(269)

भारतीय वन्यजीव संस्थान
Wildlife Institute of India

SPEED POST

No. A/2-1/2007-WII (Vol. X: 2016-17/Part-III) Dated 14.12.2016

To,

Shri N.S.Saun,
Advocate,
Uttarakhand High Court, Nainital,
450, Balliwala, Kanwali Road,
Dehradun – 248 001

Sub.: Information sought under Right to Information Act, 2005- reg.

Ref.: Your RTI Application vide letter dated 13.10.2016, received in this office on 13.10.2016 and your letter dated 03.12.2016.

Sir,

Please refer to your application/letter cited above under RTI Act, 2005. In this context, you were requested to deposit an amount of Rs. 132/- for providing the information sought by you vide our letter dated 08.11.2016.

After receiving the amount of Rs. 132/- (vide receipt no. 5309 dt. 24.11.2016) towards photocopying charges, the information contained in 66 pages, is attached herewith as sought by you under RTI, 2005.

If you are not satisfied with the aforesaid reply, you may appeal to the Appellate Authority i.e. ***"Dr. V.B.Mathur, Director, Wildlife Institute of India, P.B.18, Chandrabani, Dehradun – 248 001, Ph. 0135-2640910"*** within a period of one month.

Thanking you.

Yours faithfully,

SPEED POST
14/12/16

(Ajay Srivastav)
CPIO

Encl: 66 pages.

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ई–मेल / E-mail : wii@wii.gov.in

268

WILDLIFE INSTITUTE OF India
CHANDRABANI DEHRADUN

No.A/2-31/2005-WII

Dated 04 November 2016

Sub: Supply of information under RTI Act 2005 – reg.

Ref: **Application of Shri N.S. Saun, advocate under RTI information Act dated 13.10.2016 received from CPIO, WII vide letter No. Nil dated 14.10.2016.**

The information under RTI on the above cited reference is as under:

1. Information on year of revision of Recruitment and Promotion Rules (RRs) for Administrative Cadre of WII.

Reply: The required information given the Recruitment Rules (RRs) of Administrative Services (Recruitment and Promotion) Rules 2007 notified vide notification No. A/2-20/2006-WII/RRs dated 01.08.2007 (**Annexure-1**). Further, a copy of the Recruitment Rules for the post of Lower Division Clerk (Assistant-III in WII) as notified vide Office Memorandum No. AB-14017/32/2009-Estt(RR) dated 07.10.2009 which are applicable to all autonomous/statutory bodies and adopted by Wildlife Institute of India is also enclosed as **Annexure-2**.

2. Information on whether the revision of Recruitment and Promotion Rules (RRs) for Administrative Cadre of WII is as per the DoPT guidelines? (Yes/No)

Reply: The information sought is interrogative. Hence, it is not to be answered. The Recruitment Rules adopted by WII and as provided under Reply to S.No. 1 above, may be referred.

3. Provide certified copies of total sanctioned strength (cadre) till date for the Assistant Grade-III as approved by the Government.

Reply: The required information is covered under reply to Sl. No.1 above.

4. Information on number of posts of Assistant Grade-III segregated for the Departmental Promotion Committee (DPC).

Reply: The information covered under reply at Sl. No. 1. Recruitment Rules may be referred.

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(267)

5. Information on number of posts of Assistant Grade-III to be filled by Direct Recruitment.

Reply: The information is covered under reply at Sl. No. 1 above.

6. Information on total number of positions filled and vacant as on dated of Assistant Grade-III.

Reply: The details are provided in **Annexure-3**.

7. Information on percentage of Roaster Points for the DPC and Direct Recruitment for Reserved and Unreserved Categories.

Reply: In this connection a copy of Govt. of India, Department of Personnel and Training OM No.36012/2/96-Estt.(Res.) dated 02.07.1997 (**Annexure-4**).

4.11.16

(Rajiv Mehta)
Section Officer

A.O

4.11.16

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(266) Annexure-1

Administrative Services
(Recruitment and Promotion) Rules

2007

भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Information Contain in 32 pages

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CPIO, Wild Life Institute of India, Dehradun

Attested

प्रशासनिक अधिकारी
Administrative Officer
भारतीय वन्यजीव संस्थान
Wildlife Institute of India
देहरादून /Dehradun

265

WILDLIFE INSTITUTE OF INDIA
Chandrabani, Dehradun
(An autonomous Institute under the Ministry of Environment & Forests, Government of India)

No. A/2-20/2006/WII/RRs

Dated 01st August 2007

NOTIFICATION

Recruitment Rules

In exercise of the powers vested under Bye-law Rule 3 (xvi) (xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Administrative Posts in WII:

PART – I

GENERAL

SECTION I - PRELIMINARY

1. **Short Title and Commencement:**

(i) These Rules shall be called the "Wildlife Institute of India Administrative Services (Recruitment and Promotion) (ASRP) Rules, 2007"

(ii) These shall apply to all Administrative (including Ministerial, Stenographic, Finance & Accounts, Stores/Purchase, Drivers, Cooks and Group 'D' Staff other than Technical Attendants).

(iii) These shall come into force with effect from the date notified by the Institute.

2. **Definitions:** In these Rules, unless the context otherwise requires-

(i) "Cadre" means the strength of posts included in any of sub-clauses (i) to (iii) of Rule 3.

(ii) "Controlling Authority" means the Wildlife Institute of India and the powers of the Controlling Authority shall be exercised by the Director, Wildlife Institute of India or by such officer as may be so authorized by the WII from time to time for a specific category of posts.

(iii) "Permanent post" means a post carrying a definite scale of pay sanctioned without limit of time.

