

RESERVATION IN SERVICES

**SCHEDULED CASTES,
SCHEDULED TRIBES
OTHER BACKWARD CLASSES**

APPLICATION OF RESERVATION ORDERS

THREE STAGES

➤ STAGE I

- ❖ OCCURRENCE OF VACANCIES.
- ❖ CONSULT RECRUITMENT RULES.
- ❖ METHOD OF RECRUITMENT.
- ❖ APPLICABILITY OF RESERVATION ORDERS.
- ❖ PERCENTAGE OF RESERVATION.
- ❖ ELIGIBILITY CONDITIONS.
- ❖ SELECTION OF ROSTERS.
- ❖ DETERMINATION OF RESERVATION COMPONENT.

APPLICATION OF RESERVATION ORDERS

➤ **STAGE II**

- ❖ **DRAFT ADVERTISEMENT/ DPC PAPERS**
- ❖ **ENSURE INCLUSION OF RELAXATIONS AND CONCESSIONS FOR SC/ST/OBC.**
- ❖ **ADVERTISEMENT.**
- ❖ **RECEIPT OF APPLICATIONS.**
- ❖ **EXAMINATION OR SHORT-LISTING, AS THE CASE MAY BE.**
- ❖ **HOLD DPC MEETINGS, IF PROMOTION.**

APPLICATION OF RESERVATION ORDERS

➤ **STAGE III**

- ❖ **SELECTION PROCESS.**
- ❖ **AVAILABILITY OF CANDIDATES.**
- ❖ **APPLICATION OF DERESERVATION/CARRY FORWARD PRINCIPLES.**
- ❖ **OTHER FORMALITIES.**
- ❖ **APPOINTMENT OF CANDIDATES.**
- ❖ **ENTRIES IN THE ROSTER AFTER CANDIDATES JOIN.**

PERCENTAGE OF RESERVATION

DIRECT RECRUITMENT ON ALL INDIA BASIS

- **BY OPEN COMPETITION [UPSC or open competitive test by any other authority]**

SC
15%

ST
7 -1 / 2%

OBC
27%

PERCENTAGE OF RESERVATION

DIRECT RECRUITMENT ON ALL INDIA BASIS

- **OTHERWISE THAN BY OPEN COMPETITION
[EXCEPT RECRUITMENT BY UPSC]**

SC	ST	OBC
16-2/3%	7-1/2%	25.84%

PERCENTAGE OF RESERVATION

**DIRECT RECRUITMENT TO GROUP 'C' AND 'D'
POSTS NORMALLY ATTRACTING CANDIDATES
FROM A LOCALITY OR REGION**

- **PERCENTAGE - PROPORTION OF POPULATION OF
SC/ST/OBC IN THE RESPECTIVE STATES/UT
[Except Delhi]**

PERCENTAGE OF RESERVATION

PROMOTION

**CONDITION APPLICABLE TO CADRES / GRADES
PARTLY FILLED BY DR & PROMOTION**

- ❖ RESERVATION IN PROMOTION APPLICABLE IF
ELEMENT OF DIRECT RECRUITMENT IN THE
CADRE / GRADE DOES NOT EXCEED 75% -**

PERCENTAGE OF RESERVATION

PROMOTION

**BY LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION**

[Groups B, C, D]

SC

15%

ST

7 & 1/2%

PERCENTAGE OF RESERVATION

PROMOTION

BY SENIORITY SUBJECT TO FITNESS

[Groups A, B, C, D]

SC

15%

ST

7½%

PERCENTAGE OF RESERVATION

PROMOTION

BY SELECTION

[Groups B, C, D and from Group B to the Lowest Rung
of Group A]

SC

15%

ST

7 & 1/2%

EXEMPTIONS & EXCLUSIONS

❑ RESERVATION DOES NOT APPLY TO

- **ARMED FORCES.**
- **PROMOTION BY SELECTION BEYOND THE LOWEST RUNG OF GROUP 'A'.**
- **POSTS FILLED BY PROMOTION, WHERE THE ELEMENT OF DIRECT RECRUITMENT EXCEEDS 75%.**
- **POSTS FILLED BY ABSORPTION OR DEPUTATION.**
- **TEMPORARY APPOINTMENTS FOR LESS THAN 45 DAYS.**

EXEMPTIONS & EXCLUSIONS

- **WORK CHARGED POSTS FOR EMERGENCY RELIEFS.**
- **POSTS IN THE DEPARTMENT OF SPACE, ELECTRONICS & THE TRAINING SCHOOL OF THE DEPARTMENT OF ATOMIC ENERGY. [Scientific & Technical Posts for Research]**
- **SCIENTIFIC & TECHNICAL POSTS IN OTHER ORGANIZATIONS FOR CONDUCTING RESEARCH OR FOR ORGANIZING, GUIDING AND DIRECTING RESEARCH BEYOND THE LOWEST RUNG OF GROUP 'A'.**
- **CADRES/GRADES HAVING 1 POST.**

RESERVATION FOR VARIOUS CATEGORIES



SC/ST/OBC

SC 15%
 ST 7 1/2%
 OBC 27%

VERTICAL
 RESERVATION
 UNDER ART.
 16 (4)

P w D

Bl or 1%
 LV
 HI 1%
 L D or 1%
 CB
DR
 Groups
 A, B, C, D
Prom.
 Groups
 C, D.

