



**BROCHURE**  
**on**  
**Reservation for Scheduled Castes**  
**and**  
**Scheduled Tribes in Services**

**Sixth Edition**

**GOVERNMENT OF INDIA**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS,**  
**MINISTRY OF HOME AFFAIRS**  
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## APPENDIX I

*Model roster for posts filled by direct recruitment on all-India basis by open competition (for reservation of 15% for Scheduled Castes and 7 1/2% for Scheduled Tribes) [Para 4.1(i)(a)]*

[A separate roster on this pattern will be maintained for posts filled by promotion to which reservation orders apply [Para. 4.1 (ii) ]

Point in the Roster	Whether Unreserved or reserved	Point in the Roster	Whether Unreserved or reserved
1.	<i>Scheduled Caste</i>	21.	Unreserved
2.	Unreserved	22.	<i>Scheduled Caste</i>
3.	Unreserved	23.	Unreserved
4.	<i>Scheduled Tribe</i>	24.	Unreserved
5.	Unreserved	25.	Unreserved
6.	Unreserved	26.	Unreserved
7.	Unreserved	27.	Unreserved
8.	<i>Scheduled Caste</i>	28.	<i>Scheduled Caste</i>
9.	Unreserved	29.	Unreserved
10.	Unreserved	30.	Unreserved
11.	Unreserved	31.	<i>Scheduled Tribe</i>
12.	Unreserved	32.	Unreserved
13.	Unreserved	33.	Unreserved
14.	<i>Scheduled Caste</i>	34.	Unreserved
15.	Unreserved	35.	Unreserved
16.	Unreserved	36.	<i>Scheduled Caste</i>
17.	<i>Scheduled Tribe</i>	37.	Unreserved
18.	Unreserved	38.	Unreserved
19.	Unreserved	39.	Unreserved
20.	Unreserved	40.	Unreserved

NOTE: If there be only one vacancy in a particular year which falls on a reserved point in the roster, it will be treated as unreserved in the first instance and filled accordingly but the reservation should be carried forward to subsequent year(s). In the subsequent year(s) of recruitment the reservation should be applied by treating the vacancy arising in that year as reserved even though there might be only a single vacancy in that subsequent year(s).

## APPENDIX 2

*Model Roster for posts filled by direct recruitment on all-India basis otherwise than by open competition (for reservation of 16 2/3% for Scheduled Castes and 7 1/2% for Scheduled Tribes)*

[Para 4.1 (i) (b)]

Point in the Roster	Whether unreserved or reserved	Point in the Roster	Whether unreserved or reserved
1.	<i>Scheduled Caste</i>	21.	Unreserved
2.	Unreserved	22.	Unreserved
3.	Unreserved	23.	Unreserved
4.	<i>Scheduled Tribe</i>	24.	Unreserved
5.	Unreserved	25.	<i>Scheduled Caste</i>
6.	Unreserved	26.	Unreserved
7.	<i>Scheduled Caste</i>	27.	Unreserved
8.	Unreserved	28.	Unreserved
9.	Unreserved	29.	<i>Scheduled Tribe</i>
10.	Unreserved	30.	Unreserved
11.	Unreserved	31.	Unreserved
12.	Unreserved	32.	<i>Scheduled Caste</i>
13.	<i>Scheduled Caste</i>	33.	Unreserved
14.	Unreserved	34.	Unreserved
15.	Unreserved	35.	Unreserved
16.	Unreserved	36.	Unreserved
17.	<i>Scheduled Tribe</i>	37.	<i>Scheduled Caste</i>
18.	Unreserved	38.	Unreserved
19.	Unreserved	39.	Unreserved
20.	<i>Scheduled Caste</i>	40.	Unreserved

NOTE. 1. In every third cycle of the above roster, the 37th point will be treated as unreserved.

2. If there be only one vacancy in a particular year which falls on a reserved point in the roster it will be treated as unreserved in the first instance and filled accordingly but the reservation should be carried forward to subsequent year(s). In the subsequent year(s) of recruitment, the reservation should be applied by treating the vacancy arising in that year as reserved even though there might be only a single vacancy in that subsequent year(s).



**APPENDIX 3\***

*Statement showing the percentages and number of points to be reserved for Schedule Castes and Scheduled Tribes on a 100 point roster where recruitment is made on a local or regional basis. These percentages of reservation are based generally on proportion of population of Scheduled Castes and Scheduled Tribes in the respective States/Union Territories [Para—4.1 (i)]*

Sl. No.	Name of State/Union Territory	Scheduled Castes		Scheduled Tribes	
		Percentage of reservation	Actual points to be reserved in a 100 points roster	Percentage of reservation	Actual points to be reserved in a 100 point roster
1	2	3	4	5	6
<b>STATE</b>					
1	Andhra Pradesh	13	1, 9, 17, 26, 33, 40, 48, 56, 63, 71, 78, 85, 93	5	4, 24, 45, 66, 87
2	Assam	6	4, 19, 38, 54, 73, 89	11	1, 10, 21, 30, 40, 49, 58, 67, 76, 85, 94
3	Bihar	14	1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92	9	4, 17, 26, 38, 48, 59, 69, 81, 94
4	Gujarat	7	4, 18, 32, 46, 60, 74, 88	14	1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92
5	Haryana	19	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91	5	4, 24, 44, 64, 84
6	Himachal Pradesh	22	1, 6, 10, 14, 18, 22, 27, 31, 35, 40, 45, 49, 53, 57, 61, 65, 70, 75, 79, 83, 87, 92	5	4, 24, 43, 63, 85

\*Deptt. of Personnel & AR OM No. 1/3/72-Estt. (SCT) dated 12-3-73.

(£) Substituted vide OM No. 1/3/72 Estt (SCT) dated 15-5-74.

## APPENDIX 3—contd.

1	2	3	4	5	6
7	Jammu and Kashmir	8	1, 14, 27, 40, 53, 66, 79, 92	5	4, 24, 44, 64, 84
8	Kerala	9	1, 12, 23, 34, 45, 56, 67, 78, 89	5	4, 25, 43, 64, 84
9	Madhya Pradesh	13	4, 13, 18, 24, 33, 38, 48, 53, 59, 68, 74, 83, 88	20	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96
10	Maharashtra	6	1, 18, 35, 52, 69, 86	6	4, 21, 38, 55, 72, 89
11	Manipur	2	4, 54	31	1, 6, 9, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45, 48, 52, 56, 59, 62, 65, 68, 71, 74, 77, 80, 83, 86, 89, 92, 95
12	Meghalaya	1	4	44	1, 6, 9, 11, 13, 15, 18, 20, 22, 24, 27, 29, 31, 33, 36, 38, 40, 42, 45, 47, 49, 51, 53, 56, 59, 61, 63, 65, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98
13	Karnataka	13	1, 9, 17, 25, 33, 41, 49, 57, 65, 73, 81, 89, 97	5	4, 22, 44, 63, 84
14	Nagaland			45	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99

APPENDIX 3—*contd.*

1	2	3	4	5	6
15	Orissa	15	4, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87, 95	23	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 90
16	Punjab	25	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97	5	4, 23, 43, 63, 83
17	Rajasthan	16	1, 7, 13, 19, 26, 32, 38, 43, 50, 56, 62, 67, 74, 81, 88, 95	12	4, 11, 21, 28, 35, 45, 52, 59, 69, 76, 83, 93
18	Sikkim*	5	4, 23, 43, 63, 83	25	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97
19	Tamil Nadu	18	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86	5	4, 24, 44, 64, 84
20	Tripura	13	4, 11, 18, 25, 33, 40, 47, 54, 61, 68, 75, 82, 89	29	1, 6, 9, 13, 16, 20, 23, 27, 30, 35, 38, 42, 45, 49, 52, 56, 59, 63, 66, 70, 73, 77, 80, 84, 87, 91, 93, 96, 98
21	Uttar Pradesh	21	2, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96, 99	5	4, 24, 44, 64, 84
22	West Bengal	20	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96	6	4, 23, 38, 54, 73, 89

\*Added by DP &amp; AR OM No. 36011/3/79 Estt. (SCT) dated 18-5-79.

APPENDIX 3—Contd.

1	2	3	4	5	6
<b>UNION TERRITORIES</b>					
1. A. & N. Islands	.	.	.	.	16 1, 7, 13, 20, 26, 32, 38, 44, 50, 57, 63, 69, 75, 81, 87, 93
2. Arunachal Pradesh	.	.	.	.	45 1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99
3. Chandigarh	.	.	.	.	12 1, 10, 19, 28, 37, 46, 55, 65, 73, 82, 91, 99 5 4, 24, 44, 63, 84
4. Dadra & Nagar Haveli	.	.	.	.	2 4, 54 43 1, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 51, 57, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 95, 98
5. Delhi	.	.	.	.	Rosters prescribed for recruitment on All India basis to be followed.
6. Goa, Daman & Diu	.	.	.	.	2 4, 54 5 1, 21, 41, 61, 81

**APPENDIX 3—contd.**

1	2	3	4	5	6
7	Lakshdweep Islands . . . . .	—	—	45	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 55, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99
8	Mizoram E . . . . .	—	—	45	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 55, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99
9	Pondicherry . . . . .	16	1, 7, 13, 20, 26, 32, 38, 45, 50, 56, 62, 68, 74, 80, 86, 92	5	4, 24, 43, 64, 84

£ Added vide Deptt. of Personnel & AR OM NO. 1/3/72  
Est (SCT) dated 15-5-74

NOTE : (1) If there be only one vacancy in a particular year which falls on a reserved point in the roster, it will be treated as unreserved in the first instance and filled accordingly but the reservation should be carried forward to subsequent year(s). In the subsequent year(s) of recruitment, the reservation should be applied by treating the vacancy arising in that year as reserved even though there might be only a single vacancy in that subsequent year(s).

(2) Even though in a particular State/Union Territory, the population percentage of Scheduled Tribes in less than 5%, a minimum reservation of 5% has been provided for that community.

**APPENDIX 4**

*Form of register to be maintained to give effect to the roster for reservations for Scheduled Castes/Scheduled Tribes.  
(Para 4.4)*

Ministry/Department/Office of .....

Grade or Group of posts .....

