

CHAPTER 6

RELAXATIONS AND CONCESSIONS FOR SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES

MHA Resolution **Age Limit**
No. 42/19/51-NGS

dated 25-6-52 and
No. 15/1/55-(SCT)

dated 30-4-55, and
Deptt. of Person-

nel O.M. No. 21/9/
70-Est. (SCT)

dated 8-12-71,
Deptt. of Person-

nel O.M. No.
15012/2/81-Est.

(D) dated 8-4-81.

Direct recruitment

6.1 The maximum age-limit prescribed for direct recruitment to a service age-limit prescribed for direct recruitment to a service or post shall be increased by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

Promotion

6.2 Where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organisations.

Fees for examination/selection

Deptt. of Person-
nel & Trg. O.M.

No. 36013/3/84-
Estt. (SCT) dt.

1-7-85.

6.3 The candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay any fees for admission to any recruitment examination/selection.

In Direct Recruit-
ment DP & AR:

O.M. No. 27/10/
71-Est. (SCT)

dated 5-9-1975.

Recruitment

Relaxation of Experience qualification in Direct Recruitment

6.4 Where some period of experience is prescribed as an essential qualification for direct recruitment to a post, and where, in the opinion of the Ministry/Department concerned, the relaxation of the experience qualification will not be inconsistent with efficiency, a pro vision should be inserted under the 'Essential' qualification in column 7 of the Schedule to the relevant Recruitment Rules as at (a) or (b) below to enable the Union Public Service Commission/competent authority to relax the 'experience' qualification in the case of Scheduled Castes/Scheduled Tribes candidates in the circumstances mentioned in the provisions :—

- (a) Where the post is filled by direct recruitment through the Union Public Service Commission the provision to be inserted will be :—

“The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.”

*Please see after chapter 2.

- (b) Where the post is filled by direct recruitment otherwise than through the Union Public Service Commission, the provision to be inserted will be:—

“The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.”

The Ministries/Departments etc. are accordingly to review the Recruitment Rules of all the Posts in Groups A. B. C. and D. (Class I, II, III and IV) under them, and to make suitable provision, wherever necessary, in the Recruitment Rules as mentioned above.

When any vacancies reserved for Scheduled Castes and Scheduled Tribes are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed is relaxable, at the discretion of the Union Public Service Commission or the competent authority, as the case may be, in the case of Scheduled Castes/Tribes candidates as provided in the Recruitment Rules. This is intended to ensure that the aspirants who may fall slightly short of the requisite experience come to know about the possibility of relaxation in their regard.

DP&AR O.M. No. D1458/81-Estt. (SCT) dated 21-5-81

The Committee on Subordinate Legislation has recommended that the foot-note in column 7 of the Recruitment Rules should be further expanded by adding the following sentence :

“The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so”

Relaxation of standard of suitability in Direct Recruitment

MHA O.M. No. 1/70-Estt. (SCT) dated 25-7-70

6.5 In direct recruitment whether by examination or otherwise, if sufficient number of Scheduled Caste/Scheduled Tribe candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities should be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Castes and Scheduled Tribes cannot be filled on the basis of general standard, candidates belonging to these communities will be taken by relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post/posts in question.

Further relaxation of standards for non-technical and quasi-technical Group C and D (Class III and IV) Posts in Direct Recruitment (otherwise through by examination)

MHA O.M. No. 24/7/67(i)-Estt. (SCT) dated 24-9-68 and O.M. No. 16/8/69-Estt. (SCT) dated 31-10-69

6.6 In addition to the concession referred to in para 7.5, in cases where the requisite number of Scheduled Caste/Scheduled Tribe candidates fulfilling even the relaxed standards admissible in their cases are not available to fill the vacancies reserved for them in non-technical and quasi-technical Group C and D (Class III and IV) Services/posts requiring to be filled by direct recruitment otherwise than by written examination (i.e. on the basis of applications or nominations from Employment Exchange whether followed by interview or not) the selecting authorities should to the extent of the vacancies reserved for Scheduled Castes/Scheduled

Tribes, select for appointment the best among the Scheduled Caste/Scheduled Tribe candidates who fulfil the minimum educational qualifications laid down in the notice for recruitment or advertisement. In order to bring such candidates to the minimum standard necessary for the posts and for the maintenance of efficiency of administration they should be given in-service training. The in-service training will be provided by the appointing authorities within their own offices. Such candidates will, on their appointment, be placed on probation and the rules/orders regarding probation will apply to them.

Ministries/Departments should instruct all authorities under them to prepare a list of non-technical and quasi-technical posts in Group C and D (Class III and IV) to which the above orders apply. While notifying vacancies in such posts or advertising them, it should be indicated that the posts are non-technical or quasi-technical in Group C and D (Class III and IV).

Where an educational qualification has been prescribed in the recruitment rules, all candidates including the SC & ST candidates shall satisfy the said qualification. Sometimes, a minimum number of marks or a minimum grade is also prescribed as part of the educational qualification in the recruitment rules. In such cases, the minimum marks/grade so prescribed shall also uniformly apply to all candidates including SC & ST candidates.

Deptt. of Personnel & Trg. No. 36011/8/84-Estt. (SCT) dated 29-5-85 & 17-10-86.

Relaxation of standards in departmental competitive examinations and confirmation examinations

6.7 In promotions through departmental competitive examinations and in Departmental confirmation examinations where such examinations are prescribed to determine the suitability of candidates for confirmations, Scheduled Castes/Scheduled Tribes candidates who have not acquired the general qualifying standard should also be considered for promotion/confirmation provided they are not found unfit for such promotions/confirmations. The qualifying standards in such examinations should be relaxed in favour of Scheduled Castes and Scheduled Tribes candidates in keeping with the above criterion.

Deptt. of Personnel & O.M. No. 8/12/69-Estt. (SCT) dated 23-12-70.

Relaxation of standards in departmental qualifying examinations for promotion to the higher grade on the basis of seniority subject to fitness

6.8 In promotions made on the basis of seniority subject to fitness in which there is reservation for Scheduled Castes and Scheduled Tribes *vide* para 2.1 (iii) (c) and where a qualifying examination is held to determine the fitness of candidates for such promotion, suitable relaxation in the qualifying standard in such examinations should be made in the case of Scheduled Caste/Scheduled Tribe candidates. The extent of relaxation should, however, be decided on each occasion whenever such an examination is held taking into account all relevant factors including (i) the number of vacancies reserved (ii) the performance of Scheduled Caste/Scheduled Tribe candidates as well as general candidates in that examination (iii) the minimum standard of fitness for appointment to the post, and also (iv) the overall strength of the cadre and that of the Scheduled Castes and Scheduled Tribes in that cadre.

