



HOLY CROSS COLLEGE

Jubatara Campus, Lembucherra, West Tripura, India
Phone: (011-91) 234-2555/ Fax: 011-91) 234 2572

Date: 03-05-2021

Reservation Policy of Holy Cross College

Retaining the privileges of Minority Institution, we adhere to the reservation policies and guidelines of Tripura University (refer Annexure-I). In case of unavailability of suitable candidate(s), the post is being filled from other category for better functioning and management.

B. h. m. s.
03/05/2021
Principal

Holy Cross College, Agartala

PRINCIPAL
HOLY CROSS COLLEGE
JUBATARA, LEMBUCHERRA. P.O.
AGARTALA, W. TRIPURA -799 210

Annexure-I


त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY
(केन्द्रीय विश्वविद्यालय / A Central University)
सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala
त्रिपुरा(प.)/Tripura (W.), पिन/PIN - 799022, भारत/INDIA

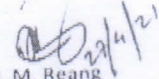


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Reservation policy of Govt. of India for SC/ST/OBC/EWS/PWD in appointment of teaching and non-teaching positions as well as admissions followed in Tripura University.

1. Post Based Reservation policy of Govt. of India and MHRD notification regarding "The Central Educational Institutions (Reservation in Teachers' cadre) Act, 2019 vide letter No. F. 81-1/2019 (CU) dated 6th August, 2019 is followed in Tripura University for appointment of all teaching and non - teaching posts.
Ratio of reservation (Category wise) for direct recruitment of all Teaching Group A posts are SC-15%, ST-7.5% OBC(NCL)-27% and EWS - 10%.
2. Post based reservation policy of Government of India and OM No. 36039/1/2019 - Estt (Res) dated 31st January, 2019 is followed in Tripura University for appointment of all teaching and non - teaching posts.
Ratio of reservation (category wise) for direct recruitment and promotion of all Non-Teaching Group - A and B posts followed by the University is as given below -
(a) For Direct Recruitment - SC-15%, ST-7.5% OBC (NCL) - 27% and EWS - 10%
(b) For Promotion - SC-15% and ST-7.5%
3. Reservation policy for appointment of non-teaching group 'C' & 'D' by direct recruitment in Tripura University is being followed category wise as per the guide line issued in DOPT letter No.36017/1/2004-Estt.(Res) dated 5th July, 2005 of Govt. of India as mentioned below.
(a) For direct recruitment to Group C and D is on the basis of proportion of population in the respective states. Ratio of SCs/STs/OBCs reservation in the State of Tripura is SC-17%, ST-31% and OBC (NCL)-2% & EWS-10%.
(b) For promotion to Group - C and Group - D, the reservation ratio being followed is SC-15% and ST-7.5%.
4. Reservation in admission is followed as per the guidelines of "The Central Educational Institutions (Reservation in Admission) Act 2006 and "The Central Educational Institutions (Reservation in Admission) Act 2012, published in the extraordinary issue of Gazette of India, on June 20, 2012 and OM No. 36035/02/2017- Esstt (Res) date 15th January, 2018. Reservation ratio of admission of different reserved categories are ST-31%, SC-17% and OBC (NCL)-2% EWS -10% and Horizontal reservation for PwD - 4% (both for appointment and admission).


Prof. Chandroy Roy
Liaison Officer
(For OBC reservation)


M. M. Reang
Jt. Registrar & Liaison Officer
(For SC/ST/PWD Reservation)

TRIPURA ACT NO. 5 OF 1991



GOVERNMENT OF TRIPURA

**The Tripura Scheduled Castes
and Scheduled Tribes
Reservation Act, 1991**

(As amended upto February, 2006)

**DEPARTMENT FOR WELFARE OF SCHEDULED CASTES,
OTHER BACKWARD CLASSES & MINORITIES
AND
TRIBAL WELFARE DEPARTMENT**

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**Published in the
EXTRAORDINARY ISSUE OF TRIPURA GAZETTE**

Agartala, Saturday, August, 31, 1991 A.D.

Bhadra 9, 1913 S.E.

**GOVERNMENT OF TRIPURA
LAW DEPARTMENT**

No. F. 10(5)-Law/Leg/90

Dated, Agartala, August 14, 1991

The following Act of the Tripura Legislative Assembly received the assent of the Governor on the 26th July, 1991 and is hereby published for general information.

[The Tripura Scheduled Castes and Scheduled Tribes
Reservation Act, 1991]¹

AN
ACT

to provide for reservation of vacancies in services and posts for the members of the Scheduled Castes and the Scheduled Tribes.

[WHEREAS the Scheduled Castes and the Scheduled Tribes who are under privileged section of the society are not adequately represented in the services and posts under the State of Tripura and it is expedient to provide reservation for them in the services and posts under the State of Tripura;

AND

WHEREAS adequate number of qualified and eligible Scheduled Caste and Scheduled Tribe candidates for appointment to various services and posts under the State are not available and it is expedient to provide for them reservation of seats in educational institutions, higher studies and training to make qualified and eligible Scheduled Caste and Scheduled Tribe candidates available for appointment to various services and posts and for their educational advancement;

AND

WHEREAS it is expedient to regulate the issuance and cancellation of community certificates and check false claims to belong to the Scheduled Castes or Scheduled Tribes and prescribe punishment for those who obtain or have obtained false community certificates and matters connected therewith or incidental thereto;

AND

WHEREAS it is necessary to amend some of the existing provisions of “The Tripura Scheduled Castes and the Tripura Scheduled Tribes (Reservation of vacancies in services and posts) Act, 1991” to bring it in conformity with the various court rulings;]²

It is hereby enacted by the Legislative Assembly of Tripura in the Forty Second year of the Republic of India as follows :-

-
1. Substituted for “The Tripura Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1991” by The Tripura Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (Second Amendment) Act, 2005, shortly called “the 2nd Amendment Act, 2005” as assented to by the Governor on 14.2.2006.
 2. Substituted by the 2nd Amendment Act. 2005

1. **Short title, extent and commencement.**

- (1) This Act may be called [**The Tripura Scheduled Castes and Scheduled Tribes Reservation Act, 1991**]¹
- (2) It extends to the whole of Tripura.
- (3) It shall come into force on such date as the State Government may, by notification in the official gazette, appoint.*

2. **Definitions.**

In this Act, unless the context otherwise requires ---

(a) “Appointing authority” in relation to a service or post in an establishment, means the authority empowered to make appointment to such service or post ;

[(b) Community certificate means a certificate issued by the competent authority indicating therein the Caste or Tribe, as the case may be, to which a person belongs;

(c) Competent Authority means an officer or authority empowered by this Act or the rules made there-under or by the Government by notification to perform the functions of the competent authority under this Act or the rules made there-under;

(d) Educational Institution means any School, College, Polytechnic Institute, Industrial Training Institute, Institute for Nursing or Midwifery or any other institute for imparting education or training under the control of any Board or University established by an Act of the Parliament or State Legislature and is owned or aided by the State Government;]²

(e)³ “Establishment” means [**any office under the State**]⁴, a local or statutory authority constituted under the constitution of India or any other law for the time being in force or a Corporation in which not less than fifty one percent of the paid-up share capital is held by the State Government and includes Universities and Colleges affiliated to the Universities, Primary and Secondary Schools and also other educational institutions which are owned or aided by the State Government and also includes an establishment in Public Sector ;

1. Substituted for “The Tripura Scheduled Castes and Scheduled Tribes (Reservation of vacancies in services and Posts) Act, 1991 by the 2nd Amendment Act,2005.

2. Inserted by the 2nd Amendment Act.2005

3. Substituted for “(b)” by the 2nd Amendment Act.2005

4. Substituted for “ any office of the State Government” by the 2nd Amendment Act.2005

* The Act was given force with effect from the 2nd day of October,1992 vide Notification No.F.2-146/SCW/GL/90 dated the 17th September,1992 published in the Tripura Gazette, Extraordinary issue dated the 2nd October,1992.

