

No.PER(AP)-C-B(12)-1/98  
Government of Himachal Pradesh  
Department of Personnel(AP-III).

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Dated Shimla -171002, the 20th August, 1998.

From

The Secretary(Pers.) to the  
Government of Himachal Pradesh.

To

1. All the Financial Commissioners/Commissioners-cum-Secretaries/Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to the Government of Himachal Pradesh.
2. The Divisional Commissioners, Shimla/Kangra and Mandi, Himachal Pradesh.
3. All Heads of Departments in Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. All the Chairmen/Managing Directors/Secretaries/Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities etc. in Himachal Pradesh.

Subject:- Reservation roster- Post based-Implementation of Supreme Court Judgement in the case of R.K. Sabharwal Vs. State of Punjab and enhancement of reservation in services for Other Backward Classes.

Sir,

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Jai Hind.

I am directed to say that with the enhancement of reservation in direct recruitment for Other Backward Classes in respect of Class-I & II posts/services from 10% to 12% and in respect of Class-III & IV posts/services from 15% to 18% respectively vide this Department letter No.PER(AP)-C-F(4)-5/96, dated the 12th December, 1997 and in reference to the instructions issued by the Government regarding determination of Roster Points etc. vide Department of Personnel letter No.PER(AP)-C-F(4)-5/94, dated 8.11.1994 and No.PER(AP)-C-F(4)-1/96, dated 16.5.1996, the question of determining the roster points on this account to Other Backward Classes as well as to all other reserved categories viz.; Scheduled Castes, Scheduled Tribes and Other Backward Classes to whom the reservation has been provided according to "Vertical Reservation" under Article 16(4) of the Constitution of India and to the Ex-Servicemen, Children/Grand Children of Freedom Fighters, Physically Handicapped persons, Antodaya /IRDP etc. under Article 16(1) of the Constitution, which is treated as "Horizontal reservation" and also to the Scheduled Castes and Scheduled Tribes in the promotional

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posts/services, was under consideration of the Government in the past.

2. 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. As per the direction of the Court the vacancy based rosters can operate only till such time, 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 as to maintain the prescribed percentage of reservation.

3. 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.

4. With a view to bringing the policy of reservation in line with the law laid down by the Supreme Court, it has been decided that existing 40-Point and 100-Point rosters may be replaced accordingly. All the concerned authorities are, therefore, requested to prepare the respective rosters based on the principles elaborated in the Explanatory Notes given in Annexure-A to this letter and illustrated in the Model Rosters annexed as Annexure-'B' and 'C' each in two parts with Appendix to it and for promotional posts as per Annexure-'D' with Appendix.

5. The principles for preparing the rosters elaborated upon in the Explanatory Notes are briefly recapitulated below:

a) Since reservation for OBCs 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;

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c) Cadre, for the purpose of rosters, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of 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 concerned authorities may consider grouping of posts in different cadres in accordance with the existing instructions on the subject. In the event it is not possible to resort to such grouping, the enclosed rosters (Appendices to Annexure-B, C & D) for cadre strength upto 13 posts may be followed. The principles of operating these rosters are explained in the explanatory notes.

6. At the stage of initial operation of a roster, it will be necessary to adjust the existing appointments in the roster. This will also help in identifying the excesses/shortages, if any, in the respective categories in the cadre. This may be done starting from the earliest appointment and making an appropriate remark-"utilised by SC/ST/OBC/Gen.etc", as the case may be, against each point in the rosters as 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

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far as direct recruitment is concerned. In other words, they are to be treated as general category appointments.

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

8. All the concerned authorities are requested to initiate immediate action to prepare rosters and operate them according to these guidelines.

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

10. These instructions shall take effect w.e.f. 12th December, 1997 when the percentage reservation was enhanced to the OBCs. 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.

11. These instructions may please be followed strictly and also brought to the notice of all concerned for strict compliance.

12. Kindly acknowledge its receipt.

Yours faithfully,

Encl.: As above.

Secretary(Pers.) to the  
Government of Himachal Pradesh.

Endst.No.PER(AP)-C-B(12)-1/98,Dated Shimla-171002,the 20th August,98  
Copy forwarded for information and necessary action to:-

1. The Secretary, H.P. Vidhan Sabha, Shimla-171 004.
2. The Registrar, High Court of Himachal Pradesh, Shimla-171 001.
3. The Registrar, H.P. Administrative Tribunal, Shimla-171 002.
4. The Secretary, H.P. Public Service Commission, Shimla-171 002.
5. All Section Officers in Himachal Pradesh, Secretariat, Shimla-171002.
6. 250 copies for Guard file.

*S. S. Mahindra*  
Under Secretary(Pers.) to the  
Government of Himachal Pradesh.

\*HSV\*

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## EXPLANATORY NOTES:-

## Principles for making &amp; 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 recruitment 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.14, in the roster at Annexure-'B' both SC & ST get entitled. However, since earlier reserved point has gone to SC, point No.14 has been reserved for ST and point No.15 for SC.
7. Since reservation does not apply to transfer/transfer on deputation, where rules prescribe a percentage of posts to be filled by this method, the corresponding proportion of posts should

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be excluded while drawing up the rosters.