Deptt. of Personnel & A.R. No. 36021/10/76-Estt. (SCT) dated 21-1-1977.

(i) Relaxation of standards in the case of Scheduled Castes/Scheduled Tribes candidates in examination for promotions

DP&AR O.M. No. 36011/6/79-Estt. (SCT) dated 19-4-1979

Similar relaxation of standards should be made in favour of Scheduled Castes/Scheduled Tribes candidates in such departmental qualifying examinations for promotions also, where promotion is made by selection where merit is determined by qualifying examination (and not by seniority-cum-fitness) out of the qualified candidates. The extent of relaxation in these cases also should be decided on each occasion whenever a qualifying examination is held taking into account all the relevant factors such as those referred to at (i) to (iv) in para 7.8 *supra*.

Separate interview of Scheduled Castes and Scheduled Tribes candidates

MHA O.M. No. 1/1/70-Estt. (SCT) dated 31-7-70

6.9 For reserved vacancies, interview of Scheduled Castes and Scheduled Tribes candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Castes and Scheduled Tribes candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are prominently aware of the need for judging the Scheduled Caste/Scheduled Tribe candidates by relaxed standards.

Number of candidates to be called for interview

Deptt. of Personnel O.M. No. 27/14/71-Estt. (SCT) dated 30-1-1973

6.10 In posts filled otherwise than through examination normally, six to seven candidates belonging to the community for which the post is reserved may be called for interview for each reserved vacancy, subject to availability of such candidates fulfilling the qualifications prescribed for the post. Where the response from the Scheduled Caste/Scheduled Tribe candidates is exceptionally good, the recruiting authority may, having regard to the merits of each case, call as many as 10 to 12 candidates of the respective category for each reserved vacancy for purpose of interview/selection.

Travelling Allowance

Ministry of Finance O.M. No. 5/25/EIV (b)/60, dated 6-5-60, 21-9-60, 23-11-60, 22-7-63 and 19-6-72 and No. 19014(2)-EIV (B)/74 dated 25-1-1975 and No. 19014/2/77 EIV (B) dated 27-10-1971.

6.11 Scheduled Castes and Scheduled Tribes candidates called for interview by the Union Public Service Commission are entitled to a single II Class railway fare from the normal place of residence to the place of interview and back.

When Scheduled Caste/Scheduled Tribe candidates are called for interview for appointment to Group C and Group D (Class III and Class IV) advertised posts recruitment to which is made departmentally (otherwise than through the UPSC), the recruiting authority or the staff selection commission, as the case may allow such candidates single II Class rail fares, chargeable by the passenger train, by the shortest route from the Railway Station nearest to their normal place of residence or from which they actually perform the journey whichever is nearer to the place of interview, and back to the same station, provided the distance travelled by rail each way exceeds fifty miles. No extra charges if any, incurred for reserving seat/sleeping berth in the train will, however be reimbursed to them. For road journeys between stations not connected by rail, they may be allowed actual bus fare or road mile age at the lowest rate for Government servants as admissible under the Supplementary Rules, whichever is less provided the distance covered by road is more than 20 miles each way.

The concession is applicable also to Scheduled Caste and Scheduled Tribe candidates as are called for a written test on the basis of which appointments to such Group C and Group D (Class III and Class IV) advertised posts are made. The travelling allowance to the candidates called for a written test will however, be admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same or adjacent days so that the candidates would get travelling allowance for only one journey to and from the place of selection.

These orders also apply to the Scheduled Castes and Scheduled Tribes candidates called through the Employment Exchanges for interview/written test for appointment to Group C and Group D (Class III and Class IV) posts, recruitment to which is made departmentally.

Min. of Finance
Deptt. of Expenditure O.M. No. 19014/3/77-EIV
(B) dt. 17-2-78

The above concessions will also apply to SC/ST candidates who are not already in the service of the Central/ a State Government, a Central/State Government corporation, Public Sector Undertaking, local Government Institution or Panchayat called for interview/written test for appointment to Groups A and B posts recruitment to which is made otherwise than through the U.P.S.C. (In case of recruitment made through the U.P.S.C., the SC/ST candidates will continue to the T.A. under the separate orders on the subject).

The SC/ST candidates will be entitled to T.A. under the above mentioned orders irrespective of whether the interview/test is for appointment against posts reserved for them or not.

Min. of Finance
Deptt. of Expenditure O.M. No. 19014/2/80-EIV
dt. 2-11-82

SC/ST candidates are also entitled to T.A. even if the recruitment is made departmentally subject to the condition that the fare for the first 30 Kms. is borne by the candidates.

Transfer of sweepers, farashes chowkidars etc. to the posts of peons

Deptt. of Personnel & A.R.
O.M. No. 42015/3/75-Estt. (c) dated 16-1-1976 and No. 42015/1/76-Estt. 2-2-1977.

6.12 Twenty-five per cent of the vacancies accruing in the grade of peons will be reserved for being filled by transfer of sweepers, farashes chowkidars etc. as have put in a minimum of five years service even though they may not be possessing minimum educational qualifications prescribed for direct recruitment to the post. They should, however, possess elementary literacy and give proof of ability to read either English or Hindi or regional language.

COPIES OF OFFICE MEMORANDA ETC. ON CHAPTER 6

Resolution No. 42/19/51-NGS	25-6-52
O.M. No. 15/1/55-(SCT)	30-4-55
O.M. No. 24/7/67(i)-Estt. (SCT)	24-9-68
O.M. No. 1/1/70-Estt. (SCT)	25-7-70
O.M. No. 1/1/70-Estt. (SCT)	31-7-70
O.M. No. 8/12/69-Estt. (SCT)	23-12-70
O.M. No. 21/9/70-Estt. (SCT)	8-12-71
O.M. No. 27/14/71-Estt. (SCT)	30-1-73
Min. of Fin. O.M. No. 5/25/EIV (B)/60	6-5-60
Min. of Fin. O.M. No. 5/25/EIV (B)/60	21-9-60
Min. of Fin. O.M. No. 5/25/EIV (B)/60	23-11-60
Min. of Fin. O.M. No. 5/25/EIV (B)/60	22-7-63
Min. of Fin. O.M. No. 5/25/EIV (B)/60	19-6-72
Min. of Fin. O.M. No. 19014/(2)/EIV (B)/74	25-1-75
O.M. No. 27/10/71-Estt. (SCT)	5-9-75
O.M. No. 42015/3/75-Estt.(C)	16-1-76
O.M. No. 36021/10/76-Estt. (SCT)	21-1-77
O.M. No. 36011/9/76-Estt. (SCT)	14-7-76
O.M. No. 42015/1/76-Estt. (C)	2-2-77
Min. of Fin. O.M. No. 19014/2/77EIV (B)	27-10-77
Min. of Fin. O.M. No. 19014/3/77EIV (B)	17-2-78
O.M. No. 36011/6/79-Estt. (SCT)	19-4-79
O.M. No. 15012/2/81-Estt. (D)	8-4-81
No. D/1458/81-Estt. (SCT)	21-5-81
Min. of Fin. O.M. No. 19014/2/80-EIV	2-11-82
O.M. No. 36011/8/84-Estt. (SCT)	29-5-85
O.M. No. 36013/3/84-Estt. (SCT)	1-7-85
O.M. No. 36011/8/84-Estt. (SCT)	17-10-86
OMN AB-14017/27/89-Estt. RR	20-6-89

