

No. 36017/1/2004-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 5th July, 2005.

OFFICE MEMORANDUM

Subject: Revision of quantum of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region.

The undersigned is directed to say that reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group 'C' and 'D' posts, normally attracting candidates from a locality or a region, which is generally fixed in proportion to the population of the Scheduled Castes and Scheduled Tribes in the respective States/UTs, was last fixed in 1985 on the basis of the 1981 Census. Reservation for Other Backward Classes in such cases was fixed in 1993 keeping in view the proportion of their population in the respective States/UTs subject to a ceiling of 27 per cent while also ensuring that the total reservation for SCs, STs and OBCs did not exceed the limit of 50 per cent in any case. It has now been decided to revise the quantum of reservation for SCs, STs and OBCs in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region, keeping in view the figures of the 2001 Census, as given in the Annexure to this O.M.

2. These orders will take effect from the date of issue of this O.M. However, the cases where requisitions for filling up the posts have already been sent to the recruiting agencies or posts have already been advertised in accordance with the percentages of reservation existing prior to issue of this O.M., need not be re-opened.

3. It is requested that contents of this O.M. may be brought to the notice of all concerned.

(K. G. Verma)
 Deputy Secretary to the Government of India
 Tele: 23092797

To

1. All Ministries/Departments of the Government of India
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
8. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
9. Ministry of School Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the comptroller and Auditor General of India, 10 Bahadurshah Zafar Narg, New Delhi-110002.
14. CBI, LBSNAA, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Center, DOPT, North Block, New Delhi.
16. 300 spare copies for Estt. (Res.) Section.

**Annexure to O.M. No. 36017/1/2004-Estt. (Res.)
dated 5.7.2005**

| Sl. No. | Name of the State/UT | Percentage of Reservation | | |
|---------|---------------------------|---------------------------|-----|------|
| | | SCs | STs | OBCs |
| (1) | (2) | (3) | (4) | (5) |
| 01 | Andhra Pradesh | 16 | 7 | 27 |
| 02 | Arunachal Pradesh | 1 | 45 | 0 |
| 03 | Assam | 7 | 12 | 27 |
| 04 | Bihar | 16 | 1 | 27 |
| 05 | Chhattisgarh | 12 | 32 | 6 |
| 06 | Goa | 2 | 0 | 18 |
| 07 | Gujarat | 7 | 15 | 27 |
| 08 | Haryana | 19 | 0 | 27 |
| 09 | Himachal Pradesh | 25 | 4 | 20 |
| 10 | Jammu & Kashmir | 8 | 11 | 27 |
| 11 | Jharkhand | 12 | 26 | 12 |
| 12 | Karnataka | 16 | 7 | 27 |
| 13 | Kerala | 10 | 1 | 27 |
| 14 | Madhya Pradesh | 15 | 20 | 15 |
| 15 | Maharashtra | 10 | 9 | 27 |
| 16 | Manipur | 3 | 34 | 13 |
| 17 | Meghalaya | 1 | 44 | 5 |
| 18 | Mizoram | 0 | 45 | 5 |
| 19 | Nagaland | 0 | 45 | 0 |
| 20 | Orissa | 16 | 22 | 12 |
| 21 | Punjab | 29 | 0 | 21 |
| 22 | Rajasthan | 17 | 13 | 20 |
| 23 | Sikkim | 5 | 21 | 24 |
| 24 | Tamil Nadu | 19 | 1 | 27 |
| 25 | Tripura | 17 | 31 | 2 |
| 26 | Uttaranchal | 18 | 3 | 13 |
| 27 | Uttar Pradesh | 21 | 1 | 27 |
| 28 | West Bengal | 23 | 5 | 22 |
| 29 | Andaman & Nicobar Islands | 0 | 8 | 27 |
| 30 | Chandigarh | 18 | 0 | 27 |
| 31 | Dadra & Nagar Haveli | 2 | 43 | 5 |
| 32 | Daman & Diu | 3 | 9 | 27 |
| 33 | Delhi | 15 | 7.5 | 27 |
| 34 | Lakshadweep | 0 | 45 | 0 |
| 35 | Pondicherry | 16 | 0 | 27 |

Note: In the case of Goa, % of ST has been revised to 12% vide DPES OM No. 6/16/06—DPE (SC/ST Cell) dated 13.08.2007

Model Roster—Post-based-Promotion

Name of the Cadre/Grade/Post: _____ Pay Scale: _____
 Number of Posts Sanctioned: _____
 Mode of Recruitment (Seniority-cum-fitness/-selection (merit))
 Percentage of Reservation: SC _____ ST _____

| Roster Point | UR/SC/ST | Name | ENo. | Date of Promotion | Consumed by SC/ST/UR | Signature | Remarks |
|--------------|----------|------|------|-------------------|----------------------|-----------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |

8. (to continue according to the sanctioned strength)

Abstract at the end of the Year (31st December)

| Category | Reservation Required | Actual | Shortage/Surplus |
|----------|----------------------|--------|------------------|
| SC | | | |
| ST | | | |

NB: No format for the Roster has been prescribed by the Govt.
 Model Roster given above is suggested which may be adopted.

Model Roster—Post-based-Direct Recruitment

Name of the Cadre/Grade/Post:

Pay Scale:

Number of Posts Sanctioned:

Mode of Recruitment (All-India Recruitment through Open)

Competition/All-India other than through open Competition/local

Percentage of Reservation :

SC

ST

OBC

| Roster Point | UR/SC/ST/OBC | Name | Date of Appt. | Consumed by UR/SC/ST/OBC | Signature | Remarks |
|--------------|--------------|------|---------------|--------------------------|-----------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

8. (to continue according to the sanctioned strength)

Abstract at the end of the Year (31st December)

| Category | Reservation Required | Actual | Shortage/Surplus |
|----------|----------------------|--------|------------------|
| SC | | | |
| ST | | | |
| OBC | | | |

NB: No format for the Roster has been prescribed by the Govt.

Model Roster given above is suggested which may be adopted.