- (f)¹ “Establishment in public sector” means any industry, trade, business or occupation owned, controlled or managed by –
- [(i) **the State; or**]²
- (ii) a Government Company as defined in Section 617 of the Companies Act,1956 or a Corporation established by or under a Central or State Act in which not less than fifty one percent of the Paid-up share capital is held by the State Government, or
- (iii) a local or statutory authority constituted under the Constitution of India or any other law for the time being in force.
- (g)³ “Establishment in private sector” means any industry, trade, business or occupation which is not an establishment in Public Sector ;
- (h) **False community certificate means a Scheduled Caste certificate obtained by a person who does not actually belong to any of the Scheduled Castes or a Scheduled Tribe certificate obtained by a person who does not actually belong to any of the Scheduled Tribes;**
- (i) **Government means the Government of Tripura;**
- (j) **Local authority includes a Municipality or a Municipal Council, a Notified Area Authority, a Zilla Parishad, a Block Panchayat Samiti, or a Gram Panchayat etc ;**
- (k) **Notification means a notification published in the Tripura Gazette and the word “notified” shall be construed accordingly;**
- (l) **Prescribed means prescribed by rules made under this Act;**
- (m) **Recruitment year means a period of twelve months beginning from the first day of April;**
- (n) **Schedule means the schedule appended to this Act;**
- (o) **Scheduled Castes or Scheduled Tribes shall have the same meaning as has been assigned to them respectively in Clause(24) and Clause (25) of Article 366 of the Constitution of India ;]**⁴
-

1. Substituted for “(c)” by the 2nd Amendment Act,2005

2. Substituted for “ the State Government or any Department of the State Government, or” by the 2nd Amendment Act,2005.

3. Substituted for “(d)” by the 2nd Amendment Act,2005

4. Inserted by the 2nd Amendment Act,2005

(.....)¹

3. Act not to apply in relation to certain establishment.

This act shall not apply in relation to –

- (a) any employment under the Central Government ;
- (b) any employment in domestic service.

4. Reservation for Scheduled Castes and Scheduled Tribes [in services and posts under the State]² to be filled up by direct recruitment.

[(1) Reservation for the Scheduled Castes and the Scheduled Tribes in any vacancy or vacancies in services or posts in an establishment which are to be filled up by direct recruitment]³ shall be regulated in the following manner, namely –

[(a) There shall be seventeen percent reservation for the Scheduled Castes and thirty one percent reservation for the Scheduled Tribes in the manner as set out in the schedule;]⁴

[Provided that the State Government may from time to time review the implementation of the reservation policy and take adequate measures including increase of percentage mentioned in sub-section (a) above]⁵

(b) The candidates belonging to the Scheduled Castes and the Scheduled Tribes who qualify for selection on merit shall be included in the general list and not against reserved quota ;

(c) Fees, if any, prescribed for any examination for selection to any service or post shall be reduced to one-fourth in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes ;

(d) The members of the Scheduled Castes and the Scheduled Tribes shall be entitled to a concession of five years over the prescribed maximum age limit for appointment to any service or post. **[and also for admission to educational institutions and undergoing any kind of training]⁶**

1.Omitted by the 2nd Amendment Act,2005.

2.Substituted for “in vacancies” by the 2nd Amendment Act,2005

3.Substituted by the 2nd Amendment Act,2005

4. Substituted by the 2nd Amendment Act,2005

5. Inserted by the Tripura Scheduled Castes & Scheduled Tribes (Reservation of Vacancies in Services and Posts) (First Amendment)Act,1997, shortly called The “First Amendment Act,1997”

6. Inserted by the 2nd Amendment Act,2005.

[4. (2)]¹ Reservation for Scheduled Castes and Scheduled Tribes [in any vacancy or vacancies in services or posts under the State]² to be filled up by promotion.

(...)³ Reservation for(...)⁴ the Scheduled Castes and the Scheduled Tribes [in any vacancy or vacancies in services or posts under the State]⁵ to be filled up by promotion in any establishment shall be regulated in the following manner, namely : ---

[(a) There shall be seventeen percent reservation for the Scheduled Castes and thirty-one percent reservation for the Scheduled Tribes as set out in the schedule;]⁶

[Provided that the State Government may from time to time review the implementation of the reservation policy and take adequate measures including increase of percentage mentioned in sub-section (a) above.]⁷

(...)⁸

[(b)]⁹ The candidates belonging to the Scheduled Castes and the Scheduled Tribes who qualify for selection on merit shall be included in the general list and not against reserved quota.

[5. Reservation for Scheduled Castes and Scheduled Tribes in educational Institutions, in selection of students for higher studies and in selection of candidates and in-service personnel for higher studies and training:

(a) There shall be seventeen percent reservation for the Scheduled Castes and thirty-one percent reservation for the Scheduled Tribes in admission of students to educational institutions, in selection of candidates and in-service personnel for higher studies or training;

Provided that the State Government may, from time to time, review the implementation of the reservation policy and take adequate measures including increase of percentage of reservation as mentioned in Sub-Section (a) above;

(b) The candidates belonging to the Scheduled Castes and the Scheduled Tribes who qualify for selection on merit, shall be included in the general list and not against the reserved quota.]¹⁰

1. Substituted for Section "(5)" by the 2nd Amendment Act,2005
2. Substituted for "in vacancies" by the 2nd Amendment Act,2005.
3. Omitted "the" by the 2nd Amendment Act,2005.
4. Omitted "members of" by the 2nd Amendment Act,2005.
5. Substituted for "in vacancies in services or posts" by the 2nd Amendment Act, 2005.
6. Inserted by the 2nd Amendment Act.2005.
7. Inserted by the First Amendment Act,1997.
8. Deleted "(b)" by the 2nd Amendment Act,2005
9. Clause "C" renumbered as Clause "b" by the 2nd Amendment Act,2005
10. Inserted by the 2nd Amendment Act,2005

6. Power to exempt.

(1) If the State Government is of opinion that the reservation for members of the Scheduled Castes or the Scheduled Tribes shall not be applied to any specialised service or post in view of the specialised qualification or experience necessary and in absence of such qualified candidates from amongst the Scheduled Castes and the Scheduled Tribes the State Government may, by notification published in the official gazette, exempt such service or post, from the operation of this Act.

(2) Every notification under Sub-Section (1) shall be laid, as soon as it is published, before the Tripura Legislative Assembly.

[7. Maintenance and inspection of records and submission of annual report :

(1) Every authority shall maintain such records as may be prescribed and on requisition of the competent authority produce the same for inspection;

(2) Every appointing authority shall furnish to the State Government an annual report on appointments made by it during the previous recruitment year and shall also furnish to the State Government such other reports or information as may be required;

(3) Any officer authorized by this Act or by the rules made there-under or by the State Government in that behalf may inspect any record or document which are maintained in relation to the provisions of this Act and the rules made there-under;

(4) It shall be the duty of every authority to produce the records or documents for inspection by the officer authorized under Sub-Section (3) and furnish such information and offer such assistance as may be necessary for him to carry out his functions under this Act or the rules made there-under;

(5) Notwithstanding anything contained in the Tripura Civil Service (Conduct) Rules, 1988 or in any other rules or orders, any member of the Scheduled Castes or Scheduled Tribes who is adversely affected on account of non-compliance with any provision of this Act or the rules made there-under may directly bring the fact to the notice of the State Government by an application and on such application being made by him the State Government or an authority empowered by the State Government may call for such records and take such decision thereon as it may deem fit;]¹

[(6) The State Government, of its own may, at any time, call for any record or records maintained under the provisions of this Act or the rules made there- under, review any order or decision and pass such order or orders or take such decision, not inconsistent with the provisions of this Act and the rules made there-under, as it may deem fit;

(7) Any order or orders passed or decision taken under Sub-Section(5) and (6) shall be final and binding on all concerned]¹

[8. Offences and Penalties:

(1) (a) If an appointing authority makes any appointment in contravention of the provisions of Section 4 of the Act or the rules made there-under, he shall, on conviction, be punishable with simple imprisonment for a term which may extend to five years and also with fine which may extend to rupees ten thousand. In addition, the State Government may, if it considers necessary, draw up disciplinary proceedings against such appointing authority for punishment under the service rules;

(b) Nothing contained in Sub-Section(1)(a) above shall apply in relation to an appointment to any service or post of which the appointing authority is the Governor;

(c) If any authority who is authorized to authenticate orders of the Governor, issues or causes to be issued an order of appointment of which the appointing authority is the governor, in contravention of Section 4(a) of the Act or the rules made there-under, shall, on conviction, be punishable with imprisonment and fine as provided in Sub-section(1) (a) above;

(2) Whoever, having authority to admit, recommend, select or nominate any student to any educational Institution, admits, recommends or selects or nominates any student for higher studies or whoever having authority to admit, recommend, select or nominate any candidate or in-service personnel for higher studies or training, admits, recommends, selects or nominates any candidate in violation of Section 5 of the Act or the rules made there-under shall, on conviction, be punishable with imprisonment and fine as provided in Sub-Section(1) (a) above ;]¹

1.Inserted by the 2nd Amendment Act,2005

[(3) Whoever violates the provisions of Section 7 shall, on conviction, be punished with imprisonment and fine as provided under Sub-Section (1)(a) above;

(4) Whoever, not being a person belonging to the Scheduled Castes or Scheduled Tribes, obtains or has obtained a community certificate in his favour from the competent authority by –