Ministry of Home Affairs Resolution No. 42/19/51 NGS, dated 25th June, 1952

The policy of the Government of India in regard to communal representation in services was laid down in Ministry of Home Affairs Resolution No. 42/21/49-NGS, dated the 13th September, 1950. Paragraph 4(3) of the Resolution provides that the maximum age limit prescribed for appointment to a service or post will be increased by three years in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes. The Government of India have examined the question whether any further relaxation in maximum age-limits is necessary to secure greater representation of the Scheduled Castes and Scheduled Tribes in the public services. It has now been decided that the maximum age limit prescribed for appointment to a non-gazetted service or post will be increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes.

Ministry of Home Resolution No. 15/1/55-SCT, dated 30th April, 1955

In order to secure greater representation of the Scheduled Castes and Scheduled Tribes in the public services, the maximum age-limit prescribed for appointment to a non-gazetted service or post was increased by five years in the case of candidates belonging to these Castes and Tribes *vide* Government of India. Ministry of Home Affairs Resolution No. 42/19/51-NGS, dated the 25th June, 1952. It has now been decided that this concession should be extended to appointments to gazetted posts in the Central Services. The application of these orders to recruitment to All-India Services is separately under consideration.

2. The above decision will take effect immediately. The Union Public Service Commission have agreed that where the advertisements issued by them require that applications from candidates should reach the Commission on a date falling within 15 days from the date of this Resolution, the last date for the receipt of applications from Scheduled Caste and Scheduled Tribe candidates will be extended by two weeks. Other recruiting authorities for posts under the Government of India will also take similar action wherever necessary.

**Ministry of Home Affairs O.M. No. 24/7/(D)-Estt. SCT
dated the 24th September, 1968 to all Ministries etc.**

Subject :—Recommendation No. 13 of the Working Group to study the progress of measures for land allotment to Scheduled Castes and Scheduled Tribes and their representation in services—in-service training.

The Working Group set-up under the Chairmanship of Shri M. R. Yardi, Additional Secretary, Ministry of Home Affairs, to study the progress of measures for land allotment to Scheduled Castes and their representation in services has *inter-alia* made the following recommendation :—

Recommendation No. 13

“As an experimental measure, it would be desirable to select the best among the candidates being considered for selection, give them in-service training and confirm them only after they have acquired the requisite proficiency. In the initial stages this could be confined to the non-technical and quasi-technical posts.”

2. Under the existing orders in respect of direct recruitment by competitive examination or by qualifying examination, the recruiting authorities have the discretion to select Scheduled Caste/Scheduled Tribe candidates by applying relaxed standards. The exact position in this regard has been explained in paragraphs 3 and 4 of this Ministry's Office Memorandum No. 16/17/67-Est. (C) dated the 8th February, 1968 (Copy enclosed). The provisions of these paragraphs are again brought to the notice of the Ministries/Departments and other recruiting authorities with the request to ensure that the orders in this regard are strictly complied with.

3. The Government have considered the recommendation of the Working Group reproduced in paragraph 1 above and it has been decided to accept it in regard to non-technical and quasi technical Class III and Class IV services/posts filled by direct recruitment otherwise than through a written examination *i.e.*, by direct recruitment on the basis of applications, nominations from Employment Exchange, whether followed by interview or not. Accordingly, in addition to the existing concessions referred to in para 2 above it has been decided that with effect from the date of issue of this Office Memorandum until further orders in cases where the requisite number of Scheduled Caste/Scheduled Tribe candidates fulfilling even the lower standards are not available to fill the vacancies reserved for them, the selecting authorities should, to the extent of the vacancies reserved for Scheduled Castes/Scheduled Tribes in non-technical and quasi technical Class III and Class IV Services/posts requiring to be filled by direct recruitment otherwise than by written examination, select for appointment the best among the Scheduled Caste/Scheduled Tribe candidates who fulfil the minimum educational qualifications laid down in the notice for recruitment/advertisement, and in order to bring them up to the minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. The in-service training will be provided by the appointing authorities within their own offices. Such candidates will, on their appointment, be placed on probation and the rules/orders regarding probation will apply to them.

4. All Ministries/Departments are requested to bring these instructions to the notice of all authorities under them.

5. This issues with the concurrence of the Comptroller and Auditor General of India in so far as persons serving under him are concerned.

Ministry of Home Affairs O.M. No. 1/1/70-Estt. (SCT)
dated 25th July, 1970 to all Ministries etc.

Subject :—Selection of Scheduled Castes/Scheduled Tribes candidates against reserved vacancies—
Relaxation of standards.

According to the instructions in this Ministry's Office Memorandum No. 8/10/66-Estt. (C) dated the 15th May, 1967, read with Office Memorandum No. 16/17/67-Estt. (C), dated the 8th February, 1968, if Scheduled Caste/Tribe candidates obtained, according to their normal position in the examination for direct recruitment, less vacancies than the number reserved for them, the selecting authorities have discretion, in order to make up the deficiency, to select candidates belonging to these communities who may have obtained low place in the examination, provided that such authorities are satisfied that the minimum standard necessary for maintenance of efficiency of administration has been reached in their cases. Similarly, in direct recruitment otherwise than by examination, if Scheduled Castes/Tribes candidates obtain, on the basis of the general standard, less vacancies than the number reserved for them, the selecting authorities can, in order to make up the deficiency, select Scheduled Caste/Tribe candidates who may be of a lower standard than candidates of other communities, provided such candidates satisfy the minimum standard necessary for maintenance of efficiency of administration, the extent of relaxation of standard, while judging the suitability of Scheduled Caste/Tribe candidates, both in direct recruitment by examination and otherwise than by examination, is thus at present decided by the selecting authority in the case of each category of post or posts. It has now been decided that, in the case of direct recruitment, whether by examination or otherwise, if sufficient number of Scheduled Caste/Tribe candidates are 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 vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard, candidates belonging to these communities will, as at present, be taken by relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post/posts in question.

