

**Department of Personnel and Training O.M. No.36011/17/85-Estt.(SCT),  
dated the 23<sup>rd</sup> July, 1985, to all Ministries/Departments, etc.**

*Subject* :—Grouping of isolated posts for purpose of orders regarding reservation for Scheduled Castes and Scheduled Tribes—Clarifications regarding.

As the Ministry of Finance etc. are aware, the existing instructions provide that in the case of posts filled by direct recruitment, isolated posts and small cadres may be grouped with posts in the same class for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question. Instances have come to the notice of this Ministry that in the absence of specific guidelines, varying procedure were being adopted in plotting the vacancies occurring in the various constituents of the group on the roster for the purpose of determining their reservation.

2. The question of laying down a uniform procedure in this regard has been considered in this Ministry it is clarified that for the purposes of determining the reservation, the vacancies *occurring* in various constituents of the Group may be plotted on the roster *strictly in a chronological order* i.e. sequence of date of occurrence. Further, as a single combined roster has to be maintained for giving effect to reservation while making confirmations against permanent vacancies occurring in the various constituents of the Grouping, the permanent vacancies available for confirmation in the various constituents shall also be plotted in a chronological order in the roster while determining their reservation. The point is elucidated in the example given below :

Posts grouped (i) LDC (ii) Stenographer (iii) Record Keeper (iv) Caretaker.

Date of occurrence of vacancies :

LDC	2-3-84
Record Keeper	4-5-84
Stenographer	7-8-84
Stenographer	9-10-84
Caretaker	11-11-84

Posts in the roster

(Supposing the roster is starting at pt. 1)

1. LDC
2. Record Keeper
3. Stenographer
4. Stenographer
5. Caretaker.

3. It is requested that wherever isolated posts have been grouped for the purpose of maintenance of roster, the Liaison Officer will have to be shown the roster before the process of recruitment starts and also, the Liaison Officer has to certify in the 'Remarks Column' of the roster that the vacancies in the various constituents have been reflected in a chronological order.

4. The above instructions take effect from the date of issue of these orders except where the process of recruitment has already been started.

5. Ministry of Finance, etc., are requested to bring the above instructions to the notice of all concerned for guidance and compliance.

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