(a) furnishing false information; or

(b) giving false statement or declaration / misrepresenting facts or]¹

[(c) adopting any other fraudulent means:

shall, on conviction, be punishable with rigorous imprisonment for a term which may extend to five years and also with fine which may extend to rupees ten thousand;

Provided that any plea of the accused that the competent authority was satisfied after inquiry to issue in his favour the community certificate in question shall not be a defence;

(5) Whoever, not being a person belonging to the Scheduled Caste or Scheduled Tribe, gets elected to any elective office reserved for the Scheduled Castes or the Scheduled Tribes on the basis of a false community certificate, shall on conviction, be punishable with rigorous imprisonment for a term which may extend to five years and also with fine which may extend to rupees ten thousand. Election of such person to the elective office in question shall also be void and the person concerned shall be deemed to have been debarred from contesting any election for a period of six years from the date of such conviction;

(6) Whoever, not being a person belonging to the Scheduled Tribes, secures or has secured any benefit or protection available only to Scheduled Tribes under any rules, regulations or notification made under the Sixth Schedule of the Constitution of India or any other law for the time being in force in the Sixth Schedule area shall, on conviction, be punishable with imprisonment and fine as provided in Sub –Section (4) above;

(7) Any person or authority, who, while performing the functions of a competent authority under this Act or the rules made there-under, intentionally or with full knowledge that a person applying for issue of Scheduled Caste or Scheduled Tribe certificate does not actually belong to the Scheduled Castes or Scheduled Tribes, issues in favour of such person a community certificate shall, on conviction, be punishable with imprisonment and fine as provided in Sub-Section (1)(a) above;]¹

¹.Inserted by the 2nd Amendment Act,2005

[(8) Whoever intentionally gives any false report, information or evidence before any competent authority under this Act or rules made there-under with full knowledge that a person claiming himself to be a member of the Scheduled Castes or Scheduled Tribes does not actually belong to the Scheduled Castes or Scheduled Tribes, shall be punishable with imprisonment and fine as provided under Sub-Section (1) (a) above;]¹

[(9) Where no express provision for punishment of a person for contravention of any provision of this Act has been made, the person contravening any such provision of this Act shall be punishable with imprisonment and fine as provided under sub-Section (1)(a) above;

(10) Whoever abets any offence punishable under this Act or the rules made there-under shall, on conviction, be punishable with imprisonment and fine as provided for that offence;

(11) (a) Notwithstanding anything contained in any other law or service rules, whoever, not being a person belonging to the Scheduled Castes or the Scheduled Tribes, secures or has secured any appointment to any service or post on the basis of false certificate in any establishment under the State shall, on cancellation of the community certificate, be forthwith terminated from the service or post;

(b) Whoever not being a person belonging to the Scheduled Castes or the Scheduled Tribes secures or has secured any admission or selection for admission to any educational institution for any study or training against a seat reserved for the Scheduled Castes or the Scheduled Tribes or enjoys any benefit or concession of the Scheduled Castes or the Scheduled Tribes shall, on cancellation of his community certificate, be forthwith debarred from the educational institution and any other benefit or concession being enjoyed by him as aforesaid shall forthwith be withdrawn. Any amount paid to such person by way of stipend, scholarship, grant, allowance, educational loan etc. on the basis of the false community certificate shall also be recovered from him as arrears of land revenue;

(c) Any degree or diploma or any other educational qualification acquired by such person on the basis of a false community certificate, shall, on cancellation of the false community certificate obtained by him, also stand cancelled;]¹

[9. Power to try offences summarily:

Notwithstanding anything contained in the Code of Criminal Procedure, 1973(Act No. 2 of 1974) every offence punishable under this Act and the rules made there-under may be tried summarily by a Magistrate of the first class.]¹

10. Offences to be cognizable:

Notwithstanding any thing contained in the Code of Criminal Procedure, 1973,(Act No. 2 of 1974) all offences under this Act and the rules made there under shall be cognizable and non-bailable.

11. Onus of Proof:

When in any proceeding under this Act or the rules made there under the question is whether a person belongs to the Scheduled Caste or Scheduled Tribe, the onus of proof shall be on the person who claims himself to be member of the Scheduled Castes or the Scheduled Tribes, as the case may be.

12. Bar of jurisdiction of Courts:

(1) No order passed or proceedings taken by any officer or authority under this Act or the rules made there-under shall be called in question in any court of law lower than the court of the District Session Judge.

(2) No Civil Court shall entertain or continue any suit or proceeding or shall pass any decree or order or execute wholly or partially any decree or order, if the claim involved in such suit or proceeding or if the passing of such decree or order or if such execution would, in any way, be contrary to any of the provisions of this Act or the rules made there-under.]¹

[13]² Cognizance of Offences.

No prosecution for an offence under this Act shall be instituted except by or with the sanction of the State Government.

1. Inserted by the 2nd Amendment Act,2005

2 .Substituted for “(8)” by the 2nd Amendment Act,2005

[14]¹ [Indemnity for acts done in good faith]²

No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

[15]³ Power to remove difficulties –

(1) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removing the difficulty ;

Provided that no such order shall be made after expiry of a period of two years from the date of commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before the Tripura Legislative Assembly.

[16. Act to override other laws

Save as expressly provided in this Act, the provisions of this Act and the rules made there-under shall have effect notwithstanding anything inconsistent therewith contained in any other law, rules, regulations or orders for the time being in force or any decree or order of any Court or other authority]⁴

(.....)⁵

[17.]⁶ Power to make rules.

(1) The State Government may make rules for carrying out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing powers such rules may provide for all or any of the following matters, namely –

(a) The form in which every establishment shall submit annual report to the State Government regarding the number of persons recruited in such establishment.

1. Substituted for “(9)” by the 2nd Amendment Act,2005
2. Inserted by the 2nd Amendment Act,2005.
3. Substituted for “(10)”by the 2nd Amendment Act,2005
4. Inserted by the 2nd Amendment Act,2005
5. Deleted “(11)” by the 2nd Amendment Act,2005
6. Substituted for “(12)”by the 2nd Amendment Act,2005

(b) Any other matter which has to be or may be prescribed by rules made in this behalf.

(3) In making any rule the State Government may direct that a breach thereof shall be punishable [**with imprisonment which may extend to five years and also with fine which may extend to rupees ten thousand.**]¹

(4) Every rule made under this Act shall be laid as soon as may be after it is made before the Legislative Assembly while it is in session for a total period of not less than fourteen days which may be comprised in one session or in two or more successive sessions and if before the expiry of the session in which it is so laid for the session aforesaid the Legislative Assembly makes any modification in the rule or decides that the rule shall not be made the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be ; so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

1. Substituted for “with fine which may extend to five thousand rupees” by the 2nd Amendment Act,2005.

“THE SCHEDULE
(See section 4 and 5)

1. The reservation for the Scheduled Castes and the Scheduled Tribes in the services or posts both in case of direct recruitment and promotion in an establishment shall be given effect to in accordance with two rosters, namely- the HUNDRED POINT ROSTER as shown in table (a) below and the REPLACEMENT ROSTER as shown in table (b) below:-

(a) **THE HUNDRED-POINT ROSTER:**

Roster Point No.	Meant for	Roster Point No.	Meant for
1	Unreserved	30	Unreserved
2	Scheduled Tribe	31	Scheduled Tribe
3	Unreserved	32	Unreserved
4	Scheduled Caste	33	Scheduled Caste
5	Unreserved	34	Unreserved
6	Scheduled Tribe	35	Scheduled Tribe
7	Unreserved	36	Unreserved
8	Scheduled Tribe	37	Scheduled Tribe
9	Unreserved	38	Unreserved
10	Scheduled Caste	39	Scheduled Caste
11	Unreserved	40	Unreserved
12	Scheduled Tribe	41	Scheduled Tribe
13	Unreserved	42	Unreserved
14	Scheduled Caste	43	Scheduled Tribe
15	Unreserved	44	Unreserved
16	Scheduled Tribe	45	Scheduled Caste
17	Unreserved	46	Unreserved
18	Scheduled Tribe	47	Scheduled Tribe
19	Unreserved	48	Unreserved
20	Scheduled Caste	49	Scheduled Caste
21	Unreserved	50	Unreserved
22	Scheduled Tribe	51	Unreserved
23	Unreserved	52	Scheduled Tribe
24	Scheduled Tribe	53	Unreserved
25	Unreserved	54	Scheduled Tribe
26	Unreserved	55	Unreserved
27	Scheduled Caste	56	Scheduled Caste
28	Unreserved	57	Unreserved
29	Scheduled Tribe	58	Scheduled Tribe

59	Unreserved	80	Unreserved
60	Scheduled Tribe	81	Scheduled Caste
61	Unreserved	82	Unreserved
62	Scheduled Caste	83	Scheduled Tribe
63	Unreserved	84	Unreserved
64	Scheduled Tribe	85	Scheduled Caste
65	Unreserved	86	Unreserved
66	Scheduled Tribe	87	Scheduled Tribe
67	Unreserved	88	Unreserved
68	Scheduled Caste	89	Scheduled Tribe
69	Unreserved	90	Unreserved
70	Scheduled Tribe	91	Scheduled Caste
71	Unreserved	92	Unreserved
72	Scheduled Tribe	93	Scheduled Tribe
73	Unreserved	94	Unreserved
74	Scheduled Caste	95	Scheduled Tribe
75	Unreserved	96	Unreserved
76	Unreserved	97	Scheduled Caste
77	Scheduled Tribe	98	Unreserved
78	Unreserved	99	Scheduled Tribe
79	Scheduled Tribe	100	Unreserved

(b) **THE REPLACEMENT ROSTER:**

Roster for Direct Recruitment/Promotion for a Cadre Strength up to 3 posts.

