

36038/1/2004-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated the 9th November, 2004.

OFFICE MEMORANDUM

Sub: Special Recruitment Drive to fill backlog vacancies reserved of SCs and STs.

The undersigned is directed to say that one of the action points contained in the National Common Minimum Programme of the Government of India under the heading "Scheduled Castes and Scheduled Tribes" reads

"All reservation quotas, including those relating to promotions, will be fulfilled in a time bound manner."

2. This Department, in view of the above resolution, launched a Special Recruitment Drive to fill up all backlog reserved vacancies of SCs and STs in direct recruitment quota vide O.M. No. 36038/1/2004 –Estt(Res) dated 5.8.2004. Another Special Recruitment Drive to fill up backlog reserved vacancies in promotion quota has been launched vide O.M. No. 36038/2/2004-Estt(Res) dated 26.8.2004. These drives are not restricted to Ministries / Departments and their Attached and Subordinate Offices only, but also cover the Autonomous Bodies, Public Sector Undertakings, etc. of the Government of India. It should be ensured that all the backlog reserved vacancies of SCs and STs in the Ministries / Departments and in their Attached and Subordinate Offices and in the Autonomous Bodies, Public Sector Undertakings under their control are filled as per schedule given in the O.Ms referred to above. The Officers-in-Charge of the Special Recruitment Drives nominated in the Ministries / Departments should monitor and coordinate the progress of the drives in all the organizations including the Autonomous Bodies and the Public Sector Undertakings.

3. In many a case, backlog reserved vacancies are created because all out efforts are not made to fill up the reserved vacancies in the initial year of recruitment. Instructions regarding filling up of reserved vacancies in direct recruitment provide that if sufficient number of suitable SC/ST candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. Second effort is not made to fill up the reserved vacancies by some Organizations / Establishments which is not in line with the instructions. It is urged that all out efforts should be made to complete the reservation quota while filling up the current vacancies of this year and also of all subsequent years so that there is no occasion for the creation of backlog vacancies in future and reservation quota remains complete at all times.

4. All the Ministries / Departments were required to send consolidated information about identification of backlog reserved vacancies in direct recruitment quota in the Ministries / Departments including their Attached and Subordinate Offices by 15.10.2004. The Ministries /

Departments which have not sent the report so far may send it by 16.11.2004. Information in respect of backlog reserved vacancies in promotion quota in the concerned Ministry / Department and all its Attached and Subordinate Offices may also be sent in proforma enclosed with the O.M. dated 26.8.2004 by 16.11.2004.

5. Information about backlog reserved vacancies in the Public Sector Undertakings and the Autonomous Bodies under the control of the Ministries / Departments may be sent to this Department separately in proformae annexed as [Annexure I](#) and [Annexure II](#) with this O.M. by 16.11.2004. Information in respect of Public Sector Undertakings should be simultaneously sent to the Department of Public Enterprises.

6. Ministries / Departments which have not informed the name of the Office-in-Charge for the Special Recruitment Drive so far may send the particulars of the Officer-in-Charge to Shri Keshav Desiraju, Joint Secretary in this Department without any further delay.

7. Hindi version will follow.

(K.G. Verma)
Deputy Secretary to the Govt. of India

To

1. All Ministries / Departments of Govt. of India
2. Department of Economic Affairs (Banking Division), New Delhi
3. Department of Economic Affairs (Insurance Division), New Delhi
4. Department of Public Enterprises, New Delhi,
5. Railway Board,
6. Union Public Service Commission / Supreme Court of India / Election Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice President's Secretariat / Prime Minister's Office / Planning Commission / Election Commission
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

ANNEXURE – I

SPECIAL RECRUITMENT DRIVE
REPORT IN RESPECT OF PUBLIC SECTOR UNDERTAKINGS
REPORT ABOUT BACKLOG RESERVED VACANCIES IDENTIFIED FOR FILLING UP
THROUGH THE DRIVE

(As on 1.7.2004)

<u>Category / Class / Group of Posts</u>	<u>Number of Backlog Vacancies</u>			
	<u>Direct Recruitment Quota</u>		<u>Promotion Quota</u>	
	<u>SC</u>	<u>ST</u>	<u>SC</u>	<u>ST</u>
<u>Group A or equivalent posts</u>	-	-	-	-
<u>Group B or equivalent posts</u>	-	-	-	-
<u>Group C or equivalent posts</u>	-	-	-	-
<u>Group D or equivalent posts</u>	-	-	-	-
<u>TOTAL</u>	-	-	-	-

NB: 1. Consolidated information in respect of all the PSUs under the control of the Ministry / Department should be sent in one go. Incomplete or part information should not be sent.

2. This information should be sent to the DOPT as well as to the Department of Public Enterprises.

ANNEXURE – II

SPECIAL RECRUITMENT DRIVE
REPORT IN RESPECT OF AUTONOMOUS BODIES
REPORT ABOUT BACKLOG RESERVED VACANCIES IDENTIFIED FOR FILLING UP
THROUGH THE DRIVE

(As on 1.7.2004)

<u>Category / Class / Group of Posts.</u>	<u>Number of Backlog Vacancies</u>			
	<u>Direct Recruitment Quota</u>		<u>Promotion Quota</u>	
	<u>SC</u>	<u>ST</u>	<u>SC</u>	<u>ST</u>
<u>Group A or equivalent posts</u>	-	-	-	-
<u>Group B or equivalent posts</u>	-	-	-	-
<u>Group C or equivalent posts</u>	-	-	-	-
<u>Group D or equivalent posts</u>	-	-	-	-
<u>TOTAL</u>	-	-	-	-

NB: Consolidated information in respect of all the autonomous bodies under the control of the Ministry / Department should be sent in one go. Incomplete or part information should not be sent.