



সত্যমেব জয়তে

অসম চৰকাৰ

Govt of Assam

HANDBOOK ON

Reservation of Post and Maintenance of Roster



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ARTPPG Department, GoA

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মুখ্যমন্ত্রী, অসম
Chief Minister, Assam



FOREWORD

The work environment across the globe is undergoing rapid changes, and the utilization of human resources is evolving accordingly, with Assam being no exception. To keep pace with these changes, it is imperative that the Assam government focuses on empowering its human resources with a global outlook while remaining grounded in Indian values.

To achieve this vision, our government is implementing effective changes in work culture and striving to instill new ideas and a broader perspective in the minds of the officials. In line with this effort, the ARTPPG Department of the Government of Assam is introducing a set of training manuals and handbooks. Our Government is ensuring the smooth functioning of the daily administration with the help of these Training Manuals/ Handbooks for the Grade-3 officials. To effectively cater to the requirements of Grade-3 officials, experts have meticulously drafted the training manuals and handbooks, aiming to cover a wide range of relevant topics. Moreover, focused attempts have been made to embed the books with relevant case studies, examples and FAQs on different topics to enable the users to adapt to the procedural yet divergent needs of today's dynamic administration.

True to the objective of our Government in creating a spirited workforce, introduction of multifaceted learning and training programme have been thought of to enable our officials realize their true potential. This would help them to reorient themselves to the day-to-day administrative developments while performing their duties with honesty and transparency.

I believe the Training Manuals / Handbooks will hold immense value as a guiding light on diverse professional trajectories. They will also serve as a roadmap to steer capacity building of the Grade-III officials in a systematic and coherent manner.

(Dr. Himanta Biswa Sarma)

Dr. Ravi Kota, IAS
Chief Secretary
Government of Assam



ড° ৰবি কোটা, ভাঃ প্ৰঃ সেঃ
মুখ্য সচিব
অসম চৰকাৰ



Preparation of a Training policy of a State and aligning it with the needs of the variegated workforce which has to constantly prove its relevance in this era of transition towards technology forms the very backbone of the administration in the form of a challenging task. In this due course of action, capacity building of Grade-III officials not only requires them to remain efficient in their daily official duties but also must be able to motivate them to work, learn and evolve in a comprehensive manner.

The present District training manuals for Grade-III officials have been prepared under the aegis of the Administrative Reforms Training Pension and Public Grievances Department (ARTPPG) and the Assam Administrative Staff College (AASC), who were aided by renowned experts and stakeholders from all the concerned fields. The manuals are a product of much detailed and multiple deliberations on the requisite subjects and it also includes valuable inputs from The Institute of Secretariat Training and Management (ISTM), Delhi in certain applicable topics. The Training Needs Assessment (TNA) was diligently conducted by AASC to chalk out an inclusive need based approach suited for a bottom up perspective for the Grade-III officials and also to ensure that no vital subject has been overlooked.

I believe that the Training manuals will help the Trainers and the trainees as well in a holistic manner and I earnestly request all concerned to send us feedback which would be of great help when we take up further revisionary exercises.

(Dr. Ravi Kota)
Chief Secretary, Assam

Shantanu Gotmare, IAS
Commissioner & Secretary
to the Govt. of Assam
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सत्यमेव जयते



MESSAGE

The Department of Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) plays a vital role in the formulation of the State Training Policy and training it's civil servants to build capacity for improving 'Ease of Living' for people of Assam.

The content of the district training manuals aims to bolster capacity of the Grade-3 employees in an elaborate and lucid manner. We have worked meticulously to prepare content of the manuals by collaborating with experts and have actively collated through appropriate stakeholders, which objectively present a comprehensive picture for the officials, covering a broad spectrum of their daily official duties.

I express my sincere thanks to the Committee for vetting the full content. ARTPPG acknowledges the contributions of Committee Members in the preparation of the training manuals. Special mention must be made to the Assam Administrative Staff College, Khanapara and my team in ARTPPG Department for relentless work to get the training manuals.

I sincerely hope that that these manuals will be extremely useful to the trainers, trainees and as well as the officials.

(Shantanu Gotmare)



Foreword

The District Training Manuals for Grade-III officials of the Government of Assam have been designed by the Assam Administrative Staff College (AASC) with the help of renowned guest faculty and experts under the able guidance of the Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) Department and inputs from the Institute of Secretariat Training and Management (ISTM), New Delhi.

I hope these manuals will be used extensively by the trainers and trainees and will help the officials become more knowledgeable, competent and productive at their work places.

I would like to convey my gratitude to all the renowned guest faculty and to all the individuals associated with the successful publication of the manuals for their inputs and support throughout the process of designing and printing these manuals.

A handwritten signature in blue ink, appearing to read 'Riju Gogoi'.

Riju Gogoi
Director of Training
Assam Administrative Staff College

Reservation for SC, ST & OBC

[Vertical and Post Based Reservation]

1. Constitutional Provision of Reservation

Article 16(4) of the Constitution of India, which is the source for the policy of reservation in favour of any category of persons in the public service, provides as follows:

“Nothing in this Article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class of citizens which, in the opinion of the State is not adequately represented in the services under the State.”

This is an enabling provision inasmuch as, if the State wish to make any reservation, the Constitution would not come in the way. However, the power to provide reservation is subject to **two conditions**:

- i. that the State should **identify the backward classes**; and
- ii. that the State should form an opinion that the representation of the identified backward classes of citizens in the services is **not adequate**. In the famous case of Indira Sawhney Vs GOI –AIR 1993 SC 477, Supreme Court held that Art 16(4) does not permit provision for reservation in the matter of promotion. As a consequence thereafter, the constitution has been amended (77th Amendment 1995) by inserting clause (4-A) in the Art- 16 and that reads as follows:

Article 16(4A) states that “Nothing in this Article shall prevent the State from making any provision for the reservation in the matters of promotion to any class or classes of posts in the services under the State in favour of the scheduled castes and the scheduled tribes which, in the opinion of the State, are not adequately represented in the services under the State.”

Article 16(6) states that nothing in this Article shall prevent State from making any provision for reservation in appointment or post in favour of any economically weaker section of citizens other than classes mentioned in (4) in addition to the existing reservation and subject to maximum 10% of posts in each category.”