<u>Cadre Strength</u>	<u>Initial Recruitment</u>	To be replaced by _____
1.	UR	UR
2.	ST	SC
3.	UR	UR

Note : For a cadre strength up to 3 posts, post No. 1 and 3 are unreserved and post No. 2 is reserved for the Scheduled Tribes. Post No. 1 and 3 are earmarked as unreserved and these points would continue to be treated as unreserved for the replacement purpose. Post No. 2 shall initially be filled by a Scheduled Tribe candidate and the next replacement shall be made by a Scheduled Caste candidate. All other subsequent replacements shall be made by rotation between the Scheduled Castes and the Scheduled Tribes candidates.

2. The above-mentioned two rosters are post-based rosters to determine the entitlement of the reserved category of persons to the quota reserved for them. The roster is not to determine seniority.

3. There shall be separate roster for direct recruitment and for promotion.

4. Any higher Grade in any service or post which has the element of selection and rejection on the basis of seniority-cum-merit or merit-cum-seniority shall constitute promotion.

5. Within each category of service or post roster shall be maintained separately for (i) permanent appointment and temporary appointment likely to continue indefinitely, (ii) ad-hoc appointment or entrustment, in any form or manner to an officer of lower rank, of the charge and powers of a higher post, and (iii) contingent appointment.

6. Where the number of posts in any service or cadre permits reservation to be made for all the reserved categories, the 100-point roster as shown at para-1(a) above shall be applicable and where the number of posts in any service or cadre is too small to permit reservation to be made for all the reserved categories, the replacement roster as shown at para-1(b) above shall be applicable.

7. The rosters are to be operated on the principle of replacement and not as a running account as hitherto done.

8. At the time of initial operation of the roster the actual percentage of representation of the reserved categories in any service or post shall be determined afresh and if the total representation of any particular reserved category exceeds the prescribed percentage or if the total representation of all the reserved categories exceeds 50%, the excess shall be adjusted in future recruitments and the existing incumbents shall not be disturbed.

9. For the purpose of calculation of the representation of the reserved category of persons in any service or post the total number of direct recruits and promotes in the services or posts shall be taken into account.

10. If, for want of any reserved category of person or for any other reason, any reserved post cannot be filled in any recruitment year, the roster point shall be kept vacant till the post is filled by a person of appropriate reserved category.

Provided that in case of non-availability of Scheduled Caste/Scheduled Tribe candidate(s) unfilled reserved post(s) may be filled by exchange between Scheduled Tribes and Scheduled Castes according to the procedure prescribed.

11. A reserved post may be filled by a person of un-reserved category only when the reserved post is de-reserved according to the procedure prescribed.

12. The back-log of reserved posts is to be determined afresh on the basis of the post- based rosters mentioned above.

13. Isolated individual posts and small cadres may be grouped together with the posts of the same class for the purpose of reservation taking into account the status, salary and qualifications prescribed for the posts in question.

14. There shall be 3% reservation for the Physically handicapped and 2% reservation for the Ex-serviceman only in direct recruitment. Physically handicapped and Ex-serviceman of Scheduled Caste category, Scheduled Tribe category and un-reserved category shall be accommodated respectively against the points reserved for the Scheduled Castes, the Scheduled Tribes and the Unreserved points of the 100 Point Roster. However, where posts are more than 400, the roster point shall stand extended up to 400 point to accommodate all categories i.e. Scheduled Castes, Scheduled Tribes & Unreserved. But where posts are less than 400, the reservation will be on replacement basis against the posts ear-marked and shown category-wise i.e. Scheduled Castes, Scheduled Tribes & Unreserved. The reservation for the physically handicapped and ex-servicemen shall be made according to the post based 100-point roster as well as the replacement roster in the following manner :

Cycle/Roster Point No. & Category	To be Reserved for	Category wise reservation of post on replacement basis
1/32-UR	PH-Blindness or low vision	UR - 17
1/50-UR	Ex-serviceman	UR - 26
1/54-ST	PH-Hearing impairment	ST - 17
1/83-ST	Ex-Serviceman	ST - 26
1/98-UR	PH-LoCo motor disability or cerebral palsy	UR - 51
2/04-SC	PH-Blindness or low vision	SC - 18
2/46-UR	Ex-serviceman	UR - 76
2/61-UR	PH-Hearing impairment	UR - 84
2/49-SC	Ex-serviceman	SC - 26
2/64-ST	PH-LoCo motor disability or cerebral palsy	ST - 51
3/25-UR	PH-Blindness or low vision	UR - 117
3/42-UR	Ex-serviceman	UR - 126
3/43-ST	Ex-serviceman	ST - 76
3/70-ST	PH-Hearing impairment	ST - 84
3/90-UR	PH-LoCo motor disability or cerebral palsy	UR - 151
4/04-SC	PH-LoCo motor disability or cerebral palsy	SC - 52
4/38-UR	Ex-serviceman	UR - 176
4/53-UR	PH-Blindness or low vision	UR - 184
4/77-ST	PH-Hearing impairment	ST - 117
4/99-ST	Ex-serviceman	ST - 124

15. Separate record shall be maintained for the physically handicapped and ex-serviceman to give effect to the reservation policy as enumerated in para 14 above.

16. Except as provided under paragraph 14 and 15 above, all other matters relating to reservation for the unreserved category of the Physically handicapped and the Ex-serviceman shall be governed exclusively by executive instructions to be issued by the Government from time to time and not according to the provisions of this Act.]¹

R. M. MAJUMDER
UNDER SECRETARY TO THE
GOVERNMENT OF TRIPURA

1. Substituted by the 2nd Amendment Act, 2005.



सत्यमेव जयते

GOVERNMENT OF TRIPURA

**THE TRIPURA SCHEDULED CASTES AND SCHEDULED
TRIBES RESERVATION RULES, 1992**

(AS AMENDED UPTO MAY, 2007)

**DEPARTMENT FOR WELFARE OF SCHEDULED CASTES,
OTHER BACKWARD CLASSES AND MINORITIES
AND**

TRIBAL WELFARE DEPARTMENT

GOVERNMENT OF INDIA
DEPARTMENT OF MINISTERS FOR SCHEDULED CASTES AND SCHEDULED TRIBES
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GOVERNMENT OF TRIPURA
DEPARTMENT OF WELFARE FOR SCHEDULED CASTES
AGARTALA : TRIPURA

NO.F.2-146/SCW/GL/90

Dated, the 17th September, 1992

NOTIFICATION

In exercise of the powers conferred by Section 17 of the Tripura Scheduled Castes and Scheduled Tribes Reservation Act, 1991 (Tripura Act No. 5 of 1991) the Governor of Tripura has been pleased to make the following Rules, namely :-

1. Short title and commencement .

(1) These Rules may be called [*The Tripura Scheduled Castes and Scheduled Tribes Reservation Rules, 1992*]¹

(2) They shall come into force on the date of their publication in the official Gazette.*

2. Definition.

(1) In these rules, unless the context otherwise requires -

[“(a) “Act” means “*The Tripura Scheduled Castes and Scheduled Tribes Reservation Act, 1991*”]²

(b) “Contingent appointment” includes work charged staff, Muster-roll workers, contingent paid-staff ,daily rated and monthly rated staff, except those required for such casual work e.g. staff for relief work, accident restoration etc. and also muster-roll workers who are engaged locally on casual basis on no work no pay according to necessity of work.

(c) [Director for Welfare of Scheduled Castes and Other Backward Classes]³ means the [Director for Welfare of Scheduled Castes and Other Backward Classes]³ under the Government of Tripura.

1. Substituted by “The Tripura Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (2nd Amendment) Rules, 2007 hereinafter shortly called “the 2nd Amendment Rules, 2007” which came into force on and from 2nd April, 2007.

* The Tripura Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Rules, 1992 came into force on and from 2nd October, 1992.