8. It would be noted that at the end of the roster, "squeezing" has been done for the reserved categories to reach the number of posts to be reserved for them without violating the 50% limit 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-s-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 candidate belonging to the Scheduled Castes, against point No.1 of the roster, the remark "utilised by SC" shall be entered. If the next appointee is a general category candidate, the remark "utilised by general category" shall be made against point No. 2 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.

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FOR DIRECT RECRUITMENT

OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESEEVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION, IN RESPECT OF CLASS- I AND II POSTS/SERVICES.

VERTICAL RESERVATION:- I) SCHEDULED CASTES =15% II) SCHEDULED TRIBES =7.5% III) OTHER BACKWARDS =12% CLASSES

Table with 5 columns: Sl. No. of post, SC @15%, ST @7.5%, OBC @12%, and Category for which the post should be earmarked. It lists 39 rows of data for various post categories.

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40.	6.00	:	3.000	:	4.80	:	SC-6
41.	6.15	:	3.075	:	4.92	:	UR
42.	6.30	:	3.150	:	5.04	:	OBC-5
43.	6.45	:	3.225	:	5.16	:	UR
44.	6.60	:	3.300	:	5.28	:	UR
45.	6.75	:	3.375	:	5.40	:	UR
46.	6.90	:	3.450	:	5.52	:	UR
47.	7.05	:	3.525	:	5.64	:	SC-7
48.	7.20	:	3.600	:	5.76	:	UR
49.	7.35	:	3.675	:	5.88	:	UR
50.	7.50	:	3.750	:	6.00	:	OBC-6
51.	7.65	:	3.825	:	6.12	:	UR
52.	7.80	:	3.900	:	6.24	:	UR
53.	7.95	:	3.975	:	6.36	:	ST-4
54.	8.10	:	4.050	:	6.48	:	SC-8
55.	8.25	:	4.125	:	6.60	:	UR
56.	8.40	:	4.200	:	6.72	:	UR
57.	8.55	:	4.275	:	6.84	:	UR
58.	8.70	:	4.350	:	6.96	:	UR
59.	8.85	:	4.425	:	7.08	:	OBC-7
60.	9.00	:	4.500	:	7.20	:	SC-9
61.	9.15	:	4.575	:	7.32	:	UR
62.	9.30	:	4.650	:	7.44	:	UR
63.	9.45	:	4.725	:	7.56	:	UR
64.	9.60	:	4.800	:	7.68	:	UR
65.	9.75	:	4.875	:	7.80	:	OBC-8
66.	9.90	:	4.950	:	7.92	:	ST-5
67.	10.05	:	5.025	:	8.04	:	SC-10
68.	10.20	:	5.100	:	8.16	:	UR
69.	10.35	:	5.175	:	8.28	:	UR
70.	10.50	:	5.250	:	8.40	:	UR
71.	10.65	:	5.325	:	8.52	:	UR
72.	10.80	:	5.400	:	8.64	:	UR
73.	10.95	:	5.475	:	8.76	:	UR
74.	11.10	:	5.550	:	8.88	:	SC-11
75.	11.25	:	5.625	:	9.00	:	OBC-9
76.	11.40	:	5.700	:	9.12	:	UR
77.	11.55	:	5.775	:	9.24	:	UR
78.	11.70	:	5.850	:	9.36	:	UR
79.	11.85	:	5.925	:	9.48	:	ST-6
80.	12.00	:	6.000	:	9.60	:	SC-12
81.	12.15	:	6.075	:	9.72	:	UR
82.	12.30	:	6.150	:	9.84	:	UR
83.	12.45	:	6.225	:	9.96	:	UR
84.	12.60	:	6.300	:	10.08	:	OBC-10
85.	12.75	:	6.375	:	10.20	:	UR
86.	12.90	:	6.450	:	10.32	:	UR
87.	13.05	:	6.525	:	10.44	:	SC-13
88.	13.20	:	6.600	:	10.56	:	UR
89.	13.35	:	6.675	:	10.68	:	UR
90.	13.50	:	6.750	:	10.80	:	UR
91.	13.65	:	6.825	:	10.92	:	UR
92.	13.80	:	6.900	:	11.04	:	OBC-11
93.	13.95	:	6.975	:	11.16	:	ST-7
94.	14.10	:	7.050	:	11.28	:	SC-14
95.	14.25	:	7.125	:	11.40	:	UR
96.	14.40	:	7.200	:	11.52	:	UR
97.	14.55	:	7.275	:	11.64	:	UR
98.	14.70	:	7.350	:	11.76	:	UR
99.	14.85	:	7.425	:	11.88	:	OBC-12