Ex-Servicemen

DR only
 Gr. C 10%
 Gr. D 20%
 Assistant 10%
 Commandant
 in Paramilitary
 Forces.

Meritorius Sportsmen

DR only
 Groups C & D-5%

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HORIZONTAL RESERVATION BY CLASSIFYING THE GROUPS

HORIZONTAL RESERVATION

- **Selected PwD, Ex-Servicemen and Meritorious Sportsmen placed in the points for SC/ST/OBC/General categories as the case may be;**
- **If vacancies do not fall on reserved points for SC/ST/OBC, adjusted in future against reserved vacancies;**
- **PwD, Ex-Servicemen and Meritorious Sportsmen candidates should indicate whether SC/ST/OBC/General in application form.**

POST BASED ROSTERS

GENERAL PRINCIPLES

- **REGISTERS/ROSTERS AN AID TO DETERMINE SHARE OF DIFFERENT COMMUNITIES.**
- **REGISTERS/ROSTERS HAVE NO LINK WITH SENIORITY OF THE APPOINTED CANDIDATES.**
- **RESERVATION LIMITED TO PRESCRIBED PERCENTAGES.**
- **SEPARATE ROSTERS FOR DIRECT RECRUITMENT AND PROMOTION;**
- **SEPARATE ROSTERS FOR DIFFERENT MODES OF PROMOTION;**

POST BASED ROSTERS

GENERAL PRINCIPLES

- **50% LIMIT IS APPLICABLE TO CURRENT VACANCIES;**
- **50% LIMIT DOES NOT APPLY TO BACKLOG;**
- **MERITORIOUS SC/ST/OBC CANDIDATES IN DR SHOWN AGAINST UNRESERVED POINTS;**
- **SC/ST CANDIDATES PROMOTED ON OWN SENIORITY SHOWN AGAINST UNRESERVED POINTS;**

RESERVATION REGISTERS

**CADRES / GRADES
CONSISTING OF
MORE THAN 13 POSTS**

RESERVATION REGISTER FORMAT MORE THAN 13 POSTS

S. No.	Name	Date of appt.	SC, ST, OBC or Gen	Filed as Res or UR	Signature	Remarks
1						
2						

PRINCIPLES FOR FRAMING RESERVATION REGISTERS

- **SIZE OF THE REGISTERS EQUAL TO CADRE STRENGTH.**
- **REGISTER CONTRACTED OR EXPANDED IF CADRE STRENGTH IS DECREASED OR INCREASED.**
- **DETERMINATION OF EXCESS OR SHORTFALL AS ON THE DATE IS CRUCIAL.**
- **PRINCIPLE OF REPLACEMENT FOLLOWED IF NO EXCESS OR SHORTFALL.**
- **EXCESS OR SHORTFALL SHOULD BE ADJUSTED IN FUTURE RECRUITMENTS/PROMOTION.**
- **SHARE OF ENTITLEMENT TO BE CALCULATED AS PER THE PERCENTAGE OF RESERVATION.**

PRINCIPLES FOR FRAMING RESERVATION REGISTERS

- **INITIAL PREPARATION OF RESERVATION REGISTER**
- **NAMES OF ALL THE CANDIDATES HOLDING THE POST ON THAT DATE OF STARTING THE RESERVATION REGISTER MAY BE ENTERED IN THE REGISTER STARTING WITH THE EARLIEST APPOINTEE WHO WAS IN THE CADRE AS ON THE DATE OF START OF REGISTER;**
- **IF AN APPOINTEE IN THE CADRE IS A SC CANDIDATE, SC MAY BE ENTERED IN COLUMN 4 OF THE REGISTER AGAINST HIS NAME;**
- **IF THAT CANDIDATE WAS APPOINTED BY RESERVATION, SC MAY BE WRITTEN IN COLUMN 5;**

PRINCIPLES FOR FRAMING RESERVATION REGISTERS

- **IF THE NEXT APPOINTEE IS A GENERAL CATEGORY CANDIDATE, GENERAL SHALL BE WRITTEN IN COLUMN 4 AGAINST HIS NAME AND UR IN COLUMN 5;**
- **SAME PROCEDURE FOLLOWED TILL ALL THE APPOINTMENTS ARE ADJUSTED;**
- **AFTER MAKING ENTRIES AS INDICATED ABOVE, DETAILS ABOUT NUMBER OF SC, ST AND OBC CANDIDATES APPOINTED BY RESERVATION, BACKLOG VACANCIES, IF ANY, MAY BE INDICATED IN 'REMARKS' COLUMN.**

