

## CHAPTER 4

### RESERVATION OF POSTS FOR SCHEDULE CASTES/SCHEDULED TRIBES/OTHER BACKWARD CLASSES/EX-SERVICEMEN AND PHYSICALLY HANDICAPPED

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## CHAPTER 4

### **RESERVATION OF POSTS FOR SCHEDULED CASTES/SCHEDULED TRIBES/OTHER BACKWARD CLASSES/EX-SERVICEMEN AND PHYSICALLY HANDICAPPED**

#### **4.1 Scheduled Castes/Scheduled Tribes/Other Backward Classes**

Statute 12 (2) provides that while making appointments, the appointing authority shall take into consideration the claims of the members of the Scheduled Castes and Scheduled Tribes consistently with the maintenance of efficiency of administration and the teaching at the Institute. The following are the rules for reservation of posts for SC/ST/OBC candidates at NIT Jaipur.

##### **4.1.1 Percentage of Reservation**

The percentage of reservation in direct recruitment for this Institute is as under:  
Scheduled Castes 15% Scheduled Tribes 7.5% Other Backward Classes 27% For Departmental promotions it shall also be 15% for Scheduled Castes and 7.5% for Scheduled Tribes and no reservations for OBCs shall apply. The above reservation will not be applicable to the following categories of posts at this Institute:

- i) Vacancies filled by transfer or deputation.
- ii) Temporary appointment of less than 45 days duration.
- iii) Purely temporary establishments such as work charged staff including the daily wage staff and monthly rate staff.
- iv) All academic posts above the level of lecturer and equivalent.

For the academic posts of lecturer or equivalent, the reservations will be applied in accordance with the procedure laid down by the council of the Indian Institute of Technology. Reservation will be provided for SC/ST according to the normal pattern of reservation followed in the case of other Group A posts but such reservation will neither be operated on a roster system nor will the reserved posts be carried forward from year to year.

##### **4.1.2 Grouping of Posts**

Groups shall be formed taking into account class, status, salary and qualifications prescribed for the post. Groups shall be formed under two separate classifications "Technical" and "Non-Technical" separately for Group A, B and C posts. Cadres consisting of more than twenty posts shall be formed into individual groups. Twenty or more isolated posts are grouped into separate groups taking into account the class, status, salary and qualifications for the posts. The grouping approved is at **Annexure 4.1**. The teaching and the research posts which have been excluded from the purview of the reservation order by the Govt. of India have not been taken into account. **Note:** No post in any Group may have more than 50% of the sanctioned positions filled by reserved category candidates and that any vacancy occurring in that post beyond the 50% upper-

limit and falling on a reserved point be filled up with general category candidate by reserving in lieu thereof the vacancy falling on the next point of the roster.

#### **4.1.3 Rosters**

The Post based rosters at **Annexure 4.2** for direct recruitment and a separate Roster at **Annexure 4.3** in respect to promotional posts shall be followed. The rosters are to be maintained as per the Performa at **Annexure 4.4**. The Rosters shall be upgraded on the first day of every month by the concerned Branch Officer.

#### **4.1.4 Committee to Decide Actual Reservation of Vacancies at the Time of Initiating Recruitment**

A Committee will decide the actual reservation in various vacancies taking into account the overall position of representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in various posts constituting a group, as also other factors such as type of appointment to be made i.e. internal or external, purely temporary or temporary, likely to continue for indefinite period or on probation.

#### **4.1.5 Non-Interchangeability of vacancies amongst SC and ST**

The vacancies reserved and advertised for Scheduled Castes will not be interchanged with those advertised for Scheduled Tribes and vice-versa.

#### **4.1.6 Relaxation and Concessions for SC/ST/OBC Candidates**

- i) **Age Limit:** The maximum age limit prescribed for direct recruitment shall be relaxed by 5 years in the case of SC/ST and 3 years for OBC candidates as per MHRD directions.
- ii) **Fees for Examinations:** No application fee is to be charged from SC/ST candidates.
- iii) **Standard for suitability:** If sufficient numbers of SC/ST/OBC 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 by relaxing the standard provided that they are not found unfit for such post (s).
- iv) **Further relaxation of standard to Non-technical and Technical Group C:** In certain cases the requisite number of SC/ST/OBC candidates fulfilling even the relaxed standard admissible in their cases may not be available to fill the vacancies reserved for them. In such cases the best among the SC/ST/OBC candidates who fulfill the minimum educational qualifications prescribed for a particular category in Non-technical and Technical Group C posts be filled to the extent of the vacancies reserved for them. In order to bring such candidates to minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. Such candidates will on their appointment be placed on probation.

