

**Ministry of Home Affairs O.M. No.5/4/55-SCT(I),
dated the 4th January, 1957, to all Ministries/Departments, etc.**

Subject :—Reservation for members of the Scheduled Castes and Scheduled Tribes in posts filled on the basis of departmental examination of a competitive nature.

As the Ministry of Finance etc. are aware reservations in the public services are made in favour of members of the Scheduled Castes and Scheduled Tribes in posts which are filled by direct recruitment from the open market but not in those filled by departmental promotion. The procedure to be followed in making selections against the reserved vacancies filled by direct recruitment from the open market as well as against the vacancies filled by departmental promotion in the case of members of the Scheduled Castes and Scheduled Tribes has been laid down in this Ministry's Office Memorandum No. 2/11/55-RPS dated the 7th May, 1955. Where promotion is made on the principle of seniority subject to the rejection of the unfit or subject to the passing of departmental tests of a qualifying nature, the instructions are that officer belonging to the Scheduled Castes and Scheduled Tribes should be judged in a sympathetic manner and the standards applied to them need not be unduly high.

2. It has been represented to the Ministry of Home Affairs from time to time that the existing instructions do not ensure adequate representation of the Scheduled Castes and Scheduled Tribes in the higher grades of the public services. As a result, for recruitment to Grade III of the Central Secretariat Service through the limited competitive examination prescribed under the Scheme, an *ad hoc* reservation of vacancies, in relaxation of the normal rules, has been agreed to in favour of candidates of the Scheduled Castes and Scheduled Tribes. Similar reservations exist also in certain cadres in the Posts and Telegraphs Department which are filled on the basis of competitive examinations restricted to the departmental candidates serving in lower grades. In the interest of securing uniformity of practice and procedure, it has now been decided that the principle of reservation should be extended to all grades in all services which are filled by promotion through competitive examination limited to departmental candidates, and that the quantum of reservation in each case should be the same as has been prescribed for posts filled by direct recruitment through open competitive examination, viz. 12½ per cent for the Scheduled Castes and 5 per cent for the Scheduled Tribes. As in the case of direct recruitment by examination the appointing authority, the Union Public Service Commission, or other recruiting authority as the case may be, will have full discretion to appoint, or recommended for appointment, candidates of Scheduled Castes and Scheduled Tribes who may have obtained comparatively low places in the examinations except where such authority considers that the minimum standard necessary for the maintenance of the efficiency of the administration has not been reached. Where candidates are selected in this manner, the appointing authorities will make necessary arrangements to give them additional training and coaching so that they may come up to the standard of the others appointed along with them.