**PERMANENT AND LONG-TERM TEMPORARY/PURELY TEMPORARY**

Reservations brought forward from previous years		Recruitment year	Particulars of recruitment made				Reservations Carried forward		Signature of appointing authority or other authorised officer	Remarks
Sch. Castes	Sch. Tribes		Cycle No. and point No.	Unreserved or Re-served for S.Cs./S.Ts. according to the roster applicable	Name of the person appointed and date of appointment	Whether he is S.C./S.T. If not, say 'Neither'	Sch. Castes	Sch. Tribes		
1	2	3	4	5	6	7	8	9	10	11

## APPENDIX 5

*Detailed instructions for the maintenance of rosters (Para 4.4)*

1. A separate roster should be maintained in the form given in Appendix 4 for each type of recruitment and within it for each grade or service or a group of posts formed for the purpose of these orders.
2. Within each category of posts a separate roster may be maintained for (i) permanent appointments and temporary appointments likely to become permanent or continue indefinitely and (ii) purely temporary appointments.
3. Immediately after an appointment has been made the particulars of the persons appointed will be entered in the register in the appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.
4. No gap should be left in completing the roster. For example, if a reserved vacancy at, say point 25, has to be treated, for want of a suitable Scheduled Caste/Scheduled Tribe candidate, as unreserved, the candidate actually appointed will be shown against that point itself. Scheduled Caste/Scheduled Tribe candidate recruited later in the year against an unreserved point will be shown against such point.
5. The roster will be maintained in the form of a running account year by year. For example, if recruitment in a year stops at point 6 of a cycle, recruitment in the following year will begin at point 7.

NOTE : With reference to instructions Nos. 3 and 4 above on the point whether the entries in the roster should be made strictly according to the dates of joining or merit etc. of the candidates even if this resulted in the names of Scheduled Castes/Tribes candidates selected against reserved vacancies being shown against unreserved points in the roster, it clarified that it should be ensured that the names of the Scheduled Castes and Scheduled Tribes who have been selected against the reserved vacancies are shown against the respective reserved points in the roster as and when they join. In cases where a point in the roster is earmarked for recruitment of Scheduled Castes/Scheduled Tribes and necessary action to fill that vacancy by a candidate of the reserved community has already been initiated and is in progress, there would be no objection to keeping that reserved point temporarily unfilled till the reserved community candidate, joins or till the reserved vacancy dereserved. This need not be treated as leaving a gap in the roster. Instruction No. 4 referred to above according to which no gap should be left in the roster would require that while notifying vacancies, only the consecutive points in the roster should be taken into account without leaving any gap. Fresh recruitment should start from the point next to the point at which the previous recruitment actually made.

**APPENDIX 6**

*Hypothetical illustration showing how the vacancies reserved for Scheduled Castes and Scheduled Tribes but not so filled could be carried forward*  
*lapsed (Para 4)*

**Grade or Group of posts: Technical Assistant – PERMANENT AND TEMPORARY LIKELY TO BECOME PERMANENT**

Reservation brought forward from previous years		Particulars of recruitment made					Reservation carried forward	Signature of appointing or other authorised officer	Remarks	
Scheduled Castes	Scheduled Tribes	Recruitment year	Cycle No.	and point No.	Unreserved or reserved for S.Cs./S.Ts. according to the roster applicable.	Name of the person appointed and date of appointment.	Whether he is SC/ST if not say 'Neither'	Sch. Castes	Sch. Tribes	
1	2	3	4	5	6	7	8	9	10	11
		1966	1.	Sch. Castes A		Neither				
			2.	Unreserved B		Do.				
			3.	Do. C		Do.				
			4.	Sch. Tribes D		Sch. Tribes				



## APPENDIX 6—contd.

1	2	3	4	5	6	7	8	9	10	11
		5	Unreserved	E		Neither				
		6.	Do.	F		Do.				
		7.	Do.	G		Do.				
		8.	Do.	H		Do.				
		9.	Sch. Castes	I		Do.				
		10.	Unreserved	J		Do				

(2 of 1966)

1967

Assuming that no recruitment was made in 1967, that year would not be taken into account for the purpose of carrying forward and lapse of Vacancies.



APPENDIX 6 - Contd.

1	2	3	4	5	6	7	8	9	10	11
										and 1969 (Since the reservation of 1966 lapsed on 31-12-1969 i.e. prior to the date of issue the orders of 25-3-70, it need not be carried forward to third following year i.e. 1970)
									(1 of 1968) (1 of 1969)	
(1 of 1968) (1 of 1969)	..	1970	31. 32. 33.	Unreserved EE Do. FF Sch. Castes GG		Neither Neither Neither				
									(1 of 1968) (1 of 1969) (1 of 1970 upto 24-3-70)	
(1 of 1968) (1 of 1969) (1 of 1970)	..	1970 (from 25-3-1970)	1. 2. 3.	Sch. Castes HH Unreserved II Do.		Neither Do. Do.				

APPENDIX 6 - Contd.

1	2	3	4	5	6	7	8	9	10	11
(upto 24-3-70)			4.	Sch. Tribes	KK	Sch. Tribes				
			5.	Unreserved	LL	Neither				
			6.	Do.	MM	Do.				
			7.	Do.	NN	Do.				
			8.	Sch. Castes	OO	Do.				
			9.	Unreserved	PP	Do.				
			10.	Do.	QQ	Do.				
			11.	Do.	RR	Do.				

The reserved vacancy of 1968 which could not be filled by a Sch. Caste during 1969 and 1970 will be carried forward to the third recruitment year viz. 1971

in accordance with the orders in MHA O. M.

No. 27/25/68 Estt (SCT) dated

25-3-70 One reservation of 1969 and 3 reserva-



APPENDIX 6 *contd.*

1	2	3	4	5	6	7	8	9	10	11
										Sch. Caste of 1968 being in the third year of carry forward and exchangeable.
							1 of 1969 3 of 1970 1 of 1971			
1 of 1969 3 of 1970 1 of 1971	1972	20. 21. 22. 23. 24. 25.	Unreserved Unreserved Sch. Caste Unreserved Unreserved Unreserved	BA BB BC BD BD BF	Sch. Caste Sch. Caste Sch. Caste Neither Neither Neither					
							1 of 1970 1 of 1971 1 of 1972			

## APPENDIX 7

*Proforma for conducting inspection of rosters maintained for providing reservation for Scheduled Castes and Scheduled Tribes in services.*

[ Para 4.5. ]

Name of Office.....

Date of last inspection.....

Name of post/group of posts.....

Date of current inspection.. ..

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotions (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster viz. the one prescribed for (1) direct recruitment on an all India basis by open competition (2) direct recruitment on an all India basis otherwise than by open competition (3) direct recruitment on a local or regional basis or (4) promotion as the case may be is being followed.
3. Whether rosters are being maintained separately for (1) permanent appointment and temporary appointments likely to become permanent or to continue indefinitely and (2) purely temporary appointments of 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed viz., appendix 4 to the Brochure.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.
6. Whether immediately after an appointment has been made the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointed authority or by the officer authorised to do so.
7. Whether any gap is left in the roster.
8. Whether the roster is being maintained in the form of a running account from year to year.
9. Whether before appointing a general candidate against reserved vacancy, (i) prior approval of the Department of Personnel for dereservation was obtained in the case of vacancies included in the rosters for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 26 of the Brochure to secure Scheduled Castes/ Tribes candidates were taken in the case of vacancies included in the roster for purely temporary appointments.
10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H.A. O.M. No. 31/10/63 SCT(1), dated 27-3-1963 and 2-5-1963.
11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year.
12. Whether reservations have been carried forward to three subsequent recruitment years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in MHA O.M. No. 27/25/68-Estt. (SCT), dated 25th March 1970 before treating them lapsed.

13. Any other remarks.

*summing up*

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer.

Designation.

Date.

Remarks of Head of  
Department/Secretary of  
the Ministry.....



APPENDIX B

Ministry/Department/office of .....  
 Statement showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on  
 1st January, 1982.

Group Class	Permanent/ Temporary	Total No. of employ- ees	Scheduled Castes	Percentage to total employees	Scheduled Tribes	Percentage to total employees	Remarks
<i>Gr. A. (Cl. I) Permanent</i>							
	(i) Other than lowest rung of Cl. I						
	(ii) Lowest rung of Cl. I						
	<i>Total</i>						
<i>Temporary</i>							
	(i) Other than lowest rung of Cl. I						
	(ii) Lowest rung of Cl. I						
	<i>Total</i>						
<i>Gr. B. (Cl. II)</i>	<i>Permanent</i>						
	<i>Temporary</i>						
<i>Gr. C (Cl. III)</i>	<i>Permanent</i>						
	<i>Temporary</i>						
<i>Gr. D. (Cl. IV)</i>	<i>Permanent</i>						
<i>excluding sweepers</i>	<i>Temporary</i>						
<i>Gr. D. (Cl. IV)</i>	<i>Permanent</i>						
<i>Sweepers</i>	<i>Temporary</i>						

Signature .....

Designation .....

APPENDIX 8—*contd.*

- NOTE : (1) This statement relates to persons and not to posts. Posts vacant etc. should not therefore be taken into account.
- (2) A person on deputation should be included in the establishment of the borrowing Ministry/Department/office and *not* in the parent office.
- (3) Persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class of service in which the higher grade concerned is included.

## APPENDIX 8-A

Statement showing representations of Scheduled Castes and Scheduled Tribes in each Services Controlled by the Ministry/Department.

Ministry/Department.....

Service.....

(a) Position as on 7-1-1978 :

*Grades of the service including scale of pay	Class	Total No. of posts	Total No. of employees	Employees belonging to		
				Other Community	S.C.	S.T.
1	2	3	4	5	6	7
Junior Scale 700—1300						
Senior Scale 1100—1600						
Junior Adm. Grade 1500—2000						
Selection Grade 2000—2250						
Senior Adm. Grade Level (II) 2250—2500						
Level (I) 2500—2750						
Supertime Scale 3000 & above (for all India Services).						

(b) Particular of recruitment during the period 1-1-1978 to 31-12-1978.

Grade of service	Class	Vacancy notified during the period			Vacancies filled		
		Other Community	Scheduled Castes	S.T.	Other Community	S.C.	S.T.
1	2	3	4	5	6	7	8
Junior Scale							
Senior Scale							
Junior Adm. Grade							
Selection Grade							
Senior Adm. Grade (Level II)							
(Level I)							
Supertime Scale (for All India Services)							

Vacancies lapsed after 3 years		Reserved Vacancies dereserved		Vacancies carried forward		Reasons for dereservation
SC	S.T.	S.C.	S.T.	S.C.	S.T.	
(9)	(10)	(11)	(12)	(13)	(14)	(15)

Junior Scale

Senior Scale

Junior Adm. Grade

Selection Grade

Senior Adm. Grade

(Level II)

(Level I)

Supertime Scale

(for All India Services)

(c) Position as on 1-1-1979 (reflecting the changes on account of retirement/resignation dismissal even promotion etc. during the course of the year.)

Grade of Service (including scale of pay)	Class	Total No. of posts	Total No. of employees	Employees belonging to		
				Other Community	S.C.	S.T.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Junior Scale

Senior Scale

Junior Adm. Grade.

Selection Grade.

Senior Adm. Grade

(Level II)

(Level I)

Supertime Scale

(for all India Services)

**Note :** ( ) Specific reasons for dereservations should be indicated, whether all steps were carried out and whether any persons qualified in written test but failed in interview.