2. Ministry of Finance etc. are requested to bring the above instructions to the notice of all appointing authorities under them including public sector undertakings and statutory, semi-Government and autonomous bodies.

Department of Personnel O.M. No. 8/12/69-Estt. (SCT)
dated 23rd December, 1970 to all Ministries etc.

Subject :—Relaxation of standards in favour of Scheduled Castes/Scheduled Tribes candidates in departmental competitive examinations for promotion and in departmental confirmation examinations.

Attention of the Ministry of Finance etc. is invited to Ministry of Home Affairs O.M. No. 1/1/70-Est. (SCT) dated the 25th July, 1970, in which it has been provided that in the case of direct recruitment, whether by examination or otherwise, if sufficient number of Scheduled Castes/Scheduled Tribes candidates are 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 vacancies reserved for them provided they are not found unfit for appointment to such post or posts. A question has been raised whether relaxation in the qualifying standards could be granted to Scheduled Castes/Scheduled Tribes candidates on the same basis in promotions made through departmental competitive examinations and in departmental confirmation examinations where such examinations are prescribed to determine the suitability of candidates for confirmation. The matter has been carefully considered and it has been decided that in promotions/confirmations made through such examinations, Scheduled Castes/Scheduled Tribes candidates who have not acquired the general qualifying standards in such examinations could also be considered for promotions/confirmations provided they are not found unfit for such promotions/confirmations. In other words, the qualifying standards in these examinations could be relaxed in favour of Scheduled Castes/Scheduled Tribes candidates in keeping with the above criterion.

**Department of Personnel O.M. No. 21/9/70-Estt. (SCT)
dated 8th December, 1971 to all Ministries etc.**

Subject :—Relaxation of age limit for Scheduled Castes and Scheduled Tribes candidates in promotion to various services.

In accordance with the Ministry of Home Affairs Resolution No. 42/19/51-NGS, dated the 25th June, 1952 and No. 15/1/55-SCT, dated the 30th April, 1955, the maximum age limit prescribed for appointment to a service or post is to be increased by 5 years in the case of candidates belonging to Scheduled Castes/Scheduled Tribes. This relaxation is being granted in all services/posts fill by direct recruitment. Enquiries made from different Ministries/Departments regarding the upper age limit prescribed for posts/services filled by promotion reveal that for a large number of posts/services, either no upper age limit has been prescribed or where such limit is prescribed, a relaxation of 5 years is already being granted in favour of Scheduled Castes/Scheduled Tribes employees. The question whether the upper age limit prescribed in posts/services filled by promotion should be relaxed in favour of Scheduled Castes/Scheduled Tribes where such relaxation is at present not available has been under the consideration of the Government. It has now been decided that where an upper age limit not exceeding 50 years is prescribed for promotion to a service post, it shall be relaxed by 5 years in favour of Scheduled Castes and Scheduled Tribes. The decision, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para military organisations.

2. Ministry of Finance etc., are requested to bring the above decision to the notice of all authorities under them and take appropriate action for amending the recruitment rules, wherever necessary.

Department of Personnel O.M. No. 27/14/71-Estt. (SCT)
dated 30th January, 1973 to all Ministries etc.

Subject :—Filling of vacancies reserved for Scheduled Castes/Scheduled Tribes candidates—Number of candidates to be called for interview.

The undersigned is directed to say that according to para 2 (e) of the Ministry of Home Affairs Office Memorandum No. 1/1/70-Estt. (SCT), dated the 31st July, 1970, in direct recruitment made through examination along with interview or in direct recruitment made otherwise than through examination, the interview of Scheduled Castes and Scheduled Tribes candidates should be held on a separate day or sitting of the Selection Committee so that the Scheduled Castes and Scheduled Tribes candidates are not judged in comparison with general candidates and the Interviewing Authority/Board is/are prominently aware of the need for judging the Scheduled Caste/Scheduled Tribe candidates by relaxed standards. It has been brought to the notice of this Department that candidates belonging to Scheduled Castes/Scheduled Tribes though fulfilling all the prescribed qualifications were sometimes not called for interview. This matter has been considered and it has been decided that in posts filled otherwise than through examination normally, six to seven candidates belonging to the community for which the post is reserved may be called for interview for each reserved vacancy, subject to availability of such candidates fulfilling the qualifications prescribed for the post. Where the response from the Scheduled Caste/Scheduled Tribe candidates is exceptionally good, the recruiting authority may, having regard to the merits of each case, call as many as 10 to 12 candidates of the respective category for each reserved vacancy for purposes of interview/selection.

2. Ministry of Finance etc. are requested to bring the above instructions to the notice of all the appointing authorities under them.

Office Memorandum No. F. 5/25/F.IV(B)/60, dated the 6th May, 1960
from the Ministry of Finance (Department of Expenditure)
to all Ministries of the Government of India, etc.

Subject :—Travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview by Ministries etc. for appointment to advertised posts.

The undersigned is directed to invite a reference to the Ministry of Home Affairs Office Memorandum No. 5/5(2)/59-SCT(I), dated 18th November, 1959, addressed to all Ministries etc. of the Government of India on the above subject, and to say that the question of grant of T.A. to Scheduled Castes/Scheduled Tribes candidates called for interview in connection with their appointment to posts under Government has been considered in consultation with the Comptroller and Auditor General. The President has been pleased to decide that when Scheduled Castes/Scheduled Tribes candidates are called for interview for appointment to Class III and IV advertised posts, recruitment to which is made departmentally, (*i.e.*, otherwise than through the U.P.S.C.), the recruiting authority may allow *such* candidates single 3rd Class rail fares, chargeable by *passenger* train, by the shortest route from the railway station nearest to their normal place of residence, or from which they actually performed the journey, whichever is nearer to the place of interview, and back to the same station *provided* the distance travelled by rail each way exceeds fifty miles. No extra charges, if any incurred for reserving seat/sleeping berth in the train will, however, be re-imbursed to the candidates.

**Office Memorandum No. F. 5/25/E.IV(B)/60, dated the 21st September, 1960
from the Ministry of Finance (Department of Expenditure) to all Ministries etc.**

Subject :—Travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview by Ministries etc. for appointment to advertised posts.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 5/25/E.IV(B)/60, dated the 6th May, 1960, on the above subject and to say that a question has been raised whether road mileage will be admissible to Scheduled Castes/Scheduled Tribes candidates called for interview for appointment to Class III and Class IV advertised posts if the journeys are made between stations not connected by rail. It has been decided that for road journeys between stations not connected by rail the recruitnog authority may allow such candidates actual bus fares or road mileage at the lowest rate for Government servants as admissible under the Supplementary Rules, whichever is less, provided the distance covered by road is more than 20 miles each way.

