Ward Boys, Ayahs (A), Wireless Operators (A).
<b>(b) Lower Extremities-</b>		
(i) Major Defects	.. ..	Accounts Clerks, Computers, Copy-holders, Editorial Assistants, Hand Compositors (A), Junior Engineers, (Civil) (only designing jobs), Key-punch Operators, Liftmen, Office Clerks, Office Superintendents, Painters, Projectionists (A-MNR), Proof Readers, Radio Technicians, Receptionists, Stenographers, Stamp Vendors (Postal), Sub-Postmasters, Telephone Operators, Telex Operators, Translators, Typists.

(ii) Minor Defects	.. ..	Architectural Assistant (A-MNR), Book Binders, Caretakers (A-MNR), Carpenters (A), Cashiers (A), Compounders, Chowkidars (A-MNR), Commercial Artists, Daftries (MNR), Documentation Assistants (A-MNR), Dressers, Draughtsmen, Ferro Printers, Farashis, Gestetner Operators, Instrumentationists (Staff Artists) (MNR), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Librarians (Junior) (A-MNR), Library Clerks (A-MNR), Musicians (Staff Artists) (MNR), Packers, Peons (MNR), Photographer (MNR), Photographic Retouchers, Retiring Room Attendants (MNR), Salesmen (Shop) (MNR), Statistical Assistants (MNR), Sweepers (MNR), Teachers (Deaf), Teachers (Primary), Technical Assistants (MNR), Time-keepers (A), Tracers, Vehicle Cleaners (MNR), Waiting Room Attendants (MNR), Watermen, Wireless Operators.
II. DEAF AND DEAF AND DUMB	.. ..	Accounts Clerks, Book Binders, Canteen Boy; Carpenter, Computers, Commercial Artists Daftries, Ferro Printers, Gardeners, Gestetner Operators, Hand Compositers, Key-Punch Operators, Meter Readers, Office Clerks, Packers, Painters, Photographers, Photographic Retouchers, Statistical Assistants, Store-Keepers, Sweepers, Telex Operators, Translators, Tracers Typists Vehicle Cleaners, Waterman.
III. DEAF	.. ..	Postmen, Telegraph Messengers.
IV. PARTIALLY DEAF	.. ..	Architectural Assistants (A), Caretakers (A), Cashiers, Compounders, Chowkidars (A), Dak Messengers, Draughtsmen (A), Dressers, Editorial Assistants, Electricians, Junior Engineers, (Civil) (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Attendants, Librarians, (Junior) (A), Library Clerks (A), Peons, Postmen, Projectionists (A), Research Investigators, Retiring Room Attendants, Scientific Assistants Salesman (Shop) (A), Stenographers (A), Security Guards (A), Stamp Vendors (Postal) (A), Sub-Postmasters (A), Technical Assistants, Teachers (Deaf)(A), Teachers (Primary) (A), Time-Keepers (A), Waiting Room Attendants, Ward Boys/Ayaks.
V. BLIND	.. ..	Announcers at Railway Stations, Bus Stops and Airports (T), Cane Weavers (T), Instrumentalists (Staff Artists) (T), Office Superintendents (H), Masseurs (T), Musician (T), Music Teachers (T), Packers (T), Stenographers (with Dictaphone and Digital Typewriters), Teachers (Primary-T and A), Telephone Operators (Small Boards with Electronic Beep and Embossed Digits), Lathe Operators, Press Operators, Stampers, Weavers, Packers, Drillers, Filers, Chippers, Teachers, in Social Science

## PARTIALLY BLIND

Dak Messengers, Despatch Clerk (T), Gardeners (T), Gestetner Operators (T and A), Liftmen (T) and Digital controls), Peons, Receptionists (T and A.), Retiring Room Attendants, Sweepers, Watermen (T), Waiting Room Attendants, Lottery Ticket Sellers.

*Explanations.*—U=Unilateral, A=with Aids, T=with Training, H=with a Helper, MNR=Mobility not restricted.

*Note.*—1. Jobs which can be performed by those having major deformities can also be performed by those having minor deformities. Job which can be performed by Deaf can be performed by partially Deaf also. Jobs which can be performed by Blind can be performed by Partialy Blind also.

*Note.*—2. There would be a number of jobs in each occupational groups. These have not been given separately. For example, Office Clerks includes Lower Division Clerks and Upper Division Clerks. Stenographers includes Junior and Senior Stenographers.