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100.	15.00	:	7.500	:	12.00	:	SC-15
101.	15.15	:	7.575	:	12.12	:	UR
102.	15.30	:	7.650	:	12.24	:	UR
103.	15.45	:	7.725	:	12.36	:	UR
104.	15.60	:	7.800	:	12.48	:	UR
105.	15.75	:	7.875	:	12.60	:	UR
106.	15.90	:	7.950	:	12.72	:	ST-8
107.	16.05	:	8.025	:	12.84	:	SC-16
108.	16.20	:	8.100	:	12.96	:	UR
109.	16.35	:	8.175	:	13.08	:	OBC-13
110.	16.50	:	8.250	:	13.20	:	UR
111.	16.65	:	8.325	:	13.32	:	UR
112.	16.80	:	8.400	:	13.44	:	UR
113.	16.95	:	8.475	:	13.56	:	UR
114.	17.10	:	8.550	:	13.68	:	SC-17
115.	17.25	:	8.625	:	13.80	:	UR
116.	17.40	:	8.700	:	13.92	:	UR
117.	17.55	:	8.775	:	14.04	:	OBC-14
118.	17.70	:	8.850	:	14.16	:	UR
119.	17.85	:	8.925	:	14.28	:	ST-9
120.	18.00	:	9.000	:	14.40	:	SC-18
121.	18.15	:	9.075	:	14.52	:	UR
122.	18.30	:	9.150	:	14.64	:	UR
123.	18.45	:	9.225	:	14.76	:	UR
124.	18.60	:	9.300	:	14.88	:	UR
125.	18.75	:	9.375	:	15.00	:	OBC-15
126.	18.90	:	9.450	:	15.12	:	UR
127.	19.05	:	9.525	:	15.24	:	SC-19
128.	19.20	:	9.600	:	15.36	:	UR
129.	19.35	:	9.675	:	15.48	:	UR
130.	19.50	:	9.750	:	15.60	:	UR
131.	19.65	:	9.825	:	15.72	:	UR
132.	19.80	:	9.900	:	15.84	:	OBC-16
133.	19.95	:	9.975	:	15.96	:	ST-10
134.	20.10	:	10.050	:	16.08	:	SC-20
135.	20.25	:	10.125	:	16.20	:	UR
136.	20.40	:	10.200	:	16.32	:	UR
137.	20.55	:	10.275	:	16.44	:	UR
138.	20.70	:	10.350	:	16.56	:	UR
139.	20.85	:	10.425	:	16.68	:	UR
140.	21.00	:	10.500	:	16.80	:	SC-21
141.	21.15	:	10.575	:	16.92	:	UR
142.	21.30	:	10.650	:	17.04	:	OBC-17
143.	21.45	:	10.725	:	17.16	:	UR
144.	21.60	:	10.800	:	17.28	:	UR
145.	21.75	:	10.875	:	17.40	:	UR
146.	21.90	:	10.950	:	17.52	:	ST-11
147.	22.05	:	11.025	:	17.64	:	SC-22
148.	22.20	:	11.100	:	17.76	:	UR
149.	22.35	:	11.175	:	17.88	:	UR
150.	22.50	:	11.250	:	18.00	:	OBC-18
151.	22.65	:	11.325	:	18.12	:	UR
152.	22.80	:	11.400	:	18.24	:	UR
153.	22.95	:	11.475	:	18.36	:	UR
154.	23.10	:	11.550	:	18.48	:	SC-23
155.	23.25	:	11.625	:	18.60	:	UR
156.	23.40	:	11.700	:	18.72	:	UR
157.	23.55	:	11.775	:	18.84	:	UR
158.	23.70	:	11.850	:	18.96	:	OBC-19
159.	23.85	:	11.925	:	19.08	:	ST-12

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160.	24.00	:	12.000	:	19.20	:	SC-24
161.	24.15	:	12.075	:	19.32	:	UR
162.	24.30	:	12.150	:	19.44	:	UR
163.	24.45	:	12.225	:	19.56	:	UR
164.	24.60	:	12.300	:	19.68	:	UR
165.	24.75	:	12.375	:	19.80	:	UR
166.	24.90	:	12.450	:	19.92	:	OBC-20
167.	25.05	:	12.525	:	20.04	:	SC-25
168.	25.20	:	12.600	:	20.16	:	UR
169.	25.35	:	12.675	:	20.28	:	UR
170.	25.50	:	12.750	:	20.40	:	UR
171.	25.65	:	12.825	:	20.52	:	UR
172.	25.80	:	12.900	:	20.64	:	UR
173.	25.95	:	12.975	:	20.76	:	ST-13
174.	26.10	:	13.050	:	20.88	:	SC-26
175.	26.25	:	13.125	:	21.00	:	OBC-21
176.	26.40	:	13.200	:	21.12	:	UR
177.	26.55	:	13.275	:	21.24	:	UR
178.	26.70	:	13.350	:	21.36	:	UR
179.	26.85	:	13.425	:	21.48	:	UR
180.	27.00	:	13.500	:	21.60	:	SC-27
181.	27.15	:	13.575	:	21.72	:	UR
182.	27.30	:	13.650	:	21.84	:	UR
183.	27.45	:	13.725	:	21.96	:	UR
184.	27.60	:	13.800	:	22.08	:	OBC-22
185.	27.75	:	13.875	:	22.20	:	UR
186.	27.90	:	13.950	:	22.32	:	ST-14
187.	28.05	:	14.025	:	22.44	:	SC-28
188.	28.20	:	14.100	:	22.56	:	UR
189.	28.35	:	14.175	:	22.68	:	UR
190.	28.50	:	14.250	:	22.80	:	UR
191.	28.65	:	14.325	:	22.92	:	UR
192.	28.80	:	14.400	:	23.04	:	OBC-23
193.	28.95	:	14.475	:	23.16	:	UR
194.	29.10	:	14.550	:	23.28	:	SC-29
195.	29.25	:	14.625	:	23.40	:	UR
196.	29.40	:	14.700	:	23.52	:	UR
197.	29.55	:	14.775	:	23.64	:	UR
198.	29.70	:	14.850	:	23.76	:	OBC-24*
199.	29.85	:	14.925	:	23.88	:	ST-15*
200.	30.00	:	15.000	:	24.00	:	SC-30*