264

SECTION II - CADRES AND STRENGTH

6. **Cadres** - Officers employed in the 'WII Administrative Services' in the posts mentioned in Rule 1 (ii) above, shall be included in one of the following cadres as may be appropriate:

(i) General Cadre (Admin & Finance)
(ii) Stenographers' Cadre
(iii) Drivers' Cadre
(iv) Cooks' Cadre
(v) Group 'D' Staff (Other than Technical Attendants)

7. **Authorized Permanent Strength:** The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each cadre.

8. **Schedule of posts:** The 'Controlling Authority' shall maintain a schedule of posts for each cadre.

9. **Scales of Pay:** The scales of pay of the grades of the cadre shall be as approved by the Government of India from time to time for such posts and adopted by the Wildlife Institute of India.

10. **General Conditions**

(i) The Recruitment to the administrative posts shall be at the entry level of all the cadres.

(ii) The authority empowered to hold competitive/qualifying examinations, wherever provided in the Rules, shall be as prescribed by the Controlling Authority.

(iii) Age Relaxation: The upper age limit prescribed for direct recruitment would be relaxed for SCs/STs/OBCs/ and certain other categories as notified by the Government of India from time to time. There is no age limit for departmental candidates provided they possess the prescribed qualifications in case of direct recruitments.

(iv) Officers recruited or promoted to a Grade shall be placed on probation for a period of one year from the date of appointment. The period of probation may be extended or curtailed at the discretion of the appointing authority. If the performance of the person is not found to be good, his/her services are liable to be terminated as per GOI rules.

(v) Officers recruited through direct recruitment or promotion to a grade shall undergo such training as may be prescribed from time to time.

(vi) Officers holding posts under the WII shall be liable to serve anywhere in India.

(vii) Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/ and certain other categories as notified by the Government of India from time to time in

vacancies filled by direct recruitment/promotion.

(viii) Appointment to short-term vacancies: Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled subject to such orders as may be issued by the Controlling Authority from time to time.

(ix) Recruitment through Employment Exchange: The post carrying pay scale of Rs.4500-7000 and below will be notified through the Local Employment Exchange. However for wide publicity of the post, the advertisement shall also be notified in the local newspapers.

(x) The Governing Body, WII, may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.

(xi) Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Governing Body, WII whose decision shall be final.

Pay fixation: The pay of officers and staff shall be fixed as per Rules of the Government of India on the subject.

(xii) The categorization of the posts in Wildlife Institute of India shall be as under after adoption of the revised recruitment rules:

Sl.No.	Existing Designation of post in WII	Existing Pay scale in WII prior to revision of Recruitment Rules	Corresponding Designation of the post after revision of RRs	Pay Scale after revision of Recruitment Rules
1	Lower Division Clerk	3050-75-3950-80-4590	Assistant Grade-III	3050-75-3950-80-4590
2	Upper Division Clerk	4000-100-6000	Assistant Grade-II	4000-100-6000
3	Stenographer Grade-III	Proposed	Stenographer Grade-III	4000-100-6000
4	Store Keeper/Hostel Superintendent	4500-125-7000	Assistant Grade-I	4500-125-7000
5	Hindi Translator	5000-150-8000	Hindi Translator	5000-150-8000
6	Stenographer Grade-II	5000-150-8000	Stenographer Grade-II	5000-150-8000
7	Accountant/ Office Superintendent/ Assistant Store Officer/ Assistant Estate Officer	5500-175-9000	Section Officer	5500-175-9000
8	Stenographer Grade–I	5500-175-9000	Stenographer Grade-I	5500-175-9000
9	Senior Personal Assistant	6500-200-10500	Private Secretary	6500-200-10500

262

9	Administrative Officer/ Finance Officer/ Internal Audit Officer/ Academic Officer	7450-225-11500	Administrative Officer/ Finance Officer/ Internal Audit Officer/ Academic Officer	7450-225-11500

(xiii) The incumbents holding the posts mentioned at Sr. No.1, 2, 4 & 7 can be deployed in any of the sections of the Institute as per orders of the Director, WII. However, only those Sections Officers shall be deputed in Finance Section who has undergone the requisite eight weeks "Cash & Accounts" training course conducted by the ISTM, New Delhi.

(xiv) For Hindi Translator being the isolated post, promotion avenues for this cadre shall be in accordance with the guidelines issued by the Government of India from time to time.

(xv) Selection/Departmental Promotion Committees referred to in the relevant schedules shall also consider anomalies arising out of implementation of these Rules, if any, by devising the adequate procedures as may be considered necessary and put up their recommendations to the appointing authority for final decision.

(xvi) In regard to matters not specified herein above, the employees of the Wildlife Institute of India will be governed by the relevant Rules/orders issued by the Government of India from time to time including the Central Civil Services (CCS) Conduct Rules.

(xvii) Where the Governing Body is of the opinion that it is necessary or expedient in the interest of the Institute to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these Rules.

(xviii) The additions/deletions/modifications to these Rules as and when required shall be made with the approval of the Governing Body of the Institute.

(xix) Nothing in these rules affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, OBC, Ex-servicemen, Female candidates and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

261

Schedule 1 - Recruitment Rules: Assistant Grade-III

01	Name of the post	Assistant Grade-III
02	Number of the posts (sanctioned strength)	Eight
03	Classification of the post	Group-C
04	Scale of Pay	Rs.3,050-75-3,950-80-4,590
05	Whether 'Selection' or 'Non-selection' post	Not Applicable
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	(i) Between 18 and 25 years or as specified by the Govt. of India time to time. (ii) Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules.
08	Educational and other qualifications required for direct recruits	(i) Matriculation or its equivalent qualification from a recognized Board/University (ii) Typing speed of 30 w.p.m in English or 25 w.p.m in Hindi typewriting using computer
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Yes as per column 11 hereunder.
10	Period of probation, if any	Two years
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 90% by Direct Recruitment (ii) 5% to be filled up from Group 'D' Staff who possess the Matriculation qualification and have rendered 05 years regular service in Group 'D' on the basis of a departmental qualifying examination. The maximum age limit is 45 years. (iii) 5% to be filled up on seniority-cum-fitness basis from Group 'D' employees who possess Matriculation qualification.