**\*Note** (2) Column 1 of Section (a) of this Proforma may vary from service/cadre to service/cadre. The intention is that each Ministry/Department administratively concerned with the cadre will indicate the prevalent grades pertaining to that cadre.

APPENDIX—9 Para (5.1)

Statement showing the Number of Reserved vacancies filled by Members of Scheduled Castes and Scheduled Tribes in the Ministry/ Department/Office of .....

(During the year..... )

Class of Post	Total		Scheduled Castes								Scheduled Tribes				Remarks
	No. of vacancies		No. of vacancies reserved		No. of SC's candidates appointed	No. of SCs vacancies carried forward from the previous year	No. of STs candidates appointed against vacancies reserved for SCs in the 3rd year of carry forward	No. of reservations lapsed after carrying forward for three years	No. of vacancies reserved		No. of STs candidates appointed	No. of STs vacancies carried forward from the previous year	No. of SCs candidates appointed against vacancies reserved for STs in the 3rd year of carry forward	No. of reservations lapsed after carrying forward for three years	
	Notified	Filled	Out of Col. 2	Out of Col. 3					Out of Col. 2	Out of Col. 3					
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

*1-Posts filled by direct recruitment*

Others Class I  
 Lowest rung of Class I  
 Class II  
 Class III  
 Class IV (excluding sweepers)

---

1      2      3      4      5      6      7      8      9      10      11      12      13      14      15

---

Class IV (Sweepers)

---

*II-Posts filled by promotion*

Others Class I  
Lowest rung of Class I  
Class II  
Class III  
Class IV  
(Excluding  
Sweepers)  
Class IV  
(Sweepers)

---

- NOTE (1) Consolidated figures should be given under each Group (Class)
- (2) In Columns 4, 5 and 9, 10 the number of vacancies actually reserved out of Columns 2-3 whether against brought forward reservations or against normal reservations during the year should be given.
- (3) In the case of promotions by selection from Group C to Group B within Group B and from Group B to the lowest rung of Group A. (Class III to Class II, within Class II and from Class II to the lowest rung of Class I), the words "in the third year of carry-forward" in the heading of Cols. 7 and 12 and the words "after carrying forward for three years" in the heading of cols. 8 and 13 will not be applicable and these cols. may be filled accordingly. [C.F. Department of Personnel & A.R. Office Memorandum Nos. 10/41/73-Estt (SCT) dated the 20th July, 1974, 10/37/74-Estt (SCT) dated the 3rd February, 1975 and 1/9/74-Estt (SCT) dated the 29th April, 1975].

Certified that in the case of reserved vacancies wherever non-Scheduled Caste/Tribe candidates were appointed (a) prior approval of the Department of Personnel and Administrative Reforms was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or continue indefinitely and (b) in the case of purely temporary appointments, the steps prescribed in para 8.1 of the Brochure on Reservations for Scheduled Castes and Scheduled Tribes in Services, were taken to secure Scheduled Caste/Scheduled Tribe candidates.

Station.....

Signature .....

Designation.....

State.....

Date.....



## APPENDIX 10

*Requisition Form for recruitment through Employment Exchanges*

[Para 8.1 (i)]

1. Office/Department and Address.
2. Name and designation of indenting officer  
Telephone No.....
3. Name and designation of the Officer to whom applicants should report.
4. Date, time and place of interview.
5. (a) Designation of the post(s) to be filled.  
(b) Scale of pay and allowances.  
(c) Place of work.
6. (a) Number of posts to be filled.
  - (i) Reserved for S.Cs. :  
Priority.....  
Non-Priority.....
  - (ii) Reserved for S.Ts. :  
Priority.....  
Non-Priority.....
  - (iii) Reserved for ex-servicemen
  - (iv) Unreserved :  
Priority.....  
Non-Priority.....

---

(b) Duration of Permanent vacancies	Temporary (Less than 3 months)	Temporary (between 3 months and 1 year)	Temporary (likely to continue beyond 1 year)
-------------------------------------	-----------------------------------	--	---

---

7. Qualifications required :
    - (a) Essential.....
    - (b) Desirable.....
  8. Whether willing to wait and consider applicants from other Exchange areas in case of local applicants are not available.
  9. Any other information considered relevant.
-

APPENDIX 10—*Contd.*

Certified that the number of vacancies reserved for Scheduled Castes/Scheduled Tribes and Ex-servicemen as mentioned in columns 6(a) above is in accordance with the reservation quota fixed by Government for these categories.

Date —————

Signature of the Head  
of Office

To,

The Employment Officer,  
Employment Exchange

- NOTES :
1. Please use a separate form for each type of posts.
  2. Where advertisements are inserted in the newspapers as suggested in para 5(6) of M.H.A.O.M. No. 42/21/49/-NGS dated 28-1-52 a copy of the advertisement should be attached to the requisition form which should be sent to the Employment Exchange in any case.

## APPENDIX 11

[Para 8·1 (iii)]

A. Addresses of association etc. recognised as representative of SCHEDULED CASTES for purposes of orders relating to special representation in the services.

- (i) The General Secretary, Harijan Sevak Sangh, Kingsway Camp, Delhi-9.
- (ii) The General Secretary, Delhi Scheduled Castes Welfare Association, Ambedkar Bhawan, Rani Jhansi Road, New Delhi.
- (iii) The Chairman Scheduled Castes' Uplift Union, 10911—Sat Nagar, Street No. 2, Block No. S-A, Karol Bagh, New Delhi-5.
- (iv) The Office Secretary Bhartiya Depressed Classes League, 13-C, Ferozeshah Road, New Delhi-1 and its branches mentioned below:
  1. *Andhra Pradesh*—  
Andhra Pradesh Depressed Classes League, 125 Hyter Basti, Secunderabad, (A.P.).
  2. *Assam*—  
All Assam Scheduled Caste Association, Uzan Bazar, Sati Radhika Santi Road, Gauhati, (Assam).
  3. *Bihar*—  
Bihar State Depressed Classes League, 8/20, R-Block, Patna-1. (Bihar).
  4. *Gujarat*—  
Gujarat Pradesh Depressed Classes League, 12, Rohitnagar Society, near New Civil Hospital, Sahubagh, Ahmedabad-4.
  5. *Jammu and Kashmir*—  
Jammu and Kashmir State Depressed Classes League, Canal View Bungalow, Canal Road. Jammu.
  6. *Kerala*—  
Kerala State Depressed Classes League, Congress House, Ernakulam, Cochin-11.
  7. *Karnataka*—  
Karnataka State Depressed Classes League, Adijambave Hostel, Magadi Road, Bangalore.
  8. *Madhya Pradesh*—  
Madhya Pradesh Depressed Classes League, 5/3, Professors Colony, Bhopal.
  9. *Maharashtra*—  
Maharashtra State Depressed Classes League, 112, Meadows Street, Fort, Bombay-1.
  10. *Tamil Nadu*—  
Tamil Nadu State Depressed Classes League, 3, Pudpet Garden Street, Royapettah, Madras-14.
  11. *Orissa*—  
Orissa State Depressed Classes League, Gandhi Bhavan, Station Road, Bhubaneswar.

12. *Punjab*—

Punjab State Depressed Classes League, Balmiki Bhavan, 158-R, Model Town, Hoshiarpur (Punjab).

13. *Rajasthan*—

Rajasthan State Depressed Classes League, R-13, Ashoka Nagar, C-Schemc. Jaipur.

14. *Uttar Pradesh*—

Uttar Pradesh Depressed Classes League, 104, Royal Hotel, Lucknow.

15. *West Bengal*—

Bengal Provincial Depressed Classes League, 12, Arpuli Lane, Calcutta-12.

16. *Delhi*—

Delhi State Depressed Classes League, 13-F, Shankar Market, New Delhi-1.

(v) Akhil Bharat Anusuchit Jati Parishad, 134, North Avenue, New Delhi.

(vi) Andhra Pradesh Scheduled Caste Welfare Association, 10/A, Old MLA Quarters, Himayat Nagar, Hyderabad.

(vii) Hind Sweepers Sewak Samaj, Guest Room No. 19, North Avenue, New Delhi.

(viii) Dr. Bhim Rao Ambedkar Welfare Association, 8365, Arya Nagar, Paharganj, New Delhi.

(ix) All India Scheduled Caste Federation, 39, Pataudi House, Canning Lane, New Delhi.

(x) All India SC/ST Youth Association, 10446, Street No. 2, Bagichi Allauddin, Sadar Thana Road, Paharganj, New Delhi.

(xi) Valmiki Samaj Vikas Parishad, (Regd.), T-468/2, Ahta Kidara, near Water Tank, Delhi-110006, and branches of Valmiki Samaj Vikas Parishad.

(1) *Delhi*

1. 1316, Basti Chain Sukh Dass, Kalan Mahal, Darya Gang, New Delhi-2.

2. 340A, Raj Nagar, Palam Colony, New Delhi-45.

(2) *Uttar Pradesh*

1. 14, Patel Marg, Ghaziabad.

2. 220, Civil Lane, Bullandsher, U.P.

3. 205, Jatav Pura, Bareilly.

4. 342, Sisham Bagh (Cantt.), Fateh Garh, Dist. Farukhabad.

5. 300, Mohalla Dariba, Gandhi Park, Main Puri.

6. 43, Mohamad Ganj, Mainpuri Gate, Ferozabad-283203.

7. 242A, Nawab Ganj, Kanpur-2.

8. 86, Mohalla Nakkasha, Pillibhit.

9. 39, D.A.V. Dana Mal Nagar, Firozabad, Agra.

10. 33, L.I. Bazar Cantt, Allahabad.

11. Maharishi Valmiki Mandir, Modi Nagar.

(3) *Rajasthan*

1. Arya Bhawan behind Bus Stand, Pali Marwar.

2. Dadabhai Ka Ahata, Nasirabad Road, Ajmer.

(4) *Maharashtra*

1. 333, Railway Porters Chal Kalyan Distt. Thana, Bombay.

2. Chawl No. D-18, Room No. 8, Matunga Labour Camp, Bombay-400019.

(5) *Andhra Pradesh*

23-4-577, Sultan Sahi, Hyderabad-500265.

(6) *Punjab*

1. Sector-A, Kothi No. 5, Chandigarh.

2. 508, A, Ranjit Avenue, East Mohan Nagar, Amritsar, Punjab.

(7) *Bihar*

15-E Type P & T Colony, Kidwari Puri, Patna.

(8) *West Bengal*

Valmiki Mandir, Orderly Bazar, Bardekpur 24 Pargana.

(9) *Gujarat*

19/10, Jamanakund, New Harijan Housing Colony, Bhar Nagar, Gujarat-364001.

(10) *Haryana*

Mata Gate, 12 Bisa, V & P.O. Gurgaon.

B. Addresses of associations etc. recognised as representative of Scheduled Tribes for purpose of orders relating to Special representation in the Services.