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

NOTE:- If in any cadre, in proportion to the reservation percentage, the quota of any reserved category comes to .50 or above then one post may be given to that category by making necessary adjustment so as to ensure adequate representation to that category in relation to the prescribed percentage.

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FIRST APPENDIX TO ANNEXURE-"B"

HORIZONTAL RESERVATION

- i) Ex-servicemen = 15%
- ii) Children/Grand Children of Freedom Fighters. = 2%
- iii) Physically Handicapped (Blind) = 3%

Only in Education Department to the posts of Lecturers in Music (College Cadre), Class-I.

POINTS EARMARKED TO:-

Ex-Servicemen. (15%) = 8, 16, 21, 28, 35, 41, 48, 54, 61, 68, 79, 84, 88, 94, 97, 108, 116, 121, 128, 135, 141, 148, 154, 161, 168, 179, 184, 188, 194 and 197.

Children/Grand Children of Freedom Fighters. (2%) = 51, 100, 151 and 198.

Physically Handicapped (Blind) (3%) = 32, 64, 96, 132, 164 and 196.  
 Only in Education Deptt. to the posts of Lecturers in Music (College Cadre), Class-I.

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SECOND APPENDIX TO ANNEXURE-"B"

DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Model Roster for cadre strength upto 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	OBC	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	OBC	UR	UR	UR	UR	ST	ST
3.	UR	UR	UR	UR	SC	UR	OBC	UR	UR	UR	UR	UR	ST	ST
4.	UR	UR	UR	SC	UR	OBC	UR	UR	UR	UR	UR	ST	ST	ST
5.	UR	UR	SC	UR	OBC	UR	UR	UR	UR	UR	ST	ST	ST	ST
6.	UR	SC	UR	OBC	UR	UR	UR	UR	UR	ST	ST	ST	ST	ST
7.	SC	UR	OBC	UR	UR	UR	UR	UR	ST	ST	ST	ST	ST	ST
8.	UR	OBC	UR	UR	UR	UR	UR	ST	ST	ST	ST	ST	ST	ST
9.	OBC	UR	UR	UR	UR	UR	ST	ST	ST	ST	ST	ST	ST	ST
10.	UR	UR	UR	UR	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST
11.	UR	UR	UR	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST
12.	UR	UR	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST
13.	UR	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST	ST

- NOTE:
- 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"
  - All the posts of the 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.
  - The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.
  - The reservation provided to other reserved category under "Horizontal Reservation" (Article 16(1) of the Constitution) viz; Ex-servicemen, Children Grand Children of Freedom Fighters and Physically Handicapped (Blind) only in Education Department the posts of Lecturers in Music (College Cadre), Class-I, may also be given reservation keeping in view their percentage reservation, if fall upto the cadre strength of 13 posts.

Contd.---P-14/---



FOR DIRECT RECRUITMENT

OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT IN RESPECT OF CLASS- III AND IV POSTS/SERVICES WHERE RECRUITMENT IS MADE ON A LOCAL OR REGIONAL BASIS.

VERTICAL RESERVATION:- I) SCHEDULED CASTES = 22%  
II) SCHEDULED TRIBES = 5%  
III) OTHER BACKWARDS = 18%  
CLASSES

Sl. No. of post	SC @22%	ST @5%	OBCo @18%	Category for which the post should be earmarked.
1.	0.22	0.05	0.18	UR
2.	0.44	0.10	0.36	UR
3.	0.66	0.15	0.54	UR
4.	0.88	0.20	0.72	UR
5.	1.10	0.25	0.90	SC-1
6.	1.32	0.30	1.08	OBC-1
7.	1.54	0.35	1.26	UR
8.	1.76	0.40	1.44	UR
9.	1.98	0.45	1.62	UR
10.	2.20	0.50	1.80	SC-2
11.	2.42	0.55	1.98	UR
12.	2.64	0.60	2.16	OBC-2
13.	2.86	0.65	2.34	UR
14.	3.08	0.70	2.52	SC-3
15.	3.30	0.75	2.70	UR
16.	3.52	0.80	2.88	UR
17.	3.74	0.85	3.06	OBC-3
18.	3.96	0.90	3.24	UR
19.	4.18	0.95	3.42	SC-4
20.	4.40	1.00	3.60	ST-1
21.	4.62	1.05	3.78	UR
22.	4.84	1.10	3.96	OBC-4
23.	5.06	1.15	4.14	SC-5
24.	5.28	1.20	4.32	UR
25.	5.50	1.25	4.50	UR
26.	5.72	1.30	4.68	UR
27.	5.94	1.35	4.86	OBC-5
28.	6.16	1.40	5.04	SC-6
29.	6.38	1.45	5.22	UR
30.	6.60	1.50	5.40	UR
31.	6.82	1.55	5.58	UR
32.	7.04	1.60	5.76	SC-7
33.	7.26	1.65	5.94	UR
34.	7.48	1.70	6.12	OBC-6
35.	7.70	1.75	6.30	UR
36.	7.92	1.80	6.48	UR
37.	8.14	1.85	6.66	SC-8
38.	8.36	1.90	6.84	UR
39.	8.58	1.95	7.02	OBC-7