#### **4.1.7 Advertisement in Newspapers**

In the Advertisement, the number of vacancies reserved for SC/ST/OBC candidates should be clearly specified. A copy of the advertisement should be published in national and local newspaper.

#### **4.1.8 Ban on Dereservation**

The Government of India has imposed a ban on dereservation in direct recruitment in all group 'A', 'B' and 'C' posts except in rare and exceptional cases in group 'A' and other specialized posts with specific approval of the, Board of Governors where the post cannot be allowed to remain vacant in public interest.

#### **4.1.9 Appointment of a SC/ST Liaison Officer and another OBC Liaison Officer**

A Liaison Officer not below the status of Dy. Registrar/Asstt. Registrar should be appointed as SC/ST Liaison Officer and another OBC Liaison Officer at the Institute to discharge the following functions:

- i) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favor of SC/ST/OBC and other benefits admissible to them under these instructions.
- ii) Compilation and submission of various reports/returns relating to SC/ST/OBCs required by the Govt.
- iii) Acting as Liaison Officer between the Institute and the Govt. of India for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by these orders. Under the control of the Liaison Officers a cell consisting of the following staff also functions at the Institute: UDC-1, Stenographer-1, and Group C Attendant-1.

#### **4.1.10 Reservation on Confirmation**

While considering the question of confirmation of temporary employees appointed by direct recruitment, the SC/ST/OBC employees should be provided reservation in the same manner as at the time of their recruitment. In posts filled by promotion, however, there is no reservation at the stage of confirmation of promotees.

#### **4.1.11 Nominations of SC/ST/OBC on the Selection Committee**

A member from SC/ST/OBC communities should invariably be nominated on the selection committee for filling reserved vacancies.

#### **4.1.12 Training arrangements for Group A Officers of SC/ST/OBC**

Where a Group A Officer belonging to SC/ST/OBC, is appointed in direct recruitment by relaxing the standard, he/she should be sent for training to suitable Institutes in order to afford him/her an opportunity to improve his/her standard.

#### **4.1.13 Training facilities for other categories of SC/ST/OBC**

SC/ST/OBC candidates who are selected in competitive examinations by relaxing standard should be deputed for training to the Institutes like National Academy of Administration,

Mussoorie and the Institute of Secretariat Training and Management, New Delhi to enable them to come up to the standard of other candidates.

#### **4.1.14 Forwarding of applications of SC/ST/OBC employees**

Applications for employment outside the NIT Jaipur from SC/ST/OBC employees should be forwarded without any restrictions.

#### **4.1.15 Retrenchment of surplus Staff**

In case some staff is declared surplus as a result of staff assessment studies which necessitates the retrenchment of the staff junior in the seniority, the SC/ST candidates in the particular cadre should not be included in the list of retrenchment so long as the total number of SC/ST/OBC candidates in that cadre has not reached the prescribed percentage of reservation.

### **4.2 EX-SERVICEMEN**

Vacancies in Group 'C' and 'D' posts at the Institute are to be reserved for Ex-servicemen in accordance with the Government orders issued from time to time.

### **4.3 PHYSICALLY HANDICAPPED**

Reservations of posts are to be made in Group 'C' and 'D' posts for the physically handicapped (Blind – 1%, Deaf –1%, Orthopedically Handicapped – 1%) in terms of Persons with Disability (Equal opportunities, Protection of Right & Full Participation) Act 1995 as amended from time to time.

## ANNEXURES

### CHAPTER 4

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**ANNEXURE 4.1**  
**(Refers 4.1.2)**

**Grouping of Posts (Technical and Non-Technical)**

**GROUP 'A' (TECHNICAL)**

- Sr. Medical Officer
- Medical Officer
- Institute Engineer
- Executive Engineer
- Asstt. Executive Engineer
- Principle Scientific/Technical Officer
- Sr. Scientific/Technical Officer
- Scientific/Technical Officer
- Senior SAS Officer
- SAS Officer.

**GROUP 'A' (NON TECHNICAL)**

1. Registrar.
- 2\*. Dy. Registrar (Administration & Establishment)/Dy. Registrar (Accounts) / Dy. Registrar (Academics)
- 3\*. Asstt. Registrar (Administration & Establishment)/Asstt. Registrar (Accounts)
4. Librarian
5. Dy. Librarian
6. Asstt. Librarian
7. Security Officer

\* Separate Rosters for Direct Rectt. and Promotion Posts.