2. It has also been decided that the provisions of this Ministry's Office Memorandum No. F. 5/25/E.IV(B)/60, dated the 6th May, 1960 and para 1 above will apply to the Scheduled Castes/Scheduled Tribes candidates called for a written test on the basis of which appointments to such Class III and Class IV advertised posts are made. The travelling allowance to the candidates called for a written test will, however, be admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same or adjacent days so that the candidate would get Travelling Allowance for only one journey to and from the *place of selection*.

**Office Memorandum No. 5(25)-E.IV(B)/60, dated the 23rd November, 1960
from the Ministry of Finance (Department of Expenditure)
to all Ministries of the Government of India, etc.**

Subject :—Travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test by Ministries etc. through Employment Exchange.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5/25-E. IV(B)/60, dated the 6th May, 1960 and 21st September, 1960 wherein orders were issued for the payment of travelling allowance to the Scheduled Castes/Scheduled Tribes candidates called for interview/written test by the recruitment authorities for appointment to Class III and Class IV advertised posts recruitment to which is made departmentally. Enquiries have been received from certain quarters whether the concession under those orders may also be allowed to the candidates called by the recruiting authority for interview/written test, through the Employment Exchanges. It has been decided that the orders mentioned above should apply also to the candidates of Scheduled Castes/Scheduled Tribes called through the Employment Exchanges, for interview/written test for appointment to Class III and Class IV posts, recruitment to which is made departmentally.

**Office Memorandum No. F. 5(25)-E.IV(B)/60, dated the 22nd July, 1963
from the Ministry of Finance (Department of Expenditure)
to all Ministries of the Government of India, etc.**

Subject :—Travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test by Ministries etc. for appointment to Class III and Class IV advertised posts under Government recruitment to which is made departmentally.

The undersigned is directed to invite a reference to this Ministry's Office Memoranda of even number dated the 6th May, 1960, the 21st September, 1960 and the 23rd November, 1960 on the subject mentioned above and to state that a question has been raised as to whether the concessions sanctioned therein are admissible also to Scheduled Castes/Scheduled Tribes candidates who are already in Central/State Government services. It is hereby clarified that the term 'candidate' in the Office Memoranda cited above does not include those who are already in Central/State Government service. Accordingly, the concessions in question are *not* admissible to those candidates who are already in Central/State Government service.

2. These orders have effect from the respective dates of the orders mentioned above but past cases in which payments have been made under those orders to the candidates, who in the Central/State Government service, need not be reopened.

**Ministry of Finance (Department of Expenditure) O.M. No. 5(25)-E.IV(B)/60
dated 19-6-72 to all Ministries/Departments etc.**

Subject :—Travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/
written test by Ministries etc. through Empolyment Exchange.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number dated the 6th May, 1960, the 21st September, 1960 wherein orders were issued for the payment of travelling allowance to the Scheduled Castes/Scheduled Tribes candidates called for interview/written test by the recruiting authorities for appointment to Class III and Class IV advertised posts recruitment to which is made departmentally.

2. A question has been raised as to what travelling allowance should be allowed for sea-journey performed by the Scheduled Tribes candidates from the Union Territories of L.M.A. Island to attend interview/test for recruitment to Class III and Class IV posts on the mainland as well as in the Island centres. It has been decided that for the above mentioned sea-journeys, the sea-passage by the lowest class (exclusive of diet charges) may be reimbursed provided the distance covered by sea is more than thirty kilometres each way.

3. In their application to the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

**Ministry of Finance O.M. No. 19014(2)-E.IV(B)/74
dated 25-1-75 to all Ministries/Departments etc.**

Subject:—Travelling allowance to SC/ST candidates called for interview/written test by Ministries etc.

The undersigned is directed to invite attention to this Ministry's O.M. No. F. 5(25)-E.IV(B)/60, dated 22-7-1963, which clarifies that SC/ST candidates already in service under Central/State Government will not be entitled to the concessions granted in this Ministry's Office Memoranda No. F. 5(25)-E.IV(B)/60, dated the 6-5-1960, the 21-9-1960 and the 23-11-1960.

It is now further clarified that the concessions will also not be admissible to SC/ST candidates who are already in service in Central/State Government, Corporations, Public Undertakings, Local Government, Institutions and Panchayats.

Past cases in which payments have already been made need not be reopened.

These orders issue after consultation with the Comptroller and Auditor General of India.

Department of Personnel & A.R. O.M. No. 27/10/71-Estt. (SCT)
dated the 5th September, 1975 to all Ministries etc.

Subject :—Requirement regarding experience in a particular field or post—Question of relaxation in the case of Scheduled Castes/Tribes candidates.

In this Department's Office Memorandum No. 27/10/71-Estt. (SCT), dated the 28th August, 1971, views of the Ministries/Departments were invited on the question of relaxation of the requirement regarding experience in a particular field or post for recruitment to posts/services under the Government in the case of Scheduled Castes/Scheduled Tribes candidates. This matter has been carefully considered in the light of the views of the Ministries/Departments, and in consultation with the Union Public Service Commission. It has now been decided that where some period of experience is prescribed as an essential qualification for direct recruitment to a post, and where, in the opinion of the Ministry/Department concerned, the relaxation of the experience qualification will not be inconsistent with efficiency, a provision should be inserted under the 'Essential' qualification in column 7 of the Schedule to the relevant Recruitment Rules, as indicated at (a) or (b) below, to enable the UPSC/competent authority to relax the 'experience' qualification in the case of Scheduled Castes/Scheduled Tribes candidates in the circumstances mentioned in the provisions :—

(a) Where the post is filled by direct recruitment through the Union Public Service Commission, the provision to be inserted will be :—

“The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.”

(b) Where the post is filled by direct recruitment otherwise than through the UPSC, the provision to be inserted will be :—

“The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them”.

2. The Ministry of Finance, etc. are accordingly requested to review the Recruitment Rules of all the posts in Class I, Class II, Class III and Class IV under them, and to make suitable provision, wherever necessary, in the Recruitment Rules as mentioned in the preceding paragraph.

3. When any vacancies reserved for Scheduled Castes and Scheduled Tribes are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed is relaxable, at the discretion of the UPSC or the competent authority, as the case may be, in the case of Scheduled Castes/Tribes candidates as provided in the Recruitment Rules. This is intended to ensure that the aspirants who may fall slightly short of the requisite experience come to know about the possibility of relaxation in their regard.

4. Ministry of Finance, etc. are requested to bring the above instructions to the notice of all concerned.

Department of Personnel & A. R. O.M. No. 42015/3/75-Estt.(C)
dated the 16th January, 1976 to all Ministries etc.