The Secretary, Bharatiya Adim-Jati Sevak Sangh Thakkar Bapa Smarak Sadan. Dr. Ambedkar Road. New Delhi 55, and Secretaries of its affiliated institutions mentioned below :—

*Andhra Pradesh*

1. The Secretary, Andhra Rashtra Adimjati Sevak Sangh, Ramasubaiya Street, Nellore: 524001, Dist. Nellore (Andhra Pradesh).

2. The Secretary, Andhra Shramik Dharma Rajya Sabha, Kovvur, Dist. West Godavari. Pin Code No. 534350.

3. General Secretary, Andhra Pradesh Adimijati Seva Sangham, Ramanna-gudam, Via Puttayagudam, (Polvaram "B" Block) Distt. W. Godavari (A.P.).

*Assam*

4. The Secretary, Shakti Ashram, P.O. Shakti Ashram, Fakiragram, (Goalpara Dist.) Goalpara (Assam).

5. The Secretary, Barama Ashram Barma, P.O. Barma-781346 Distt. Kamrup (Assam).

6. The Secretary, Mikir Hills Seva Kendra, Sarihajan, Mikir Hills (Assam).

*Bihar*

7. The Secretary, Adimjati Seva Mandal Ranchi, P.O. Hinoo-Ranchi-834001, Distt. Ranchi (Bihar State).
8. Secretary, Santhal Pahadia Seva Mandal, Bidhyanath Deogharh-814112, Distt. Santhal Pargana (Bihar).
9. The Secretary, Manbhum Adimjati Savak Sangh, Gosaindih, P.O. Gobindpur-828109 Dist. Dhanbad (Bihar State).
10. The Secretary, Bihar Rajya Gond Mahasabha L.I.G. Flat No. 11 Kankad Bagh Colony, Patna-800020 (Bihar State).
11. The Secretary, Santhal Parganas Adimjati Savak Sangh, Dumka, Distt. Santhal Pargana, Pin Code No. 814010 (Bihar State).
12. The Secretary Adim Saber Jativa Sabha, Ghatshila, Singhbhum (Bihar).

*Gujarat*

13. The Secretary, Bhil Seva Mandal, Dabod. Distt. Panchmahals, Pin Code No. 389151 (Gujarat State).
14. The Secretary, Rani Paraj Seva Sabha, Vedchhik, Via Valod. Distt. Surat (Gujarat).
15. The Secretary, Baroda Zila Pachhtvarg Seva Mandal Baroda, Sardar Bhavan-390001 (Baroda) Gujarat State.
16. The Secretary, Broch Dist. Adivasi Seva Sangh Rajpipla. Dist. Bharoch (Gujarat).
17. The Secretary, Adivasi Seva Samiti, Shamlaji, P.O. Sarvodaya Kendra-383355. Distt. Sabarkantha (Gujarat).

*Himachal Pradesh*

18. The Secretary, Parvatiya Adimjati Sevak Sangh, Salogra, Distt. Solan (H.P.).

*Kerala*

19. The Secretary, Sarva Seva Ashram, Thottumukham, Alwaye-683103 Distt. Ernakulam (Kerala).

*Madhya Pradesh*

20. The Secretary, M.P. Vanvasi Seva Mandal, Mandla Dist. I Mandala (M.P.).
21. The Secretary, Malva Bhil Seva Mandal, Moti Tabela No.1 Indore, Dist. Indore (M.P.)
22. The Secretary. Adivasi Seva Sangh, 54 Jawaharlal Nehru Marg, Jhabua Dist. Jhabua (M.P.)
23. The Secretary, M.P. Sharaia Seva Sangh, Patankar-ka-bada. Jooob-ki-Parade. Laskar. Dist. Gwalior (M.P.)
24. The Secretary, Adivasi Seva Sangh, Badi, P.O. Badi. Dist. Rayasena (M.P.)
25. The Secretary, Kalyan Ashram, Jashpurangar, Dist. Raigada (M.P.)

*Maharashtra*

26. The Secretary, Adivasi Seva Mandal, 6-Vir Nariman Rd., Bombay-400001.
27. The Secretary, West Khandesh Bhil Seva Mandal, Nandurbar-425412, Dist. Dhulia (Maharashtra).
28. The Secretary, Dangh Seva Mandal, Nasik-422002 Distt. Nasik (Maharashtra).
29. The Secretary, Adivasi Shikshan Prasarak Mandal, Yootmal Dist., Yootmal, Maharashtra 445001
30. The Secretary, Adivasi Seva Samiti Nasik Dist. Nasik (Mharashtra)-445001.

31. The Secretary, Bhaneali Gram Seva Mandal, Takli Teh., Saonir. Dist. Nagpur (Maharashtra).
32. The Secretary, Akhil Bharatiya Sri Gurudeo Seva Mandal, Gurukunj Ashram, Dist. Amravati-44601 (Maharashtra).
33. The Secretary, Gokhale Education Society Kosbad Centre, P.O. Kosbad Hills Dist. Thana-401703 (Maharashtra).
34. The Secretary, Thakkar Ashram, Rayagada, Dist. Koreput (Orissa).
35. The Secretary, Gram Bal Shiksha Kendra, Kosbad Hills-401703. Dist. Thana (Maharashtra).
36. The Secretary, Satyaniketan, 817. (New) Sadashiv Peth, Poona-410030 (Maharashtra).
37. The Secretary, Mahatma Gandhi Vidya Mandir, Malegaon Camp, P.O. Malegaon Camp. Dist. Nasik (Maharashtra).
38. The Secretary, Satpuda Sarvodaya Seva Mandal, Dhadgaon, Dist. Dhulia (Maharashtra).

#### *Orissa*

39. The Secretary, Servants of India Society, Buxi Bazar, Cuttack.
40. The Secretary, Utkal Navjeevan Mandal, Angul Dist. Dhenkanal (Orissa):
41. The Secretary, Sarvodaya Seva Samiti, Keonjhar P.O., Sukati, Dist. Keonjhar-Orissa.

#### *Rajasthan*

42. The Secretary, Rajasthan Seva Sangh, Dungepur, Dist. Dunga'pur (Rajasthan).
43. The Secretary, Banswara Zilla Seva Sangh, Partepur, Distt. Banswara (Rajasthan).
44. The Secretary, Rajasthan Moena Sevak Sangh, Jaipur, (Rajasthan).
45. The Secretary, Rajasthan Adimjati Sevak Singh Jaipur (Rajasthan) Sodulu, Jamuna, Dairy, 4th Mile, Jaipur.

#### *Tamil Nadu*

46. The Secretary, Shri Sadguru Seva Samraja Sangham, Gandhi Nagar, Coonoor Dist. Nilgiri (Tamil Nadu).
47. The Secretary, Nilgiri's Adivasi Welfare Association, Kotagiri, Dist. Nilgiri (Tamil Nadu).
48. The Secretary, Servants of India Society, 8, West Cott Road, Royepettah, Madras-Tripura-600014.
49. The Secretary, Tripura Adimjati Sevak Sangh, No. III, Hind Lane, Joynagar Agartala-799001 (Tripura).

#### *Uttar Pradesh*

50. The Secretary, Ashok Ashram, P.O. Ashok Ashram, Via Dak Pathar, Dist. Dehradun (U.P.).
51. The Secretary, Servants of India Society, Purshottam Das Tandon Road, Allahabad (U.P.).
- 51.A. The Secretary, Servants of India Society, V. Sarsa Dist. Allahabad (U.P.).
52. The Secretary, Vandasi Seva Ashram, Govindpur, Via Turra, Dist. Mirzapur (U.P.).
53. The Secretary, Adimjati Sevak Sangh, Room No. 111, Royal Hotel, Lucknow-226001 (U.P.)

#### *West Bengal*

54. The Secretary, Bharat Mahajati Mandal, 73/11, Palm Avenue, Calcutta-700001.

The following branches of the Akhil Bharat Anusuchit Jati Parishad have also been recognised vide O.M. No. 36014/3/82-Estt (SCT) dated 27-4-82.

**AKHIL BHARAT ANUSUCHIT JATI PARISHAD**

President,

ABAJ Parishad, West Bengal State,  
C/o. P-1115/1, Benaras Road,  
HOWRAH-710 008 (W.B.)

President/General Secretary,

ABAJ Parishad, Maharashtra State,  
C/o. P-115/1, Benaras Road,  
T.H. Kataria Marg,  
Mahim,  
BOMBAY-400 016 (Maharashtra)

Convenor,

ABAJ Parishad, Bihar State,  
C/o. 41, Hardings Road,  
PATNA. (Bihar)

Shri H. L. Hitaishi,  
President, ABAJ Parishad,  
Jammu and Kashmir,  
P.O. Bhadrwah,  
Distt. DODA. (J & K)

President,

ABAJ Parishad, Bombay Region,  
C-4, Azad Nagar,  
Wadala,  
BOMBAY. (Maharashtra)

President,

ABAJ Parishad, Madhya Pradesh,  
5, Civil Lines,  
BHOPAL. (Madhya Pradesh)

President,

ABAJ Parishad, Haryana State,  
Sector No. 23-A/103,  
CHANDIGARH.

President/General Secretary,

ABAJ Parishad, Himachal Pradesh,  
132, Grand Hotel,  
SIMLA. (Himachal Pradesh)



President/General Secretary,  
 ABAJ Parishad, Orissa State,  
 Qr. No. 5/4, D.S.  
 MLA. Colony,  
 BHUBANESHWAR (Orissa)

President,  
 ABAJ Parishad,  
 Goa, Daman and Diu,  
 Mandrem Pernem,  
 GOA.

President,  
 ABAJ Parishad, Rajasthan State,  
 Raj Bhavan Marg,  
 Civil Lines,  
 JAIPUR. (Rajasthan)

General Secretary,  
 ABAJ Parishad,  
 C/o. Nagsen Sporting Club,  
 Untkhana Dahipura,  
 P.O. Ajni,  
 NAGPUR. (Maharashtra)

President,  
 ABAJ Parishad, Tamil Nadu State,  
 1, Pandian Ani,  
 Government Estate,  
 MADRAS-600 002. (T.N.)

General Secretary,  
 ABAJ Parishad,  
 1-1-750/1, Gandhi Nagar.  
 HYDERABAD. (A.P.)

President/General Secretary,  
 ABAJ Parishad, U.P. State,  
 115, Royal Hotel,  
 LUCKNOW. (U.P.)

President,  
 ABAJ Parishad, Delhi State,  
 18, Ashoka Road,  
 NEW DELHI.

President,  
 ABAJ Parishad, Pondicherry,  
 119, Mahatma Gandhij Road,  
 PONDICHERRY.