260

12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	As per Column 11 -	
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII	Chairman
		Head of Office, WII	Member
		One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Member
		Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Note: The Selection Committee will interview the candidate who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

Schedule 2 - Recruitment Rules: Assistant Grade-II

01	Name of the post	Assistant Grade-II
02	Number of the posts (sanctioned strength)	Ten
03	Classification of the post	Group-C
04	Scale of Pay	Rs.4,000-100-6,000
05	Whether 'Selection' or 'Non-selection' post	Non-selection.
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion from the feeder channel i.e. Assistant Grade-III (ii) failing which by deputation or transfer
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	**By Promotion**: From amongst Assistant Grade-III who have completed not less than 8 years approved service as Assistant Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

258

Schedule 3 - Recruitment Rules : Assistant Grade-I

01	Name of the post	Assistant Grade-I
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-C
04	Scale of Pay	Rs. 4500-125-7000
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	**By Promotion**: From Assistant Grade-II who have completed not less than 5 years approved service as Assistant Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee. **By Deputation:** As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

Schedule 4 - Recruitment Rules: Hindi Translator

01	Name of the post	Hindi Translator*
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	Rs.5000-150-8000
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	(i) Between 18 and 28 years or as specified by the Government of India from time to time. (ii) Relaxable in case of SC/ST/OBC/candidates of other categories as per GOI norms.
08	Educational and other qualifications required for direct recruits	Master's Degree of a recognized university in Hindi/ English with English/Hindi as a compulsory elective subject or as medium of examination at degree level **OR** Master's Degree of a recognized university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level. **OR** Bachelor's Degree of a recognized University with Hindi & English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory elective subject, plus a recognized diploma/ certificate course in translation from Hindi to English and visa a versa in Central/State Government offices including GOI undertakings.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.
10	Period of probation, if any	Two years
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by Direct Recruitment (Test and interview) or (ii) Failing which by deputation or short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable

256

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

**The present incumbent on the post of Hindi Translator will remain in the feeder channel for promotion to the post of Section Officer. In future, the isolated post of Hindi Translator will get promotional avenues as per GoI guidelines.*

Schedule 5 - Recruitment Rules: Section Officer

01	Name of the post	Section Officer
02	Number of the posts (sanctioned strength)	Five
03	Classification of the post	Group-B
04	Scale of Pay	Rs.5500-175-9000
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	**By Promotion**: From Assistant Grade - I who have rendered not less than 6 years of regular service failing which Assistant Grade-II who have rendered not less than 10 years of regular service on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. **By Deputation:** As per Govt. of India Rules.

254

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII	Chairman
		Head of Office, WII	Member
		One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Member
		Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Schedule 6 - Recruitment Rules: Administrative Officer/Academic Officer

01	Name of the post	Administrative Officer/Academic Officer
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-B
04	Scale of Pay	Rs. 7450-225-11500
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	**By Promotion:** From Section Officers who have rendered not less than 5 years approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. **By Deputation:** As per Govt. of India Rules.

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent scientist/forester/ conservationist with adequate experience of administration and finance.	- Chairman
		Expert from related area of a sister organization under MoEF	- Member
		Such other Member or Members as may be nominated by the Controlling Authority	- Member
		Representative of SC/ST	- Member
		Director, WII	- Member - Secretary

Schedule 7 - Recruitment Rules: Finance Officer

01	Name of the post	Finance Officer
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	Rs. 7450-225-11500
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(I) By promotion failing which by transfer on deputation
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	**By Promotion**: From Section Officers who have rendered not less than 5 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. Only those Section Officer shall be considered who have successfully completed the "Cash & Accounts Training Course" conducted by ISTM, New Delhi. **By Deputation:** As per Govt. of India Rules

250

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent scientist/forester/conservationist with adequate experience of administration and finance	Chairman
		Expert from related area of a sister organization under MoEF	Member
		Such other Member or Members as may be nominated by the Controlling Authority	Member
		Representative of SC/ST	Member
		Director, WII	Member Secretary

Schedule 8 - Recruitment Rules: Internal Audit Officer

01	Name of the post	Internal Audit Officer
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	Rs. Rs. 7450-225-11500
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	On deputation for a fixed tenure from the organized Accounts Departments of the Government of India.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent scientist/forester/ conservationist with adequate experience of administration and finance. - Chairman Expert from related area of a sister organization under MoEF - Member Such other Member or Members as may be nominated by the Controlling Authority - Member Representative of SC/ST - Member Director, WII - Member - Secretary

Schedule 9 - Recruitment Rules: Stenographer-III

01	Name of the post	Stenographer-III	
02	Number of the posts (sanctioned strength)	Proposed	
03	Classification of the post	Group-C	
04	Scale of Pay	Rs.4,000-100-6,000	
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable	
07	Age limit for direct recruits	(i)	Between 18 and 25 years or as specified by the Govt. of India time to time.
		(ii)	Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Matriculation or its equivalent with a speed of 80 w.p.m. in Stenography (English or Hindi) and Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi using computer	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable	
10	Period of probation, if any	Two years	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) By Direct Recruitment	
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable	

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII	Chairman
		Head of Office, WII	Member
		One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Member
		Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Note: The selection committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

Schedule 12 - Recruitment Rules: Private Secretary (PS)