Subject :—Appointment of persons holding the posts of sweepers, farashes etc. as peons.

As the Ministry of Finance etc. are aware, to improve the work environment of sweepers, farashes, etc., who are at the lowest rung of the society and who are already in service, Ministries/Departments were requested vide this Department's O.M. of even number dated the 5th September, 1975 to amend the Recruitment Rules for the post of peons under them in consultation with this Department to provide for appointment of transfer of sweepers, farashes, etc. possessing the qualifications prescribed for direct recruitment to the post, to the extent such persons are available.

2. This question was further considered at the 6th meeting of the High Power Committee under the Chairmanship of the Prime Minister and it was observed, that the minimum educational qualifications may not be insisted upon in their case, because the existing sweepers and farashes may not be in a position to acquire those qualifications as are prescribed for the post of peon. Therefore, it was decided by the High Power Committee, that in their cases, the question of relaxation of educational qualifications should be sympathetically considered, if they possess elementary literacy and give proof of ability to read in Hindi. After carefully considering the question, it has been decided, that 25% of the vacancies accruing in the peons cadre should be reserved for being filled by transfer from sweepers, farashes, chowkidars, etc. who have put in a minimum of five year's service and who may not be possessing the qualifications prescribed for direct recruitment to the post but who may possess elementary literacy and give proof of ability to read in Hindi. For the purpose of determining whether such sweepers, farashes, chowkidars, etc. possess elementary literacy and have ability to read in Hindi, it would be necessary to hold a simple written test. Ministries/Departments are accordingly requested to amend the Recruitment Rules for the post of peons under them in consultation with this Department to reserve 25% of the vacancies occurring in the cadre of peons for appointment on transfer of sweepers, farashes, chowkidars, etc. who do not possess the qualifications prescribed for direct recruitment to the post of peon but who possess elementary literacy and give proof of ability to read in Hindi and have put in five year's service in the parent cadre.

**Deptt. of Personnel & A.R. O.M. No. 36011/9/76-Estt. (SCT)
dated 14-7-76 to all Ministries etc.**

Subject :—Relaxation of age limit for Scheduled Castes, Scheduled Tribes and other special categories of persons—provision in the Recruitment Rules.

The undersigned is directed to refer to the instructions contained in the Ministry of Home Affairs O.M. No. 42/19/51-NGS dated 25-6-1952 and No. 15/1/55-SCT dated 30-4-1955 according to which the maximum age-limit prescribed for direct recruitment to a service or post is increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. Further according to the instructions in Department of Personnel and A.R. O.M. No. 21/9/70-Estt.(SCT) dated 8-12-1971 where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, except in posts which have arduous field duties or are meant for operational safety and in posts in para-military organisations. The maximum age-limit prescribed for direct recruitment to a service or post is also relaxable in the case of certain special categories of persons e.g. migrants from East Pakistan (now Bangladesh), migrants from East African countries, ex-servicemen in certain cases etc. according to the various orders issued in this regard. According to the instructions in the Ministry of Home Affairs O.M. No. 4/1/55-RPS dated 12th February, 1955, relaxation of age-limit should normally be made only where the recruitment rules provide for such relaxation. The recruitment rules which *inter-alia* prescribed the age limit for a post/service, should, therefore, contain the following proviso :—

“Provided that the upper age-limit prescribed may be relaxed in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued from time to time by the Central Government.”

The Committee on Subordinate Legislation has however pointed out in para 182 of its 12th Report that the Recruitment Rules for posts under certain Ministries/Departments did not contain the above mentioned proviso. The Committee has desired that all Ministries/Departments should take necessary action to amend their recruitment rules so as to incorporate therein the proviso on the above mentioned lines, wherever it has not already been done. The recommendation of the Committee is accordingly brought to the notice of the Ministries/Departments for implementation. Ministries/Departments are requested to review the recruitment rules in respect of posts under them and to include a proviso therein on the above mentioned lines wherever necessary.

**Department of Personnel & Administrative Reforms O.M. No. 36021/10/76-Estt. (SCT)
dated 21st January, 1977 to all Ministries etc.**

Subject:—Relaxation of standards in the case of Scheduled Castes/Tribe candidates in qualifying examinations for promotion to the higher grade on the basis of seniority subject to fitness.

The undersigned is directed to refer to this Department's Office Memorandum No. 8/12/69-Estt. (SCT), dated the 23rd December, 1970 in which it has been provided that in promotions made through departmental competitive examinations and in departmental confirmation examinations, if sufficient number of Scheduled Caste/Scheduled Tribe candidates are not available on the basis of the general standard to fill the vacancies reserved for them, candidates belonging to these communities who have not acquired the general qualifying standard should also be considered for promotion/confirmation provided they are not found unfit for such promotion/confirmation. A question has been raised whether relaxation in qualifying standards should be granted to Scheduled Castes and Scheduled Tribes candidates, on the same basis, in promotions on the basis of seniority subject to fitness, where fitness is decided on the basis of qualifying examination. The matter has been carefully considered and it has now been decided that in promotions made on the basis of seniority subject to fitness in which there is reservation for Scheduled Castes and Scheduled Tribes in accordance with this Department's Office Memorandum No. 27/2/71-Estt. (SCT), dated the 27th November, 1972, and where a qualifying examination is held to determine the fitness of candidates for such promotion, suitable relaxation in the qualifying standard in such examinations should be made in the case of Scheduled Caste/Scheduled Tribe candidates. The extent of relaxation should however, be decided on each occasion whenever such an examination is held taking into account all relevant factors including (i) the number of vacancies reserved, (ii) the performance of Scheduled Caste/Scheduled Tribe candidates as well as general candidates in that examination, (iii) the minimum standard of fitness for appointment to the post, and also (iv) the overall strength of the cadre and that of the Scheduled Castes and Scheduled Tribes in that cadre.

2. The Ministry of Finance etc., are requested to bring the above decision to the notice of all authorities concerned.

**Deptt. of Personnel & A.R. O.M No. 42015/1/76-Estt.(C)
dated 2-2-77 to the Ministries/Departments, etc.**

Subject :—Appointment of persons holding the posts of Sweepers, Farashes etc. as Peons.

The undersigned is directed to refer to the Department of Personnel's O.M. No. 42015/3/75-Estt.(C), dated 16th January, 1976 regarding reservation of 25% vacancies in the Peons cadre for being filled by transfer from Sweepers, Farashes, Chowkidars etc. who have put in minimum of 5 years of service and who may not be possessing the qualifications prescribed for direct recruitment for the post but who may possess elementary literacy and give proof of ability to read in Hindi.