President,  
 ABAJ Parishad, Gujarat State,  
 "DWARAKESH",  
 12, Hemant Kunj Society,  
 Fate Nagar, South Paldi,  
 AHMEDABAD-380 007. (Gujarat)

President/General Secretary,  
 78, Church Road Narappa Garden,  
 Benson Town,  
 BANGALORE-560 046.

APPENDIX 12

(Para 10.5)

Ministry/Department/.....

(including attached and subordinate offices)

Statement showing reserved vacancies includes in the roster for purely temporary appointments which are expected to last for 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely, treated as dereserved by the Ministries/Departments

1st January to 31st December.....

Class of post	Scheduled Castes		Scheduled Tribes		Brief reasons for dereservation	REMARKS
	Total Number of vacancies reserved for Scheduled castes filled during the year	Number of reserved vacancies in col. 2 treated as dereserved i.e. filled by non-Scheduled Castes	Total number of vacancies reserved for Scheduled Tribes filled during the year	Number of reserved vacancies in col. 4 treated as dereserved i.e. filled by non-Scheduled Tribes		
1.	2	3	4	5	6	7
Class I						
Class II						
Class III						
Class IV						

## APPENDIX 13

*Detailed instructions For Filling vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by promotion (i) by selection in class III and IV and (ii) through limited Departmental Competitive Examinations.*

[Paras (12.1. 12.2(c)]

The following instructions will apply to the filling of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by promotion.

- (1) (a) Scheduled Caste and Scheduled Tribe Officers who are within the normal zone of consideration should be considered for promotion along with others and adjudged on the same basis as others and those Scheduled Castes and Scheduled Tribes amongst them who are selected on that basis may be included in the general select list in addition to their being considered for separate select list for Scheduled Castes and Scheduled Tribes respectively.
- (b) If candidates from Scheduled Castes and Scheduled Tribes obtain on the basis of their positions in the aforesaid general select list, less vacancies than are reserved for them, the difference should be made up by selected candidates of these communities who are in the separate select lists for Scheduled Castes and Scheduled Tribes respectively.
- (2) In the separate select lists drawn up for (i) Scheduled Castes and (ii) Scheduled Tribes, Officers belonging to Scheduled Castes or Scheduled Tribes, as the case may be, will be adjudged separately amongst themselves and not along with other officers, and if selected, they should be included in the concerned separate select list, irrespective of their merit as compared to other officers. It is needless to mention that officers not belonging to Scheduled Castes and Scheduled Tribes will not be considered whilst drawing up separate select list for Scheduled Castes and Scheduled Tribes. For being considered for inclusion in the aforesaid separate select lists, the zone of consideration for Scheduled Castes and Scheduled Tribes as the case may be would be of the same size as that for the general select list that is if for the general select list the zone of consideration is 5 times the number of vacancies likely to be filled, the zone for considered for the separate list for Scheduled Castes will also be 5 times the number of reserved vacancies for them, and likewise for Scheduled Tribes subject of course to the condition that officers coming within such zone are eligible by length of service etc. as prescribed, for being considered for promotion.
- (3) If, owing to non-availability of suitable candidates belonging to Scheduled Castes or Scheduled Tribes, as the case may be, it becomes necessary to dereserve a reserved vacancy, a reference for dereservation should be made to the Department of Personnel and admn. Reforms indicating whether claims of Scheduled Castes/Scheduled Tribes candidates eligible for promotion in reserved vacancies have been considered in the manner indicated in (1) and (2) above. When dereservation is agreed to by the Department of Personnel and admn. Reforms the reserved vacancies can be filled by other candidates, subject to the reservations being carried forward to three subsequent recruitment years and subject to exchange of vacancies between Scheduled Castes and Scheduled Tribes in the last year to which reserved vacancies are carried forward.
- (4) Where promotions in the above manner are first made on a longterm officiating basis, confirmations should be made according to the general rule viz. that an officer who has secured earlier officiating promotion on the basis of his place in the select lists should also be confirmed earlier and thus enabled to retain the advantage gained by him, provided that he maintains an appropriate standard *vide* para. 1(iii) of the Ministry of Home Affairs office memorandum No. F. 1/1/55-RPS, dated the 17th February, 1955. But the principle of reservations would not apply again at the time of confirmation of promotees.

## APPENDIX 14

*Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribes in support of his claim [Para 14.1]*

## FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati\*/Kumari\* .....  
 son/daughter\* of ..... of village/town\* .....  
 in District/Division\* ..... of the State/Union  
 Territory\* ..... belongs to the ..... Caste  
 Tribe\* which is recognised as a Scheduled Caste  
 -----  
 Scheduled Tribe.

under :

- \*The Constitution (Scheduled Castes) Order, 1950;  
-----
- \*The Constitution (Scheduled Tribes) Order, 1950;  
-----
- \*The Constitution (Scheduled Castes) (Union Territories) Order, 1951;  
-----
- \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;  
-----

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- \*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;  
-----

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959  
as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.  
-----

- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;  
-----
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;  
-----
- \*The Constitution (Pondichery) Scheduled Castes Order, 1964;  
-----

- \*The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;  
-----

- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;  
-----

- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;  
-----

- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.  
-----

2. Shri Shrimati\*/Kumari\*.....and\*or\*/his/her\*  
 family ordinarily resides(S) in village/town\* . . . . .Of . . . . .  
 District/Division\* of the State/Union Territory of . . . . .

Signature . . . . .

Designation . . . . .  
 (with seal of office)

State

Union Territory

Place . . . . .

Date . . . . .

\*Please delete the words which are not applicable.

NOTE : The term "Ordinarily resides" used here will have the same meaning as in  
 Section 20 of the Representation of the People's Act, 1950.

## APPENDIX 15

*List of authorities empowered to issue certificates of verification  
(Para 14.1.)*

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/City Magistrate/\*Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands).

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\*Not below the rank of 1st Class Stipendary Magistrate.

## APPENDIX 16

*List of points for guidance of the authorities empowered to issue Scheduled Castes and Scheduled Tribes certificates (Ministry of Home Affairs circular letter No. 35/1/72 -RU) (SCT V), dated 2.12.1975  
(Para 13-2)*

(1) *General (Applicable in all cases).*

Where a person claims to belong to a Scheduled Caste or a Scheduled Tribe by birth it should be verified:-

- (i) that the person and his parents actually belong to the community claimed;
- (ii) that this community is included in the Presidential Orders specifying the Scheduled Castes and Scheduled Tribes in relation to the concerned State;
- (iii) that the person belongs to that State and to the area within that State in respect of which the community has been scheduled;
- (iv) if the person claims to be a Scheduled Caste, he should profess either the Hindu or the Sikh religion;
- (v) if the person claims to be a Scheduled Tribe, he may profess any religion.

(2) *Cases of migration :*

- (i) Where a person migrates from the portion of the State in respect of which his community is scheduled to another part of the same State in respect of which his community is not scheduled, he will continue to be deemed to be a member of the Scheduled Caste or the Scheduled Tribe, as the case may be, in relation to that State;
- (ii) where a person migrates from one state to another, he can claim to belong to a Scheduled Caste or a Scheduled Tribe only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

(3) *Claims through marriages:*

The guiding principle is that no person who was not a Scheduled Caste or a Scheduled Tribe by birth will be deemed to be a member of a Scheduled Caste or a Scheduled Tribe merely because he or she had married a person belonging to a Scheduled Caste or a Scheduled Tribe.

Similarly a person who is a member of a Scheduled Caste or a Scheduled Tribe would continue to be a member of that Scheduled Caste or Scheduled Tribe as the case may be, even after his or her marriage with a person who does not belong to a Scheduled Caste or a Scheduled Tribe.

(4) *Cases of conversion and reconversion :*

- (i) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism and then reconverts himself back to Hinduism or Sikhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them.
- (ii) In the case of a descendent of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

(5) *Cases of adoption:*

Great care has to be exercised in dealing with cases where a person claims to be a Scheduled Caste on the ground that he has been adopted by a Scheduled Caste person.

The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his claim by cogent and reliable evidence.

- (i) The requirements of valid adoption are given in sections 6 to 11 of the Hindu Adoptions and Maintenance Act, 1956. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
- (ii) In deciding whether an adoption is valid, the certificate issuing authority should satisfy himself, that all the requirements of Law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.
- (iii) Where the case relates to an adoption of a married person or of a person of the age of 15 years and above, the certificate shall be required to be given by the Distt. Magistrate who shall, after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a customs or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community group or family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or usage in respect of a particular family, that the custom or usage has not been discontinued. In addition it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted persons to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.
- (6) Clarification regarding the term 'residence' for the guidance of the authorities empowered to issue Scheduled Caste and Scheduled Tribes certificates (Ministry of Home Affairs circular letter No. BC. 12025/2/76-SCT.I, dated 22-3-1977).

As required under Articles 341 and 342 of the Constitution, the President has, with respect to every State and Union Territory and where it is State after consultation with the Governor of the concerned State, issued orders notifying various Castes and Tribes as Scheduled Castes and Scheduled Tribes in relation to that State or Union Territory from time to time. The inter-State area restrictions have been deliberately imposed so that the people belonging to the specific community residing in a specific area, which has been assessed to qualify for the Scheduled Caste or Scheduled Tribes status, only benefit from the facilities provided for them. Since the people belonging to the same caste but living in different States, Union Territories may not necessarily suffer from the same disabilities, it is possible that two persons belonging to the same caste but residing in different States, U.T.s. may not both be treated to belong to Scheduled Caste, Tribe or *vice-versa*. Thus the residence of a particular persons in a particular locality assumes a special significance. This residence has not to be understood in the literal or ordinary sense of the word. On the other hand it connotes the permanent residence of a person on the date of the notification of the Presidential Order scheduling his caste/tribe in relation to that locality. Thus a person who is temporarily away from his permanent place of abode at the time of the notification of the Presidential Order applicable in his case, say, for example, to earn a living or seek education, etc. can also be regarded as a Scheduled Caste or a Scheduled Tribe, as the case may be if his caste/tribe has been specified in that Order in relation to his State/U.Ts. But he cannot be treated as such in relation to the place of his temporary residence notwithstanding the fact that the name of his caste/tribe has been scheduled in respect of that area in any Presidential Order.