01	Name of the post	Private Secretary (PS)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	Rs.6500-200-10500
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion from the Stenographer Grade-I with 3 years regular service in the Grade failing which combined regular service of 7 years in Stenographer Grade-I and Stenographer Grade-II and failing both Stenographer Grade-II with 7 years regular service in the Grade based on Selection-cum-Seniority. (ii) failing which by transfer on deputation
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII — Chairman Head of Office, WII — Member One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Member Representative of SC/ST as per rules — Member Administrative Officer — Member Secretary

Schedule 13 - Recruitment Rules: Driver (Ordinary Grade)

01	Name of the post	Driver (Ordinary Grade)
02	Number of the posts	Three
03	Classification of the post	Group 'C'
04	Scale of Pay	Rs.3050-75-3950-80-4590
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Between 18 and 25 years or as fixed by Govt. of India time to time Relaxation in case of SC/ST/OBC & candidates of other categories as per GoI rules.
08	Educational and other qualifications required for direct recruits	8th Standard Must have a valid driving licence for both light and heavy vehicle and experience of driving light & heavy vehicles for at least three years.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct Recruitment
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

242

Schedule 14 - Recruitment Rules: Driver Grade-II

01	Name of the post	Driver Grade-II	
02	Number of the posts	Four	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.4000-100-6000	
05	Whether 'Selection' or 'Non-selection' post	Non-selection	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Not applicable	
08	Educational and other qualifications required for direct recruits	Not applicable	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable	
10	Period of probation, if any	Not applicable	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation **By Promotion:** From amongst drivers (Ordinary Grade) who have rendered nine years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC. **By Deputation:** As per GoI rules.	
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation/transfer to be made.	As per column 11	
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

Schedule 15 - Recruitment Rules: Driver Grade-I

01	Name of the post	Driver Grade-I
02	Number of the posts	Four
03	Classification of the post	Group 'C'
04	Scale of Pay	Rs.4500-125-7000
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Not applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation **By Promotion**: From amongst drivers (Grade-II) who have rendered six years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC. **By Deputation:** As per GoI rules.
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

Schedule 16 - Recruitment Rules: Driver (Special Grade)

01	Name of the post	Driver (Special Grade)
02	Number of the posts	One
03	Classification of the post	Group 'C'
04	Scale of Pay	Rs.5000-150-8000
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Not applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation **By Promotion:** From amongst drivers (Grade-I), who have rendered three years of regular service in the Grade-I on Seniority-cum-fitness and on the recommendation of DPC. **By Deputation:** As per GoI rules.
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

239

Schedule 17 - Recruitment Rules: Cook

01	Name of the post	Cook	
02	Number of the posts	Thirteen	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.3050-75-3950-80-4590	
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Between 18 and 25 years or as fixed by Govt. of India time to time Relaxation in case of SC/ST/OBC & candidates of other categories as per GoI rules.	
08	Educational and other qualifications required for direct recruits	**Essential:** High School with Degree/Diploma in "Cookery" from any recognized institute. **Desirable:** Two years working experience as Cook/Bearer in any reputed hotel or organization.	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Yes, as per column 11 hereunder.	
10	Period of probation, if any	One year	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment	
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11	
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

238

Schedule 18 - Recruitment Rules: Chowkidar (Group 'D')

01	Name of the post	Chowkidar	
02	Number of the posts (sanctioned strength)	Four	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	Selection by merit at the time of recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
08	Educational and other qualifications required for direct recruits	8th Standard	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable	
10	Period of probation, if any	Two Years	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment	
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

Schedule 19 - Recruitment Rules: Farash (Group 'D')

01	Name of the post	Farash
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group 'D' Non Technical
04	Scale of Pay	Rs. 2550-55-2660-60-3200
05	Whether 'Selection' or 'Non-selection' post	Selection by merit at the time of recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time
08	Educational and other qualifications required for direct recruits	8th Standard
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Two Years
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office — Chairman Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII — Members Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) — Member Administrative Officer — Member Secretary

236

Schedule 20 - Recruitment Rules: Peon (Group 'D')

01	Name of the post	Peon	
02	Number of the posts (sanctioned strength)	One	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	Selection by merit at the time of recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
08	Educational and other qualifications required for direct recruits	8th Standard	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable	
10	Period of probation, if any	Two Years	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment	
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

Schedule 21 - Recruitment Rules: Safaiwala (Group 'D')

01	Name of the post	Safaiwala	
02	Number of the posts (sanctioned strength)	Two	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	Selection by merit at the time of recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
08	Educational and other qualifications required for direct recruits	8th Standard	
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable	
10	Period of probation, if any	Two Years	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment	
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
		Administrative Officer	Member Secretary

Annexure - 5

(234)

No. AB-14017/32/2009-Estt (RR)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training
New Delhi

Dated the 7th October, 2009

OFFICE MEMORANDUM

ubject:- Model RRs for the post of Lower Division Clerk

The 2nd Administrative Reforms Commission in their 10th Report have ecommended that the minimum qualification for recruitment to the post of DCs should be 12th Pass or equivalent. These recommendations have been onsidered in this Department and it has been decided to accept the same. ccordingly, a copy of the fresh Model RRs for the post of Lower Division lerk is forwarded herewith for framing and amendment of existing Rules / the respective Ministries/Departments. In case any modification is quired depending upon the requirement of the Department having regard the structure/functional requirements etc., the proposal may be sent to this epartment for approval. The Ministry of Home Affairs are also requested forward these Model RRs to the UT Administrations for appropriate tion.

All Ministries/Departments are requested to forward the Model RRs all attached/subordinate offices for amending their RRs. These may also forwarded to all autonomous/statutory bodies for adoption.

Hindi version will follow.

