GSL's EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

1. PREFACE-

Equal Opportunity Policy for Persons with Disabilities (PwD) is formulated in light of the provisions laid down under 'The Rights of Persons with Disabilities Act, 2016' and Rule 8 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' with a view to provide equality of opportunity for persons with disabilities.

Goa Shipyard Limited (GSL), a Schedule B Mini Ratna Central Public Sector Enterprise under administrative control of Ministry of Defence plays an important role in extending support towards full and effective participation of persons with disabilities and their inclusion in the society with due respect and dignity. GSL is committed to protect the legitimate rights of Persons with Disabilities.

2. OBJECTIVE-

i) To provide fair and impartial opportunities for persons with disabilities in the recruitment process of GSL.

ii) To provide a helpful and a barrier-free working environment to the persons with disabilities in GSL.

iii) To protect and safeguard the rights and interests of persons with disabilities and that no opportunity is denied to persons with disabilities merely on ground of disability.

iv) To eliminate all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination, bullying and harassment of people with disabilities).

3. LIST OF POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITIES-

Suitable posts will be identified which can be reserved for the persons with disability in line with the notification in vogue issued by Ministry of Social Justice and Empowerment.

4. THE MANNER OF SELECTION OF PERSONS WITH DISABILITIES FOR VARIOUS POSTS-

The recruitment process in GSL is governed by the Recruitment Rules of GSL. For persons with disabilities, relaxation and concession will be provided in the selection process as per the government guidelines in vogue, which are as under:

(i) Relaxation - The upper age limit for persons with disabilities shall be relaxed as per Government directives-

a) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts;

b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination;

c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination. (Where written tests are conducted for recruitment of Management Trainees/ Executive Trainees).

(ii) Concession- The exemption from payment of application fees shall be provided to the candidates applying for various posts under Persons with Disabilities Category.

The relaxation in age limit and Concession of fees shall be made applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

Further, during the selection process, user friendly facilities, like open and adjusted seating, minimal use of stairs, provision of holding exam on ground floor, provision of Scribe for written test and compensatory time for answering paper shall be provided.

5. POST RECRUITMENT TRAINING AND PRE-PROMOTION TRAINING-

After the candidate joins in any post, an orientation programme will be arranged for all the inductees with disabilities with a view to create a sense of awareness and familiarity about the organisation. It will also help the new joinee to get a better understanding of the working of different departments.

Further, a pre-promotion training programme will also be arranged for filling up of all the posts through internal competition. The pre-examination training will be provided by the internal trainers at accessible office premises which will ensure easy accessibility to the employees leading to effective learning & development.

6. FACILITY/ AMENITY PROVIDED TO THE PERSONS WITH DISABILITIES TO ENABLE THEM TO EFFECTIVELY DISCHARGE THEIR DUTIES IN THE ESTABLISHMENT

GSL as a model employer is committed to safeguard the interests of persons with disabilities. GSL aims at extending a user friendly and barrier-free accessibility of work environment to all persons with disabilities employees. Need based assistance will be provided to the persons with disabilities depending upon their nature and percentage of disability.

7. PREFERENCE IN TRANSFER AND POSTING-

GSL operates as a single unit. However, considering the nature of disability and manpower requirement of the organisation, due consideration will be taken of the requests of persons with disabilities in internal transfer and posting so as to enable them to effectively discharge their duties.

8. PREFERENCE IN ALLOTMENT OF RESIDENTIAL ACCOMMODATION-

GSL provides residential accommodation to the officers in the GSL Officers Colony and preference in allotment of appropriate residential accommodation will be given to the PwD Officers.

9. PROVISION FOR ASSISTIVE DEVICES, BARRIER- FREE ACCESSIBILITY AND OTHER PROVISIONS FOR PERSONS WITH DISABILITIES-

During the selection process, user friendly facilities will be provided like open and adjusted seating facility, minimal use of stairs, provision of holding exam on ground floor, provision of Scribe for written test and compensatory time for answering paper. Further, any new facility that is built will be evaluated for compliance as per the accessibility standards so as to facilitate barrier-free movement of the persons with disabilities. Ramps, accessible toilets and other facilities to be provided wherever necessary.

10. APPOINTMENT OF LIAISON OFFICER BY THE ESTABLISHMENT TO LOOK AFTER THE RECRUITMENT OF PERSONS WITH DISABILITIES-

As per the Government of India guidelines, the Liaison Officer appointed to look after reservation matters for SCs/ STs shall also work as Liaison Officer for reservation matters relating to persons with Disabilities and shall ensure compliance of all the instructions issued by the Government of India with regard to persons with disabilities. Hence, the Liaison Officer appointed for SCs/STs will also be the Liaison Officer for PwDs.

11. MAINTAINING OF RECORDS OF PERSONS WITH DISABILITIES-

In accordance with the provisions of Rule 9 of Chapter IV (Employment) of 'The Rights of Persons with Disabilities Rules, 2017' a register shall be maintained which will contain the following particulars-

a) The number of persons with disabilities who are employed and the date from when they are employed,
b) The name, gender and address of persons with disabilities,
c) The nature of disability of such persons,
d) The nature of work being rendered by such employed person with disability,
e) The kind of facilities being provided to such persons with disabilities..

The register will be updated whenever a PwD candidate joins the establishment.

12. MAINTAINING OF REGISTER OF COMPLAINTS OF PERSONS WITH DISABILITIES-

Liaison Officer for PwD's will be appointed as Grievance Redressal Officer for PwD's who will be responsible to maintain a register of complaints of persons with disabilities. Employees with disability have the right to file a complaint concerning any discrimination on the grounds of disability with the Grievance Redressal Officer.

13. COMMUNICATION OF POLICY-

This policy will be available to all employees via company's official website. It is the responsibility of all the employees to comply with the Equal Opportunity Policy. Head of the Departments should monitor the work environment to ensure that it is free from discrimination and harassment and also encourage inclusion and respect for persons with disabilities.

14. INTERPRETATION-

The Chairman and Managing Director shall be the final Authority in the interpretation of this policy and in such cases not covered by this policy, his decision shall be final.