

**Ministry of Home Affairs O.M. No.1/4/64-SCT(I),  
dated the 2<sup>nd</sup> September, 1964, to all Ministries/Departments, etc.**

*Subject:—Reservation of vacancies for Scheduled Castes and Scheduled Tribes in the Central Services.*

In para 2 of this Ministry's O.M. No. 2/24/63-Estt. (D), dated 4th December, 1963, it has been provided *inter-alia* that on any occasion of recruitment the number of normal reserved vacancies and the 'carried forward' reserved vacancies shall not together exceed 45 per cent of the total number of vacancies and if there be only two vacancies, one of them may be reserved. The question whether it would not be more convenient to relate reservations of vacancies for Scheduled Castes and Scheduled Tribes to 'a year of recruitment' instead of to 'each occasion of recruitment' has been considered. It has been decided that the allocation of reserved vacancies should hereafter be related to 'a year of recruitment'. The decision contained in para 2 of this Ministry's O.M. No. 2/24/63-Estt.(D), dated 4th December, 1963 is accordingly revised as follows :

**If a sufficient number of suitable candidates eligible for reserved vacancies are not available from the appropriate classes in any year of recruitment, such vacancies may be treated and filled as unreserved vacancies but shall be carried forward to subsequent years of recruitment. However, in any recruitment year, the number of normal reserved vacancies and the 'carried forward' reserved vacancies together shall not exceed 45 per cent of the total number of vacancies. Nevertheless, if there be only two vacancies, one of them may be treated as a reserved vacancy. But if there be only one vacancy, it shall be treated as unreserved. Within any year of recruitment, the conditions of eligibility by age or otherwise should remain the same even if recruitment is made, more than once in that year *i.e.*, a person who was eligible on the 1st of January of a particular year shall not be disqualified on the ground that he was no longer eligible by the time the relevant vacancy (against which he could be appointed) arose later in that year. The allocation of the 'carried forward' vacancies within the aforesaid limit, among the Scheduled Caste/Scheduled Tribe candidates shall be in proportion to the total 'carried forward' reserved vacancies of the two classes.**

The surplus above 45 per cent shall be carried forward to the subsequent year of recruitment, subject however, to the condition that the particular vacancies carried forward do not become time barred due to their becoming more than two years old.

**NOTE:—**"Recruitment year" shall mean a 'calendar year' and for purposes of the two-year limit for carry forward of reserved vacancies shall mean a year in which recruitment is actually made.

2. It would be seen that these decisions require the *first* vacancy occurring in any recruitment year to be treated as unreserved invariable *i.e.* irrespective of the point in the roster against which the first vacancy in any year occurs. The *second* vacancy may be treated as reserved if either (i) the *first* vacancy fell at a reserved point and had to be treated as unreserved as required above or (ii) the second vacancy occurs against a reserved point in the roster in the ordinary course. The *third* vacancy would again have to be unreserved, if the second vacancy has been treated as reserved; in such an event, if the third vacancy (according to the roster) should have been reserved in the ordinary course, the reservation will shift to the fourth point for the year.

3. Ministries etc. may kindly bring the above decision to the notice of all appointing authorities under them. The instructions issued in earlier orders and the 'Brochure' enclosed with this Ministry's O.M. No. 1/2/61-SCT(I), dated 27th April, 1962 should be taken to have been modified to the extent necessary, by the above decision.