Contd. --- P-15/ ---



40.	8.80	:	2.00	:	7.20	:	ST-2
41.	9.02	:	2.05	:	7.38	:	SC-9
42.	9.24	:	2.10	:	7.56	:	UR
43.	9.46	:	2.15	:	7.74	:	UR
44.	9.68	:	2.20	:	7.92	:	UR
45.	9.90	:	2.25	:	8.10	:	OBC-8
46.	10.12	:	2.30	:	8.28	:	SC-10
47.	10.34	:	2.35	:	8.46	:	UR
48.	10.56	:	2.40	:	8.64	:	UR
49.	10.78	:	2.45	:	8.82	:	OBC-9
50.	11.00	:	2.50	:	9.00	:	SC-11
51.	11.22	:	2.55	:	9.18	:	UR
52.	11.44	:	2.60	:	9.36	:	UR
53.	11.66	:	2.65	:	9.54	:	UR
54.	11.88	:	2.70	:	9.72	:	UR
55.	12.10	:	2.75	:	9.90	:	SC-12
56.	12.32	:	2.80	:	10.08	:	OBC-10
57.	12.54	:	2.85	:	10.26	:	UR
58.	12.76	:	2.90	:	10.44	:	UR
59.	12.98	:	2.95	:	10.62	:	UR
60.	13.20	:	3.00	:	10.80	:	<del>UR</del> SC-13
61.	13.42	:	3.05	:	10.98	:	ST-3
62.	13.64	:	3.10	:	11.16	:	OBC-11
63.	13.86	:	3.15	:	11.34	:	UR
64.	14.08	:	3.20	:	11.52	:	SC-14
65.	14.30	:	3.25	:	11.70	:	UR
66.	14.52	:	3.30	:	11.88	:	UR
67.	14.74	:	3.35	:	12.06	:	OBC-12
68.	14.96	:	3.40	:	12.24	:	UR
69.	15.18	:	3.45	:	12.42	:	SC-15
70.	15.40	:	3.50	:	12.60	:	UR
71.	15.62	:	3.55	:	12.78	:	UR
72.	15.84	:	3.60	:	12.96	:	OBC-13
73.	16.06	:	3.65	:	13.14	:	SC-16
74.	16.28	:	3.70	:	13.32	:	UR
75.	16.50	:	3.75	:	13.50	:	UR
76.	16.72	:	3.80	:	13.68	:	UR
77.	16.94	:	3.85	:	13.86	:	OBC-14
78.	17.16	:	3.90	:	14.04	:	SC-17
79.	17.38	:	3.95	:	14.22	:	UR
80.	17.60	:	4.00	:	14.40	:	ST-4
81.	17.82	:	4.05	:	14.58	:	UR
82.	18.04	:	4.10	:	14.76	:	SC-18
83.	18.26	:	4.15	:	14.94	:	UR
84.	18.48	:	4.20	:	15.12	:	OBC-15
85.	18.70	:	4.25	:	15.30	:	UR
86.	18.92	:	4.30	:	15.48	:	UR
87.	19.14	:	4.35	:	15.66	:	SC-19
88.	19.36	:	4.40	:	15.84	:	UR
89.	19.58	:	4.45	:	16.02	:	OBC-16
90.	19.80	:	4.50	:	16.20	:	UR
91.	20.02	:	4.55	:	16.38	:	SC-20
92.	20.24	:	4.60	:	16.56	:	UR
93.	20.46	:	4.65	:	16.74	:	UR
94.	20.68	:	4.70	:	16.92	:	UR
95.	20.90	:	4.75	:	17.10	:	OBC-17
96.	21.12	:	4.80	:	17.28	:	SC-21
97.	21.34	:	4.85	:	17.46	:	UR
98.	21.56	:	4.90	:	17.64	:	ST-5
99.	21.78	:	4.95	:	17.82	:	OBC-18



