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ट्रांसलेशनल स्वास्थ्य विज्ञान
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE
AND TECHNOLOGY INSTITUTE

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

Translational Health Science and Technology Institute (THSTI) is a society registered under the Societies Registration Act XXI of 1860 vide Registration No. 66271/2009 dated 15.07.2009. It is an autonomous institute of the Department of Biotechnology, Ministry of Science and Technology, Government of India.

1. Policy:

THSTI is committed to promote diversity and inclusion among the workforce and aims to create a harmonious workplace for employees regardless of their gender, nativity, community, religious beliefs or physical & mental ability, such that all employees can achieve their full potential.

We follow Government of India instructions issued from time to time, for empowerment of persons with disabilities (PWD). It has been the endeavour of the Institute to provide equal opportunity in all aspects of employment. Creating and maintaining a non-discriminatory and inclusive work environment for people with disabilities and for those who acquire disability during their employment tenure.

2. Definitions:

- a) **Discrimination** in relation to disability, means any distinction, exclusion, restriction on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field and includes all forms of discrimination and denial of reasonable accommodation;
- b) **Employee** shall mean as defined under the THSTI By Laws
- c) **The Act** shall mean the Rights of Persons with Disability Act, 2016. The Rules shall mean Rights of Persons with Disabilities Rules 2017.
- d) **Specified Disability** means disabilities mentioned in the Schedule of the RPWD Act 2016.
- e) **Persons with Disability (PWD)** means a person with long term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.
- f) **Person with Benchmark Disability (PwBD)** means a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority
- g) **Reasonable accommodation** means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights

equally with others

3. Policy Statement

THSTI is committed towards eliminating all forms of discrimination and harassment, whether direct or indirect, of persons with disabilities.

Further, in line with the provisions in the Act and the Rules, we have implemented the following policy provisions in order to provide affirmative action and promote inclusive growth of Persons with Disabilities in THSTI.

4. Facility and amenity provided to the persons with disabilities:

THSTI provided / will endeavour to provide suitable facilities and amenities/assistive devices to persons with disabilities for effective and efficient discharge of their functions, including, high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement. Such devices may either be provided directly by THSTI or the cost may be reimbursed with a specific time period in accordance with the price/durability of the device/furniture/software etc. as the case may be.

5. List of posts identified suitable for persons with disabilities in the establishment:

- i) THSTI shall not discriminate against any person with disability in any matter relating to employment.
- ii) THSTI has identified the posts, which can be held by respective category of PwBD and the list of the same is placed at **Annexure-I**. This identification and reservation for PwBD shall be reviewed in future as per the Government of India directives issued from time to time.
- iii) Vacancies earmarked for PwBD mentioning the category of disability will be clearly indicated in recruitment advertisements. Relaxations in age, other qualifying criteria and selection criteria shall be provided in line with Govt. guidelines issued from time to time.

6. The manner of selection of persons with disabilities for various posts:

- i) THSTI shall adopt a transparent selection process based on merit and without any bias to the disabilities of the prospective candidates as per the provisions of THSTI Recruitment Policy and Procedures. Candidates with necessary disability certificate issued by the competent authority in accordance with the Rules under the Act shall be considered for appointment in the Institute.
- ii) PwBD candidates who are shortlisted and appear for written tests held as a part of selection process for any post in THSTI shall be paid to-and-fro journey fare as per provisions under THSTI Rules.
- iii) To the extent possible, PwBD candidates shall be provided a barrier free access to the written test / interview centre.
- iv) PwBD candidates who have limitations in writing including that of speed, and are desirous of using the facility of a scribe, shall be allowed the facility in accordance to the guidelines issued by Ministry of Social Justice and Empowerment.

7. Post-Recruitment and Pre-Promotion Training:

- i) THSTI shall impart post-recruitment induction training program and pre-promotion job specific inclusive training programs to employees with disabilities along with other employees.
- ii) Employees with disability shall be placed with experienced employees for at least one month on resuming responsibility of a post to help them to pick up skills required to perform the job and the adaptations that may be required in individual cases.

