

**Ministry of Home Affairs O.M. No.16/8/69-Estt.(SCT)(1),
dated the 31st October, 1969, to all Ministries/Departments, etc.**

Subject :—Recruitment of Scheduled Castes and Scheduled Tribes—Class III and IV non-technical and quasi-technical posts.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 24/7/67 (D-Estt. (SCT) dated the 24th September, 1968 which provide that in cases where the requisite number of Scheduled Castes/ Scheduled Tribes candidates fulfilling even the lower standards are not available to fill the vacancies reserved for them, the selecting authorities should, to the extent of the vacancies reserved for Scheduled Castes/ Scheduled Tribes in non-technical and quasi-technical Class III and Class IV Services/posts requiring to be filled by direct recruitment otherwise than by written examination select for appointment the best among the Scheduled Castes/Scheduled Tribes candidates who fulfil the minimum educational qualifications laid down in the notice for recruitment/advertisement and that in order to bring them upto the minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. It is requested that Ministry of Finance etc. may instruct all authorities under them to prepare a list of non-technical and quasi-technical posts in Class III and IV under each authority to which the orders in the aforesaid Office Memorandum of 24th September, 1968 would apply. Copy of the consolidated list of such posts in respect of the Ministry/Department and its attached and subordinate offices may be sent to the Commissioner for Scheduled Castes and Scheduled Tribes, Ramakrishnapuram, New Delhi and to the Ministry of Home Affairs.

2. It is also requested that while notifying vacancies in posts referred to in para 1 above, or advertising them it should be indicated that the posts are non-technical or quasi-technical in Class III and IV.