100.	22.00	:	5.00	:	18.00	:	SC-22
101.	22.22	:	5.05	:	18.18	:	UR
102.	22.44	:	5.10	:	18.36	:	UR
103.	22.66	:	5.15	:	18.54	:	UR
104.	22.88	:	5.20	:	18.72	:	UR
105.	23.10	:	5.25	:	18.90	:	SC-23
106.	23.32	:	5.30	:	19.08	:	OBC-19
107.	23.54	:	5.35	:	19.26	:	UR
108.	23.76	:	5.40	:	19.44	:	UR
109.	23.98	:	5.45	:	19.62	:	UR
110.	24.20	:	5.50	:	19.80	:	SC-24
111.	24.42	:	5.55	:	19.98	:	UR
112.	24.64	:	5.60	:	20.16	:	OBC-20
113.	24.86	:	5.65	:	20.34	:	UR
114.	25.08	:	5.70	:	20.52	:	SC-25
115.	25.30	:	5.75	:	20.70	:	UR
116.	25.52	:	5.80	:	20.88	:	UR
117.	25.74	:	5.85	:	21.06	:	OBC-21
118.	25.96	:	5.90	:	21.24	:	UR
119.	26.18	:	5.95	:	21.42	:	SC-26
120.	26.40	:	6.00	:	21.60	:	ST-6
121.	26.62	:	6.05	:	21.78	:	UR
122.	26.84	:	6.10	:	21.96	:	OBC-22
123.	27.06	:	6.15	:	22.14	:	SC-27
124.	27.28	:	6.20	:	22.32	:	UR
125.	27.50	:	6.25	:	22.50	:	UR
126.	27.72	:	6.30	:	22.68	:	UR
127.	27.94	:	6.35	:	22.86	:	OBC-23
128.	28.16	:	6.40	:	23.04	:	SC-28
129.	28.38	:	6.45	:	23.22	:	UR
130.	28.60	:	6.50	:	23.40	:	UR
131.	28.82	:	6.55	:	23.58	:	UR
132.	29.04	:	6.60	:	23.76	:	SC-29
133.	29.26	:	6.65	:	23.94	:	UR
134.	29.48	:	6.70	:	24.12	:	OBC-24
135.	29.70	:	6.75	:	24.30	:	UR
136.	29.92	:	6.80	:	24.48	:	UR
137.	30.14	:	6.85	:	24.66	:	SC-30
138.	30.36	:	6.90	:	24.84	:	UR
139.	30.58	:	6.95	:	25.02	:	OBC-25
140.	30.80	:	7.00	:	25.20	:	ST-7
141.	31.02	:	7.05	:	25.38	:	SC-31
142.	31.24	:	7.10	:	25.56	:	UR
143.	31.46	:	7.15	:	25.74	:	UR
144.	31.68	:	7.20	:	25.92	:	UR
145.	31.90	:	7.25	:	26.10	:	OBC-26
146.	32.12	:	7.30	:	26.28	:	SC-32
147.	32.34	:	7.35	:	26.46	:	UR
148.	32.56	:	7.40	:	26.64	:	UR
149.	32.78	:	7.45	:	26.82	:	OBC-27
150.	33.00	:	7.50	:	27.00	:	SC-33
151.	33.22	:	7.55	:	27.18	:	UR
152.	33.44	:	7.60	:	27.36	:	UR
153.	33.66	:	7.65	:	27.54	:	UR
154.	33.88	:	7.70	:	27.72	:	UR
155.	34.10	:	7.75	:	27.90	:	SC-34
156.	34.32	:	7.80	:	28.08	:	OBC-28
157.	34.54	:	7.85	:	28.26	:	UR
158.	34.76	:	7.90	:	28.44	:	UR
159.	34.98	:	7.95	:	28.62	:	UR

Contd. --- P-17/ ---

160.	35.20	:	8.00	:	28.80	:	SC-35
161.	35.42	:	8.05	:	28.98	:	ST-8
162.	35.64	:	8.10	:	29.16	:	OBC-29
163.	35.86	:	8.15	:	29.34	:	UR
164.	36.08	:	8.20	:	29.52	:	SC-36
165.	36.30	:	8.25	:	29.70	:	UR
166.	36.52	:	8.30	:	29.88	:	UR
167.	36.74	:	8.35	:	30.06	:	OBC-30
168.	36.96	:	8.40	:	30.24	:	UR
169.	37.18	:	8.45	:	30.42	:	SC-37
170.	37.40	:	8.50	:	30.60	:	UR
171.	37.62	:	8.55	:	30.78	:	UR
172.	37.84	:	8.60	:	30.96	:	OBC-31
173.	38.06	:	8.65	:	31.14	:	SC-38
174.	38.28	:	8.70	:	31.32	:	UR
175.	38.50	:	8.75	:	31.50	:	UR
176.	38.72	:	8.80	:	31.68	:	UR
177.	38.94	:	8.85	:	31.86	:	OBC-32
178.	39.16	:	8.90	:	32.04	:	SC-39
179.	39.38	:	8.95	:	32.22	:	UR
180.	39.60	:	9.00	:	32.40	:	ST-9
181.	39.82	:	9.05	:	32.58	:	UR
182.	40.04	:	9.10	:	32.76	:	SC-40
183.	40.26	:	9.15	:	32.94	:	UR
184.	40.48	:	9.20	:	33.12	:	OBC-33
185.	40.70	:	9.25	:	33.30	:	UR
186.	40.92	:	9.30	:	33.48	:	UR
187.	41.14	:	9.35	:	33.66	:	SC-41
188.	41.36	:	9.40	:	33.84	:	UR
189.	41.58	:	9.45	:	34.02	:	OBC-34
190.	41.80	:	9.50	:	34.20	:	UR
191.	42.02	:	9.55	:	34.38	:	SC-42
192.	42.24	:	9.60	:	34.56	:	UR
193.	42.46	:	9.65	:	34.74	:	UR
194.	42.68	:	9.70	:	34.92	:	UR
195.	42.90	:	9.75	:	35.10	:	OBC-35
196.	43.12	:	9.80	:	35.28	:	SC-43
197.	43.34	:	9.85	:	35.46	:	UR
198.	43.56	:	9.90	:	35.64	:	OBC-36*
199.	43.78	:	9.95	:	35.82	:	ST-10*
200.	44.00	:	10.00	:	36.00	:	SC-44*