2. Substituted by the Second Amendment Rules, 2007.

3. Substituted by the first Amendment Rules, 2000 which came into force from 18th October, 2000.

(d) [Director for Welfare of Scheduled Tribes]¹ means the [Director for Welfare of Scheduled Tribes]¹ under the Government of Tripura

(e) "Commission" means the Tripura Public Service Commission.

(f) "Form" means a form appended to these rules.

[(g) "Scrutiny Committee" means a committee constituted by the State Government for verification of community status and cancellation of community certificates.

(h) "Sub Committee" means a "Sub Committee" constituted by the State Government by notification in the official gazette at the Block level or Nagar Panchayat level or Municipal level for the purpose of verification of community status of a person who applies for grant of a Scheduled Caste certificate, and in case of Scheduled Tribe certificate, "Sub-Committee" means a "Sub-Committee" constituted at the Sub-Divisional Level by notification in the official gazette.

(i) "Vigilance Cell" means a "Vigilance Cell" attached to the Directorate of Vigilance for the purpose of verification of claims to belong to Scheduled Castes or Scheduled Tribes.

(j) "Member-Secretary" means "Member-Secretary" of the Scrutiny Committee.]²

(2) Other terms used in these rules, but not defined shall have the same meaning as assigned to them by the Act.

3. Proof of Caste or Tribal Status.

The claim that one belongs to Scheduled Caste or Scheduled Tribe shall be proved by a caste or Tribe certificate issued by the competent authority in Form-1. The [Sub-Divisional Magistrate]³ of the area where an applicant ordinarily resides will be the competent authority to issue a Scheduled Caste or Scheduled Tribe certificate.

1. Substituted by the Second Amendment Rules, 2007.

2. Inserted by the Second Amendment Rules, 2007

3. Substituted by the Second Amendment Rules, 2007

4. Further verification of claims of Scheduled Castes and Scheduled Tribes.

(1) An appointing authority shall verify the caste status of every Scheduled Caste or Scheduled Tribe candidate both at the time of initial appointment and again at the time of promotion to ensure that the Caste which a candidate belongs to has not been de-scheduled after his initial appointment or the candidate has not otherwise become disentitled to the benefits and concessions given to the Scheduled Castes and Scheduled Tribes.

(2) An appointing authority or any other authority who is supposed to accept one's claim to belong to Scheduled Caste or to Scheduled Tribes, if it so considers for any reason to verify the claim of a Scheduled Caste or Scheduled Tribe candidate, may do it through the [Director for Welfare of]¹ Scheduled Castes/Scheduled Tribes as the case may be.

[(3) & (4)]² (Deleted)

5. Procedure for issuing Scheduled Caste or Scheduled Tribe certificate.

(1) A Scheduled Caste certificate or a Scheduled Tribe certificate shall be issued by the [Sub-Divisional Magistrate]³ of the Sub-Division where the applicant ordinarily resides according to the following procedures :-

[(a) An application for issuance of a community certificate shall be submitted in the prescribed proforma before seeking admission to any educational institution or an appointment to a post or for any other purpose. On receipt of such application for a Scheduled Caste or Scheduled Tribe certificate the Sub-Divisional Magistrate shall cause a local enquiry through his administrative agency to ascertain if the applicant actually belongs to Scheduled Caste or Scheduled Tribe as the case may be.]³

1. Substituted by the Second Amendment Rules, 2007.

2. Deleted by the Second Amendment Rules, 2007.

3. Substituted by the Second Amendment Rules, 2007.

(b) On getting the enquiry report as stated under sub-rule(a) the [Sub-Divisional Magistrate]¹ shall send the application along with the enquiry report to the *[Block level or Nagar Panchayat Level or Municipal Level Scheduled Castes Welfare Sub-Committee or Sub-Divisional Level Scheduled Tribes Welfare Sub-Committee]*² if any, constituted by the Government for their opinion as to whether the applicant actually belongs to the Scheduled Caste or Scheduled Tribe.

(c) On getting the opinion of the Scheduled Castes Welfare Sub-Committee or Scheduled Tribes Welfare Sub-Committee as the case may be regarding the caste status of the applicant the concerned [Sub-Divisional Magistrate]¹ will verify if the local enquiry report submitted by his subordinate officer and the opinion of the Scheduled Castes Welfare Sub-Committee or the Scheduled Tribes Welfare Sub-Committee concerned are of similar nature for granting a Scheduled Caste certificate or a Scheduled Tribe certificate to an applicant.

(d) If the [Sub-Divisional Magistrate]¹ is satisfied from the local enquiry report and the opinion of the Scheduled Castes Welfare or Scheduled Tribes Welfare Sub-Committee that the applicant belongs to the Scheduled Caste or Scheduled Tribe as the case may be, he may issue a Scheduled Caste certificate or a Scheduled Tribe certificate to the applicant concerned.

(e) But if the [Sub-Divisional Magistrate]¹ finds that the local enquiry report and the opinion of the Scheduled Castes Welfare or Scheduled Tribes Welfare Sub-Committee are different in nature and it is difficult to arrive at definite conclusion regarding the actual caste identity of the applicant concerned he will refer the case along with the local enquiry report and opinion of the Sub-Committee through the District Magistrate and Collector concerned to the [Director for Welfare of Scheduled Castes and Other Backward Classes]¹ in case of Scheduled Caste certificates and to the [Director for Welfare of Scheduled Tribes]¹ in case of Scheduled Tribe certificates for their decision.

1. Substituted by the Second Amendment Rules, 2007

2. Inserted by the Second Amendment Rules, 2007

[(f) When any case is referred to the Director for Welfare of Scheduled Castes and Other Backward Classes or the Director for Welfare of Scheduled Tribes for a decision whether a community certificate should be issued or not, the Director concerned shall cause a thorough enquiry into the matter through the Vigilance Cell. The Director for Welfare of Scheduled Castes and Other Backward Classes or the Director for Welfare of Scheduled Tribes as the case may be, will place the vigilance enquiry report, local enquiry report of the Sub-Divisional Magistrate and opinion of the Sub-Committee concerned before the Scrutiny Committee for a decision. The Committee will examine the Vigilance report and other reports/ records sent by the Sub-Divisional Magistrate and take a decision whether a Caste or a Tribe certificate shall be issued or not. However, before taking a final decision, the Scrutiny Committee shall give the applicant a reasonable opportunity of being heard. The decision of the Scrutiny Committee shall be final and communicated to the concerned Sub-Divisional Magistrate]¹

(g) The Sub-Divisional Magistrate shall act on the decision of the [Scrutiny Committee as communicated by the]² [Director for Welfare of Scheduled Castes and Other Backward Classes]³ or Scheduled Tribes.

(2) (a) A competent authority, if satisfied, may issue a [Community]² certificate to an applicant who has migrated to Tripura from another State on production of the genuine community certificate issued to his father by the prescribed authority of the State of his father's origin. If the competent authority feels that before issuing such a community certificate a detailed enquiry is necessary through the applicant's State of origin, he may do so.

(b) The certificate under clause(a) may be issued irrespective of whether the Caste/Tribe in question is included in the list of Scheduled Castes or Scheduled Tribes of Tripura or not.

1. Substituted by the Second Amendment Rules, 2007.

2. Inserted by the Second Amendment Rules, 2007.

3. Substituted by the Second Amendment Rules, 2007.

(c) When a [community certificate]¹ under clause (a) of sub-rule (2) is issued the competent authority shall indicate in a note below the certificate in block letters that "THIS COMMUNITY CERTIFICATE HOLDER IS A MIGRANT TO TRIPURA".

(d) A community certificate holder who has migrated to Tripura from his State of origin for the purpose of seeking education, employment etc. will be deemed to be Scheduled Caste/Tribe of the State of his origin and will be entitled to derive benefits from the State of his origin and not from Tripura.

[6. Cancellation of Scheduled Caste or Scheduled Tribe certificate

An authority who issued a Scheduled Caste Certificate or Scheduled Tribe certificate to any one may, at a subsequent stage cancel it, if after an enquiry and after giving the party concerned an opportunity of being heard, it finds that the person to whom the Community Certificate was issued does not actually belong to the Scheduled Caste or the Scheduled Tribe, as the case may be.

Provided that in cancelling a Scheduled Caste Certificate, the issuing authority shall obtain the views of the concerned Block Level or Nagar Panchayat Level or Municipal Level Scheduled Castes Welfare Sub-Committee and in cancelling a Scheduled Tribe certificate, the issuing authority shall obtain the views of the Sub-Divisional Level Scheduled Tribes Welfare Sub-Committee, if any, constituted by the Government, as to whether the certificate holder belongs to Scheduled Caste or Scheduled Tribe and the views so given by the Scheduled Castes Welfare or Scheduled Tribes Welfare Sub-Committee shall form a part of the order cancelling the certificate in question.