2. Legal Provision of Reservation Policy

The Assam Scheduled Caste and Scheduled Tribes (Reservation of Posts in Services) Act, 1978 came into force w.e.f 01.07.1979. The Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Service and Posts) Rules, 1983 came in to force w.e.f 28th July, 1983. As per the above legislation seven percent of vacancies for SC, ten percent for ST (P) and 5% for ST(H)

vacancies were reserved and initially 20-point roster were implemented as an aid to ensure the candidates belonging to such classes get quota reserved for them. The vacancy-based rosters were prescribed in order to implement the Government policy relating to reservation of jobs for the Scheduled Caste, the Scheduled Tribes (Plains), Scheduled Tribes (Hills) and Other Backward Classes/Most Other Backward Classes in the State till amendment of the Reservation Act, 1978 in the year 2012 and notification of implementation principle on December, 2014.

3. Applicability

The Assam Scheduled Caste and Scheduled Tribes (Reservation of Posts in Service) Act, 1978 applies in relation to:-

- a. Any employment in any office of the State Government;
- b. Any employment in any office of a local or Statutory authority constituted under any State Act for the time being in force; or
- c. Any employment in any office of Corporation in which not less than 51 percent paid up share capital is used by the State Government and includes Universities, Primary, Secondary and Multipurpose Schools and also other educational institutions which are owned and aided by the State Government and also includes an establishment in public sector.

However, it does not apply in relation to:-

- a. Any employment under the Central Government;
- b. Any employment under the Assam Judicial Service;
- c. Any employment under domestic service;

4. Significance of the amendment in 2012

The Government amended the Assam Scheduled Castes and Scheduled Tribes Reservation of Vacancies in Service and Posts) Act, 1978 vide the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Service and Posts) (Amendment) Act, 2012. The following significant changes have been made:

- I. The title of the “Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978” has been changed to “Assam Scheduled Caste and Scheduled Tribes (Reservation of Posts in Services) Act, 1978”
- II. Maintenance of vacancy-based roster system direct recruitment and promotion for each cadre has been replaced by post-based roster system. A separate post-based roster for direct recruitment and promotion for each cadre shall be maintained by every establishment to give effect to the reservation of vacancies for the candidates of SC

and ST on the basis of 100 points Model roster as per Schedule –I of the Act.

- III. The number of points in the roster shall be equal to the number of posts in the cadre. In case there is increase or decrease in the cadre strength in future, the rosters shall correspondingly be expanded or contracted.
- IV. The Rosters shall be operated on the principle of replacement and not as a running account. Each roster point shall be fixed for the reserved and un-reserved categories. The vacancies caused 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 prescribed percentage of reservation is maintained.
- V. For initial adoption of the Rosters, the existing backlog vacancies in a cadre where the prescribed percentage of reservation for the Scheduled Castes and the Scheduled Tribes has not been achieved as per post-based roster, shall be considered as vacancies caused by retirement, resignation, promotion, etc of the persons belonging to the said reserved categories and the same shall be filled up by direct recruitment or by promotion of eligible persons from the respective category by special drive so that prescribed percentage of reservation is maintained.
- VI. 7% of posts shall be reserved for the candidates belonging to SC, 10% for ST(P) and 5% for ST(H) which shall be worked out in relation to the number of posts comprising each cadre in a service. However, once the prescribed percentage of reservation meant for the SC, ST(P) and ST(H) in a particular cadre is achieved, no further reservation would lie irrespective of the roster points.
- VII. Every establishment shall prepare and notify the Roster Register for each cadre with the approval of the seniormost Secretary of the Administrative Department on the basis of the guidelines issued by the WPT & BC Department. However, Administrative Department shall obtain the concurrence of Personnel Department and WPT & BC Department for any clarification required regarding any interpretation of the provisions of reservation while preparing the Roster Register.
- VIII. In small cadres up to 13 posts, all the posts shall be earmarked on the pattern as in the model post-based rosters as per model roster in Schedule –II of the Act. But, there shall be no reservation in single cadre post. [Copy at Annexure-I]

5. Procedure for obtaining SC and ST Certificate

The Deputy Commissioner of the concerned district of which the candidate is a resident, is competent authority to issue SC and ST certificate. The candidate for SC and ST certificate shall submit his application in a prescribed format along with required information and documents in the office of the Deputy Commissioner of the concerned district. The Deputy Commissioner may issue certificate after necessary scrutiny of the application form and documents.

However, if the issuing authority is of opinion that further enquiry is required on the application, then the application shall be forwarded to the concerned Circle Officer for enquiry and report. The certificate shall be issued on the basis of the report of the Circle Officer.

6. Reservation of Other Backward Classes

After due consideration and keeping in view the maintenance of efficiency of the Administration and to provide adequate representation in the services to the Other Backward Classes including More Other Backward Classes, who are not adequately represented in services, the Government of Assam decided to reserve initially 15% of vacancies in all posts under the State and in services connected with the affairs of the State and its Public Sector Undertakings for the members of the OBC including MOBC. Now, this 15% reservation has been enhanced to 27%.

7. Creamy Layer amongst the OBC

Creamy layer is a term used to refer to some members of a backward class who are socially, economically and educationally highly advanced. They constitute the forward section of that particular backward class as forward as member of any other forward class. They are not eligible for Government sponsored educational and professional benefit program. The candidate from the category of creamy layer is not entitled to get benefits of reservation in Govt. job.

The Creamy layer criteria (Income) were defined as gross annual income of parents from all sources. Initially in the year 1993 the limit of gross annual income of parents from all sources was Rs.1.00 lakh, but subsequently it has been revised as Rs. 8.00 lakh in the year 2017.