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

NOTE:- If in any cadre, in proportion to the reservation percentage, the quota of any reserved category comes to .50 or above then one post may be given to that category by making necessary adjustment so as to ensure adequate representation to that category in relation to the prescribed percentage.

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FIRST APPENDIX TO ANNEXURE-"C"

HORIZONTAL RESERVATION	i) Ex-servicemen	=15%
	ii) Children/Grand Children of Freedom Fighters.	= 2%
	iii) Physically Handicapped	= 3%
	iv) Antodaya/I.R.D.P.	=15%

POINTS EARMARKED TO:-

- Ex-Servicemen. (15%) = 7, 14, 21, 27, 33, 40, 47, 54, 60, 67, 74, 81, 86, 94, 100, 107, 114, 121, 127, 133, 140, 147, 154, 160, 167, 174, 181, 186, 194 & 200.
- Children/Grand Children of Freedom Fighters. (2%) = 51, 91, 151, & 198.
- Physically Handicapped. (3%) = 30, 73, 97, 130, 173 & 197.
- Antodaya/I.R.D.P. (15%) = 8, 15, 22, 28, 36, 42, 48, 50, 56, 61, 68, 77, 83, 90, 96, 108, 115, 122, 128, 136, 142, 148, 150, 156, 161, 168, 177, 183, 190 & 196.

*Contd. P-19/-----*

SECOND APPENDIX TO ANNEXURE-"C"

Model Roster for Direct recruitment for cadre strength upto 13 posts in respect of Class-III and IV posts/services where recruitment is made on a local or regional basis.

REPLACEMENT NO.



Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	SC	OBC	UR	UR	UR	SC	UR	OBC	UR	SC
2.	UR	UR	UR	SC	OBC	UR	UR	UR	SC	UR	OBC	UR	SC	
3.	UR	UR	SC	OBC	UR	UR	UR	SC	UR	OBC	UR	SC		
4.	UR	SC	OBC	UR	UR	UR	SC	UR	OBC	UR	SC			
5.	SC	OBC	UR	UR	UR	SC	UR	OBC	UR	SC				
6.	OBC	UR	UR	UR	SC	UR	OBC	UR	SC					
7.	UR	UR	UR	SC	UR	OBC	UR	SC						
8.	UR	UR	SC	UR	OBC	UR	SC							
9.	UR	SC	UR	OBC	UR	SC								
10.	SC	UR	OBC	UR	SC									
11.	UR	OBC	UR	SC										
12.	OBC	UR	SC											
13.	UR	SC												

NOTE:

- 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"
- All the posts of the 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.
- The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.
- The reservation provided to other reserved category under "Horizontal Reservation" (Article 16(1) of the Constitution) viz; Ex-servicemen, Children / Grand Children of Freedom Fighters and Physically Handicapped may also be given reservation keeping in view their percentage reservation, if fall upto the cadre strength of 13 posts.

Contd. P. 20/



ANNEXURE-"D"

FOR PROMOTION IN RESPECT OF ALL CLASSES OF POSTS i.e. CLASS -I, II, III & IV

Prescribed Percentage of Reservation:-

Scheduled Castes= 15%  
Scheduled Tribes= 7.5%

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		Category for which the post should be earmarked.
	SC @15%	ST @7.5%	
1.	0.15	0.075	UR
2.	0.30	0.150	UR
3.	0.45	0.225	UR
4.	0.60	0.300	UR
5.	0.75	0.375	UR
6.	0.90	0.450	UR
7.	1.05	0.525	SC-1
8.	1.20	0.600	UR
9.	1.35	0.675	UR
10.	1.50	0.750	UR
11.	1.65	0.825	UR
12.	1.80	0.900	UR
13.	1.95	0.975	UR
14.	2.10	1.050	ST-1
15.	2.25	1.125	SC-2
16.	2.40	1.200	UR
17.	2.55	1.275	UR
18.	2.70	1.350	UR
19.	2.85	1.425	UR
20.	3.00	1.500	SC-3
21.	3.15	1.575	UR
22.	3.30	1.650	UR
23.	3.45	1.725	UR
24.	3.60	1.800	UR
25.	3.75	1.875	UR
26.	3.90	1.950	UR
27.	4.05	2.025	SC-4
28.	4.20	2.100	ST-2
29.	4.35	2.175	UR
30.	4.50	2.250	UR
31.	4.65	2.325	UR
32.	4.80	2.400	UR
33.	4.95	2.475	UR
34.	5.10	2.550	UR
35.	5.25	2.625	SC-5
36.	5.40	2.700	UR
37.	5.55	2.775	UR
38.	5.70	2.850	UR