Provided further that the Scrutiny Committee shall also be competent to cancel a community certificate issued by a competent authority. For arriving at a decision whether the community certificate in question shall be cancelled or not, the Scrutiny Committee shall follow the procedure prescribed in Rule 7A hereinafter along with reports/records obtained from the competent authority.]¹

1. Substituted by the Second Amendment Rules, 2007.

7. Constitution of Selection Committee/Selection Board/
Departmental promotion Committee etc.

(1) Notwithstanding anything contained in any other service rules, regulation or orders in force in constituting a Selection Committee/Selection Board /Departmental Promotion Committee or any other agency/forum by whatever name it goes, for direct recruitment or promotion to any post or service the [Director for Welfare of Scheduled Castes and Other Backward Classes]² and the [Director for Welfare of Scheduled Tribes]¹ or their representatives shall be associated as permanent members of the Selection Committee/Selection Board/Departmental Promotion Committee etc.

(2) The [Director for Welfare of Scheduled Castes and Other Backward Classes]² and the [Director for Welfare of Scheduled Tribes]¹ may authorise officers of their Directorates to represent them on the Selection Committee/Selection Board/Departmental Promotion Committee etc. as mentioned under Sub-rule (1) if the Director is unable to attend.

(3) With respect to [...]³ reservation, the opinion of the [Department for Welfare of Scheduled Castes ,Other Backward Classes and Minorities]² and [Tribal Welfare Department]¹ shall be final.

[7A Constitution, Powers and Functions of the Scrutiny Committee.

(1) At the State Level there shall be two Scrutiny Committees as follows -

(a) For verification of community status of Scheduled Caste Certificate holders, the Scrutiny Committee shall consist of :-

(i) The Secretary-in-charge of Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities

- Chairman.

(ii) The Director for Welfare of Scheduled Castes and Other Backward Classes

- Member-Secretary

(iii) Joint Secretary or Deputy Secretary of the Law Department]¹

- Member

1. Substituted by the Second Amendment Rules, 2007

2. Substituted by the First Amendment Rules, 2000.

3. Omitted the word "this" by the First Amendment Rules, 2000.

[(iv) Additional Director or Joint Director or Deputy Director for Welfare of Scheduled Castes & Other Backward Classes -

- Member

(b) For verification of community status of Scheduled Tribe certificate holders, the Scrutiny Committee shall consist of :-

(i) The Secretary-in-charge of the Tribal Welfare Department

- Chairman

(ii) The Director for Welfare of Scheduled Tribes

- Member-Secretary

(iii) The Director, Tribal Research Institute

- Member

(iv) Joint Secretary or Deputy Secretary of the Law Department]¹

- Member

[(2) Director of Vigilance shall constitute a vigilance cell consisting of Senior Deputy Superintendent of Police in over-all charge and such number of Police Inspectors and Sub-Inspectors to investigate into the community status and claims as may be required.

(3) The Investigating Officer would go to the local place of residence and original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed. He should personally verify and collect all the facts of the social status claimed by the certificate holder or the parent or guardian, as the case may be. He should also examine the school records, birth registration, if any. He should also examine the parent, guardian or the certificate holder in relation to their caste etc. or such other persons who have knowledge of the community status of the certificate holder and submit a report to the Director of Vigilance who will verify the correctness of the report and transmit it to the Member-Secretary of the Scrutiny Committee concerned together with all particulars as envisaged in the proforma, in particular, of the Scheduled Tribes relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriage, death ceremonies, method of burial of dead bodies etc. by the castes or tribes or tribal communities concerned etc.

(4) The Member-Secretary of the Scrutiny Committee concerned, on receipt of the report from the Director of Vigilance if finds the claim for

¹ Substituted by the Second Amendment Rules, 2007.

community status is not genuine or doubtful or spurious or falsely or wrongly claimed, the Member-Secretary concerned shall issue show-cause notice supplying a copy of the report of the vigilance officer to the community certificate holder by a registered post with acknowledgement due or through the head of the institution or office concerned in which the certificate holder is studying or employed. The notice should indicate that the representation or reply, if any, would be made within two weeks from the date of the receipt of the notice and in no case, on request, not more than 30 days from the date of receipt of the notice. In case, the certificate holder seeks an opportunity of hearing and claims an inquiry to be made in that behalf, the Member-Secretary on receipt of such representation or reply shall convene the meeting of the committee and the Chairperson of the Committee shall give a reasonable opportunity to the certificate holder and in case the certificate holder is a minor to the parent or guardian to adduce all evidences in support of his claim. A public notice by beat of drum or any other convenient mode may also be published in the village or locality and if any person or association opposes such a claim, an opportunity to adduce evidence may also be given to him or it. After giving such opportunity in person or through counsel, the Committee may make such inquiry as it deems expedient and consider the claims vis-a-vis the objections raised by the certificate holder or opponent and pass an appropriate order with brief reasons in support thereof.

Provided that in case a certificate holder engages a legal practitioner to represent his case before the Scrutiny Committee, the Director for Welfare of Scheduled Castes and Other Backward Classes or the Director for Welfare of Scheduled Tribes as the case may be, may engage a lawyer.

Provided further that before passing a final order, the Committee shall also take into consideration the local enquiry report of the Sub-Divisional Magistrate and opinion of the Sub-Committee concerned.

(5) *In case the report is in favour of the certificate holder and found to be genuine and true, no further action need be taken except where the report or the particulars given are procured or found to be false or fraudulently obtained and in the latter event the same procedure as is envisaged in sub-rule (4) shall be followed.*

(6) *The inquiry should be completed as expeditiously as possible preferably by day-to-day proceedings within such period not exceeding two months. If after inquiry, the Caste Scrutiny Committee finds the claim to be false or spurious, the Committee shall pass an order cancelling the¹*

1. Inserted by the Second Amendment Rules, 2007

[certificate issued and confiscate the same. The Committee shall communicate within one month from the date of the conclusion of the proceedings the result of enquiry to the certificate holder and in case the certificate holder is a minor to his parent or guardian.

(7) *In case of any delay in finalising the proceedings, and in the meanwhile the last date for admission into an educational institution or appointment to an office or post is getting expired, the certificate holder be admitted by the Principal or such other authority competent in that behalf or appointed on the basis of the community status certificate already issued, on an affidavit duly sworn by the parent or guardian or certificate holder before the competent officer or non-official and such admission or appointment should be only provisional, subject to the result of the inquiry by the Scrutiny Committee.*

(8) *In case, the certificate obtained or community status claimed is found to be false, the parent or guardian or certificate holder as the case may be, shall be prosecuted for making the false claim. If the prosecution ends in a conviction and sentence of the accused, it shall be regarded as an offence involving moral turpitude, a disqualification for elective posts.*

(9) *As soon as the findings is recorded by the Scrutiny Committee holding that the certificate obtained was false and the certificate is cancelled and confiscated, it shall be communicated to the head of the Educational institution concerned or the appointing authority by registered post with acknowledgement due with a request to cancel the admission or the appointment. The head of the educational institution responsible for making the admission or the appointing authority, shall cancel the admission or appointment as the case may be without any further notice to the certificate holder and debar him from further study or continue in office in a post¹*

8. Direct Recruitment through the Commission/Selection Committee/ Selection Board/Departmental Promotion Committee etc.

(1) While making a request to the Commission or to the Selection Committee/Selection Board for recommending candidates for direct recruitment the appointing authority shall also furnish information about the reservation in favour of candidates belonging to the Scheduled Castes and the Scheduled Tribes. The information should be based on the inspection report of 100 point Roster showing position up to the year in which recruitment is proposed in respect of

1. Inserted by the Second Amendment Rules, 2007

the concerned post or service as may be furnished jointly by the [Director for Welfare of Scheduled Castes and Other Backward Classes]¹ and the [Director for Welfare of Scheduled Tribes]² or their representatives. The inspection report is to be furnished in Form - 2.

(2) The inspection report shall form a part of the records of minutes/proceedings of Commission/Selection Committee /Selection Board /Departmental Promotion Committee.

(3) [deleted]³

(4) The Commission or the Selection Committee/Selection Board etc. as the case may be, shall furnish its recommendations about such number of candidates as provided in the respective service rules [.....]⁴

(5) The Commission or the Selection Committee/Selection Board etc. shall also furnish to the appointing authority separate lists of candidates recommended by it, namely one in respect of Scheduled Castes, one in respect of Scheduled Tribes and the other in respect of general candidates. A separate combined list of all categories of candidates in order of their merit/preference shall also be furnished by the Commission or the Selection Committee/Selection Board etc. as the case may be.