**RESERVATION
ROSTER REGISTERS**

**CADRES / GRADES
CONSISTING OF
2 TO 13 POSTS**

RESERVATION ROSTER REGISTER FORMAT

2 TO 13 POSTS

Cycle no./ Point no.	UR or Res for SC/ ST/ OBC	Name	Date	SC/ ST/ OBC/ Gen	Filled as UR or as res for SC/ ST/ OBC	Signature	Remarks
1	2	3	4	5	6	7	8
Cycle -1							
1							
2							
3							
4							
5							

14 POINT RESERVATION ROSTER REGISTERS

ROSTER POINTS	DR (Open Comp.)	DR(Other wise than Open Comp)	Promotion
1	UR	UR	UR
2	UR	UR	UR
3	UR	UR	UR
4	OBC	OBC	UR
5	UR	UR	UR
6	UR	UR	UR
7	SC	SC	SC
8	OBC	OBC	UR
9	UR	UR	UR
10	UR	UR	UR
11	UR	UR	UR
12	OBC	OBC	UR
13	UR	SC	UR
14	ST	ST	ST

RESERVATION ROSTER REGISTERS

- **FOR PREPARING ROSTER, NAMES OF ALL INCUMBENTS IN THE CADRE AS ON 2.7.1997 MAY BE ENTERED IN THE REGISTER STARTING FROM THE EARLIEST APPOINTEE;**
- **IF AN APPOINTEE IN THE CADRE IS A SC CANDIDATE, SC MAY BE ENTERED IN COLUMN 5 OF THE REGISTER AGAINST HIS NAME;**
- **IF THAT CANDIDATE WAS APPOINTED BY RESERVATION, SC MAY BE WRITTEN IN COLUMN 6;**
- **IF HE WAS APPOINTED ON HIS OWN MERIT, UR WILL BE WRITTEN IN COLUMN 6;**

RESERVATION ROSTER REGISTERS

- **IF THE NEXT APPOINTEE IS A GENERAL CATEGORY CANDIDATE, GENERAL SHALL BE WRITTEN IN COLUMN 5 AGAINST HIS NAME AND UR IN COLUMN 6, AND SO ON TILL ALL APPOINTMENTS ARE ADJUSTED;**
- **SUBSEQUENT APPOINTMENTS TO BE ENTERED IN SIMILAR MANNER;**
- **SUITABLE ADJUSTMENTS TO BE MADE IN THE REGISTER IF CANDIDATES SHOWN IN ROSTER IS FROM ANOTHER CATEGORY;**
- **FRESH CYCLE STARTED WHEN 14 POINTS CONSUMED;**

PROCEDURE TO FILL UP RESERVED VACANCIES

DIRECT RECRUITMENT

➤ ALL INDIA BASIS BY OPEN COMPETITION:

❑ SINGLE ADVERTISEMENT FOR RESERVED & UNRESERVED VACANCIES.

➤ ALL INDIA BASIS OTHERWISE THAN BY OPEN COMPETITION:

❑ 1ST ADVERTISEMENT – RESERVED & UNRESERVED COMBINED.

❑ 2ND ADVERTISEMENT IF FIRST FAILS.

❑ ONLY RESERVED POSTS ADVERTISED.

PROCEDURE-DIR RECTT.

➤ GROUP 'C' & 'D' POSTS ATTRACTING LOCAL & REGIONAL CANDIDATES:

- ❑ EMPLOYMENT EXCHANGE.
- ❑ LOCAL NEWSPAPERS.
- ❑ LOCAL A. I. R. STATIONS.
- ❑ VOLUNTARY ASSOCIATIONS.
- ❑ DIRECTORS SC/ST WELFARE.

RELAXATIONS & CONCESSIONS

DIRECT RECRUITMENT

➤ RELAXATIONS, CONCESSIONS FOR RESERVED CANDIDATES SHOULD BE MADE CLEAR IN THE ADVERTISEMENTS.

➤ AGE:

❑ SC/ST: 5 YEARS.

❑ OBC: 3 YEARS.

➤ FEES:

❑ SC/ST: FULL EXEMPTION.

REL./CONC.-DIR. RECTT.

➤ EXPERIENCE QUALIFICATION:

❑ SC/ST: RELAXED.

❑ NOT QUANTIFIED.

❑ PROVISION IN THE RECT. RULES.

❑ RELAXED WHEN SC/ST WITH REQUIRED EXPERIENCE NOT AVAILABLE.

❑ QUANTUM AT THE DISCRETION OF COMPETENT AUTHORITY.

