

Department of Personnel and Administrative Reforms O.M. No.27/12/73-Estt.(SCT), dated the 7th October, 1974, to all Ministries/Departments, etc.

Subject :—Reservation of vacancies for Scheduled Castes and Scheduled Tribes in the services posts under the voluntary agencies receiving grants-in-aid from the Government.

The policy of the Government of India has been to ensure that adequate representation is available to Members of Scheduled Castes and Scheduled Tribes in the posts and services under Government. As a further extension of this policy, the Ministry/Departments administratively concerned with the public sector undertakings have also been asked by the Bureau of Public Enterprises to issue suitable directives to the public undertakings under their control to provide for reservation for Scheduled Castes and Scheduled Tribes in the services under the public undertakings on the pattern of the scheme of reservations under Government.

2. The question of providing adequate representation to the Scheduled Castes and Scheduled Tribes in the services and posts under the control of voluntary agencies or organisation which receive grants-in aid from Government has been under consideration of Government for some time. The matter was also discussed at the last meeting of the High Power Committee held on the 9th April, 1974, under the Chairmanship of the Prime Minister, to review the performance in the matter of recruitment of Scheduled Castes and Scheduled Tribes candidates to posts under Govt. etc. It has now been decided that all the Ministries/Departments should include a suitable clause in the terms and conditions under which the voluntary agencies/organisations, etc. are given grants-in-aid by Government, to provide for reservation for Scheduled Castes and Scheduled Tribes in posts and services under such organisations or agencies. The relative provision could be somewhat on the following lines :—

"....(Name of Organisation/Agency etc.) agrees to make reservations for Scheduled Castes and Scheduled Tribes in the posts/services under its control on the lines indicated by the Government of India."

It has been decided also that the voluntary agencies etc. need to follow only the broad features of the scheme of reservations as indicated in the enclosed Annexure

3. It has also been decided also that Ministries/Departments should insist on the above provisions relating to reservations for Scheduled Castes and Scheduled Tribes being followed by the voluntary organisations etc. as a precondition to sanction of grants-in-aid to the agencies where :—

- (a) the recipient body employs more than 20 persons on a regular basis and at least 50 per cent of its recurring expenditure is met from grant-in aid from Central Government; and
- (b) the body is a registered society of a cooperative institution and is in receipt of a general purpose annual grants-in-aid of Ra. 2 lakhs and above from Consolidated Fund of India.

4. Ministry of Finance etc. are, therefore, requested to keep the above decisions in view while sanctioning grants-in-aid to various voluntary agencies under them, and the progress made by such agencies in employing Scheduled Castes and Scheduled Tribes candidates in their services should also be kept in view by the administrative Ministries/Departments while sanctioning further grants to them. The voluntary agencies etc. should also be duly informed that the progress in regard to the employment by them of Scheduled Castes and Scheduled Tribes into services under them would be taken into account by Government while sanctioning future grants-in-aid to them.

ANNEXURE

Broad features of the scheme of reservations for Scheduled Castes and Scheduled Tribes for being following by the voluntary agencies receiving grant-in-aid from the Government

The following measures should be taken with regard to the reservations for Scheduled Castes and Scheduled Tribes in appointments to various posts under the Voluntary Agencies:

I. Percentages of Reservation :	Sch. Castes	Sch. Tribes
(i) Direct recruitment on an All India basis	15%	7½%
(ii) Direct recruitment to posts which normally attract candidates from a locality or region. As shown in App. II		

II. Rosters :

To give effect to the above reservations, vacancies should be treated as 'reserved' or 'unreserved' according to a model roster as described below:—

- | | |
|---|---|
| (i) Direct recruitment on an All India basis | 40 point roster as given in Appendix I. |
| (ii) Direct recruitment to posts which normally attract candidates from a locality or | 100 point roster as given in O. M. No. 36013/4/85-
Estt. (CST) dt. 24-5-85 |

The roster should be maintained in a register in the form given in Appendix III. This roster should be maintained in the form of a running account year by year *i.e.* If recruitment in a year stops at point 6, recruitment in the following year will start from point 7. After completing the cycle of 40/100 points, the roster will start again from point I.

