

**Department of Personnel and Training O.M. No.22011/1/90-Estt.(D),
dated the 22nd April, 1992, to all Ministries/Departments, etc.**

OFFICE MEMORANDUM

Subject:—Zone of Consideration by selection—clarification regarding.

In this Department's O.M. No. 22011/3/76-Estt.(D), dated the 24th December, 1980 the zone of consideration of officers for promotion by selection was prescribed as under:—

No. of vacancies	No. of officers to be considered
1	5
2	8
3	10
4 or more	3 times the number of vacancies

It was also laid down that where adequate number of SC/ST candidates are not available within the normal field of choice as indicated above, the field of choice may be extended to five times the number of vacancies and the SC/ST (and not any other) coming within the extended field of choice be considered against the vacancies reserved for them. This provision relating to an extended zone of five times the number of vacancies in respect of SC/ST has been retained in O.M. No. 22011/5/86-Estt.(D) dated 10-3-89 and 10-4-89 and also in O.M. No. 22011/1/90-Estt.(D) dated 12-10-90 in which the normal zone of consideration for general category was reduced for vacancies numbering 5 and above.

2. It is hereby clarified that the intention is to have an extended zone of five times the number of vacancies in all cases where adequate number of SC/ST candidates are not available in the normal zone of a smaller size. For a single vacancies, since the normal zone itself is 5 i.e. five times the number of vacancies, there is no intention to extend the zone. The normal zone and the extended zone for vacancies will accordingly be as follows:

No. of vacancies	Normal Zone	Zone for consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies+4	5 times the number of vacancies.

3. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including their attached and subordinate offices for guidance and compliance.