2. It was, however, felt that the condition regarding "ability to read in Hindi" might cause hardship to Sweepers, Farashes etc. working in offices under Central Government and Union Territory Administrations situated in non-Hindi speaking area. The matter accordingly came up again for consideration at the meeting of the High Power Committee held under the Chairmanship of the Prime Minister on 12th November, 1976 and it was decided that in view of the practical considerations involved, Sweepers, Farashes, etc. who possess elementary literacy and give proof of ability to read either English or Hindi or Regional language could be considered for transfer to the Peons cadre in the 25% vacancies reserved for them and the instructions contained in the O.M. dated 16-1-1976 cited above stand amended to that extent.

3. The Ministry of Finance etc. are requested to amend their recruitment rules for the post of Peon accordingly in consultation with this Department.

**Ministry of Finance (Deptt. of Expenditure) O.M. No. 19014/2/77-E.IV(B)
dated 27-10-77 to all the Ministries/Departments, etc.**

Subject :—Payment of travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview by the Subordinate Services Commission for appointment to Groups 'C' & 'D' posts.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 5/25/E.IV(B)/60, dated the 6th May, 1960, as amended from time to time, which provides for the payment of travelling allowance to Scheduled Castes/Scheduled Tribes candidates called for interview for appointment to class III and class IV (now Group C&D) advertised posts recruitment to which is made departmentally. It has now been decided that travelling allowance under the aforesaid orders may also be allowed to the Scheduled Castes/Scheduled Tribes candidates called for interview by the Subordinate Services Commission for appointment to Groups C & D advertised posts under the Government of India.

Ministry of Finance, Department of Expenditure O.M. No. 19014/3/77-EIV(B)
Dated 17th Feb. 1978

Subject :—Travelling allowance to SC/ST candidates called for interview/written test by Ministries etc.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 5/25/E IV(B)/60 dated the 6th May, 1960, as amended from time to time, and to say that the President has been pleased to decide that the provisions of these orders will also apply to SC/ST candidates who are not already in the service of the Central/a State Government, a Central/State Government Corporation, Public Sector Undertaking, local Government Institution or Panchayat called for interview/written test for appointment to groups A & B posts recruitment to which is made otherwise than through the Union Public Service Commission. In case of recruitment made through the Union Public Service Commission, the SC/ST candidates will continue to get T.A. under the separate orders on the subject.

2. A question has also been raised whether the concessions mentioned in the aforesaid orders will be admissible to the SC/ST candidates called for interview/written test for appointment against reserved vacancies only. It is hereby clarified that SC/ST candidates will be entitled to T.A. under the aforesaid orders irrespective of whether the interview/test is for appointment against posts reserved for them or not.

3. In their application to the Indian Audit and Accounts Department these orders issue after consultation with the Comptroller and Auditor General of India.

Department of Personnel & A.R. O.M. No. 36011/6/79-Estt.(SCT)
dated the 19th April, 1979 to all Ministries etc.

Subject :—Relaxation of standards in the case of Scheduled Caste/Scheduled Tribe candidates in qualifying examinations for promotion.

The undersigned is directed to refer to this Department's O.M. No. 36021/10/76-Estt.(SCT), dated 21-1-77 in which it has been provided that in promotions made on the basis of seniority subject to fitness where there is reservation for Scheduled Castes and Scheduled Tribes in accordance with the Department of Personnel & A.R. O.M. No. 27/2/71-Estt.(SCT), dated the 27th November, 1972, and where a qualifying examination is held to determine the fitness of candidates for such promotion, suitable relaxation in the qualifying standards in such examinations should be made in the case of Scheduled Caste/Scheduled Tribe candidates. The extent of relaxation in such cases is to be decided on each occasion taking into account all relevant factors including (i) the number of vacancies reserved; (ii) the performance of Scheduled Caste/Scheduled Tribe candidates as well as general candidates in that examination; (iii) the minimum standard of fitness for appointment to the post; and also (iv) the overall strength of the cadre and that of the Scheduled Castes and Scheduled Tribes in that cadre. A question has been raised whether similar relaxation of standards could be made in favour of Scheduled Caste/Scheduled Tribe candidates in departmental qualifying examinations for promotion in cases where promotion is made by selection (and not on the basis of seniority subject to fitness). It has now been decided that in the case also of departmental qualifying examinations held for promotion to be made on the basis of selection in which there is reservation for Scheduled Castes and Scheduled Tribes in accordance with para 2(B)(b) of this Department's O.M. No. 1/12/67-Estt.(C) dated 11-7-68 and No. 10/41/73-Estt.(SCT), dated 20-7-74 (read with relevant amending orders viz. O.M. No. 27/25/68-Estt.(SCT), dated 25-3-70 and O.M. No. 36021/7/75-Estt.(SCT), dated 25-2-76 suitable relaxation should be made in the case of Scheduled Caste/Scheduled Tribe candidates in the Departmental qualifying examinations in question. In such cases the extent of relaxation should be decided on each occasion whenever a qualifying examination is held taking into account all relevant factors such as those referred to at items (i) to (iv) in this Office Memorandum.

Department of Personnel & A.R. O.M. No. 15012/2/81-Estt.(D), dated 8-4-81.

Subject :—Relaxation of Upper Age Limit for Departmental Candidates for appointment for Group 'C' and 'D' posts in their own Departments.

In terms of this Department's O.M. No. 4/4/74-Estt.(D), dated the 20th July, 1976 for direct recruitment in Group C and D posts/services, the upper age limit will be relaxable upto the age of 35 years in respect of persons who are working in posts which are in the same line or allied cadres and where a relationship could be established that the service rendered in the Department will be useful for efficient discharge of the duties in other categories of posts in the same Department, provided the age concession will be admissible only where an employee has rendered not less than three years continuous service in the same Department.

An enquiry has been made as to whether Departmental candidates belonging to SC/ST would be eligible for a concession of 5 years over the age of 35 years for purposes of recruitment in terms of the O.M. quoted above. It is clarified that for Departmental SC/ST candidates satisfying the above conditions, the upper age limit will be relaxable upto 40 years.

Department of Personnel & A. R. O.M. No. D-1458/81-Estt. (SCT), dated 21-5-81

Subject :—Recruitment regarding experience in a particular field or post—question of relaxation in the case of SC/ST candidates—further clarification read.

Attention is invited to Department of Personnel & A. R. O.M. No. 27/10/71-Estt. (SCT), dated 5th September, 1975 on the above subject by which a provision should be inserted under the 'essential' qualification in column 7 of the schedule to the relevant Recruitment Rules for relaxing the essential qualification in favour of SC/ST candidates in direct recruitment to a post. The Committee on Subordinate Legislation has recommended that the foot-note in column 7 of the Recruitment Rules should be further expanded by adding the following sentence.

