

NATIONAL COMMON MINIMUM PROGRAMME  
SPECIAL RECRUITMENT DRIVE

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F.No.36038/1/2008-Estt (Res.)  
Government of India  
Ministry of Personnel, P.C & Pensions  
Department of Personnel & Training

New Delhi, Dated the 19<sup>th</sup> November, 2008

OFFICE MEMORANDUM

Subject :- Special Recruitment Drive for filling up the backlog reserved vacancies of SCs, STs and OBCs.

The undersigned is directed to say that the Government had launched a Special Recruitment Drive in August, 2004 to fill up the backlog reserved vacancies of SCs and STs existing as on 1.7.2004. More than 56000 vacancies were filled during that Drive. Some backlog vacancies could not be filled for various reasons. It is possible that some fresh backlog vacancies might have been created meanwhile. It has come to notice of this Department that a number of backlog vacancies of OBCs also exist. Keeping all these facts in view, it has been decided to launch a fresh Special Recruitment Drive to fill up backlog reserved vacancies of SCs, STs and OBCs in direct recruitment quota and of SCs and STs in promotion quota existing as on 1.11.2008.

2. Following schedule shall be followed for the Drive:

Sl. No	Action	Target Date
1.	The Ministries / Departments to issue instructions to all appointing authorities under their charge for conduct of the Drive.	By 27.11.2008
2.	Appointing Authorities to identify the backlog reserved vacancies as on 1.11.2008.	By 15.12.2008
3.	The appointing authorities /Ministries/Departments to report the vacancies to the UPSC / SSC or other concerned recruiting agencies.	By 31.12.2008
4.	UPSC/SSC/Other recruiting agencies to advertise the vacancies.	By 31.1.2009.
5.	UPSC/SSC/Other recruiting agencies to make selections. *	By 30.4.2009

*Srt*

(संदीप सक्सेना)  
(SANDEEP SAXENA)  
उप सचिव / Deputy Secretary  
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6.	UPSC/SSC/Other recruiting agencies to inform the concerned appointing authority about the selected candidates.	By 31.5.2009
7.	Appointing authorities to issue offers of appointment to the selected candidates.	By 30.6.2009

\*Note: If selections of some candidates under the Drive are made prior to completion of elections in the States of Chhattisgarh, Madhya Pradesh, Mizoram, Delhi, Rajasthan and Jammu & Kashmir, which have already been notified by the Election Commission, results of such candidates should be declared only after completion of the elections.

3. All the Ministries / Departments are requested to take action as per schedule given above. They are also requested to collect information from all the appointing authorities under them and send following reports to this Department first by 15.1.2009, second by 31.3.2009 indicating the progress made upto these dates and final by 15.7.2009. The attached offices/subordinate offices/autonomous bodies, public sector undertakings should not send report direct to this Department. They should send the information to the concerned Ministry/Department which will consolidate the information and send such consolidated information to this Department.

Sl. No.	Details of Report	Proforma prescribed
1.	Report about backlog vacancies filled in direct recruitment quota in Ministry/Department and all its attached & subordinate offices.	Proforma - I A
2.	Report about backlog vacancies filled in promotion quota in Ministry/Department and all its attached & subordinate offices.	Proforma - I B
3.	Report about backlog vacancies filled in direct recruitment quota in respect of Autonomous Bodies.	Proforma - II A
4.	Report about backlog vacancies filled in promotion quota in Autonomous Bodies.	Proforma - II B
6.	Report about backlog vacancies filled in direct recruitment quota in PSUs.	Proforma - III A
7.	Report about backlog vacancies filled in Promotion quota in PSUs.	Proforma - III B

Sr

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4. All advertisements calling for applications for filling up the posts by way of Special Drive may be published under the caption, "Special Recruitment Drive for SCs, STs and OBCs" and may be given wide publicity so that the information reaches the target group. The UPSC, SSC and all other recruiting agencies should expedite the selection of candidates for which indents are placed with them.

5. Following points may be kept in view while identifying the backlog reserved vacancies:

- (i) There is a ban on dereservation of vacancies reserved for SCs, STs and OBCs in case of direct recruitment. Where sufficient number of candidates of the concerned category are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies are kept unfilled. These unfilled reserved vacancies are treated as 'backlog reserved vacancies' for subsequent recruitment year.
- (ii) In case of promotion, the instructions provide that if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be dereserved and filled by candidates belonging of other communities. However, if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be dereserved for reasons like non-availability of candidates of other categories to fill the posts, these vacancies remain unfilled until the next recruitment year. Such vacancies are treated as "backlog reserved vacancies".
- (iii) There is a distinction between the 'shortfall of reservation' and 'number of backlog reserved vacancies' in a cadre. The 'shortfall of reservation of a particular reserved category in a cadre' means the difference between the total number of reserved posts for that category in the cadre according to the post based reservation' and the number of persons of that category appointed by reservation and holding the posts in the cadre'. The 'backlog reserved vacancies' of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled. To understand the distinction between the two more vividly, illustration given in this Department's O.M. No.36033/1/2008-Estt. (Res) dated 15.7.2008 may be seen.
- (iv) Post based reservation rosters are in vogue since 2.7.1997. Backlog reserved vacancies are to be determined as per post based reservation rosters.