(J.A.Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi

प्रशासनिक अधिकारी
Administrative Officer
भारतीय वन्यजीव संस्थान
Wildlife Institute of India
देहरादून /Dehradun

4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Staff Selection Commission, New Delhi

opy to :-

(1) The Rajya Sabha Secretariat, New Delhi.
(2) The Lok Sabha Secretariat, New Delhi.
(3) All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
(4) Establishment Officer and Secretary, ACC (10 copies).
(5) All Officers and Sections in the Department of Personnel & Training.
(6) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
(7) All Staff Members of National Council (JCM)
(8) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
(9) Establishment (RR Division) (100 copies)
(10) NIC, North Block for posting on the website.

(J.A.Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

प्रशासनिक अधिकारी
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भारतीय वन्यजीव संस्थान
Wildlife Institute of India
देहरादून /Dehradun

odel Recruitment Rules for the post of Lower Division Clerk

Name of Post	Lower Division Clerk
Number of Post	* (year of framing) *Subject to variation dependent on workload
Classification	General Central Service Group 'C' Non-Gazetted/Ministerial
Pay Band and Grade Pay	Pay Band – 1 Rs. 5200-20200 Grade Pay Rs. 1900/-
Whether selection post or non selection post	Non-Selection
Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Not applicable
Age limit for direct recruitment	Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through SSC, crucial date for determining the age limit shall be the last date for receipt of applications.)
Educational and other qualifications required for direct recruits	(i) 12th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter Or A typing speed of 35 w.p.m.in English or 30 w.p.m.in Hindi on computer.

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	(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Yes, to the extent indicated in Col. 11.
) Period of probation, if any	Two years
I Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods	(i) 85 % by direct recruitment through SSC. (The words "through SSC" may be deleted, where recruitment is not through SSC). (ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of Rs. 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST) Note:- If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the

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	employees qualifying at an earlier examination are considered before those who qualify at a later examination. (iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of Rs. 1800.
In case of recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/absorption to be made	As stated in Col. 11
If DPC exists, what is its composition	Group C Departmental Promotion Committee. (Full composition to be indicated)
Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

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The details of Vacant Posts coming under Deemed Abolished Category and Live positions of Administrative Cadre

Annexure-35

Ser. No.	Name of posts	No of Post	Mode of Recruitment		Date of Vacancy	Live Post	Deemed abolished Post	Remarks
			By Direct Recruitment	By Promotion				
1.	Finance Officer	1	–	promotion		01 Post	-	
2.	Stenographer Grade II	4	D.R.	-	1 post on 27.7.12 1 post on 21.1.13 1 post on 04.8.14 1 post on 01.12.14	01 Post	03	On promotion of Sh. N.K.Agarwal By retirement of Shri R.N.Tyagi By promotion of Annathurai On retirefment of Shri Rajwar
3.	Assistant Grade II	3	-	promotion	1 post on 31.04.09 1 post on 15.11.14 1 post on 01.07.15	3	-	Retirement of Shanti Joshi Death of Shri Pathak Retirement of Shri Ram Kumar
4.	Assistant Grade III	6	DR	-	2 post on 4.9.15 4 posts on 23 .07.15	6	-	Post vacant due to promotion to existing staff

Total Vacant Posts: 14 Nos.

Posts under deemed abolished category: 3 Nos.

Live vacant Positions as on 12-11-2015: 11 Nos.

12.11.15

12.11.15

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देहरादून (Dehradun)

Annexure-4

228

No. 36012/2/96-Estt.(Res)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
*****

North Block,
New Delhi, the 2nd July,1997.

OFFICE MEMORANDUM

Subject: Reservation roster - Post based - Implementation of the Supreme Court Judgement in the case of R.K. Sabharwal Vs. State of Punjab.
****

The undersigned is directed to say that under the existing instructions, vacancy-based rosters have been prescribed in order to implement the Government's policy relating to reservation of jobs for the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes. The application of reservation on the basis of these rosters was called into question before Courts. The Constitution Bench of the Supreme Court, in the case of R.K. Sabharwal Vs. State of Punjab as well as J.C. Mallick Vs. Ministry of Railways has held that the reservation of jobs for the backward classes SC/ST/OBC should apply to posts and not to vacancies. The Court further held that the vacancy based rosters can operate only till such time as the representation of persons belonging to the reserved categories, in a cadre, reaches the prescribed percentages of reservation. Thereafter, the rosters cannot operate and vacancies released by retirement, resignation, promotion etc. of the persons belonging to the general and the reserved categories are to be filled by appointment of persons from the respective category so that the prescribed percentage of reservation is maintained.

2. The Court also held that persons belonging to the reserved categories, who are appointed on the basis of merit -- and not on account of reservation -- are not to be counted towards the quota meant for reservation.

Information Contain in 28 pages

प्रशासनिक अधिकारी
Administrative Officer
भारतीय वन्यजीव संस्थान
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The principles for preparing the rosters elaborated upon in the Explanatory Notes are briefly recapitulated below:

a) Since reservation for SCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions;

b) The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre strength in future, the rosters shall be expanded/contracted correspondingly;

c) Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. Thus, in a cadre of, say, 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters -- one for direct recruitment and one for promotion (when reservation in promotion applies) -- each comprising 100 points shall be drawn up on the lines of the respective model rosters;

d) Since reservation does not apply to transfer on deputation/transfer, where the recruitment rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;

e) In small cadres of upto 13 posts, the method prescribed for preparation of rosters does not permit reservation to be made for all the three categories. In such cases, the administrative Ministries/Departments may consider grouping of posts in different cadres as prescribed in this Department's O.M. No. 42/21/49-NGS dated 28.1.1952 and subsequent orders reproduced at pages 70 to 74 of the Brochure on Reservation for Scheduled Castes & Scheduled Tribes (Eighth Edition) and prepare common rosters for such

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226

explained in the explanatory notes appended to the model rosters. In making these adjustments, appointments of candidates belonging to SCs/STs/OBCs which were made on merit (and not due to reservation) are not to be counted towards reservation so far as direct recruitment is concerned. In other words, they are to be treated as general category appointments.