8. Reservation of Rosters

(a) 100-point Roster Register for the cadre having more than 13 posts

R.P No	Reservation	R.P No	Reservation	R.P No	Reservation	R.P No	Reservation
1	UR	26	OBC/MOBC-7	51	SC-4	76	OBC/MOBC-21
2	OBC/MOBC-1	27	UR	52	OBC/MOBC-14	77	UR
3	UR	28	OBC/MOBC-	53	UR	78	UR/EWS
4	UR	29	UR/EWS	54	OBC/MOBC-15	79	SC-6
5	ST(P)-1	30	ST(H)-2	55	ST(P)-6	80	OBC/MOBC-22
6	OBC/MOBC-2	31	UR	56	UR	81	UR
7	UR	32	OBC/MOBC-9	57	UR	82	UR
8	SC-1	33	UR	58	OBC/MOBC-16	83	UR
9	UR/EWS	34	UR	59	UR/EWS	84	OBC/MOBC-23
10	ST(H)-1	35	ST(P)-4	60	UR	85	ST(P)-9
11	OBC/MOBC-3	36	SC-3	61	UR	86	UR
12	UR	37	OBC/MOBC-10	62	OBC/MOBC-17	87	UR/EWS
13	OBC/MOBC-4	38	UR/EWS	63	UR	88	OBC/MOBC-24
14	UR	39	OBC/MOBC-11	64	UR	89	UR
15	ST(P)-2	40	UR	65	ST(P)-7	90	ST(H)-5
16	UR	41	UR	66	SC-5	91	OBC/MOBC-25
17	OBC/MOBC-5	42	UR	67	OBC/MOBC-18	92	UR
18	UR	43	OBC/MOBC-12	68	UR/EWS	93	SC-7
19	UR/EWS	44	UR	69	OBC/MOBC-19	94	UR
20	UR	45	ST(P)-5	70	ST(H)-4	95	ST(P)-10
21	OBC/MOBC-6	46	UR	71	UR	96	OBC/MOBC-26
22	SC-2	47	OBC/MOBC-13	72	UR	97	UR/EWS
23	UR	48	UR/EWS	73	OBC/MOBC-20	98	UR
24	UR	49	UR	74	UR	99	OBC/MOBC-27
25	ST(P)-3	50	ST(H)-3	75	ST(P)-8	100	UR

(b) 14-point Roster Register the cadre having less than 14 post

R.P No-01	R.P No 02	R.P No-03	R.P No-4	R.P No-05	R.P No-06	R.P No-07
UR	OBC/MOBC	UR	UR	ST(P)	OBC/MOBC	UR

R.P No-08	R.P No 09	R.P No-10	R.P No-11	R.P No-12	R.P No-13	R.P No-14
SC	UR-EWS	OBC/ MOBC	UR	UR	UR	ST(H)

9. Notification of Rosters

The notification of roster is done in the Administrative Department of the Government. Every establishment shall prepare and notify the Roster Register for each cadre equivalent to the number of posts with the approval of the Senior-most Secretary of the Administrative Department. However, Administrative Department shall obtain the concurrence of Personnel and WTA Department for any clarification required while preparing the Roster Register regarding any interpretation of the provisions of reservation under the Assam Scheduled Caste and Scheduled Tribes (Reservation of Posts in Services) Act 1978 and Rules framed there under.

While notifying the roster, each establishment shall keep in mind two fundamental principles - that the reservation for the entitled categories is maintained as per the prescribed percentage of reservation and the total reservation should be for ST(P), ST(H) and SC in no case exceed 22% of the cadre.

10. Initial preparation of Roster Register

At the point of initial operation of the roster, it will be necessary to ascertain that each roster point have been earmarked for each category vis. SC, ST(P), ST(H), OBC/MOBC, EWS and General in the roster. In order to prepare roster register initially, name of all the candidates holding the post as on the date of starting the reservation register, may be entered in the register starting with the earliest appointee who was in the cadre on the date of start of register. If an appointee in the cadre belongs to SC category, SC may be written in column 5 in the register against his name provided he was appointed by reservation. If that candidate was appointed on his own merit, UR will be written in column 6. If the next appointee is a general candidate, general may be written in column 5 in the register against his name and UR in column 6 and so on till all the appointments are adjusted in the respective rosters. After making entries as indicated above, details about the number of SC, ST and OBC candidates appointed by reservation, backlog reserved vacancies, if any, may be indicated in remarks column.

The excess reservation of particular category in the cadre would be adjusted through future appointment and existing appointment would not be disturbed.

11. Roster Register for more than 13 posts

The number of points in the roster shall be equal to the number of posts in the cadre. If the number of post in a cadre is 50, then number points in the roster shall be 50. To illustrate, if the roster has been prepared for 50 posts of a cadre to be filled up through promotion, if 4 vacancies subsequently occur from it, the vacant posts shall show what roster points were entertained for these 4 posts. If it is found that prior to departure from those posts, they were occupying RP No. 14, 25, 36, and 48. Out of them, 2 roster points were un-reserved, one was reserved for ST (P) and one was reserved for SC. There shall be 2 Un-reserved and 2 reserved vacancies out of which 1 shall be for ST (P) and another shall be for SC. So, the roster is to be operated on the principle of replacement.

12. Squeezing of Reserved Roster

Once the prescribed percentage of reservation meant for SC, ST(P) and ST(H) in a particular cadre is achieved, no further reservation would lie irrespective of roster point. So, while preparing the roster register, if the number of reserved points exceeds the prescribed percentage of reserved categories, at the end of the roster, **squeezing** may have to be done for the reserved categories to reach the respective number of posts to be reserved for them without violating the 22% for SC, ST(P) and ST(H) limit in any cadre or group.

To illustrate, if strength of a particular cadre is 36, there shall be 2 roster points for ST(H), 4 roster points for ST(P) and 3 roster points for SC as per chart notified by the Government. While verifying the percentage of reservation, it appears that the prescribed 22% is achieved at roster point No. 35. If another point i.e. roster point No. 36 is taken into consideration as reserved for SC, it comes to 25% which exceeds prescribed percentage. In this case, the rosters shall be squeezed and as a result, the roster point 36 shall be un-reserved and number of roster point for SC shall be reduced to 2.

13. Roster Register for a Cadre having up to 13 posts

In case of small cadres having up to 13 posts but less than 14 posts, all the posts shall be earmarked on the same pattern as in the post based roster. The initial recruitment/promotion shall be made for the category as earmarked against each roster. The replacement of incumbent shall be made by rotation horizontally as per L-shaped roster prescribed under the Act. Point from 1 to 14 is one cycle and the roster points are filled up on rotation basis. When all the 14 points are consumed, fresh cycle of the roster may be started from roster point No. 1. To illustrate, if the roster has been prepared for 6 posts of

a cadre to be filled up through promotion, the subsequent vacancies shall be filled up as per roster shown in L-shaped roster against initial recruitment. However, while operating the relevant roster, utmost care shall have to be taken to ensure that on no occasion prescribed percentage of reservation of 22% is exceeded.

14. Skipping of Reserved Roster

While operating roster for small cadre up to 13 posts and where reservation is given by rotation, utmost care shall have to be taken to ensure that on no occasion prescribed percentage of reservation of 22% is exceeded. If such a situation occurs at any time that prescribed percentage of reservation for SC and ST exceeds 22%, that the relevant reserved/unreserved point occupying as a result of rotation shall be **skipped**.