Provided that a Scheduled Caste or Scheduled Tribe candidate who occupies on merit [or seniority or seniority-cum-fitness etc.]⁵ an unreserved point of the 100-Point Roster in the combined list shall not be shown against any reserved point.

[Provided further that at the time of recommending candidates for appointment to any post, the names against unreserved (vacant posts)² shall first be recommended in order of their merit or seniority or seniority-cum-fitness etc., as the case may be, and then the names against reserved vacant posts shall be recommended.]⁵

(6) The appointing authority shall then proceed to make appointment in accordance with the roster shown in the Schedule to the Act.

(7) The seniority list of the candidates so appointed shall be determined in order of their merit/preference as shown in the combined list furnished by the Commission or by the Selection Committee /Selection Board etc.

1. Substituted by the First Amendment Rules, 2000.

2. Substituted by the Second Amendment Rules, 2007.

3. Deleted by the Second Amendment Rules, 2007.

4. Deleted by the Second Amendment Rules, 2007.

5. Inserted by the First Amendment Rules, 2000.

(8) (a) If it is found that the required number of Scheduled Castes candidates or Scheduled Tribe candidates for filling up reserved [vacant posts]¹ are not available the appointing authority may initiate a proposal for filling up the reserved vacant posts by exchange method, i.e. for filling up the vacant posts reserved for Scheduled Tribe candidates, by available Scheduled Caste candidates or for filling up the vacant posts reserved for Scheduled Caste candidates, by available Scheduled Tribe candidates. He shall send the proposal to the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² and to Tribal Welfare Department for their concurrence. When concurrence is received the appointing authority will make appointment subject to the condition that the [vacant posts]¹ will be carried forward.

(b) If candidate belonging to Scheduled Castes or Scheduled Tribes is not available by exchange method, then the [vacant post]¹ may be filled up by deputation /transfer according to concerned Recruitment Rules.

[Provided that notwithstanding anything contained in any other rules a reserved [vacant post]¹ may be filled up by deputation/reserved category of officers/employees holding analogous posts of identical scale of pay and in case of non-availability of officers/employees holding analogous posts, by deputation of reserved category of officers /employees holding lower posts equivalent to the feeder posts.]³

(c) If the required number of candidates are not available even after further attempt within a recruitment year the reserved [vacant posts]¹ shall be carried forward to the next recruitment year.

(9) (a) If the appointing authority after observing the procedures of sub-rule (8), considers it necessary to fill up any reserved vacant post by candidate of unreserved category in the exigencies of public service he may initiate a proposal for de-reservation of the required number of reserved [vacant posts].¹ Proposal for de-reservation of [vacant posts]¹ reserved for Scheduled Caste shall be sent to the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² and proposal for de-reservation of [vacant posts]¹

1. Substituted by the Second Amendment Rules, 2007

2. Substituted by the First Amendment Rules, 2000

3. Inserted by the First Amendment Rules, 2000

reserved for Scheduled Tribes to the Tribal Welfare Department for their concurrence. On getting the concurrence of the Tribal Welfare Department or [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² as the case may be, the administrative Department concerned will obtain approval of the Council of Ministers and then issue notification de-reserving [vacant posts].¹

(b) When a vacancy against any post or service is de-reserved it shall be carried forward.

(c) [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² or Tribal Welfare Department may accord concurrence for de-reservation in service or post only when it is satisfied that the Department concerned exhausted all possible efforts including the method of deputation and exchange of [vacant posts]¹ between Scheduled Castes and Scheduled Tribes candidates, to fill up a reserved [vacant post].¹

9. Recruitment by Promotion

(1) The appointing authority while making a request to the Selection Committee/Selection Board/Departmental Promotion Committee for recommending candidates for promotion shall communicate to the Selection Committee/Selection Board/Departmental Promotion Committee the details about reservation for Scheduled Castes and Scheduled Tribes and shall also furnish details about the number of candidates required against reserved [vacant posts]¹ and unreserved [vacant posts]¹ in accordance with the provisions of the concerned service rules. Where there is no rules for the post or service to which promotion is to be made the appointing authority will furnish the details about the candidates within the zone of consideration according to normal procedure. The particulars about reserved [vacant posts]¹ available shall be based on an inspection report of 100-point roster in respect of the concerned post or service to be furnished jointly by the [Director for Welfare of Scheduled Castes and Other Backward Classes]² and by the [Director for Welfare of Scheduled Tribes]² as mentioned in Rule 8(1).

(2) The Selection Committee/Selection Board/Departmental Promotion Committee will consider the suitability of the candidates, the details of whom are furnished by the appointing authority and

1. Substituted by the Second Amendment Rules, 2007

2. Substituted by the First Amendment Rules, 2000.

recommend a combined list of all categories of candidates found suitable for promotion in order of their merit which shall be the determining factor about the inter seniority of the candidates after promotion.

[Provided that a Scheduled Caste or Scheduled Tribe candidate who occupies on merit or seniority or seniority-cum-fitness etc. an unreserved point of the 100 -point roster in the combined list, shall not be shown against any reserved point.]¹

[Provided further that at the time of recommending candidates for promotion to any post, the names against unreserved [vacant posts]² shall first be recommended in order of their merit or seniority or seniority-cum-fitness etc., as the case may be, and then the names against reserved [vacant posts]² shall be recommended.]¹

(3) In addition to the combined list mentioned in Sub-Rule (2) the Selection Committee/Selection Board/Departmental Promotion Committee shall furnish separate lists of candidates belonging to Scheduled Castes and Scheduled Tribes and a list of candidates of unreserved category in order of their merit for promotion against the [vacant posts]² shown as reserved or unreserved as the case may be.

(4) The inspection report of the 100 Point Roster as furnished by the [Director for Welfare of Scheduled Castes and Other Backward Classes]³ and the [Director for Welfare of Scheduled Tribes]³ shall form a part of the record of the minutes/proceedings of the Selection Committee/Selection Board /Departmental Promotion Committee etc.

(5) The appointing authority shall consider the recommended list in accordance with the provisions of the respective service rules and shall, after consultation with the Commission where such consultation is necessary finally approve the list.

(6) The appointing authority shall thereafter make promotion in accordance with the 100 Point Roster as shown in the Schedule to the Act in order of merit /preference as indicated in the list. A Scheduled Caste or Scheduled Tribe candidate who occupies an unreserved point of the 100 - Point Roster in the combined list of candidates shall not be fitted against any reserved point.

1. Inserted by the First Amendment Rules, 2000

2. Substituted by the Second Amendment Rules, 2007

3. Substituted by the First Amendment Rules, 2000.

(7) In case of non-availability of required number of Scheduled Caste or Scheduled Tribe candidates against the reserved vacancies, the vacancies shall be carried forward. In such case the appointing authority may take action under rule 8(8) and 8(9) if considered necessary.

10. Grouping of isolated Posts

Isolated individual posts and small cadres of the same class/group of service having [*less than four posts*]¹ and having the same status, salary and the same minimum qualifications prescribed for direct recruitment shall be grouped together for the purposes of reservation.

11. Reservation in appointment by deputation or transfer.

(1) In filling up vacant posts by deputation or transfer, the names of deputationists or transferees shall not be entered into the 100 point roster till they are permanently absorbed in the posts.²

(2) Authorities forwarding names of staff for appointment to vacant posts to be filled up by deputation or transfer should also forward names of eligible Scheduled Caste and Scheduled Tribe candidates.

12. Supersession of Scheduled Caste and Scheduled Tribe candidates.

In case of supersession of Scheduled Caste or Scheduled Tribe candidates in respect of promotion, the appointing authority, before making any appointment in supersession of Scheduled Caste or Scheduled Tribe candidates, whether against a reserved point or unreserved point shall bring the matter to the notice of the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]³ in case of Scheduled Caste candidates and to Tribal Welfare Department in case of Scheduled Tribe candidates and make appointment after taking into consideration the views of the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]³ or Tribal Welfare Department as the case may be.

1. Substituted by the Second Amendment Rules, 2007

2. Substituted by the First Amendment Rules, 2000.

3. Substituted by the First Amendment Rules, 2000

13. Maintenance of records /Roster Registers

[(1) Every appointing authority shall maintain 100-Point Roster in Form-3 as mentioned in the Schedule to the Act.

(2) In every seniority list the names of Scheduled Caste and Scheduled Tribe incumbents shall be made identifiable by "SC" and "ST" marks respectively against their names.

(3) As provided in para-5 of the Schedule to the Act, separate 100-Point Roster for each category of post or grade shall be maintained according to the source of recruitment or promotion as specified in the respective Recruitment Rules.

(4) Separate roster according to source of recruitment shall mean separate blocks for each source of recruitment in a roster, for example- if there are 50 posts of Supervisor, Social Welfare and fifty percent of the posts are to be filled by direct recruitment and the remaining fifty percent of the posts are to be filled by promotion from two sources, namely eighty percent from the posts of Jr. SEOs, and twenty percent from Anganwadi Workers, separate roster shall be as follows:-

(i) For fifty percent direct recruitment i.e.25 posts from roster point No.1 to 25.