It is to ensure the veracity of this permanent residence of a person and that of the caste/tribe to which he claims to belong that the Government of India has made a special provision in the proforma prescribed for the issue of such certificate. In order that



APPENDIX 16 *Contd.*

the certificates are issued to the deserving persons it is necessary that proper verification based primarily on revenue records and if need be, through reliable enquiries, is made before such certificates are issued. As it is only the Revenue Authorities who, besides having access to the relevant revenue records are in a position to make reliable enquiries, Government of India insists upon the production of certificates, from such authorities only. In order to be competent to issue such certificate therefore the authority mentioned in Appendix 15 of this Brochure should be the one concerned with the locality in which the person applying for the certificate had his place of permanent abode at the time of the notification of the relevant Presidential Order. Thus the Revenue Authority of one District would not be competent to issue such a certificate in respect of persons belonging to another district. Nor can such an authority of one State/UT issue such certificate in respect of persons whose place of permanent residence at the time of the notification of a particular Presidential Order, has been in a different State/Union Territory. In the case of persons born after the date of notification of the relevant Presidential Order, the place of residence for the purpose of acquiring Scheduled Caste or Scheduled Tribes status, is the place of permanent abode of their parents at the time of the notification of the Presidential Order under which they claim to belong to such a caste/tribe

## APPENDIX 17

(Para 8.1(iv))

*List of All India Radio Stations (in areas with concentration of Scheduled Castes and Scheduled Tribes Populations) to which Reserved vacancies are to be notified for Announcement*

Name of State	Stations in areas of S.C. concentrations	Stations in areas of S.T. concentrations	Stations in areas of both S.C. and S.T. concentrations	Remarks
1	2	3	4	5
1. Andhra Pradesh . . . . .	Cuddapah	Visakhapatnam	—	
2. Assam . . . . .	—	Dibrugarh Silchar	Gauhati	
3. Bihar . . . . .	Patna	Ranchi	—	
4. Gujarat . . . . .	Ahmedabad Baroda Rajkot	—	—	
5. Jammu & Kashmir . . . . .	Jammu	—	—	
6. Kerala . . . . .	Trivandrum Trichur Alleppy	Calicut	—	
7. Madhya Pradesh . . . . .	Gwalior	Indore	Bhopal Jabalpur Raipur	
8. Maharashtra . . . . .	Sangli	—	Pune Aurangabad	
9. Manipur . . . . .	—	Imphal	—	
10. Meghalaya . . . . .	—	Shillong	—	
11. Karnataka . . . . .	Dharwar Gulbarga	—	Bangalore	
12. Nagaland . . . . .	—	Kohima	—	
13. Orissa . . . . .	Cuttack	Jeypore	Sambalpur	
14. Punjab . . . . .	Jullundur	—	—	
15. Rajsthan . . . . .	Bikaner Jodhpur Ajmer	—	Jaipur Udaipur	
16. Tamilnadu . . . . .	Tirchirapalli Tirunelveli Coimbatore	—	—	

1	2	3	4	5
17. Tripura . . . . .	..	..	Agartala	
18. Uttar Pradesh . . . . .	Lucknow Allahabad Mathura Rampur Gorakhpur	..	..	
19. West Bengal . . . . .	..	..	Kurseong Siliguri	
20. Union Territories . . . . .	Chandigarh Pondicherry	Tezu Aizawal Tawang	..	

Himachal Pradesh (A.I.R.) Simla  
 J & K State (A.I.R.) Leh  
*Union territories of Andaman and Nicobar  
 Islands & Goa (A.I.R. Port Blair and A.I.R.  
 Panaji) Assam (A.I.R. Passighat)*

According to the population statistics available from the Planning Commission, there is no concentration of S. C. and S.T. communities in and around the A.I.R. stations as mentioned under each in brackets in these States/Union Territories. Notwithstanding, according to the existing arrangements, these stations also regularly broadcast announcements of vacancies reserved for Scheduled Castes and Schedule Tribes.

## APPENDIX 18

[Para 10.2]

## Proforma I (a)

*Proforma for sending Proposals for dereservation of vacancies reserved for Schedule Castes and Scheduled Tribes in posts filled by DIRECT RECRUITMENT ON ALL INDIA BASIS.*

- 
1. Name of the Ministry/Department.
  2. Name of the Service/Office to which the vacancies relate.
  3. Designation, classification, Group and Scale of pay of the post in respect of which dereservation is sought.
    - 3.1 Designation :
    - 3.2 Group (i.e. Class)
    - 3.3 Scale of pay :
  4. *Mode of recruitment & the roster applicable*
    - 4.1 Through open competitive examination held by UPSC or other authority (please name the other authority concerned) (40 point roster *vide* appendix I to the Brochure). Yes/No
    - 4.2 Through UPSC by selection otherwise than through a competitive examination (40 point roster *vide* appendix I to the Brochure). Yes/No
    - 4.3 Through selection otherwise than through UPSC or through an open competitive examination (40 point roster *vide* appendix II to the Brochure). Yes/No
  5. *Particulars of the total vacancies*
    - 5.1 Total number of vacancies (reserved and general) being filled in the present recruitment : \_\_\_\_\_
    - 5.2 Points in the 40 points roster against which these vacancies fall and the number of the current cycle.
 

	Cycle		Point
	No.	From	To
_____	_____	_____	_____
_____	_____	_____	_____
  6. *Particulars of reserved vacancies*

	SC	ST
6.1 Number of vacancies reserved out of Col. 5.1 above :		
(a) Due to carried forward reservation (seperately for each year of carry forward).		
In III yr	_____	_____
In II yr	_____	_____
In I yr.	_____	_____
(b) Due to the fresh reservation according to the roster.	_____	_____

- (c) Net reservation out of total of (a) & (b) above after applying the restriction of 50% *where applicable* in the light of the instructions contained in Deptt. of Personnel & A.R. O.M. No. 16/3/73 Estt (SCT) dated 27-12-77 (Please see notes No. 2 & 3 below). -----
- (d) Number of vacancies out of (c) above which being in the third year of carry forward are mutually exchangeable between SC & ST. -----
- 6.2 Number of vacancies in 6.1(c) for which SC/ST candidates have become available ; -----
- 6.3 Number of vacancies proposed for dereservation (*vide* Note No. 1 below). -----

### NOTES :

(1) While filling up reserved vacancies mentioned in Col. 6.1 it should be ensured that reservations brought forward from an earlier year are utilised first. For instance, if the figure mentioned in Col. 6.1(c) includes reservation brought forward from recruitment years 1975 and 1976 then reservation brought forward from 1975, would be utilised first before utilising reservations brought forward from 1976 and the current reservations. Also please refer to the instructions contained in para 3 of MHA's O.M. No. 27/25/68 Estt. (SCT) dated 25-3-70 and Department of Personnel & A.R. O.M. No. 36013/2/79 Estt(SCT). dated 2-4-79.

(2) The total reservation cannot exceed the total number of vacancies. The excess reservation, if any, being carried forward direct to the next recruitment year.

(3) The limit of 50% on reservation of vacancies for Scheduled Castes and Scheduled Tribes in any recruitment *Can be exceeded only if* the Scheduled Castes and Scheduled Tribes in the cadre/grade/post concerned are under-represented.

### 7. If the recruitment is through competitive examination, please indicate :

7.1	Date of publication of the rules for the examination		
7.2	Date on which the examination was held	SC	ST
7.3	Number of SC's/ST's who qualified in the written examination.		-----
7.4	Number of SC's/ST's out of 7.3 above who appeared for the interview (if any, prescribed)		-----
7.5	Number of SC's/ST's finally selected		-----
	(a) on own merit		-----
	(b) by relaxed standards of suitability		-----
	(c) Total		-----

- |   | SC | ST |
|---|----|----|
| 7.6 Number of SCs/STs who took up the appointment.  |    |    |
| 8. <i>If recruitment is through selection (i.e. otherwise than through competitive examination), please indicate.</i>   |    |    |
| 8.1 Whether the vacancies were first advertised as exclusively reserved for SC/ST only (vide instructions in O.M. No. 1/1/70-Estt. (SCT) dated 31-7-70) and if so ;   |    |    |
| (i) the date of publication of the advertisement ;  |    |    |
| (ii) the number of SC/ST candidates appeared ;  | SC | ST |
| (iii) Number of SC/ST candidates found fit after applying relaxed standards.  |    |    |
| 8.2 Whether the vacancies were re-advertised, simultaneously inviting applications from others as well, if so ;   |    |    |
| (i) the date of re-advertisement ;  |    |    |
| (ii) Number of SC/ST candidates interviewed   |    |    |
| (iii) Number of SC/ST candidates found fit after applying relaxed standards.  |    |    |
| 9. Whether SCs/STs were interviewed separately, i.e. on a day or in a sitting of the selection committee other than the one on / in which general candidates were interviewed.  |    |    |
| 10. Whether as a result of the second advertisement general candidates have already been selected and are available for appointment against the reserved vacancies sought to be dereserved.   |    |    |
| 11. If ex-post facto approval is being sought for dereservation of vacancies, please indicate :   |    |    |
| (i) the reasons for not having obtained prior approval for dereservation.   |    |    |
| (ii) level at which a decision was taken to fill the reserved vacancies without prior dereservation.  |    |    |
| 12. Additional information/remarks, if necessary. (If this post is grouped with other posts for applying reservations, please indicate whether the grouping has been approved by the DOP & AR and whether the provisions of para 6.5 of the Brochure have been kept in view). |    |    |

#### CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed by this Ministry/Department (proper) to the Commissioner for Scheduled Castes and Scheduled Tribes. R.K. Puram, New Delhi 110022.

Signature -----

Designation -----

Ministry/Department of -----

Telephone No. -----

1. Department of Personnel & A.R. (Personnel Wing-SCT Section). Government of India. North Block. New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes. West Block. 1. Wing No. 7. First Floor. R.K. Puram. New Delhi.

Ministry/Department of ----- U.O.No. -----  
 ----- dated -----

- \* To be signed by an officer of the status of Under Secretary or above in the Ministry/Department (proper)

#### PROFORMA I (b)

Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by DIRECT RECRUITMENT THROUGH EMPLOYMENT EXCHANGES etc. on local or regional basis.

1. Name of the Ministry/Department.
2. Name of the Service/Office to which the vacancies relate.
3. Designation, Classification and Scale of pay of the post in respect of which dereservation is sought.
  - 3.1 Designation
  - 3.2 Group (Class)
  - 3.3 Scale of pay
  - 3.4 Technical/Non-technical
- 4.1 State/Region/U.T. in which the vacancies are located.
- 4.2 Indicate points reserved for SCs & STs in the roster used if different from those given in appendix 3 of the Brochure.
5. *Particulars of total vacancies.*
- 5.1 Total number of vacancies being filled in the present recruitment.

- 5.2 Indicate the cycle No. of the roster (40 or 100 points) and the points against which these vacancies fall.
- | Cycle No. | Points |       |
|-----------|--------|-------|
|           | From   | To    |
| -----     | -----  | ----- |
| -----     | -----  | ----- |

#### 6. *Particulars of reserved vacancies*

- 6.1 Number of vacancies reserved out of 5.1. above :
- |  | SC          | ST    |
|--|-------------|-------|
| (a) Due to carried forward reservations (separately for each year of carry forward) :  | In III year | ----- |
|  | In II year  | ----- |
|  | In I year   | ----- |
| (b) Due to fresh reservations according to the roster.   | -----       | ----- |
| (c) Net reservations out of total of (a) and (b) above after applying the restriction of 50% (if applicable in the light of the instructions contained in Deptt. of Personnel & A.R. O.M. No. 16/3/73 Estt. (SCT) dated 27-12-1977). | -----       | ----- |

	SC	ST
(d) Number of vacancies out of (c) above which being in the third year of carry forward are mutually exchangeable between SC and ST.		
6.2 Number of vacancies in 6.1. (c) for which SC/ST candidates have become available.		
6.3 Number of vacancies proposed for dereservation.		