8. Preference in Transfers and Posting:

- i) THSTI is an Autonomous Institute therefore, the question of outstation transfers does not arise. Further, as far as possible, disabled employees and those who are care givers of disabled dependent family members shall be exempt from the provisions of rotational transfer subject to the administrative constraints.
- ii) The above provision shall however be subject to the mode/nature/ terms and conditions of the engagement of the individual and administrative feasibility.

9. Special leave, preference in allotment of residential Accommodation if any, any other facility:

- i) Employees with disability can avail Special Casual Leaves as per the provisions in THSTI Leave Rules.
- ii) THSTI shall give preference, to the extent possible, to the requests by employees with specified disabilities for allotment of appropriate reasonable accommodation wherever applicable.

10. Provisions for assistive devices, barrier free accessibility:

- i) THSTI shall provide appropriate barrier free and conducive environment to employees with disability. To the extent possible, the built- up environment shall be made accessible to PWD and all future establishments shall incorporate accessibility provisions such as ramps, accessible parking, accessible toilets, braille symbols and auditory signals in elevators etc.
- ii) THSTI will endeavour to ensure that persons with disabilities are enabled to participate in meetings through a convenient mode of communication.

11. Appointment of Liaison Officer:

The details of liaison officer for PwD are as follows:

Name	-	Dr. Niraj Kumar,
Designation	-	Assistant Professor
Tel No.	-	0129-2876358
Email	-	nkumar@thsti.res.in
Address	-	NCR Biotech Science Cluster, 3 rd Milestone, Faridabad–Gurugram Expressway, PO box #04, Faridabad- 121001 (Haryana)

Executive Director, THSTI is empowered & authorised to interpret, clarify, revise, amend/modify or discontinue any or all the provisions of this Policy in accordance with Govt. of India guidelines issued from time to time.

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Annexure I

List of posts identified suitable for persons with disabilities

S. No	Name of the post	Physical requirement	Identified suitable for	Nature of duties performed	Remarks /Working condition
1	Dean	S,ST, W, RW, BN, MF, SE, H,C	<p>a) Locomotor disability – OA, OL, OAL, BL including leprosy cured, dwarfism and acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (C) excluding deaf-blindness</p>	<p>a) The work involves facilitating research and augmenting scientific programs across different domain areas at THSTI.</p> <p>b) giving critical inputs in scientific matters and contributing to the overall visibility of the institute.</p> <p>c) administrative head / mentor of the thematic research programs</p>	<p>a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard</p> <p>b) Officials have to perform frequent travelling and communication. The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
2	Senior Professor	S,ST, W, RW, BN,MF, SE, H, C	<p>a) Locomotor disability – OA, OL, OAL, BL including leprosy cured, dwarfism, acid attack victims</p> <p>b) Hard of hearing (HH)</p>	<p>a) The work involves facilitating research and augmenting scientific</p>	<p>a) The officials usually work alone in a well-lighted room having fully</p>

			<p>c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>programs across different domain areas at THSTI. b) giving critical inputs in scientific matters and contributing to the overall visibility of the institute.</p>	<p>computerized system without any hazard b) Officials have to perform frequent travelling and communication. The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
3	Professor	S,ST, W, BN, RW, MF, SE, H, C	<p>a) Locomotor disability – OA, OL, OAL including leprosy cured, dwarfism and acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>Responsible for translational research/ academic activities of the research programs.</p>	<p>a) The officials usually work in a well-lighted room and lab b)The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of</p>