6. Excess, if any, would be adjusted through future appointments and the existing appointments would not be disturbed.

7. All Ministries/Departments are requested to initiate immediate action to prepare rosters and operate them according to these guidelines.

8. The existing orders on the subject are deemed to have been amended to the extent herein.

9. These orders shall take effect from the date of their issue. However, where selections have already been finalised they need not be disturbed and the necessary adjustments in such cases may be made in future. In other cases, recruitment may be withheld till the revised rosters are brought into operation and recruitment effected in accordance with these instructions.

(Hindi Version will follow).

(Y.G. PARANDE)
DIRECTOR

1. All Ministries/Departments of the Government of India.

2. Union Public Service Commission, Dholpur House, New Delhi.

3. Staff Selection Commission, C.G.O. Complex, Lodi Road, New Delhi.

4. Department of Economic Affairs (Banking Division), New Delhi

5. Department of Economic Affairs(Insurance Division), New Delhi

225

ANNEXURE-I to O.M. No. 36012/2/96-Estt.(Res)
dated 02.07.1997

EXPLANATORY NOTES:-

Principles for making & operating post based rosters.

1. As hitherto, these rosters are only an aid to determine the entitlement of different categories with regard to the quota reserved for them. They are not to determine seniority.

2. The model rosters have been drawn up keeping in mind two fundamental principles - the reservation for the entitled categories is to be kept within the prescribed percentage of reservation and the total reservation should in no case exceed 50% of the cadre.

3. There should be separate rosters for direct recruitment and for promotions where reservation in promotion applies.

4. The number of points in each roster shall be equal to the number of posts in a cadre.

5. While cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise posts required to be filled by a particular mode of recruitment in terms of the applicable recruitement rules. To illustrate, in a cadre comprising 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotions, the roster for direct recruitment shall have 100 points and that for promotion shall have 100 points - thus making a total of 200.

6. As indicated in the model roster, the method for making a roster is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the multiple for a community obtains a complete number or oversteps the number is to be reserved for that community - while taking care to evenly space out the different reserved categories. Thus, at point no. 15, in the roster at Annexure-II both OBC and SC get entitled. However, since earlier reserved point has gone to OBC, point no. 15 has been

laid down by the Courts. While drawing up rosters, the cadre controlling authorities should similarly "squeeze" the last points of the roster. Such squeezing may not, however, be done where it would violate the rule of 50%.

9. Whenever there is any increase or decrease in the cadre strength, the roster shall be correspondingly expanded or contracted. The same will also apply whenever there is a change in recruitment rules which affects the proportion of posts to be filled by a particular mode of recruitment.

10. The roster is to be operated on the principle of replacement and not as a "running account" as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement etc. of persons occupying those points shall be filled by appointment of persons of the respective categories.

11. While operating the roster, persons belonging to communities for whom reservation has been made, but who are appointed on merit and not owing to reservation, should not be shown against reserved points. They will occupy the unreserved points.

12. In the case of small cadres (upto 13 posts), all the posts shall be earmarked on the same pattern as in the model post based rosters. Initial recruitment against these posts shall be by the category for which the post is earmarked. Replacement of incumbents of posts shall be by rotation as shown horizontally against the cadre strength as applicable. While operating the relevant roster, care will have to be taken to ensure that on no occasion the percentage of reserved category candidates exceed 50%. If such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.

INITIAL OPERATION:-

1. At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbents belonging to different categories in a cadre vis-a-vis the points earmarked for each category viz. SC/ST/OBC and General in the roster. This may be done by plotting the appointments made against each point of roster starting with the earliest appointee. Thus if the earlier appointee in the cadre happens to be a

and so on and so forth till all appointments are adjusted in the respective rosters. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment, shall be treated as general category candidates.

2. After completing the adjustment as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement etc. of candidates belonging to such categories shall be filled by appointment of candidates belonging to the categories to which the relevant roster points, against which the excesses occur, belong.

3. Since recruitment is generally vacancy based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should however be the goal.

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 earmareked.
	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.	[illegible]	[illegible]	[illegible]	SC-3

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	9.54	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	11.35	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

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	17.01	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	20.79	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

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

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

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

216

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*

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

215

APPENDIX TO ANNEXURE-II

DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Model Roster for cadre strength upto 13 Posts

14

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
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-III

FOR PROMOTION

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

Sl. No. of post	Share of entitlement SC @15%	ST @7.5%	category for which the post should be earmarked.
1.	0.15	0.075	UR
2.	0.30	0.15	UR
3.	0.45	0.225	UR
4.	0.6	0.3	UR
5.	0.75	0.375	UR
6.	0.90	0.45	UR
7.	1.05	0.525	SC-1
8.	1.2	0.6	UR
9.	1.35	0.675	UR
10.	1.5	0.75	UR
11.	1.65	0.825	UR
12.	1.8	0.9	UR
13.	1.95	0.975	UR
14.	2.1	1.05	ST-1
15.	2.25	1.125	SC-2
16.	2.40	1.2	UR
17.	2.55	1.275	UR
18.	2.70	1.35	UR
19.	2.85	1.425	UR
20.	3.0	1.5	SC-3
21.	3.15	1.575	UR
22.	3.30	1.65	UR
23.	3.45	1.725	UR
24.	3.60	1.8	UR
25.	3.75	1.875	UR

