

Department of Personnel and Administrative Reforms O.M. No.36011/11/75-Est.(SCT), dated the
30th May, 1977, to all Ministries/Departments, etc.

Subject :—Maintenance of rosters for reservation for Scheduled Castes and Scheduled Tribes—
Clarification regarding.

The undersigned is directed to refer to the instructions Nos. 3 & 4 of the detailed instructions for maintenance of rosters for reservations for Scheduled Castes and Scheduled Tribes given in Appendix 5 of the Brochure on reservations for Scheduled Castes and Scheduled Tribes, which read as follows :—

Instruction No. 3.—Immediately after an appointment has been made the particulars of the persons appointed will be entered in the register in the appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.

Instruction No. 4.—No gap should be left in completing the roster. For example if a reserved vacancy at, say, point 25, has to be treated, for want of a suitable Scheduled Castes/Scheduled Tribes candidate, as unreserved, the candidate actually appointed will be shown against that point itself. Scheduled Caste/Scheduled Tribe candidate recruited later in the year against an unreserved point will be shown against such point.

It has come to the notice of this Department that some Ministries/Departments have doubts as to whether the entries in the roster should be made strictly according to the dates of joining or merit etc. of the candidates even if this results in the names of Scheduled Castes/Tribes candidates selected against reserved vacancies being shown against unreserved points in the roster. In this connection, it is clarified that it should be ensured that the names of the Scheduled Castes and Scheduled Tribes who have been selected against the reserved vacancies are shown against the respective reserved points in the roster as and when they join. In cases where a point in the roster is earmarked for recruitment of Scheduled Castes/Scheduled Tribes and necessary action to fill that vacancy by a candidate of the reserved community has already been initiated and is in progress, there would be no objection to keeping that reserved point temporarily unfilled till the reserved community candidate joins or till the reserved vacancy is dereserved. This need not be treated as leaving a gap in the roster. Instruction No. 4 referred to above according to which no gap should be left in the roster would require that while notifying vacancies, only the consecutive points in the roster should be taken into account without leaving any gap. Fresh recruitment should start from the point next to the point at which the previous recruitment actually ended.