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39.	5.85	:	2.925	:	UR
40.	6.00	:	3.000	:	ST-3
41.	6.15	:	3.075	:	SC-6
42.	6.30	:	3.150	:	UR
43.	6.45	:	3.225	:	UR
44.	6.60	:	3.300	:	UR
45.	6.75	:	3.375	:	UR
46.	6.90	:	3.450	:	UR
47.	7.05	:	3.525	:	SC-7
48.	7.20	:	3.600	:	UR
49.	7.35	:	3.675	:	UR
50.	7.50	:	3.750	:	UR
51.	7.65	:	3.825	:	UR
52.	7.80	:	3.900	:	UR
53.	7.95	:	3.975	:	UR
54.	8.10	:	4.050	:	SC-8
55.	8.25	:	4.125	:	ST-4
56.	8.40	:	4.200	:	UR
57.	8.55	:	4.275	:	UR
58.	8.70	:	4.350	:	UR
59.	8.85	:	4.425	:	UR
60.	9.00	:	4.500	:	UR
61.	9.15	:	4.575	:	SC-9
62.	9.30	:	4.650	:	UR
63.	9.45	:	4.725	:	UR
64.	9.60	:	4.800	:	UR
65.	9.75	:	4.875	:	UR
66.	9.90	:	4.950	:	UR
67.	10.05	:	5.025	:	UR
68.	10.20	:	5.100	:	SC-10
69.	10.35	:	5.175	:	ST-5
70.	10.50	:	5.250	:	UR
71.	10.65	:	5.325	:	UR
72.	10.80	:	5.400	:	UR
73.	10.95	:	5.475	:	UR
74.	11.10	:	5.550	:	SC-11
75.	11.25	:	5.625	:	UR
76.	11.40	:	5.700	:	UR
77.	11.55	:	5.775	:	UR
78.	11.70	:	5.850	:	UR
79.	11.85	:	5.925	:	UR
80.	12.00	:	6.000	:	ST-6
81.	12.15	:	6.075	:	SC-12
82.	12.30	:	6.150	:	UR
83.	12.45	:	6.225	:	UR
84.	12.60	:	6.300	:	UR
85.	12.75	:	6.375	:	UR
86.	12.90	:	6.450	:	UR
87.	13.05	:	6.525	:	SC-13
88.	13.20	:	6.600	:	UR
89.	13.35	:	6.675	:	UR
90.	13.50	:	6.750	:	UR
91.	13.65	:	6.825	:	UR
92.	13.80	:	6.900	:	UR
93.	13.95	:	6.975	:	UR
94.	14.10	:	7.050	:	SC-14
95.	14.25	:	7.125	:	ST-7
96.	14.40	:	7.200	:	UR
97.	14.55	:	7.275	:	UR
98.	14.70	:	7.350	:	UR



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99.	14.85	:	7.425	:	SC-15
100.	15.00	:	7.500	:	UR
101.	15.15	:	7.575	:	UR
102.	15.30	:	7.650	:	UR
103.	15.45	:	7.725	:	UR
104.	15.60	:	7.800	:	UR
105.	15.75	:	7.875	:	UR
106.	15.90	:	7.950	:	UR
107.	16.05	:	8.025	:	SC-16
108.	16.20	:	8.100	:	ST-8
109.	16.35	:	8.175	:	UR
110.	16.50	:	8.250	:	UR
111.	16.65	:	8.325	:	UR
112.	16.80	:	8.400	:	UR
113.	16.95	:	8.475	:	UR
114.	17.10	:	8.550	:	SC-17
115.	17.25	:	8.625	:	UR
116.	17.40	:	8.700	:	UR
117.	17.55	:	8.775	:	UR
118.	17.70	:	8.850	:	UR
119.	17.85	:	8.925	:	UR
120.	18.00	:	9.000	:	ST-9
121.	18.15	:	9.075	:	SC-18
122.	18.30	:	9.150	:	UR
123.	18.45	:	9.225	:	UR
124.	18.60	:	9.300	:	UR

NOTE:- If in any cadre, in proportion to the reservation percentage, the quota of any reserved category comes to .50 or above then one post may be given to that category by making necessary adjustment so as to ensure adequate representation to that category in relation to the prescribed percentage.

Contd.---P-23/-----

APPENDIX TO ANNEXURE-"D."

Model Roster for promotion for cadre strength upto 13 posts

REPLACEMENT NO.



Cadre Strength	Initial Recruitment	REPLACEMENT NO.												
		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	UR	ST		
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST			
6.	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST				
7.	SC	UR	UR	UR	UR	UR	UR	UR	ST					
8.	UR	UR	UR	UR	UR	UR	UR	ST						
9.	UR	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 the 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.