

**No. 14/1/74 - Estt. (D)**  
**Government of India**  
**Cabinet Secretariat**  
**Department of Personnel and Administrative**  
**Reforms**

New Delhi, the 14th July, 1975

**OFFICE MEMORANDUM**

**Subject :** Filling up of direct recruitment vacancies by Priority and Non-priority candidates in the ratio of 50:50 - instructions regarding.

The undersigned is directed to refer to the Ministry of Home Affairs (now Department of Personnel and Administrative Reforms. Office Memorandum No. 71/300/54 CS(C) dated 28th May, 1955, according to which the Central Government vacancies notified to the Employment Exchanges are to be filled by candidates belonging to the priority categories and those belonging to non-priority categories, in the ratio of 50:50. For this purpose the appointing authorities should maintain a roster starting with a candidate of Priority category and while intimating a vacancy, to the Employment Exchange indicate clearly whether the vacancy should be filled by a priority or by non-priority candidate. In cases where a number of vacancies has to be filled simultaneously by candidate belonging to both the categories, the appointing authority should indicate to the Employment Exchange concerned how many of the vacancies should be filled by candidates of the priority categories and how many by those of non-priority category. Since issue of the above instructions in the year 1955, reservations of vacancies for ex-servicemen including disabled ex-

servicemen have been made. In accordance with rule 4 of the Ex-servicemen (Reservation of vacancies in the central Civil Services and Posts, Class III and Class IV) Rules, 1971, ten percent of the vacancies in each of the categories of class III posts and of such posts in each class III service and twenty percent of the vacancies in each of the categories of class IV posts and of such posts in each class IV service including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent and/or are likely to continue for three months and more to be filled by direct recruitment in any year, shall be reserved for being filled by ex-servicemen. It has also been provided that percentage of reservation specified for ex-servicemen in a category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Caste and Scheduled Tribes (including the carried forward reservations for SC/ST) and for any other categories taken together falls short of or is in excess, as the case may be, of 50% of the vacancies in that category of post filled in that year.

2. It has been brought to the notice of this Department that, while a number of establishments under the Government of India, particularly those which came into existence after 1955, are not aware of the instructions of 28th May, 1955, referred above, many have found it difficult to allocate vacancies to Priority and non-priority categories against reserved and unreserved vacancies, in accordance with the instructions referred to in para 1 above. There also appears to be some doubt regarding allocation of posts reserved for SC/ST amongst priority and non-priority candidates. It is therefore, clarified that in accordance with the position stated in para 1 above,

the vacancies reserved for Scheduled Castes and Scheduled Tribes and backlog of reserved vacancies, if any, should also be allocated to Priority and Non-Priority categories in the ratio, of 50:50 while all vacancies reserved for ex-servicemen would go to priority category; and thereafter, the remaining unreserved vacancies should be so allocated among priority and non-priority that the **total number of vacancies in the priority category does not exceed 50% of the total number of vacancies in the year**, (i.e., the overall ratio of priority and non-priority should be 50:50) The above position will be clear from the illustration give below :

(If there are 100 vacancies in Class IV posts in a given year, then out of them approximately 25 vacancies will have to be reserved for SC/ST and 20 vacancies will be reserved for ex-servicemen, 5 vacancies may be utilised for filling up the carried forward vacancies for SC/ST, if needed.) The division between priority and non-priority categories will be as under :

Number of posts (Class IV)	100	
	Priority	Non-Priority
1. Reservation of SCs and STs	12½	12½
2. Backlog or increase or decrease of vacancies in accordance with Rule 4 (i.e., carried forward vacancies for SC & ST in the instant cases	2½	2½
3. Reserved for ex-servicemen	20	-
4. Un-reserved	15	35
Total	50	50

3. The upto-date list of categories to whom various priorities have been allowed for the purpose of employment through Employment Exchanges/ DGE & T (Special) Cell, which was circulated vide this Department's O.M. No. 14/21/71 - Estt. (D) , dated 25.12.1971, is also enclosed for ready reference.

4. The Ministry of Finance etc. are requested to bring these orders to the notice of all concerned for information and necessary action.

**List of Categories to whom various Priorities have been allowed for the purpose of employment through Employment Exchange/D.G.E. & T. (Special Cell)**

- I. Surplus employees (other than Class IV) registered with the Central (Surplus Staff) cell of the Department of Personnel and who do not get redeployed through the Cell within the prescribed period of six months; surplus class IV employees registered with the D.G.E. & T (Special cell); disabled ex-servicemen.
- II. (A) Upto two members each of the family of Defence Services personnel killed in action.  
(B) Permanent displaced Government servants from N.W.F.P. Baluchistan and Sind.
- III. (i) Central Government servants retrenched due to normal reduction in establishment, but otherwise than on the recommendations of the Economy Unit as well as the employees of the Rationing and Civil Supplies Department in various States in India who were retrenched on account of abolition of rationing in India ;  
(ii) demobilised personnel of the Armed forces.  
(iii) Class IV Central Government employees educationally qualified for Class III posts ;  
(iv) defence personnel who are transferred to the Reserve and members of the Defence Forces who on retrenchment or retirement join the Territorial Army.  
(v) retrenched employees of former Part 'C' States ;

- (vi) ex-T.B. employees and ex-leprosy patients who were discharged from the Central government service but who have subsequently been declared non-infective and medically fit for Government service ;
- (vii) Bonafide displaced Goldsmiths ;
- (viii) physically handicapped persons ;
- (ix) repatriates from Burma and Ceylon who have migrated to India on or after 1.6. 1963 and 1.11. 1964 respectively (overriding priority in Priority III in their home State and Priority III in other States);
- (x) displaced persons from East Pakistan who migrated to India on or after 1.11.1964 (overriding priority in Priority III just below (II) in the Eastern Zone) but before 25.3.1971.
- (xi) Indian Nationals who were employed in government services in East African countries of Kenya, Tanganyika, Uganda and Zanzibar.