					34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
4	Associate Professor	S,ST, W, BN, RW, MF, SE, H, C	<ul style="list-style-type: none"> a) Locomotor disability – OA, OL, OAL including leprosy cured, dwarfism and acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness 	to initiate programs in the thematic research programmes	<ul style="list-style-type: none"> a) The officials usually work in a well-lighted room and lab b)The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
5	Assistant Professor	S,ST, W, BN, RW, MF, SE, H, C	<ul style="list-style-type: none"> a) Locomotor disability – OA, OL, OAL including leprosy cured, dwarfism and acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness 	to initiate programs in the thematic research programmes	<ul style="list-style-type: none"> a) The officials usually work in a well-lighted room and lab b) The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc.

					stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
6	Professional Expert	S,ST, W, RW, BN,MF, SE, H, C	<ul style="list-style-type: none"> a) Locomotor disability – OA, OL, OAL, BL including leprosy cured, dwarfism, acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness 	The work involves advising in scientific matters or the domain/area for which they are recruited	<ul style="list-style-type: none"> a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard b) Officials have to perform frequent travelling and communication. The post involves scientific nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
7	Instrumentation Engineer	S.ST.BN.W.MF. PP.L C.RW.SE	<ul style="list-style-type: none"> a) Locomotor disability – OL including leprosy cured, dwarfism and acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities 	Assist the Faculty / Scientists in the responsibility of procurements, installation, maintenance and other support for	<ul style="list-style-type: none"> a) The work is performed mostly inside. b) The duties include field work also. The job is

			from amongst persons under clauses (a) to (c) excluding deaf-blindness	the instruments / equipment of THSTI.	<p>hazardous.</p> <p>c) The person should have functional hearing and communication skills with the help of assistive devices. Mobility should be adequate enough to perform assigned tasks.</p> <p>d) The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
8	Senior Technical Officer	S.ST.BN.W.MF. PP.L C.RW.SE	<p>a) Locomotor disability – OL including leprosy cured, dwarfism and acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>a) Conduct experiments as per the protocol given by the Faculty/scientist record observations and prepare report on experimentation /trials.</p> <p>b) Supervise the operation and maintenance of technical instruments/ equipments of</p>	<p>a) The work is performed mostly inside in Lab. The job is hazardous.</p> <p>b) The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism,</p>

				laboratory, arrange for repair /annual maintenance through outsourced AMC contracts; c) keep control over expensive chemicals/ reagents used in laboratory, help research scholars in setting up /calibration of instruments etc.	intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
9	Technical Officer II	S.ST.BN.W.MF. PP.L RW.SE	For Lab: a) Locomotor disability – OL including leprosy cured, dwarfism and acid attack victims b) Hard of hearing c) Low vision For IT/ Electrical/ Civil: a) Locomotor disability – OA, OL, including leprosy cured, dwarfism, acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness	For Lab : Conduct experiments of routine nature, maintain logbook of instruments, stocks of research materials, operate various service facilities of lab for research activities, help research scholars in setting up/calibration of instruments etc. OR For IT/ Electrical/ Civil : The work involves providing technical support relevant to the field for which the incumbent	a) The work is performed mostly inside in Lab. The job is hazardous. b)The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
10	Technical Officer I/Technical Assistant	S.ST.BN.W.MF. PP.L.RW.SE	For Lab: a) Locomotor disability – OL including dwarfism, leprosy cured, and acid attack victims b) Hard of hearing	For Lab : Conduct experiments of routine nature, maintain logbook of instruments, stocks of research materials, operate	a) The work is performed mostly inside in Lab. The job is hazardous. b)The post

			<p>c) Low vision</p> <p>various service facilities of lab for research activities, help research scholars in setting up/calibration of instruments etc.</p> <p>OR</p> <p>For IT/ Electrical/ Civil:</p> <p>a) Locomotor disability – OA, OL, including leprosy cured, dwarfism, acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>	
11	Lab Technician	S.ST.BN.W.MF. PP.L.RW.SE	<p>a) Locomotor disability – leprosy cured, dwarfism and acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p>	<p>a) Conduct experiments of routine nature, preparing specimens and samples;</p> <p>b) indenting and processing research materials from stores.</p>	<p>a) The work is performed mostly inside in Lab. The job is hazardous.</p> <p>b) The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
12	Computer	S.ST.BN.W.MF.	a) Locomotor disability –	Assistance in Data	a) The work is