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- (v) According to this Department's O.M. No. 278/2001-PIC dated 16.5.2001 clearance of the Screening Committee is necessary before filling up the direct recruitment vacancies for the year 2001-02 and subsequent years. These instructions do not apply to the vacancies of the period prior to 2001-02 and therefore clearance of the Screening Committee is not needed for filling up the backlog vacancies of that period.
- (vi) Backlog reserved vacancies of SCs/STs/OBCs for the year 2001-2002 onwards are such vacancies which were cleared by the Screening Committee before these were initially advertised / notified. Since the clearance of the Screening Committee for filling up of such backlog reserved vacancies has already been taken, clearance of the Screening Committee is not required again.
- (vii) Such of the sick PSUs, where no recruitments are being made were exempt from the purview of the Drive.

6. An officer holding the post of Joint Secretary or equivalent may be nominated as officer-in-charge of the Special Recruitment Drive, who may monitor and coordinate the special recruitment efforts in the Ministry / Department and all its attached and subordinate offices, public sector undertakings and autonomous bodies. Name, designation and telephone number of this officer may be reported to Shri S.K. Sarkar, Joint Secretary in this Department.

7. Hindi Version will follow.



(K.G. Verma)  
Director

To

1. All Ministries / Departments of Govt. of India
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi,
4. Railway Board,
5. 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
6. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New-Delhi.
7. 100 Spare copies

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SPECIAL RECRUITMENT DRIVE 2008-2009  
 PROGRESS REPORT

(Consolidated information in respect of Ministry/Department/Attached/Subordinate Offices)

DIRECT RECRUITMENT

Classification of posts	Scheduled Castes			Scheduled Tribes			OTHER BACKWARD CLASSES		
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
GROUP A.									
GROUP B.									
GROUP C.									
GROUP D.									
Total									

  
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SPECIAL RECRUITMENT DRIVE 2008-2009  
 PROGRESS REPORT  
 (Consolidated information in respect of Ministry/Department/Attached/Subordinate Offices)

PROMOTION

PROFORMA III

Classification of posts	Scheduled Castes		Scheduled Tribes		No. of backlog vacancies filled	
	No. of backlog vacancies identified (as on 1.1.2008)	No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.1.2008)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
GROUP A						
GROUP B						
GROUP C						
GROUP D						
Total						

  
 (संदीप सक्सेना)  
 (SANDEEP SAXENA)  
 Joint Secretary / Deputy Secretary  
 जॉइंट सचिव एवं प्रशिक्षण विभाग  
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SPECIAL RECRUITMENT DRIVE 2008-2009  
 PROGRESS REPORT  
 (Consolidated information in respect of Autonomous Bodies)

PROMOTION

Classification of posts	Scheduled Castes		No. of backlog vacancies identified (as on 1.1.2008)	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.1.2008)	Scheduled Tribes No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled
	No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	(1)					
(1)							
GROUP A or Equivalent							
GROUP B or Equivalent							
GROUP C or Equivalent							
GROUP D or Equivalent							
Total							

*Sd/-*


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SPECIAL RECRUITMENT DRIVE 2008-2009  
 PROGRESS REPORT  
 (Consolidated information in respect of Autonomous Bodies)

DIRECT RECRUITMENT

Classification of posts	Scheduled Castes			Scheduled Tribes			OTHER BACKWARD CLASSES	
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
GROUP A or Equivalent								
GROUP B or Equivalent								
GROUP C or Equivalent								
GROUP D or Equivalent								
Total								

PROFORMA IIA

  
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 Deputy Secretary  
 Deptt. of Personnel & Training  
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**SPECIAL RECRUITMENT DRIVE 2008-2009**  
**PROGRESS REPORT**  
 (Consolidated information in respect of Public Sector Undertakings)

**DIRECT RECRUITMENT**

Classification of posts	Scheduled Castes				Scheduled Tribes			OTHER BACKWARD CLASSES		
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
GROUP A or Equivalent										
GROUP B or Equivalent										
GROUP C or Equivalent										
GROUP D or Equivalent										
Total										

*Sd/-*

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**SPECIAL RECRUITMENT DRIVE 2008-2009**  
**PROGRESS REPORT**  
 (Consolidated information in respect of Public Sector Undertakings)

PROMOTION

Classification of posts	No. of backlog vacancies identified (as on 1.11.2008)	Scheduled Castes		No. of backlog vacancies identified (as on 1.11.2008)	Scheduled Tribes		No. of backlog vacancies filled
		No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled		No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
GROUP A or Equivalent							
GROUP B or Equivalent							
GROUP C or Equivalent							
GROUP D or Equivalent							
Total							

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