15. Difference between Roster Register and Gradation or Seniority List

The Roster Register contains the names of the incumbents of different categories appointed in a cadre. In the roster register, the names of incumbents are placed as per roster of the respective category of reservation. The inter-se-seniority of the incumbents is not maintained in the roster register. On the other hand, the Gradation list or Seniority list contains the names of the incumbents appointed in a cadre maintaining the order of seniority amongst them. Their names are placed as per the inter-se-seniority of the incumbents appointed in the cadre.

16. Clubbing of Vacancies

Each establishment while taking up the process of promotion in a particular cadre of a service shall examine the representation of SC and ST candidates in the cadre in comparison with the prescribed percentage of reservation with reference to that particular year. The shortfall vacancies for subsequent years should not be clubbed together and calculated as a whole. The vacancies should be calculated year-wise. The selection process should be made for the vacancies separately for each year.

17. Cadre Strength for Calculation of Reservation

The cadre, for the purpose of roster, shall mean a particular grade and shall comprise the number of post required to be filled up by a particular mode of recruitment in terms of applicable recruitment rules. The cadre strength is used in relation to calculation of reservation/maintenance of reservation register/roster means number of post be filled by a particular mode of recruitment. Thus in a cadre of say 200 posts, where the recruitment rules prescribe a ratio of 60:40 for direct recruitment and promotion respectively, the cadre strength for direct recruitment shall be 120 posts and the cadre strength for promotion shall be 80 posts. There shall be two separate rosters-one for direct recruitment and one for promotion.

18. Zone of Consideration for Promotion

The appointing authority while making a request to the DPC or the Selection Committee/Board for recommendation of candidates for promotion shall furnish such number of candidates as are to be furnished in accordance with the provision of respective service rules under zone of consideration. In case, however, where there is no service rules for the service in which the promotion is to be made, the appointing authority shall furnish the details about the candidates equal to four times the 'number of vacancies' after proper assessment of the vacancies likely to occur in the corresponding year.

19. Promotion of Reserved Candidate against Unreserved Vacancy

If any unreserved vacancy arises in a cadre and there is SC, ST(P) and ST(H) candidate within the common zone of consideration in the feeder cadre, such candidate cannot be denied for promotion on the plea that the post is not reserved, such candidates shall be considered for promotion along with other candidates treating him as he belongs to the general category and he shall be adjusted against the unreserved post.

20. Appointment of Reserved Candidates on their own merit

SC, ST and OBC/MOBC candidates in case of direct recruitment and SC, ST candidates in case of promotion, appointed on their own merit and not owing to reservation should not be shown against reserved quota. They are to be adjusted against unreserved quota.

Similarly, SC, ST(P) and ST(H) candidates appointed to their own merit by direct recruitment or promotion and adjusted against unreserved points shall continue to retain their status as Scheduled Caste and Scheduled Tribes and shall be eligible to get benefits of reservation in next or future promotion if any.

21. Short Fall Vacancy and Inadequate Representation

The shortfall of reservation of a particular reserved category in a cadre means the difference between 'the total number of reserved posts for that category in the cadre' and 'the number of persons of that category appointed by reservation and holding the posts in the cadre'. While calculating the shortfall, all candidates belonging to same category SC or ST(P) or ST(H) shall be taken into account irrespective of the mode of their entry into the cadre i.e. whether on account of seniority-cum-merit or merit-cum-seniority, as the case may be, or through any other process admissible in law or by way of reservation.

If in a particular cadre, SCs and STs are not adequately represented and shortfall is found to exist in the cadre, it may be considered as inadequacy in representation insofar as that particular cadre is concerned.

22. Backlog Vacancy

The backlog reserved vacancies of a category are those vacancies which were earmarked reserved for a category in an earlier recruitment year but remained unfulfilled in the previous recruitment attempt due to non-availability of suitable candidates belonging to that category and still lying unfulfilled. Besides, in case of promotion when the roster meant for any reserved category is de-reserved due to non-availability of qualified candidate in the cadre and the post is filled up by unreserved candidate, and then said roster point becomes backlog till it is cleared.

23. De-reservation of Post

In case of direct recruitment there shall be no de-reservation of posts belonging to reserved category post. If a vacancy to a post belonging to reserved category arises in a particular year and the same cannot be filled up due to non-availability of reserved category candidate, same shall remain unfilled and the posts shall be carried over to the next year or till such time the same is filled up by respective categories.

However, the de-reservation in case of promotion may be allowed in Government level. If sufficient number of eligible candidate of reserved category is not available for promotion against reserved vacant posts in a particular year and if the posts cannot be allowed to remain vacant on grounds of maintaining efficiency in administration, the Appointing Authority, may with full justification, refer the vacancy to the Department of WPT & BC for de-reservation, subject to the condition that no candidate belonging to the category for which the post is reserved, is available within the zone of consideration placed before the annual Selection Committee/ Departmental Promotion Committee for two consecutive years. In other words, the concerned Departments may move proposal for de-reservation in the third year.

24. Fixation of Seniority of Reserved vis-a-vis General Candidates in Promoted Posts.

In pursuance of Judgment of the Hon'ble Gauhati High Court dated 06.06.2022 passed in WP(C)No 5005/2016 (Bhagawan Pator vs SOA & others), the Government in the Personnel Department has reviewed the policy of reservation in promotion. The seniority of reserved candidates viz-a-viz general candidates in promoted posts may be fixed in the following methods:

(a) Group A Services:- In case of promotion in Group-A services, the quantum of reservation for SC, ST(P), ST(H) in promotion shall be as per stipulated percentage of reservation available for these categories. However, SC or ST(P) or ST(H) Government servant in Group-A services on their accelerated promotion by virtue of rule of reservation, shall not be entitled to consequential seniority. The application of general catch-up rule will allow

eligible officers who were senior in the merit list at the entry level in Group A services to regain their seniority in the promotional post, once they were promoted to the same cadre as an officer of reserved category, provided the officer of the reserved category had got his promotion ahead of an officer senior to him in the merit list, by way of accelerated promotion on account of reservation in promotion in a particular cadre. To be more clear, when a general candidate who was senior to reserved candidate in the feeder category is promoted, such general candidate will regain his seniority over the reserved candidate notwithstanding that he is promoted subsequent to the reserved candidate.