“The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so.”

Ministries/Departments etc. are requested to bring the above recommendation to the notice of all concerned.

**Ministry of Finance Department of Expenditure O.M. No. 19014/2/80 E. IV
dated 2nd Nov. 1982**

Subject :—Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview by Ministries/Departments etc. for appointment to advertised posts.

The undersigned is directed to refer to this Ministry's Office Memoranda No. F. 5(25)/E. IV(B)/60 dated 6-5-1960 and No. F.5(25)-E.IV (B)/60 Dt. 21-9-1960, as amended from time to time on the above subject and to say that the President has been pleased to decide that Scheduled Castes/Scheduled Tribes candidates called for interview for appointment to advertised posts, recruitment to which is made departmentally, may be reimbursed Second Class rail fare or bus fare chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to the same station, provided that the fare of the first 30 kms. (thirty Kilometers) in both cases (i.e. rail or road), is borne by the candidates and the reimbursement restricted to the fare in respect of the balance of distance exceeding 30 Kms. both ways.

2. Comptroller and Auditor-General of India has been consulted.

**Department of Personnel and Training D. M. No. 36011/8/84-Estt. (SCT)
dated 29th May, 1985**

Subject :—Educational qualification and educational standards prescribed in the recruitment rules relaxation for SC/ST.

The undersigned is directed to refer to the subject mentioned above and to say that references have been received by this Ministry on the issue whether educational standard (in percentage of marks obtained in the qualifying academic examination), prescribed in the relevant recruitment rules, can be relaxed in favour of Scheduled Castes and Scheduled Tribes candidates.

2. The matter has been considered carefully in this Ministry. It has been decided that minimum educational standard, whenever prescribed in the recruitment rules, is to be treated as part of the educational qualification, and since there is no relaxation permitted in favour of Scheduled Castes and Scheduled Tribes with regard to educational qualification, no relaxation is consequently admissible in the matter of educational standards as well. For example, if graduation with 60 per cent marks is specifically provided in the recruitment rules for a particular post, then all the candidates, including the candidates belonging to Scheduled Castes and Scheduled Tribes, have to fulfil this eligibility condition in terms of non-relaxable education qualification in order to be considered for appointment and no special dispensation, in respect of any specific category of employees either exist or is to be extended in regard to the educational qualification (which is graduation) and the educational standard (which is 60 per cent).

3. Ministry of Finance etc. are requested to bring the contents of this Office Memorandum to the notice of all their attached and subordinate Offices.

**Department of Personnel and Training O.M. No. 36011/3/84-Estt. (SCT)
dated 1st July, 1985**

Subject :—Full exemption of fees payable by SC/ST candidates for admission to any recruitment examination/selection.

As the Ministry of Home Affairs etc. are aware, the fees prescribed for admission to any examination/recruitment is to be reduced to one-fourth in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes. The Commission for Scheduled Castes and Scheduled Tribes has, in its Second Annual Report for the year 1979-1980 had made the following recommendation.

Recommendation No. 423 (Para 9.186)

“The Commission recommend that full exemption of fees payable by the Scheduled Castes and Scheduled Tribes candidates for admission to any recruitment examination/selection may be allowed in order to alleviate their financial difficulty.”

The above recommendation has been considered in this Ministry, in consultation with Ministry of Finance, and it has now been decided that in modification of the existing orders, the candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay and fees for admission to any recruitment examination/selection.

These orders take effect from 1st July, 1985. However, in respect of recruitment for which the notices/advertisements have been published or would be published by the 30th June, 1985, the payment of fees shall be regulated in terms of the Ministry of Home Affairs resolution No. 42/21/49-NGS dated 13-9-1950.

Ministry of Home Affairs etc. are requested to bring the above contents to the notice of all concerned.

**Department of Personnel and Training O.M. No. 36011/8/84-Estt. (SCT)
dated 17th Oct. 1986.**

Subject :—Educational qualification and standard prescribed in the recruitment rules-relaxation for SC/ST.

Instructions were issued in the Ministry of Home Affairs O.M. No. 1/1/70-Estt. (SCT) dated 25-7-70 regarding selection of SC/ST candidates against the reserved vacancies by direct recruitment. Subsequently certain clarifications were issued in the Ministry of Personnel, Public Grievances and Pensions O.M. No. 36011/8/84-Estt. (SCT) dated 29-5-85. A number of references have been received enquiring whether the OM dated 25-7-70 has been modified or amended by the OM dated 29-5-85. While clarifying that the OM dated 25-7-70 has not been modified or amended by the OM dated 29-5-85, in order to remove all doubts it has been decided to supercede the OM dated 29-5-85 and to state the correct position regarding concession to SC & ST candidates in direct recruitment :

- (i) Where an educational qualification has been prescribed in the recruitment rules, all candidates including the SC & ST candidates shall satisfy the said qualification. Sometimes, a minimum number of marks or a minimum grade is also prescribed as part of the educational qualification in the recruitment rules. In such cases, the minimum marks/grade so prescribed shall also uniformly apply to all candidates including SC & ST candidates.
- (ii) In case of direct recruitment through an examination or an interview, the selecting authority shall determine the minimum standard for purpose of selection at the examination or at the interview.
- (iii) Selection shall be made according to the place or rank obtained in the examination or at the interview, subject to fulfilling the minimum standard referred to above
- (iv) However, if adequate number of SC and ST candidates who satisfy the minimum standard are not available to fill the reserved vacancies, then SC and ST candidates may be selected to the extent of shortfall in vacancies by relaxing the minimum standard, provided that they are not considered unfit to hold the post.

No. AB-14017/27/89-Estt. (RR) Government of India, Ministry of Personnel Public Grievances & Pensions, Department of Personnel and Training New Delhi the 20th June, 1989 to All Ministries/Departments

OFFICE MEMORANDUM

Subject :—Recruitment of candidates belonging to Scheduled Castes and Scheduled Tribes.

The Undersigned is directed to say that a Committee of Members of Parliament, which examined matters relating to representation of Scheduled Castes and Scheduled Tribes in Government services has recommended that tribals should, as far as possible, be posted near their native place.

2. The recommendation has been examined carefully. It may not be possible or desirable to lay down that holders (belonging to SC/ST) of Group 'A' or Group 'B' posts who have all India transfer liability should be posted near their native places. It has, however, been decided that in the case of holders of Group 'C' and Group 'D' posts who have been recruited on regional basis and who belong to Scheduled Tribes may be given posting as far as possible, subject to administrative constraints near their native places within the region.

3. Suitable instructions may also be issued to all subordinate units.