**GROUP 'B' (TECHNICAL)**

1. Tech. Asstt./Sr. Tech. Asstt.
2. Junior Engineer/ Assistant Engineer
3. SAS Assistant/ Sr. SAS Assistant
4. Tech. Asstt. / SAS Assistant

**GROUP 'B' (NON TECHNICAL)**

1. Superintendent/Accountant/Secretary (SG II)
2. Senior Superintendent/Senior Accountant/Senior Secretary
3. Superintendent/Accountant/Secretary

**GROUP 'C' (TECHNICAL)**

1. Technician (SG I)/ Laboratory Assistant (SG I)/ Work Assistant (SG I)
2. Technician (SG II)/ Laboratory Assistant (SG II)/ Work Assistant (SG II)
3. Senior Technician/ Senior Laboratory Assistant/Senior Work Assistant.
4. Technician/Laboratory Assistant/ Work Assistant.

**GROUP 'C' (NON TECHNICAL)**

1. Stenographer / Assistant (SG I)
2. Stenographer / Assistant (SG II)
3. Senior Assistant / Stenographer
4. Attendant/Security Guard/Mali/Care Taker/ (SG I)
5. Attendant/Security Guard/Mali/Care Taker/ (SG II)
6. Senior Attendant/Security Guard/Mali/Care Taker
7. Attendant/Security Guard/Mali/Care Taker



**ANNEXURE 4.2**  
**(Refers 4.1.3)**

**POST BASED ROSTERS FOR DIRECT RECRUITMENT**

**Objective:** Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

**Model Roster of Reservation with Reference to Posts for Direct Recruitment on all India Basis by Open Competition.**

Sl. No. of Post	Share of Entitlement			Category for which the post should be ear-marked
	SC@15%	ST@7.5%	OBC@27%	
1.	0.15	0.075	0.27	UR
2.	0.30	0.15	0.54	UR
3.	0.45	0.225	0.81	UR
4.	0.6	0.3	1.08	OBC-1
5.	0.75	0.375	1.35	UR
6.	0.90	0.45	1.62	UR
7.	1.05	0.525	1.89	SC-1
8.	1.2	0.6	2.16	OBC-2
9.	1.35	0.675	2.43	UR
10.	1.5	0.75	2.7	UR
11.	1.65	0.825	2.97	UR
12.	1.8	0.9	3.24	OBC-3
13.	1.95	0.975	3.51	UR
14.	2.1	1.05	3.78	ST-1
15.	2.25	1.125	4.05	SC-2
16.	2.40	1.2	4.32	OBC-4
17.	2.55	1.275	4.59	UR
18.	2.70	1.35	4.86	UR
19.	2.85	1.425	5.13	OBC-5
20.	3.00	1.5	5.4	SC-3
21.	3.15	1.575	5.67	UR
22.	3.30	1.65	5.94	UR
23.	3.45	1.725	6.21	OBC-6
24.	3.60	1.8	6.48	UR
25.	3.75	1.875	6.75	UR
26.	3.90	1.95	7.02	OBC-7
27.	4.05	2.025	7.29	SC-4
28.	4.20	2.1	7.56	ST-2
29.	4.35	2.175	7.83	UR
30.	4.50	2.25	8.1	OBC-8
31.	4.65	2.325	8.37	UR
32.	4.80	2.4	8.64	UR