Further, an officer promoted from Group-B to Group-A services, will also regain his seniority in Group-A service on promotion vis-à-vis his compatriot in Group-B service, provided that the officer was senior to reserved category officer in the particular in the particular Group-B cadre, prior to the promotion of reserved category officer into Group-A.

However, if an occasion arises during the promotion process in Group A service, in which stipulated percentage in respect of reserved category is met in the next promotional grade, but in the zone of consideration there are candidates of reserved category who on merit are entitled to the promotion, their cases shall be considered for promotion on merit, if such candidates have not made in to zone of consideration by way of any accelerated promotion earlier by virtue of rules of reservation.

Group B, C, D services: In case of promotion in Group B, C, D services, the SC or ST(P) or ST(H) Government servant on their promotion by virtue of rule of reservation, shall be entitled to consequential seniority. In other words, the candidates belonging to General/OBC/MOBC categories promoted later will be placed junior to SC and ST Government servant promoted earlier. The reserved candidate getting accelerated promotion shall be entitled to consequential seniority.

Reservation for Economically Weaker Section

[Vertical and Post Based Reservation]

1. Reservation for Economically Weaker Sections (EWSs)

There shall be 10% reservation in respect of direct recruitment in posts and services in the Government of Assam and admission in Educational Institutions of Government of Assam for the persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs. But, the benefits of reservation for EWS candidates in direct recruitment in posts and services under Government of Assam have been kept in abeyance until further order.

2. Definition of Economically Weaker Sections

The persons who are not covered under the existing scheme of reservation for Scheduled Caste, Scheduled Tribes and OBC/MOBC and whose family has gross annual income below Rs.8.00 lakh from all sources are identified as Economically Weaker Sections (EWSs) for the benefits of reservation. The income includes the salary, agriculture, profession, etc for the financial year prior to the year of application. However, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of the family income:

- I. 30 Bighas (4,32,000) sq. ft.) of agricultural land and above in rural areas;
- II. 2 Bigha (28,800 sq. ft.) of residential land and above in rural areas;
- III. 8640 sq. ft. of land in notified Municipal Corporation/ Municipal Board/ Town Committee Areas;
- IV. House of built up areas 2000 sq. ft. and above in notified Municipal Corporation/ Municipal Board/Town Committee areas.

3. Income and Assets Certificate of a Family

In the interest of convenience of general public and administrative efficiency the Circle Officer or Circle Officer(Attached) of the Revenue Circle where the candidate and/or her/his family member normally resides, are authorized to issue Income and Assets Certificate as per annexure-I of OM No ABP.7/2019/04 Dated 10.04.2019. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process.

4. Validity Period EWS Certificate

The income and assets certificate to the families under category of Economically Weaker Section issued by the Circle Officer or Circle Officer (A) of the Revenue Circle in a particular financial year is valid for that particular financial year in which the advertisement is issued. To illustrate, if the said certificate is issued on a day of January, 2023, it will be valid till 31.03.2023

5. Roster Points Earmarked for EWS Candidates

The following roster point No. 9, 19, 29, 38, 48, 59, 68, 78, 87 and 97 originally reserved for unreserved candidates are to be earmarked for EWS candidates. The roster point No. 9 in roster register for small cadre is to be earmarked for EWS candidates.

6. Filling up of EWS-reserved Post by Unreserved Candidates

In case the post reserved for EWS are not filled up by candidates belonging to EWS category during the recruitment process due to shortage of eligible candidates, the balance post will be filled up from candidates of unreserved category. At present, as the reservation for EWS has been kept in abeyance, the post shown to reserved for EWS shall be filled up by unreserved candidates.

Women Reservation

[Horizontal and Vacancy Based Reservation]

1. Reservation for Women

With an objective to eradicate women from socially and economically backwardness and to bring them at par with men, the Government of Assam enacted a legislation namely the Assam (Reservation of Vacancies in Services and Posts) Act, 2005 wherein it was provided reservation of 30% of the vacancies to be filled up by the direct recruitment in respect of all appointment to the services and post for the women candidates.

Any office of the State Government, a local or statutory authority constituted under any State Act for the time being in force or a Corporation in which not less than fifty one percent is paid up share capital is held by the State Government and includes Universities, Colleges affiliated to the Universities, Primary, Secondary and Multipurpose Schools and also other educational institutions which are owned or aided by Government and also include an establishment in Public Sector.

2. Quantum of Reservation for Women

Thirty percent of vacancies in respect of all appointments to the services and posts in direct recruitment shall be reserved for women candidates. The thirty percent reservation for women shall be inclusive of the reservation provided statutorily or otherwise to the Scheduled Caste, Scheduled Tribes and Other Backward Classes within the respective reserved category. 30% reservation of vacancies in respect of women shall be available to the women of unreserved category.

Since the reservation for women is horizontal reservation within the vertical reservation for SC, ST and OBC, the following are the percentage of reservation for women:-

- I. ST(P)=3% out of 10%
- II. ST(H)= 1% out of 5%
- III. SC =2% out of 7%
- IV. OBC/MOBC=8% out of 27% [Schedule under rule 3]

3. Exemption and Increase or Decrease of Percentage of Reservation

If the State Government is of the opinion that in view of the specialized qualification or experience required in respect of certain specialized services and posts, it is not expedient to reserve such services and posts for women or that there is requirement to increase or decrease the percentage of reservation for women, the State Government, by notification in the official gazette, exempt such reservation of such services and posts and may also increase or decrease the percentage of reservation, relating to such services and posts from the purview of this Act.

Reservation for Persons with Benchmark Disability

[Horizontal and Post Based Reservation]

1. Reservation of Posts for Persons with Benchmark Disability

After coming in to force of the Right of Persons with Disabilities Act, 2016 from 19.04.2017 and Rules there under by the Government of India, the State Government have also decided to reserve certain posts of Government service for persons with Benchmark Disabilities as defined under the aforesaid Act. Four percent of the total number of posts to be filled up by direct recruitment as well as promotion in respect of the Grade-I, Grade- II, Grade-III and Grade-IV posts shall be reserved for Persons with Benchmark Disabilities.

The said 4% reservation shall be applicable in case of persons with benchmark disabilities at the rate of 1% to each of the following categories of disabilities:

- i. Category A = Blindness and low vision;
- ii. Category B = Deaf and hard of hearing;
- iii. Category C = Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- iv. Category D = Autism, intellectual disability, specific learning disability and mental illness; and multiple disabilities from amongst persons all the above disabilities.