26.	3.90	1.95	UR
27.	4.05	2.025	SC-4
28.	4.20	2.1	ST-2
29.	4.35	2.175	UR
30.	4.50	2.25	UR
31.	4.65	2.325	UR
32.	4.80	2.4	UR
33.	4.95	2.475	UR
34.	5.10	2.55	UR
35.	5.25	2.625	SC-5
36.	5.40	2.7	UR
37.	5.55	2.775	UR
38.	5.70	2.85	UR
39.	5.85	2.925	UR
40.	6.00	3	ST-3
41.	6.15	3.075	SC-6
42.	6.30	3.15	UR
43.	6.45	3.225	UR
44.	6.60	3.3	UR
45.	6.75	3.375	UR
46.	6.90	3.45	UR
47.	7.05	3.525	SC-7
48.	7.20	3.6	UR
49.	7.35	3.675	UR
50.	7.50	3.75	UR
51.	7.65	3.825	UR

59.	8.85	4.425	UR
60.	9.00	4.5	UR
61.	9.15	4.575	SC-9
62.	9.30	4.65	UR
63.	9.45	4.725	UR
64.	9.60	4.8	UR
65.	9.75	4.875	UR
66.	9.90	4.95	UR
67.	10.05	5.025	UR
68.	10.20	5.1	SC-10
69.	10.35	5.175	ST-5
70.	10.50	5.25	UR
71.	10.65	5.325	UR
72.	10.80	5.4	UR
73.	10.95	5.475	UR
74.	11.10	5.55	SC-11
75.	11.25	5.625	UR
76.	11.40	5.7	UR
77.	11.55	5.775	UR
78.	11.70	5.85	UR
79.	11.85	5.925	UR
80.	12.00	6	ST-6
81.	12.15	6.075	SC-12
82.	12.30	6.15	UR
83.	12.45	6.225	UR
84.	12.60	6.3	UR
85.	12.75	6.375	UR
86.	12.90	6.45	UR
87.	13.05	6.525	SC-13

92.	13.80	6.9	UR
93.	13.95	6.975	UR
94.	14.10	7.05	SC-14
95.	14.25	7.125	ST-7
96.	14.40	7.2	UR
97.	14.55	7.275	UR
98.	14.70	7.35	UR
99.	14.85	7.425	SC-15*
100.	15.00	7.5	UR
101.	15.15	7.575	UR
102.	15.30	7.65	UR
103.	15.45	7.725	UR
104.	15.60	7.80	UR
105.	15.75	7.875	UR
106.	15.90	7.95	UR
107.	16.05	8.025	SC-16
108.	16.2	8.10	ST-8
109.	16.35	8.175	UR
110.	16.50	8.25	UR
111.	16.65	8.325	UR
112.	16.80	8.40	UR
113.	16.95	8.475	UR
114.	17.10	8.55	SC-17
115.	17.25	8.625	UR
116.	17.40	8.70	UR
117.	17.55	8.775	UR
118.	17.70	8.85	UR
119.	17.85	8.925	--

125.	18.75	9.375	UR
126.	18.90	9.45	UR
127.	19.05	9.525	SC-19
128.	19.20	9.60	UR
129.	19.35	9.675	UR
130.	19.50	9.75	UR
131.	19.65	9.825	UR
132.	19.80	9.90	UR
133.	19.95	9.975	UR
134.	20.10	10.05	UR
135.	20.25	10.125	SC-20
136.	20.40	10.20	ST-10
137.	20.55	10.275	UR
138.	20.70	10.35	UR
139.	20.85	10.425	UR
140.	21	10.50	SC-21
141.	21.15	10.575	UR
142.	21.30	10.65	UR
143.	21.45	10.725	UR
144.	21.60	10.80	UR
145.	21.75	10.875	UR
146.	21.90	10.95	UR
147.	22.05	11.025	SC-22

209

158.	23.70	11.85	UR
159.	23.85	11.925	UR
160.	24	12	ST-12
161.	24.15	12.075	UR
162.	24.30	12.15	SC-24
163.	24.45	12.225	UR
164.	24.60	12.30	UR
165.	24.75	12.375	UR
166.	24.90	12.45	UR
167.	25.05	12.525	UR
168.	25.20	12.60	SC-25
169.	25.35	12.675	UR
170.	25.50	12.75	UR
171.	25.65	12.825	UR
172.	25.80	12.90	UR
173.	25.95	12.975	UR
174.	26.10	13.05	SC-26
175.	26.25	13.125	ST-13
176.	26.40	13.20	UR
177.	26.55	13.275	UR
178.	26.70	13.35	UR
179.	26.85	13.425	UR
180.	27	13.50	SC-27
181.	27.15	13.575	UR
182.	27.30	13.65	UR

191.	28.65	14.325	UR
192.	28.80	14.40	UR
193.	28.95	14.475	UR
194.	29.10	14.55	SC-29
195.	29.25	14.625	UR
196.	29.40	14.70	UR
197.	29.55	14.775	UR
198.	29.70	14.85	ST-15*
199.	29.85	14.925	SC-30*
200.	30	15	UR

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

(207)

APPENDIX TO ANNEXURE-III

Model Roster for Promotion for cadre strength upto 13 Posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
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	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	UR	ST									
11.	UR	UR	UR	ST										
12.	UR	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-IV

FOR DIRECT RECRUITMENT

II

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 OTHERWISE THAN BY OPEN COMPETITION.