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**NOTES**

(1) While filling up reserved vacancies mentioned in col. 6.1 it should be ensured that reservations brought forward from an earlier year are utilised first. For instance, if the figure mentioned in col. 6.1 (c) includes reservations brought forward from recruitment years 1975 and 1976 then reservations brought forward from 1975 would be utilised first before utilising reservations brought forward from 1976 and current reservations. Further, attention is also drawn to the Deptt. of Personnel of A.R. & O.M. No. 36013,2/79-Est. (SCT) dated 2-4-1979.

(2) The total reservation cannot exceed the total number of vacancies, the excess reservation, if any, being carried forward direct to the next recruitment year.

(3) The limit of 50% on reservation of vacancies for Scheduled Castes and Schedule Tribes in any recruitment can be exceeded only if Scheduled Castes and Scheduled Tribe in the cadre/grade/post concerned are under-represented.

- 
- 7.1 Whether non-availability certificate was obtained from the Employment Exchange ; if so, the date thereof.
- 7.2 Whether after receipt of non-availability certificate, the reserved vacancies were advertised and if so, when and with what results.
- 7.3 Whether reserved vacancies were intimated/copies of advertisements were endorsed to :
- (i) the recognised associations of Scheduled Castes & Scheduled Tribes (Vid: para 8.1 (iii) of Brochure ; and
  - (ii) the Director (s) of Welfare /SC & ST welfare of the State Government /U.T. concerned (vide paras 8.1. (V) *ibid*).
- 7.4 Whether simultaneously with the notification of the vacancies to the Employment Exchange and advertisement through the Press, they were also notified to the appropriate station of the All India radio for announcement over the radio, if so, indicate :
- (i) the A.I.R. station over which the vacancies were announced.
  - (ii) the date of announcement (*vide* para 8.1 (iv) *ibid*).
- 7.5 Whether there is a provision for relaxation of experience qualification in the recruitment rules if any prescribed in favour of Scheduled Castes and Scheduled Tribes (*vide* para 7.4 *ibid*).



	SC	ST
8.1 Total number of candidates who passed in the written test (if any held).		
8.2 The number of Scheduled Castes/Scheduled Tribes candidates interviewed (if interview prescribed).		
8.3 Number of candidates finally selected after applying relaxed standards (as required in O.M. No. 1/1/70-Estt. (SCT) dated 25-7-1970).		
(i) Number selected on own merits.		
(ii) By application of relaxed standards.		
Total :		

9. Whether SCs/STs were interviewed separately, i.e. on a day or in a sitting of the selection committee other than the one on/ in which general candidates were interviewed (*vide* para 7.9 *ibid*).
10. In cases involving *ex-post-facto* approval to *dereservation* indicate :
- (i) the reasons for not having obtained prior approval for the *dereservation*.
- (ii) the level at which decision taken to fill vacancies without prior *dereservation*.
11. In the case of Group C (Class III) and Group D (Class IV) non-technical and quasi-technical posts filled other-wise than through examination. i.e. on the basis of the interview only, please also indicate:--

	SC	ST
(1) Total number of candidates who fulfilled the minimum qualifications prescribed in the recruitment rules.		
(2) Number of candidates called for interview.		
(3) Number of candidates selected after application of the principles contained in MHA's O.M. No. 24/7/67 (i)-Estt. (SCT) dated 24-9-1968 and No. 16/8/69-Estt. (SCT) dated 31-10-1969).		

	SC	ST
(4) Reason why for the remaining reservations, candidates of SC/ST possessing the minimum qualifications could not be selected.		
(5) Number of candidates out of (3) above who took up appointments.		
12. Whether general candidates have already been selected for appointment against the vacancies sought to be <i>dereserved</i> .		

13. Additional information, if any. (If this post is grouped with other posts for applying reservations, please indicate whether the grouping has been approved by the DOP & AR and whether the provisions of para 6.5 of the Brochure have been kept in view).

### CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed to the Commissioner for Scheduled Castes & Scheduled Tribes, R.K. Puram, New Delhi.

Signature\* -----

Designation -----

Ministry/Department of -----

Telephone No. -----

1. Department of Personnel & A.R. (Personnel Wing-SCT Section), Government of India, North Block, New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, Wing No. 7, 1st Floor, R.K. Puram, New Delhi.

Ministry/Department of -----

U.O./ENDT. No. ----- dated -----

\*(To be signed by an officer of Under Secretary or higher status in the Ministry/Department proper).

### ROFORMA II

*Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by promotion.*

- 
1. Name of the Ministry/Department.
  2. Name of the Office/Organisation to which the vacancies relate.
  3. Particulars of the post/grade/service in which the vacancies are ought to be dereserved.
  - 3.1 Designation.
  - 3.2 Group (Class).
  - 3.3 Scale of pay :
  4. Mode of promotion i.e. whether by selection, seniority cum fitness or through a departmental qualifying or limited competitive examination.
  5. Criteria for determining eligibility for promotion (as prescribed in Recruitment Rules).

. *Particulars of total vacancies*

6.1 Total number of vacancies being filled in the present recruitment.

Cycle No.	Points	
	From	To

6.2 Number of cycle and points in the roster against which these vacancies fall. (vide roster given in Appendix I of the Brochure).

7. *Particulars of reserved vacancies*

7.1 Number of vacancies reserved out of 6.1. above

SC	ST
----	----

(a) Due to carried forward reservations (separately for each year of carry forward).

In III yr.	-----
In II yr.	-----
In I yr.	-----

(b) Due to fresh reservations according to the roster.

-----

(c) Net reservations out of total of (a) and (b) above after applying the restriction of 50% where applicable in terms of this Department O/M. No. 16/3/73-Estt. (SCT) dated 27-12-1977 (vide Note No. 2 below col. 7.4)

-----

(d) Number of vacancies out of (c) above which are mutually exchangeable between SC & ST.

7.2 Number of vacancies in col. 7.1 (c) for which SC/ST candidates have become available.

-----

7.3 Number of vacancies proposed for dereservation.

-----

NOTE ;

1. While filling up reserved vacancies mentioned in col. 7.1, it should be ensured that reservations brought forward from an earlier year are utilised first. For instance, if the figure mentioned in col. 6(i)(c) includes reservations brought forward from recruitment years 1975 and 1976, then reservation brought forward from 1975 would be utilised first before utilising reservations brought forward from 1976 and current reservations. Further, the instructions contained in the MHA's O.M. No. 27/25/68-Estt. (SCT) dated 25-3-1970 and this Department's O.M. No. 36013/2/79-Estt. (SCT) dated 2-4-1979 may be kept in view for appointment of candidates against exchangeable vacancies.

2. Reservation can exceed 50% of vacancies in any recruitment only SCs/STs are under-represented in the cadre/grade concerned.

8. In the case of promotions on the basis of seniority subject to fitness. (vide Department of Personnel & A.R. O.M. No. 27/2/71-Estt. (SCT) dated 27-11-72).

8.1 Whether the SC/ST candidates who are eligible for promotion including those holding lower positions in the general seniority list were considered for promotion on the basis of their separate seniority list for filling the reserved vacancies.

- |  | SC | ST |
|--|----|----|
| 8.2 Number of SC/ST candidates considered fit for promotion.   |    |    |
| 8.3 Number of SC/ST candidates considered <i>not</i> fit for promotion.  |    |    |
| 8.4 If sufficient number of SC/ST candidates were not eligible for promotion, the date on which the senior-most SC/ST candidate in the grade will become eligible for promotion. |    |    |
| 9. <i>In the case of promotions by selection in Group C(Cl. III) and Group D(Cl. IV) posts (vide MHA's O.M. No. 1/12/67-Estt. (C) dated 11-7-1968).</i>                          |    |    |

9.1 Size of the normal zone of consideration for all candidates, i.e. 3 times, 5 times the number of vacancies etc. followed for making promotions to the post in question.

- |  | SC | ST |
|--|----|----|
| 9.2 Number of SC/ST candidates within the normal zone of consideration found fit for promotion on the same basis as others (vide para 3(1) of O.M. dated 11-7-1968 cited above). |    |    |

- |  | SC | ST |
|--|----|----|
| 9.3 Number of SC/ST candidates who were in the separate zone of consideration for reserved vacancies. (Note : For reserved vacancies the zone of consideration is separate for SCs/STs i.e. if for general list, the zone of consideration is 5 times of the number of vacancies likely to be filled, the zone of consideration for separate lists of SC/ST, will be 5 times the number of reserved vacancies subject to the conditions that officers coming within such zone are eligible by length of service etc. as prescribed for being considered for promotion. |    |    |
| 9.4 Were separate lists drawn of SC/ST candidates and such candidates judged separately for inclusion in the select list without comparing their merit with other officers.  |    |    |
| 9.5 Number of SC/ST candidates considered fit for promotion (including those mentioned in col. 9.2 above).   |    |    |
| 9.6 Number of SC/ST candidates considered not fit for promotion.   |    |    |
| 9.7 If sufficient number of SC/ST candidates were not eligible for promotion, the date on which the senior-most SC/ST candidate will become eligible for promotion.  |    |    |
| 10. In the case of promotions by selection from Group C (Class III) to Group B (Class II), within Group B (Class II) and from Group B (Class II) to the lowest rung of category in Group A (Class I) (Vide Department of Personnel & A.R. O.M. No. 10/41/73-Estt. (SCT) dated 20-7-1974).  |    |    |