33.	4.95	2.475	8.91	UR
34.	5.10	2.55	9.18	OBC-9
35.	5.25	2.625	9.55	SC-5
36.	5.40	2.7	9.72	UR
37.	5.55	2.775	9.99	UR
38.	5.70	2.85	10.26	OBC-10
39.	5.85	2.925	10.53	UR
40.	6.00	3	10.8	ST-3
41.	6.15	3.075	11.07	SC-6
42.	6.30	3.15	11.34	OBC-11
43.	6.45	3.225	11.61	UR
44.	6.60	3.3	11.88	UR
45.	6.75	3.375	12.15	OBC-12
46.	6.90	3.45	12.42	UR
47.	7.05	3.525	12.69	SC-7
48.	7.20	3.6	12.96	UR
49.	7.35	3.675	13.23	OBC-13
50.	7.50	3.75	13.5	UR
51.	7.65	3.825	13.77	UR
52.	7.80	3.9	14.04	OBC-14
53.	7.95	3.975	14.31	UR
54.	8.10	4.05	14.58	SC-8
55.	8.25	4.125	14.85	ST-4
56.	8.40	4.2	15.12	OBC-15
57.	8.55	4.275	15.39	UR
58.	8.70	4.35	15.66	UR
59.	8.85	4.425	15.93	UR
60.	9.00	4.5	16.2	OBC-16
61.	9.15	4.575	16.47	SC-9
62.	9.30	4.65	16.74	UR
63.	9.45	4.725	17.01	OBC-17
64.	9.60	4.8	17.28	UR
65.	9.75	4.875	17.55	UR
66.	9.90	4.95	17.82	UR
67.	10.05	5.025	18.09	OBC-18
68.	10.20	5.1	18.36	SC-10
69.	10.35	5.175	18.63	ST-5
70.	10.50	5.25	18.9	UR
71.	10.65	5.325	19.17	OBC-19
72.	10.80	5.4	19.44	UR
73.	10.95	5.475	19.71	UR
74.	11.10	5.55	19.98	SC-11
75.	11.25	5.625	20.25	OBC-20
76.	11.40	5.7	20.52	UR
77.	11.55	5.775	20.74	UR
78.	11.70	5.85	21.06	OBC-21

79.	11.85	5.925	21.33	UR
80.	12.00	6	21.6	ST-6
81.	12.15	6.075	21.87	SC-12
82.	12.30	6.15	22.14	OBC-22
83.	12.45	6.225	22.41	UR
84.	12.60	6.3	22.68	UR
85.	12.75	6.375	22.95	UR
86.	12.90	6.45	23.22	OBC-23
87.	13.05	6.525	23.49	SC-13
88.	13.20	6.6	23.75	UR
89.	13.35	6.675	24.03	OBC-24
90.	13.50	6.75	24.3	UR
91.	13.65	6.825	24.57	UR
92.	13.80	6.9	24.84	UR
93.	13.95	6.975	25.11	OBC-25
94.	14.10	7.05	25.38	SC-14
95.	14.25	7.125	25.65	ST-7
96.	14.40	7.2	25.92	UR
97.	14.55	7.275	26.19	OBC-26
98.	14.70	7.35	26.46	UR
99.	14.85	7.425	26.73	SC-15*
100.	15.00	7.5	27	OBC-27*
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28
105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.05	8.025	28.89	SC-16
108.	16.2	8.10	29.43	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.625	31.05	OBC-31
116.	17.40	8.70	31.32	UR
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR

125.	18.75	9.375	33.75	UR
126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36
135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22
148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41
153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42
157.	23.55	11.775	42.39	UR
158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR

171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR
180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR
184.	27.60	13.80 49.	68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	OBC-50
187.	28.05	14.025	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR
191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200.	30	15	54	OBC-54

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\* To allot requisite number of posts without violating rule of 50%.

## Appendix to Annexure 4.2

### Model Roaster for Direct Recruitment for Cadre Strength up to 13 posts.

		<b>Replacement No.</b>												
Cadre Strength	Initial Recruitment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

- NOTE: 1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like “L”.
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

**ANNEXURE 4.3**  
**(Refers 4.1.3)**

**Model Roster for Promotion for Cadre Strength up to 13 posts.**

		<b>Replacement No.</b>												
Cadre Strength	Initial Recruitment	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST
3.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
6.	UR	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
7.	SC	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
8.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
9.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
10.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
11.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
12.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST
13.	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	ST

- NOTE:**
1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like “L”.
  2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
  3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

**ANNEXURE 4.4  
(Refers 4.1.3)**

**FORM OF REGISTER TO BE MAINTAINED TO GIVE EFFECT TO  
THE ROSTER FOR RESERVATIONS FOR SCHEDULED CASTES/SCHEDULED  
TRIBES/OBCs & Others**

**Grade or Group of Posts:**

**PERMANENT AND LONG-TERM TEMPORARY/PURELY TEMPORARY**

Reservations Brought Forward From Previous Year	Particulars of recruitment made					Reservations Carried forward	Signature of appointing authority or other authorized officer	Remarks
SC. ST. OBC	Recruitment year	Cycle No. and point No.	Unreserved or reserved for S.Cs/ S.Ts./ OBCs according to the roster applicable	Name and designation of the person appointed Date of appointment and Deptt./ Centre in which appointed	Whether he is S.C/S.T./ OBC if not, say 'Neither'	SC. ST. OBC		