Sl.No. of post	Share of entitlement			Category for which the post should be earmarked.
	SC @ 15.66%	ST @ 7.5%	OBC @ 25.84%	
1.	0.166	0.075	0.258	UR
2.	0.332	0.150	0.516	UR
3.	0.498	0.225	0.774	UR
4.	0.664	0.300	1.032	OBC-1
5.	0.830	0.375	1.290	UR
6.	0.996	0.450	1.548	UR
7.	1.162	0.525	1.806	SC-1
8.	1.328	0.600	2.064	OBC-2
9.	1.494	0.675	2.322	UR
10.	1.660	0.750	2.580	UR
11.	1.826	0.825	2.838	UR
12.	1.992	0.900	3.096	OBC-3
13.	2.158	0.975	3.354	SC-2
14.	2.324	1.050	3.612	ST-1
15.	2.490	1.125	3.870	UR
16.	2.656	1.200	4.128	OBC-4

17.	2.622	1.275	4.386	UR
18.	2.988	1.350	4.644	UR
19.	3.154	1.425	4.902	SC-3
20.	3.320	1.500	5.160	OBC-5
21.	3.486	1.575	5.418	UR
22.	3.652	1.650	5.676	UR
23.	3.818	1.725	5.934	UR
24.	3.984	1.800	6.192	OBC-6
25.	4.150	1.875	6.480	SC-4
26.	4.316	1.950	6.708	UR
27.	4.482	2.025	6.966	ST-2
28.	4.648	2.100	7.224	OBC-7
29.	4.814	2.175	7.482	UR
30.	4.980	2.250	7.740	UR
31.	5.146	2.325	7.998	SC-5
32.	5.312	2.400	8.256	OBC-8
33.	5.478	2.475	8.514	UR
34.	5.644	2.550	8.772	UR
35.	5.810	2.625	9.030	OBC-9
36.	5.976	2.700	9.288	UR
37.	6.142	2.775	9.546	SC-6
38.	6.308	2.850	9.804	UR
39.	6.474	2.925	10.062	OBC-10
40.	6.640	3.000	10.320	ST-3
41.	6.806	3.075	10.578	UR
42.	6.972	3.150	10.836	UR
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

44.	7.304	3.300	11.352	OBC-11
45.	7.470	3.375	11.610	UR
46.	7.636	3.450	11.868	UR
47.	7.802	3.525	12.126	OBC-12
48.	7.968	3.600	12.384	UR
49.	8.134	3.675	12.642	SC-8
50.	8.300	3.750	12.900	UR
51.	8.466	3.825	13.158	OBC-13
52.	8.632	3.900	13.416	UR
53.	8.798	3.975	13.674	UR
54.	8.964	4.050	13.932	ST-4
55.	9.130	4.125	14.190	OBC-14
56.	9.296	4.200	14.448	SC-9
57.	9.462	4.275	14.706	UR
58.	9.628	4.350	14.964	UR
59.	9.794	4.425	15.222	OBC-15
60.	9.960	4.500	15.480	UR
61.	10.126	4.575	15.738	SC-10
62.	10.292	4.650	15.996	UR
63.	10.458	4.725	16.254	OBC-16
64.	10.624	4.800	16.512	UR
65.	10.790	4.875	16.770	UR
66.	10.956	4.950	17.028	OBC-17
67.	11.122	5.025	17.286	SC-11
68.	11.288	5.100	17.544	ST-5
69.	11.454	5.175	17.802	UR
70.	11.620	5.250	18.060	OBC-18
71.	11.786	5.325	18.318	UR

203

26

26

72.	11.952	5.400	19.576	UR
73.	12.118	5.475	19.834	SC-12
74.	12.284	5.550	19.092	OBC-19
75.	12.450	5.625	19.350	UR
76.	12.616	5.700	19.608	UR
77.	12.782	5.775	19.866	UR
78.	12.948	5.850	20.124	OBC-20
79.	13.114	5.925	20.382	SC-13
80.	13.280	6.000	20.640	ST-6
81.	13.446	6.075	20.898	UR
82.	13.612	6.150	21.156	OBC-21
83.	13.778	6.225	21.414	UR
84.	13.944	6.300	21.672	UR
85.	14.110	6.375	21.930	SC-14
86.	14.276	6.450	22.188	OBC-22
87.	14.442	6.525	22.446	UR
88.	14.608	6.600	22.704	UR
89.	14.774	6.675	22.962	UR
90.	14.940	6.750	23.220	OBC-23
91.	15.106	6.825	23.47[illegible]	SC-15
92.	15.272	6.900	23.734	UR
93.	15.438	6.975	23.994	UR
94.	15.604	7.050	24.252	OBC-24
95.	15.770	7.125	24.510	ST-7
96.	15.936	7.200	24.768	UR
97.	16.102	7.275	25.026	SC-16
98.	16.268	7.350	[illegible]	[illegible]

99.	16.274	7.425	23.699	UR
100.	16.600	7.500	24.300	UR
101.	16.768	7.575	24.343	OBC-26
102.	16.932	7.650	24.582	UR
103.	17.098	7.725	24.823	SC-17
104.	17.264	7.800	25.064	UR
105.	17.430	7.875	25.305	OBC-27
106.	17.596	7.950	25.546	UR
107.	17.762	8.025	25.787	ST-8
108.	17.928	8.100	26.028	UR
109.	18.094	8.175	26.269	OBC-28
110.	18.260	8.250	26.510	SC-18
111.	18.426	8.325	26.751	UR
112.	18.592	8.400	26.992	UR
113.	18.758	8.475	27.233	OBC-29
114.	18.924	8.550	27.474	UR
115.	19.090	8.625	27.715	SC-19
116.	19.256	8.700	27.956	UR
117.	19.422	8.775	28.197	OBC-30
118.	19.588	8.850	28.438	ST-9
119.	19.754	8.925	28.679	SC-20*
120.	19.920	9.000	28.920	OBC-31*

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

201

APPENDIX TO ANNEXURE-

Roster for Direct Recruitment otherwise than through Open Competition for cadre strength upto 12 Posts

APPLICABILE NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7.	SC	OBC	UR	UR	UR	OBC	SC	ST						
8.	OBC	UR	UR	UR	OBC	SC	ST							
9.	UR	UR	UR	OBC	SC	ST								
10.	UR	UR	OBC	SC	ST									
11.	UR	OBC	SC	ST										
12.	OBC	SC	ST											
13.	SC	ST												

Notes:- 1. For cadres of 1 to 12 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.

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