III. Procedure for dereservation :

Before any reserved vacancy is dereserved and filled by a general candidate, the prior approval of the Governing Body/Executive Council should be obtained.

IV. Essential steps to secure Scheduled Castes/Scheduled Tribe candidates :

The following steps should be taken to bring the reserved vacancies to the notice of the members of Scheduled Castes and Scheduled Tribes:—

- (i) All vacancies should be notified to the local or the regional Employment Exchange mentioning clearly the number of vacancies reserved for Scheduled Castes and Scheduled Tribes.
- (ii) The vacancies should be advertised in newspapers considered suitable for the purpose if candidates are not available through the Employment Exchange.

V. Separate interview of Scheduled Castes/Scheduled Tribe candidates :

Interview of Scheduled Castes/Scheduled Tribe candidates should be held on a day or sitting of the Recruitment Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Castes/Scheduled Tribes candidates are not judged in comparison with general candidates and the interviewing body is prominently aware of the need for judging the Scheduled castes/Scheduled Tribe candidates by relaxed standards.

VI. Carrying forward and Lapse of reservations :

If sufficient number of Scheduled Castes/Scheduled Tribes candidates are not available to fill the reserved vacancies in any particular year, these may be filled by general candidates after dereservation (*vide* para III above) but the reservations will be carried forward to three subsequent recruitment years before they could be treated as lapsed. In the third year of such carry-forward, and Scheduled Tribes can be considered against the vacancies reserved for Scheduled Castes if suitable Scheduled Caste candidates are not available, and

VII. Relaxation of age-limit :

The maximum age-limit prescribed for appointment to a post should be increased by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

VIII. Relaxation of standards :

If a sufficient number of Scheduled Castes/Scheduled Tribes candidates is not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities may be selected to fill up the remaining reserved vacancies by applying relaxed standards, subject to the fitness of these candidates for appointments to the post/posts in question.

APPENDIX I

Model Roster for posts filled by direct recruitment on all India basis

Point in the Roster	Whether unreserved or reserved
1.	Scheduled Caste
2.	Unreserved
3.	Unreserved
4.	Scheduled Tribe
5.	Unreserved
6.	Unreserved
7.	Unreserved
8.	Scheduled Caste
9.	Unreserved
10.	Unreserved
11.	Unreserved
12.	Unreserved
13.	Unreserved
14.	Scheduled Caste
15.	Unreserved
16.	Unreserved
17.	Scheduled Tribe
18.	Unreserved
19.	Unreserved
20.	Unreserved
21.	Unreserved
22.	Scheduled Caste
23.	Unreserved
24.	Unreserved
25.	Unreserved
26.	Unreserved
27.	Unreserved
28.	Scheduled Caste
29.	Unreserved
30.	Unreserved
31.	Scheduled Tribe
32.	Unreserved
33.	Unreserved
34.	Unreserved
35.	Unreserved
36.	Scheduled Caste
37.	Unreserved
38.	Unreserved
39.	Unreserved
40.	Unreserved

APPENDIX II

From of Register of Roster

Name of Voluntary agency/organisation.....

Name of Post/Posts.....

Reservations brought forward		Particulars of recruitment made					Reservations carried forward		Signature of appointing authority or other authorised officer bearing of the voluntary agency/organisation	Remarks
From previous	year	Recruitment year	Roster and point No.	Unreserved or Reserved for SC/ST according to the roster applicable	Name of the person appointed & date of appointment	Whether he is SC/ST if not say 'Neither'	Sch. Castes	Sch. Tribes		
Sch. Castes	Sch. Tribes									
1	2	3	4	5	6	7	8	9	10	11