2. Adjustment against Unreserved Post

In the category of posts which are identified suitable for Persons with Benchmark Disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment/promotion against an unreserved post. Thus a person with benchmark disability can be appointed by direct recruitment/ promotion against post not specifically reserved for the Persons with Benchmark Disabilities, provided that the post is identified suitable for Persons with Benchmark Disabilities of the relevant category.

3. Maintenance of Rosters for Persons with Benchmark Disability

Every Government establishment shall maintain a separate post based reservation roster register as per prescribed format for determining/effecting reservation for the Persons with Benchmark Disabilities - one each for direct recruitment and promotion.

Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

1st Block - point No. 01 to point No. 25

2nd Block - point No. 26 to point No. 50

3rd Block - point No. 51 to point No. 75

4th Block - point No. 76 to point No. 100 [Para 7]

One point of each block shall be reserved for respective category of the Persons with Benchmark Disabilities and filled up as such.

4. Exemption from Reservation

If any Department in the State Government considers it necessary to exempt any establishment or any cadre or fully or partly from the provisions of reservation for Persons with Benchmark Disabilities, it shall make a reference to the Department of Social Welfare giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in consultation with the Commissioner for Persons with Disabilities (CPD) may exempt any establishment or any cadre fully or partly from the provisions of reservation for Persons with Benchmark Disabilities.

5. Backlog Reserved Vacancy

If any vacancy to a post reserved for any category of benchmark disability cannot be filled up due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

6. Filling up Post Reserved for PWBD by other Candidate

One point of each block shall be treated as reserved for the respective category of the Persons With Benchmark Disabilities and filled up as such. There is a possibility that none of the post from 1 to 25 is suitable for any category of the Person with Benchmark Disabilities. In that case, two vacancies from 26 to 50 shall be filled up as reserved for Person with Benchmark Disability. Likewise, if the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled up as reserved from the third block containing point from 51 to 75. It means that if no vacancy can be reserved in a particular block, it shall be carried over to next block.

7. Horizontal Reservation of Posts for PWD

The reservation persons with benchmark disabilities, ex-servicemen, women reservation are horizontal reservation. The horizontal reservation cuts across vertical reservation which may be called inter-locking reservation and person selected against the quota for persons with benchmark disabilities

have to be placed in the appropriate category to which they belong in the roster meant for reservation of SC/ST/OBC. For example for two reserved vacancies persons with benchmark disabilities two candidates have been selected. If one of the candidates belongs to SC category, then he shall be adjusted against roster for SC.

Reservation for Ex-serviceman

[Horizontal and Post Based Reservation]

1. Reservation for Ex-serviceman

Two percent of post in each category of Grade-III and Grade-IV shall be reserved for being filled up by Ex-servicemen as per provision of the Assam Ex-servicemen (Reservation of Posts in Grade-III and Grade-IV) Rules, 2021. Similarly, the benefits of 2% reservation of post in each category of Grade-I and Grade-II has been extended for ex-servicemen as per the Assam Ex-servicemen (Reservation of Posts in Grade-I and Grade- II) Rules, 2022.

The above benefits for Ex-servicemen shall be applicable irrespective of mode of recruitment whether it is a direct recruitment or a promotional

In case of Grade-III and IV posts, if vacancies reserved for Ex-servicemen is not filled up due to non-availability of Ex-servicemen category candidate and if the post cannot be allowed to remain vacant on ground of maintaining efficiency in public service delivery, such vacancies may be de-reserved in consultation of Personnel Department.

On the other hand, in case of Grade-I and II posts, if in any year any vacancy reserved for Ex-servicemen is not filled up due to non-availability of Ex-servicemen category candidate, the unfilled vacancies shall not be carried forward to the next year and such vacancies shall be filled up usually by other than Ex-servicemen. However, the steps shall be taken to maintain two percent reservation for Ex-servicemen in the subsequent years through the available future vacancies.

2. Distribution of Reserved Posts among other Ex-servicemen

Out of two percent reservation in appointment of Grade-III and Grade-IV posts in respect of Ex-servicemen, one-fourth or 25% shall be reserved for the disabled Ex- servicemen (disability arising in service) and family of the deceased Ex-servicemen killed in action and rest three-fourth or 75% shall be reserved for other Ex-servicemen.

3. Exemption from Reservation

If any Department in the State Government considers it necessary to exempt any establishment or any cadre or cadres in Grade-I and Grade-II posts from the provisions of reservation for Ex-Servicemen, the Department shall

refer the matter to Personnel (B) Department for concurrence giving full justification for the proposal.

4. Relaxation of Age Limits for Class-I and Class-II posts

The upper age limit for entry into Government services for class I and II posts in respect of Ex-Servicemen shall be relaxed up to fifty years for unreserved category. But, in respect Ex-Servicemen belonging to SC, ST and OBC/MOBC category, it is relaxed by five years for SC and ST and three years for OBC/MOBC candidates over prescribed age limit for general category of Ex-Servicemen.

5. Reservation for Ex-servicemen belonging to Reserved Category

Out of the two percent reservation in appointment in post of any category of Ex- Servicemen, if any Ex-servicemen belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes or More Other Backward Classes is selected, his selection shall also be counted against the overall quota of reservation that shall be provided for the Schedule Castes or Schedule Tribes or Other Backward Classes including More Other Backward Classes in accordance with the orders as are issued in this behalf by the State Government. To illustrate, two candidates from Ex-servicemen quota have been selected, if one of them belongs to SC community, the candidate belonging to SC community shall be adjusted against SC quota.

FREQUENTLY ASKED QUESTIONS

1. When the Reservation Act in Assam was enacted and it came into force?

The Reservation Act viz the Assam Scheduled Caste and Scheduled Tribes (Reservation of Posts in Services) Act, 1978 was enacted on 23.05.1979 and it came into force w.e.f 01.07.1979.

2. Whether a reserved candidate selected on own merit will occupy the reservation point?

The candidates belonging to the Scheduled Caste and Scheduled Tribes who qualify for selection on their own merit shall



be included in the general list and not against reserved quota. They are to be placed against unreserved quota.

3. What is the quantum of reservation for direct recruitment and promotion?

Following are the percentage of reservation:

- a. Direct recruitment: ST(P) = 10%; ST(H) = 5%; SC = 7% and OBC/MOBC = 27% [10% for EWS, now it has been kept in abeyance]
- b. Promotion: ST(P) = 10% ST(H) = 5% and SC = 7%

4. Who is identified as Creamy layer?

Creamy layer is a term used to refer to some members of a backward class who are socially, economically and educationally highly advanced. They constitute the forward section of that particular backward class as forward as member of any other forward class.