❑ POSSIBILITY OF RELAXATION MADE CLEAR IN ADVERTISEMENTS.

REL./CONC.-DIR. RECTT.

➤ EDUCATIONAL QUALIFICATION AND EDUCATIONAL STANDARDS

❑ NO RELAXATION.

➤ INTERVIEWS FOR SELECTION:

❑ SC/ST: IN SEPARATE DAY & SITTING.

❑ SC/ST MEMBER IN THE INTERVIEW BOARD.

❑ PROVISION FOR WOMEN OFFICERS & OFFICERS BELONGING TO MINORITY COMMUNITY IF NUMBER OF VACANCIES IS 20 OR MORE.

REL./CONC.-DIR. RECTT.

➤ SUITABILITY STANDARDS:

- **BY COMPETITIVE EXAMINATIONS;**
- **OTHERWISE THAN BY COMPETITIVE EXAMINATIONS;**
- ❑ **RELAXED FOR SC/ST/OBC.**
- ❑ **NOT QUANTIFIED.**
- ❑ **SC/ST: PROVIDED THEY ARE NOT UNFIT FOR THE POSTS.**

REL./CONC.-DIR. RECTT.

➤ FURTHER RELAXATION OF STANDARD OF SUITABILITY

- IN GROUP 'C' & 'D' NON-TECHNICAL OR QUASI-TECHNICAL POSTS;
- FILLED THROUGH EMPLOYMENT EXCHANGES OR ON THE BASIS OF ADVERTISEMENTS.
- SC & ST CANDIDATES IF NOT AVAILABLE EVEN BY RELAXED STANDARDS:
 - ❑ APPOINT BEST AMONG THE SC/ST;
 - ❑ PLACE THEM ON PROBATION;
 - ❑ GIVE IN-SERVICE TRAINING.

REL./CONC.-DIR. RECT.

➤ **TRAVELLING ALLOWANCE:**

☐ **AS PER EXISTING ORDERS.**

PROCEDURE TO FILL UP POSTS BY PROMOTION

PROMOTION BY SELECTION

- RESERVATION UP TO LOWEST RUNG OF GROUP 'A';
- BEYOND LOWEST RUNG OF GROUP 'A': NO RESERVATION;
- CONCESSION FOR SC/ST WITHIN GROUP 'A'.

PROMOTION BY SELECTION

CONCESSION FOR SC/ST WITHIN GROUP

'A'

- ❑ **IN PROMOTION FROM LOWEST RUNG TO POSTS CARRYING ULTIMATE SALARY OF Rs.18300/ OR LESS;**
- ❑ **ONLY TO SC/ST WITHIN THE NO. OF VACANCIES AND ALSO IN ZONE OF CONSIDERATION;**
- ❑ **SC/ST EMPANELLED IF NOT UNFIT FOR PROMOTION.**
- ❑ **PLACE IN SELECT LIST AS PER SENIORITY.**

PROMOTION BY SELECTION

FROM GR. 'C' TO 'B, WITHIN 'B' & FROM
'B' TO LOWEST RUNG OF 'A'

- ❑ **ZONE OF CONSIDERATION AS PRESCRIBED**
- ❑ **SC/ST IN NORMAL ZOC CONSIDERED FIRST;**
- ❑ **IF REQD. SC/ST NOT AVAILABLE WITHIN
NORMAL ZOC, ZOC EXTENDED TO 5 TIMES FOR
SC/ST.**

PROMOTION BY SELECTION

- ❑ INCLUSION & PLACEMENT IN THE PANEL AS PER DOP&T OM 35034/7/97-Estt. (D) Dated 8.2.2002;
- ❑ DPC TO DETERMINE 'BENCHMARK';
- ❑ SC/ST INCLUDED IRRESPECTIVE OF 'BENCHMARK';
- ❑ COMBINED PANEL OF GENERAL & SC/ST AS PER SENIORITY SUBJECT TO 'BENCHMARK';
- ❑ PROMOTION IN THE ORDER OF POSITION IN THE PANEL;
- ❑ SC/ST OFFICERS PROMOTED FROM EARLIER PANEL TO RANK SENIOR TO THOSE PROMOTED FROM SUBSEQUENT PANEL.

PREPARATION OF PANEL

➤ SENIORITY SUBJECT TO FITNESS

- ❑ SEPARATE LISTS OF GENERAL, SC AND ST DRAWN UP BY SPLITTING THE SENIORITY LIST;
- ❑ DPC TO ADJUDGE THE FITNESS OF GENERAL, SC AND ST SEPARATELY;
- ❑ MERGED TO FORM COMBINED SELECT LIST ARRANGED IN ORDER OF SENIORITY.
- ❑ PROMOTION MADE FROM THE SELECT LIST AS PER NAMES IN THE S/L.

THANK

YOU