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 reserva-
lations 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 determi-
ning 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 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 reserva-
ations 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.