5. What are the income criteria to define Creamy layer?

The Creamy layer criteria (Income) were defined as gross annual income of parents from all sources. Initially in the year 1993 the limit of gross annual income of parents from all sources was Rs.1.00 lakh, but subsequently it has been revised as Rs.8.00 lakh in the year 2017.

6. How the excess reservation is adjusted?

The excess reservation of particular category in the cadre would be adjusted through future appointment and existing appointment would not be disturbed.

7. Whether reservation is against vacancy or post?

The reservation is against post as per provision under the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Service and Posts) (Amendment) Act, 2012. The vacancies are filled up as per post base roster.

8. Whether reservation can be against single cadre post?

There shall be no reservation in single cadre post. If there is only one post in the cadre, it should be treated as unreserved post.

9. What is Roster Register?

The Reservation or Roster Register is the records of appointments made against each roster in the year. It is maintained to give effect of the points of roster as per Schedule in the Act and also as instructed by the Government from time to time. The Roster Register is maintained separately for direct recruitment and for promotion. The roster shall be prepared for each cadre as per the principle for 100 point roster for the cadre strength more than 13 posts and 14 points roster for the cadre strength 13 posts or less.

10. What is difference between Roster Register and Gradation/Seniority list?

The Roster Register contains the names of the incumbents appointed in a cadre. The names of incumbents are placed as per roster of the respective category of reservation. The inter-se-seniority of the incumbents is not maintained in the roster register. On the other hand, the Gradation list or Seniority list contains the names of the incumbents appointed in a cadre as per the inter-se-seniority among them.

11. Whether vacancies can be clubbed together?

Each establishment while taking up the process of promotion in a particular cadre of a service shall examine the representation of SC and ST candidate in the cadre in comparison with the prescribed percentage of reservation with reference to that particular year. The shortfall vacancies for subsequent years should not be clubbed together and calculated as a whole. The selection process should be made for the vacancies separately for each year.

12. What is squeezing of reserved roster?

The rosters are to be drawn up keeping in mind that the total reservation should be for SC and ST in no case exceed 22% of the cadre. So, while preparing the roster register, if the number of reserved points exceeds the prescribed percentage of reserved categories, at the end of the roster, squeezing may have to be done for the reserved categories to reach the respective number of posts to be reserved for them without violating the 22% for SC, ST(P) and ST(H) limit in any cadre or group.

13. What is skipping of reserved roster?

While operating roster for small cadre up to 13 posts and where reservation is given by rotation, utmost care shall have to be taken to ensure that on no occasion prescribed percentage of reservation of 22% is exceeded. If such a situation occurs at any time that prescribed percentage of reservation for SC and ST exceeds 22%, that the relevant reserved point occupying as a result of rotation shall be skipped.

14. What is cadre strength in relation to calculation of reservation?

The term cadre strength is used in relation to calculation of reservation/maintenance of reservation register/roster means number of post required to be filled by a particular mode of recruitment in terms of applicable recruitment rules. In a grade comprising 200 posts, where the recruitment rules prescribe a ratio of 60:40 for direct recruitment and promotion respectively, the cadre strength for direct recruitment shall be 120 posts and the cadre strength for promotion shall be 80 posts.

15. Whether there is reservation for women?

As per provision of the Assam (Reservation of Vacancies in Services and Posts) Act, 2005, 30% of the vacancies in respect of all appointment to the services and post in the establishment which are to be filled up by the direct

recruitment shall be reserved for the women candidates.

16. What are percentage of reservation for women in other reserved categories?

As per provisions of the Assam Women (Reservation of Vacancies in Service and Posts) Rules, 2005 the following are the percentage of reservation for women:-

- (i) ST(P) = 3% out of 10%
- (ii) ST(H) = 1% out of 5%
- (iii) SC = 2% out of 7%
- (iv) OBC/MOBC = 8% out of 27%

17. Whether the reservation of posts for PWD is horizontal reservation?

The reservation persons with benchmark disabilities, ex-servicemen, women reservation are horizontal reservation. The horizontal reservation cuts across vertical reservation which may be called inter-locking reservation and person selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category to which they belong in the roster meant for reservation of SC/ST/OBC. For example for two reserved vacancies persons with benchmark disabilities two candidates have been selected. If one of the candidates belongs to SC category, then he shall be adjusted against roster for SC.

18. What is validity period of EWS Certificate?

The income and assets certificate to the families under category of Economically Weaker Section issued by the Circle Officer or Circle Officer(A) of the Revenue Circle in a particular financial year is valid for that particular financial year in which the advertisement is issued. To illustrate, if the said certificate is issued on a day of January, 2023, it will be valid till 31.03.2023.

19. Who is competent to issue income and assets certificate of a family?

The income and assets of the family under category of Economically Weaker Section would be required to be certified by the Circle Officer or Circle Officer(A) of the Revenue Circle where the candidate and /or her/his family member normally resides. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process.

20. What is reservation for Ex-serviceman

Two percent of post in each category of Grade-III and Grade-IV shall be reserved for being filled up by Ex-servicemen as per provision of the Assam Ex-servicemen (Reservation of Posts in Grade-III and Grade-IV) Rules, 2021. Similarly, the benefits of 2% reservation of post in each category of Grade I and Grade II has been extended for ex- servicemen as per the Assam Ex-servicemen (Reservation of Posts in Grade-I and Grade- II) Rules, 2022.

Maintenance of Roster and implementation of Reservation

1. There are 24 posts in the cadre of Junior Assistant. The posts are filled up through direct recruitment. Notify and prepare Roster Register. Then, accommodate following 24 Junior Assistants in the Roster Register.
2. There are 06 posts in the cadre of Assistant Librarian. The posts are filled up through direct recruitment. Prepare new Register and accommodate following 06 incumbents at serial 1 to 6 in the following list of 24 incumbents of the cadre of Assistant Librarian.
3. In respect of a cadre of Senior Assistant having 16 posts, there are 5 vacancies occurring due to retirement and promotion to next higher cadre against Roster Point No. 3, 6, 10, 12, 13. Now, for promotion of 5 incumbents from the following seniority list of the Junior Assistant, prepare a select list to be recommended by Selection Committee (DPC).
4. Prepare Roster Register [for promotion] in respect of a small cadre of Librarian having 03 posts and fill up 2 vacancies occurring due to retirement against Roster Point No. 1 and 3 from the following seniority list of the incumbents as shown against serial 1 to 6 in the post of Assistant Librarian at Annexure-A.
5. The recruitment test was conducted to fill up 8 vacancies of a cadre of Junior Assistant having 24 posts which are filled up by way of direct recruitment. The following is the shortlist of candidates prepared in order of merit on the basis of recruitment test. Now, prepare a select list of candidates equal to the number of the following vacancies.