- 10.1 Size of the normal zone of consideration for all candidates i.e. 3 times, 5 times, the number of vacancies etc.
- 10.2 Number of SC/ST candidates in the normal zone of consideration (For promotions by selection in Class II and to the lowest rung of Class I, SC/ST candidates within the normal zone of consideration alone are to be considered and there is no separate zone of consideration for SC/ST).
- |   | SC    | ST    |
|---|-------|-------|
| 10.3 Number of SC/ST candidates considered fit for promotion.     | ----- | ----- |
| 10.4 Number of SC/ST candidates considered not fit for promotion. |       |       |
| 10.5 Number of--  |       |       |
| -- SC vacancies filled by ST :                                    | ----- |       |
| -- ST vacancies filled by SC :                                    |       | ----- |
- (Note : In promotions of this category reservations are exchangeable between SC and ST candidates in the first year itself).
11. *In the case of promotion through Departmental qualifying or limited departmental competitive examination :*
- |   | SC    | ST    |
|---|-------|-------|
| 11.1 Number of SC/ST candidates who appeared at the examination.  | ----- | ----- |
| 11.2 Number of SC/ST candidates who qualified in the examination on the basis of their own merit.   |       | ----- |
| 11.3 Number of SC/ST candidates who qualified in the examination on the basis of relaxed standards (vide instructions contained in Department of Personnel & A.R. O.M. No. 8/12/69-Estt (SCT) dated 23-12-70; O.M. No. 36021/10/76-Estt (SCT) dated 21-1-77 and O.M. No. 36011/6/79-Estt (SCT) dated 19-4-79. |       |       |
12. Whether approved general category candidates are available in the Select List for appointment to vacancies sought to be dereserved and date of commencement of the Select List.
- 13.1 Whether SC/ST candidate considered unfit had any adverse entries in their C.R. considered by the D.P.C.
- 13.2 Whether such adverse entries were communicated in time to the SC/ST officer(s) concerned; if not what action has been taken against those responsible for their non-communication.
- 13.3 Whether the cases of the eligible SC/ST candidates not found fit for promotion against reserved vacancies have been submitted/reported to the authorities prescribed in Department of Personnel & A.R. O.M. No. 36012/3/75-Estt (SCT) dated 6-10-1976.
14. Where interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the selection Committee other than the day/sitting on which general candidates were interviewed.
- 15.(i) If ex-post-facto approval is sought to the dereservation of vacancies. The reason: why proposals for prior dereservation were not made and what steps have been taken to prevent its recurrence.
- (ii) The level at which it was decided to fill the vacancies without prior dereservation
16. Additional instruction (if any) :

## CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed by the Ministry/Department proper to the Commissioner for Scheduled Castes and Scheduled Tribes, R.K. Puram, Delhi 22.

Signature\* .....

Designation .....

Ministry/  
Department of .....

Telephone No. ....

1. Department of Personnel & A.R. (Personnel Wing--SCT Selection) Govt. of India, North Block, New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, Wing No. 7, 1st Floor, R.K. Puram, New Delhi.

Ministry/Department of.....  
U.O./ENDT. No.....dated.....

- \* To be signed by an officer of Under Secretary or higher level in the Ministry/Department (proper).

## PROFORMA—III

Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by CONFIRMATION in posts filled by direct recruitment only.

1. Name of the Ministry/Department
2. Name of the Office/Service to which the vacancies relate
3. Designation, Classification and scale of pay of the post/service in respect of which dereservation is sought.
  - (a) Designation
  - (b) Group (class)
  - (c) Scale of pay
4. Particulars of vacancies

- (i) Total number of permanent vacancies against which confirmations are being made and against which persons are already working in the Department on a temporary basis.

	Total No.	Sch. Castes	Sch. Tribes
--	--------------	----------------	----------------

- (ii) Number out of (i) above which have become available by conversion of temporary posts; and the number out of them reserved for SCs/STs as per the roster maintained at the time of initial recruitment against the concerned temporary posts. \_\_\_\_\_

- (iii) Number out of (i) above which have become available for other reasons e.g. due to death, retirement resignation etc. and number out of them reserved for SCs & STs as per the current roster. \_\_\_\_\_

- (iv) Total number of vacancies and those which are reserved for SCs & STs (i.e. (i) + (ii) above).

- (v) Number of SC & ST available for confirmation \_\_\_\_\_

- (vi) Number of vacancies to be dereserved. \_\_\_\_\_

5. In the case of permanent vacancies which are not physical vacancies and have become available due to conversion of temporary posts into permanent ones, please indicate :

- (i) The serial number of the points in the relevant rosters on which the corresponding temporary vacancies when initially filled had fallen and those, out of them which were reserved for SC/ST.
  - (ii) Whether the vacancies referred to above which fell on reserved points were actually filled by persons of the reserved category concerned.
  - (iii) If reply to (ii) above is in the negative and all the reserved vacancies were not filled by the reserved category candidates. Whether all the remaining reserved vacancies in question were got formally dereserved at the time of initial appointment according to the procedure then in force in this regard.
  - (iv) If the reserved vacancies referred to above were neither filled by reserved category candidates nor formally got dereserved at the time of initial appointment. Please indicate the reasons for the same.
6. In the case of confirmation against permanent vacancies which have become available due to reasons other than conversion of temporary posts :

- (1) Which roster is in use or recruitment to the post in question

*As in Appendix 1 to the Brochure.*  
*As in Appendix 2 to the Brochure*  
*As for.....State/U.T.*  
*in Appendix 3 to the Brochure.*

Cycle No.	Points	
	From	To

- (2) Cycle No. and the points in the roster against which the total vacancies in col. 4 (iii) above fall.

- (3) Do the reserved vacancies shown against col. 4 (iii) above include any carried forward reservation, if so give details.

SC	ST
----	----

- Number of SC/ST persons working in the grade on temporary basis who are eligible for confirmation on the crucial date irrespective of their position in the general seniority list.
- Are all SC/ST candidates in col. 7 above being considered for confirmation? If not, please indicate the reasons for not considering them for confirmation.
- If ex-post-facto approval is sought, for dereservation of vacancies, please indicate why proposals for prior dereservation were not made.
- Additional information if any :

#### CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes. R.K. Puram. New Delhi-22.

Signature\* -----

Designation -----

Ministry/Department of -----

Telephone No. -----

- Department of Personnel & A.R. (Personnel Wing-SGT Section). Govt. of India. North Block. New Delhi.
- Commissioner for Scheduled Castes & Scheduled Tribes. west Block. No. 1. Wing No. 7. 1st Floor. R.K. Puram. New Delhi-22.

Ministry/Department of -----

U.O. ENDT. No. ----- dated -----

\* To be signed by an officer of the status of Under Secretary or above in the administrative Ministry/Department.



## APPENDIX 19

*Statement showing number of Posts filled by deputation and the number of Scheduled Castes and Scheduled Tribes candidates appointed against such posts (for the period 1st January to.....31st December . . . . .)*

Ministry/Department .....(including all the Attached/Subordinate etc. offices).

[Para 3.7]

Group/Class of service	Total number of posts filled by deputation	Number of eligible persons belonging to SC/ST if any whose names were forwarded along with others for such deputation	Number of SC/ST persons appointed in posts in Col. 2		Remarks
			Sch. Castes	Sch. Tribes	
1	2	3	4	5	
I					
II					
III					
IV					

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# PROCESS OF RECRUITMENT AND APPLICATION OF RESERVATION ORDERS

## PROMOTIONS

[In accordance with chapter 12]

- (1) Reservations will be applicable if element of direct recruitment does not exceed 66 2/3%.
- (2) Existing and anticipated vacancies should be computed correctly.

**PROMOTION BY SENIORITY  
SUBJECT TO FITNESS**

**PROMOTION BY LIMITED DEPTT  
COMPETITIVE EXAMINATION**

**PROMOTION BY SELECTION IN  
GROUP C & D POSTS.**

**PROMOTION FROM GROUP 'C' TO 'B'  
WITHIN GROUP 'B' AND FROM GROUP  
'B' TO THE LOWEST RUNG OF  
GROUP 'A'**

- (a) Plot the vacancies in the 40-point roster at Appx. I.  
(b) Take carried forward reservations into account.

PLOT THE VACANCIES IN THE ROSTER AT  
APPX. I AND DETERMINE THE EXTENT  
OF RESERVATIONS

- (a) Concept of zone of consideration is not applicable.
- (b) The candidates should fulfil eligibility conditions prescribed in the recruitment rules and no relaxations are admissible to SC/ST candidates.
- (c) separate lists are to be prepared for general, SC and ST candidates.
- (d) SC and ST candidates are to be considered separately.
- (e) after separate consideration, the lists are to be merged to form one select list in which the names will appear in accordance with the interse seniority in the original seniority list.
- (f) promotions should be made from the select list as and when vacancies occur and not according to roster points.
- (g) The select list should relate to the number of existing and anticipated vacancies which are likely to occur during the course of the year.
- (h) if fitness is adjudged through an examination, relaxation of standards is to be extended to SC/ST candidates.

- (a) qualifying standard should be relaxed in favour of SC/ST candidates.  
(b) SC/ST candidates who have not acquired general standard should also be considered for promotions provided they are not unfit for promotion.

- (a) The candidates should fulfil eligibility condition prescribed in the recruitment rules and no relaxation is admissible to SC/ST candidates.
- (b) The concept of zone of considerations is applicable.
- (c) The SC/ST candidates who are within the normal zone of consideration should first be considered in accordance with general standards with others and may be included in the Select list.
- (d) If SC/ST candidates are not available for all the reserved vacancies, then separate list for SCs and STs are to be prepared in accordance with para 12.2(c) (i) of chapter 12. In these lists SC/ST candidates are to be adjudged amongst themselves irrespective of merit and the required number of candidates are to be taken.
- (e) a final common select list will be prepared in which names will be arranged and promotion will be made as and when vacancies occur and not according to roster points.
- (f) the Select list should relate to the number of existing and anticipated vacancies which are likely to occur during the course of the year.
- (g) If merit is adjudged by the qualifying exam., SC/ST candidates should be given relaxed standards.

- (a) The candidates should fulfil eligibility conditions prescribed in the recruitment rules and no relaxation is admissible to SC/STs.
- (b) the zone of consideration is applicable.
- (c) The SC/STs, who are within the zone of consideration should be considered in accordance with general standards with others and may be included in the select list.
- (d) If SC/ST candidates are not available for all the reserved vacancies in accordance with general standards, the difference should be made up by selecting candidates of these communities who are in the zone of consideration irrespective of merit but who are considered fit for promotions.
- (e) A select list is to be prepared by taking into account the grading assigned by the DPC and this list is to be followed for making promotions in vacancies as and when they arise during the year and not according to roster points.

- (a) adjust the oldest carry forward reservations chronologically.  
(b) exchange the reservations between SCs/STs, if the reservations are in the IIIrd year of carry forward.  
(c) Plot the names of the candidates in the roster.  
(d) do not leave any gap in the roster.

- (a) exchange the reservations between SC/STs, if necessary.  
(b) plot the names of the candidates in the roster.  
(c) do not leave any gap in the roster.

- (a) Reserved vacancies, for which SC/ST candidates are not available, may be dereserved and filled up by general candidates. Power of dereservation has been delegated to the Min./Depts. subject to the conditions mentioned in the O.M. of 16-11-79.  
(b) carry forward principle is applicable in these cases and after dereservation, carry the reservations forward to further recruitment years.

- (a) reserved vacancies for which SC/ST candidates are not available may be dereserved and filled up by general candidates. Powers of dereservation has been delegated to Min./Depts. subject to the conditions mentioned in the O.M. of 16-11-1979.  
(b) CARRY FORWARD PRINCIPLE IS NOT APPLICABLE, except in the case of a single vacancy treated as unreserved in accordance with OM of 09-4-1975.