

**Department of Personnel and Administrative Reforms O.M. No.10/52/72-Est.(SCT),
dated the 24th May, 1974, to all Ministries/Departments, etc.**

Subject :—Reservation for Scheduled Castes and Scheduled Tribes in posts filled by direct recruitment through examination—Reservation roster and order of appointments.

The undersigned is directed to say that the rosters which have been prescribed to give effect to the reservations for Scheduled Castes and Scheduled Tribes *vide* O.M. No. 1/11/69-Est. (SCT), dated 22-4-1970 and No. 1/3/72-Est. (SCT), dated 12-3-1973 are for determining the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes in any particular examination, recruitment etc. and the roster is not for determining the order of actual appointment or for the purpose of determining seniority. After determining the number of reserved vacancies on the basis of the roster, the names of the selected candidates both general as well as those belonging to Scheduled Castes/Scheduled Tribes are arranged in the order of their *inter-se* merit. Since in the case of direct recruitment through examination, generally all the selected candidates are appointed simultaneously, the question as to in which order of appointments should be made against reserved vacancies, will not arise normally. However, a case has come to the notice of this Department in which all the candidates selected for appointment by direct recruitment through examination could not be appointed at the same time and offers of appointment were sent to a few candidates only, without however taking into account the reservations for Scheduled Castes and Scheduled Tribes which would have become due separately in those appointments. The remaining candidates were appointed in subsequent batches. As a result, some of the Scheduled Castes/Scheduled Tribes candidates who should have been appointed in the first batch itself were appointed only in the second batch. Where all appointments through examination for direct recruitment cannot be made simultaneously, the correct procedure would be to determine the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes separately according to the roster in each batch of appointments and to make appointment of the required number of general and Scheduled Castes/Scheduled Tribes candidates in the batch.

2. The Ministry of Finance etc. are requested to bring the above instructions to the notice of all the appointing authorities under them.