UR-4; (ii) ST(P)-1; (iii) OBC-1; (iv) SC-1; (v) ST(H)-1, PWD-1 and Ex-servicemen-1

Annexure-A

Sl.	Name	Date of appointment	Sl.	Name	Date of appointment
1	A. Pujari	12.03.2010	13	N. Dutta	30.11.2010
2	B. Gogoi	12.03.2010	14	P. Roy, OBC	30.11.2010
3	C. Choudhury	12.03.2010	15	R. Shivam	30.11.2010
4	D. Barman, OBC	12.03.2010	16	S. Neog	30.11.2010

5	E. Boro, ST(P)	12.03.2010	17	T. Pathak, OBC	25.10.2012
6	F. Rahman	12.03.2010	18	U. Buragohain	25.10.2012
7	G. Banikya, SC	12.03.2010	19	V. Sarkar, SC [PWD]	20.10.2013
8	H. Sarma	12.03.2010	20	W. Bezbarua, OBC	20.10.2013
9	J. Kakati, OBC	12.03.2010	21	X. Goswami	20.10.2013
10	K. Talukdar	30.11.2010	22	Y. Gohain [Ex-servicemen]	20.10.2013
11	L. Kalita	30.11.2010	23	Z. Hojai ,ST(H)	20.10.2013
12	M. Baruah, MOBC	30.11.2010	24	Q. Baruah, OBC [PWD]	20.10.2013

ROSTER REGISTER FOR DIRECT RECRUITMENT

Name of Post: Number of Post :

Serial No	Category of roster point earmarked	Name	Date of appointment	Whether belongs to SC/ST(P)/ST(H)/UR/OBC	Filled as UR or as reserved for SC/ST(P)/ST(H) / OBC	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						

4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

16						
17						
18						
19						
20						
21						
22						
23						
24						

ROSTER REGISTER FOR DIRECT RECRUITMENT

Name of Post: Number of Post :

Serial No	Category of roster point earmarked	Name	Date of appointment	Whether belongs to SC/ST(P)/ST(H)/ UR	Filled as UR or as reserved for SC/ST(P)/ST(H)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	UR					
2	OBC/MOBC					
3	UR					
4	UR					
5	ST(P)					
6	OBC/MOBC					
7	UR					
8	SC					
9	UR					
10	OBC/MOBC					
11	UR					
12	UR					
13	UR					
14	T(H)					

ROSTER REGISTER FOR PROMOTION

Name of Post: Number of Post :

Serial No	Category of roster point earmarked	Name	Date of appointment	Whether belongs to SC/ST(P)/ST(H)/ UR	Filled as UR or as reserved for SC/ST(P)/ST(H)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	UR					
2	UR					
3	UR					
4	UR					
5	ST(P)					
6	UR					
7	UR					
8	SC					
9	UR					
10	UR					
11	UR					
12	UR					
13	UR					
14	ST(H)					

100 point Reservation

[For more than 13 posts]

R.P No	Reservation	R.P No	Reservation	R.P No	Reservation	R.P No	Reservation
1	UR	26	OBC/MOBC-7	51	SC-4	76	OBC/MOBC-21
2	OBC/MOBC-1	27	UR	52	OBC/MOBC-14	77	UR
3	UR	28	OBC/MOBC-	53	UR	78	UR/EWS
4	UR	29	UR/EWS	54	OBC/MOBC-15	79	SC-6
5	ST(P)-1	30	ST(H)-2	55	ST(P)-6	80	OBC/MOBC-22
6	OBC/MOBC-2	31	UR	56	UR	81	UR
7	UR	32	OBC/MOBC-9	57	UR	82	UR
8	SC-1	33	UR	58	OBC/MOBC-16	83	UR
9	UR/EWS	34	UR	59	UR/EWS	84	OBC/MOBC-23
10	ST(H)-1	35	ST(P)-4	60	UR	85	ST(P)-9
11	OBC/MOBC-3	36	SC-3	61	UR	86	UR
12	UR	37	OBC/MOBC-10	62	OBC/MOBC-17	87	UR/EWS
13	OBC/MOBC-4	38	UR/EWS	63	UR	88	OBC/MOBC-24
14	UR	39	OBC/MOBC-11	64	UR	89	UR
15	ST(P)-2	40	UR	65	ST(P)-7	90	ST(H)-5
16	UR	41	UR	66	SC-5	91	OBC/MOBC-25
17	OBC/MOBC-5	42	UR	67	OBC/MOBC-18	92	UR
18	UR	43	OBC/MOBC-12	68	UR/EWS	93	SC-7
19	UR/EWS	44	UR	69	OBC/MOBC-19	94	UR
20	UR	45	ST(P)-5	70	ST(H)-4	95	ST(P)-10
21	OBC/MOBC-6	46	UR	71	UR	96	OBC/MOBC-26

22	SC-2	47	OBC/MOBC-13	72	UR	97	UR/EWS
23	UR	48	UR/EWS	73	OBC/MOBC-20	98	UR
24	UR	49	UR	74	UR	99	OBC/MOBC-27
25	ST(P)-3	50	ST(H)-3	75	ST(P)-8	100	UR

[14-point Reservation

[For 2 to 13 posts]

R.P No-01	R.P No-02	R.P No-03	R.P No-04	R.P No-05	R.P No-06	R.P No-07
UR	OBC/MOBC	UR	UR	ST(P)	OBC/MOBC	UR
R.P No-08	R.P No-09	R.P No-10	R.P No-11	R.P No-12	R.P No-13	R.P No-14
SC	UR-EWS	OBC/MOBC	UR	UR	UR	ST(H)

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About the Author

Shri Satyen Das started his career in the Assam Secretariat in the Ministerial Services in the year 1990. He also worked in the Finance, General Administration, P&PG, Revenue Deptt dealing mostly with service matters. He retired as Joint Secretary of the Personnel and School Education Department on 31st January.