	Programmer	RW.SE	<p>OL, BL including leprosy cured, dwarfism, acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>entry, Programming, Data Management coordination with users and other support functions.</p>	<p>performed mostly inside.</p> <p>b) The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
13	Data Entry Operator	S.ST.BN.W.MF. RW.SE	<p>c) Locomotor disability –OL, BL including leprosy cured, dwarfism, acid attack victims</p> <p>d) Hard of hearing (HH)</p> <p>e) Low vision (LV)</p> <p>f) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>Assistance in Data entry, HR, Admin, Stores, Purchase, Finance Function, Data Management coordination with users and other support functions.</p>	<p>a) The work is performed mostly inside.</p> <p>b)The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>

14	Computer Operator	S.ST.BN.W.MF. RW.SE	<p>a) Locomotor disability – OL, BL including leprosy cured, dwarfism, acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	Assistance in Data entry, hardware and network maintenance, Programming, Data Management coordination with users and other support functions.	<p>a) The work is performed mostly inside.</p> <p>b)The post involves technical nature of duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post</p>
15	Senior Manager	S.ST.BN.W.MF. PP.L C.RW.SE	<p>a) Locomotor disability – OL including leprosy cured, dwarfism and acid attack victims</p> <p>b) Hard of hearing (HH)</p> <p>c) Low vision (LV)</p> <p>d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness</p>	<p>a) Supervision of Administration / Establishment / Personnel / Academic and discipline matters</p> <p>b) Formulation of Institute's policies</p> <p>c) Holding Governing Body/ Finance Committee, Scientific Advisory Committee, drafting of Agenda/minutes , maintaining confidential records and liaise with different Departments</p>	<p>a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard</p> <p>b) Officials have to perform frequent travelling and communication</p> <p>c) The post involves duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in</p>

					clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
16	Administrative Officer	S.ST.BN.W.MF. RW.SE. C	<ul style="list-style-type: none"> a) Locomotor disability – OA, OL, OAL, including leprosy cured, dwarfism, acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness 	<ul style="list-style-type: none"> a) Responsible for finance & accounting /stores and purchase/ HR and Admin matter b) Supervision of the work of Junior staff 	<ul style="list-style-type: none"> a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard b) Officials have to perform frequent travelling and communication c) The post involves duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
17	Section Officer	S.ST.BN.W.MF. RW.SE. C	<ul style="list-style-type: none"> a) Locomotor disability – OA, OL, OAL, including leprosy cured, dwarfism, acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses 	<ul style="list-style-type: none"> a) Supervisory support for various administrative functions such as General Administration/ HR, Academics/ Finance & Accounts/ 	<ul style="list-style-type: none"> a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard

			(a) to (c) excluding deaf-blindness	Stores & Purchase b) Training, helping and advising the staff to perform the assigned task c) Management and co-ordination of the work;	b) Officials have to perform frequent travelling and communication c) The post involves duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
18	Management Assistant	S.ST.BN.W.MF. RW.SE. C	a) Locomotor disability – OA, OL, OAL, BL, BLOA including, leprosy cured, dwarfism, acid attack victims b) Hard of hearing (HH) c) Low vision (LV) d) multiple disabilities from amongst persons under clauses (a) to (c) excluding deaf-blindness	Support for various administrative functions such as General Administration/ HR, Academics/ Finance & Accounts/ Stores & Purchase	a) The officials usually work alone in a well-lighted room having fully computerized system without any hazard b) Officials have to perform frequent travelling and communication c) The post involves duties which requires logical and analytical thinking as such the categories of autism, intellectual disability etc. stated in

					clause (d) of 34 (1) of the RPWD Act, 2016 has not been identified as suitable for the post
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