(ii) For remaining fifty percent i.e. 25 posts by promotion -

(a) Eighty percent i.e.20 posts from the post of Jr. SEOs from roster point No.26 to 45.

(b)Twenty percent i.e.5 posts from the post of Anganwadi Workers from roster point No. 46 to 50.

(5) Roster shall be maintained for admission to Educational Institutions, selection of students for higher studies, in service training or any other kind of training.

Provided that in case of admission to any Educational Institution including professional / technical education or selection of the candidates for in-service training or any other kind of training roster shall be verified by the representative of the Department for Welfare of SCs, OBCs and Minorities and the Tribal Welfare Department to ascertain the actual number of reserved seats available prior to such admission or selection. However, the rule of carry forward shall not apply in case of admission to educational institutions.

(6) In case appropriate category of Ex-serviceman and Physically handicapped persons are not available in a recruitment year to fill up the posts reserved for them, the vacant posts would be carried forward to the next recruitment year. If no suitable candidate is available in the second recruitment year, the vacant post will again be carried forward to the third recruitment year. Even, if no candidate is available in the third year, the post will be filled up by a person of appropriate category.]¹

14. Submission of Annual Report.

An Annual Report showing the position regarding appointment of candidates belonging to the Scheduled Tribes [and the Scheduled Castes]² against direct recruitment and promotion shall be submitted by each appointing authority to the [Director for Welfare of Scheduled Castes and Other Backward Classes]² and the [Director for Welfare of Scheduled Tribes]² in the following manner:-

(a) The Annual Report shall be for a period of one year from the 1st day of April to the 31st day of March next.

(b) The Annual Report shall be submitted separately for the direct recruitment and promotion, separately for technical and non-technical posts and separately for each category of posts in Form - 4.

[(c) In case of admission to Educational Institutions, the annual report shall be submitted Class-wise/Stream-wise/Branch-wise in Form 5, as soon as admission process is over. Similar report shall be submitted for selection of candidate for in-service training or any other kind of training.]³

1. Substituted by the Second Amendment Rules, 2007

2. Inserted by the First Amendment Rules, 2000.

3. Inserted by the Second Amendment Rules, 2007.

15. Appointment of Liaison Officer.

[(1) Every appointing authority [*or the Educational Institutions as the case may be,*¹ in consultation with the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² and the [Tribal Welfare Department,]⁴ shall appoint one responsible officer, if possible from Group-A category and preferably from one belonging to Scheduled Caste or Scheduled Tribe to look after the matter relating to reservation for Scheduled Castes and Scheduled Tribes. The Officer so appointed shall be called "Liaison Officer".

(2) The appointing authority shall obtain the views of the Liaison Officer in each case of appointment/promotion to any post or service and all other matters relating to reservation for Scheduled Castes and Scheduled Tribes.]³

[15 A. The duties and responsibilities of a Liaison Officer shall be-

- (a) to ensure that reservation for Scheduled Castes and Scheduled Tribes in services and posts as per provisions of the Act, these rules and other orders/instructions etc. issued by the State Government from time to time in this regard, is strictly followed.
- (b) to scrutinise properly all proposals for de-reservation and to certify after due satisfaction that such de-reservation is inevitable and that all steps to fill up the post(s) by reserved category of candidates have been taken.]³
- (c) to liaise between the Administrative Department and the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² and the [Tribal Welfare Department]⁴ for transmission of required information.
- (d) to ensure prompt submission of annual statements to the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² and the [Tribal Welfare Department.]⁴
- (e) To exercise proper supervision over the maintenance of 100 point roster, to carry out inspections from time to time either of his own initiative or on instructions from the

1. Inserted by the Second Amendment Rules, 2007.

2. Substituted by the First Amendment Rules, 2000.

3. Inserted by the First Amendment Rules, 2000.

4. Substituted by the Second Amendment Rules, 2007

[Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]¹ and the [Tribal Welfare Department].²

[(f) to bring promptly to the notice of the appointing authority, the Director for Welfare of Scheduled Castes, OBCs and the Director for Welfare of Scheduled Tribes, cases of negligence or lapses which may come to light on inspection of the 100 point roster carried out by the Liaison Officer himself or by the representative of the [Department for Welfare of Scheduled Castes, Other Backward Classes & Minorities]¹ and the [Tribal Welfare Department]² and to take prompt follow up action thereon.

(g) to extend necessary assistance to the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]¹ and the [Tribal Welfare Department]² in discharge of their duties and functions.

(h) to ensure prompt disposal of representation submitted by Scheduled Caste/Scheduled Tribe employees/Officers.

(i) to ensure, in consultation with the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]¹ and the [Tribal Welfare Department]², submission of prompt reply in respect of Court cases touching reservation for Scheduled Castes and Scheduled Tribes.]³

16. Inspection of Records.

(1) The Government in the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]¹ or in the [Tribal Welfare Department]², as the case may be, may at any time call for any record or information relating to reservation for Scheduled Castes and Scheduled Tribes for inspection or cause an inspection of the same by an officer not below the rank of Deputy Director authorised in that behalf as provided under [Section 7 of the Act].² and may take such decision or issue such order as it may deem fit and proper.

(2) An appointing authority may also request the [Director for Welfare of Scheduled Castes and Other Backward Classes and the Director for Welfare of Scheduled Tribes for inspection of 100 Point Roster or Rosters as provided [under rules 8(1)]² and 9(1) of these rules. On such request the Director for Welfare of Scheduled Castes and Other Backward Classes and the Director for Welfare of Scheduled Tribes will arrange a joint inspection of the

1. Substituted by the First Amendment Rules, 2000.

2. Substituted by the Second Amendment Rules, 2007.

3. Inserted by the First Amendment Rules, 2000.

100-Point Roster by authorising their representatives not below the rank of Deputy Director.

[(3) on the basis of inspection of records, the State Government may, if so required, issue directions/guidelines to the concerned authority for meeting the requirement of the provisions of the Act and these Rules.]¹

[17.]² Department administering the Act and the Rules.

For the purpose of administering the Act and the Rules Government will mean the Government in the Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities in respect of reservation for Scheduled Castes in services and posts and the Government in the Tribal Welfare Department in respect of reservation for Scheduled Tribes in services and posts.

[18.]³ Repeal and Saving.

(1) On the commencement of these rules, every order, notification, memorandum, office memorandum etc. (hereinafter referred to in this rule as the old order) in force immediately before such commencement shall in so far it provides for any of the matters contained in these rules cease to operate.

(2) Notwithstanding such ceaser of operation, anything done or any action taken under the old order, shall be deemed to have been done or taken under the corresponding provisions of these rules.

1. Inserted by the First Amendment Rule, 2000.

2. Rule -17 substituted by Rule-18 and renumbered as Rule-17 by the Second Amendment Rules, 2007

3. Rule -18 substituted by Rule 29 and renumbered as Rule-18 by the Second Amendment Rule, 2007

[19.]¹ Interpretation

If any doubt arises in regard to interpretation of any of the provisions of these Rules the matter shall be referred to the Government in the [Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities]² or [Tribal Welfare Department]³, as the case may be, and the interpretation given by the Department for Welfare of Scheduled Castes, Other Backward Classes and Minorities or Tribal Welfare Department shall be final.

[19. Deleted]⁴

[20. Deleted]⁴

[21. Deleted]⁴

[22. Deleted]⁴

[23. Deleted]⁴

[24. Deleted]⁴

[25. Deleted]⁴

[26. Deleted]⁴

[27. Deleted]⁴

[28. Deleted]⁴

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1. Rule 19 substituted by Rule 30 and renumbered as Rule 19 by the Second Amendment Rules, 2007
 2. Substituted by the First Amendment Rules, 2000.
 3. Substituted by the Second Amendment Rules, 2007
 4. Deleted by the Second Amendment Rules, 2007.

By order of the Governor,

(K .R. Das)
Secretary to the
Government of Tripura

FORM - 1
FORM OF CASTE / TRIBE CERTIFICATE

(See Rule-3)

This is to certify that Sri/Smti/ Kumari.....
S.O, D/O,
.....of Village/Town.....
.....under.....Block/
Notified Area /Municipality of.....
Sub-Division in..... Tripura District of the State of Tripura
belongs to the.....
Community which is recognised as Scheduled Caste/Scheduled Tribe under:

The Constitution (Scheduled Cates) order, 1950 (As amended from
time to time in the manner and to the extent specified in the FIRST
SCHEDULE).

The Constitution (Scheduled Tribes) order, 1950 (As amended from
time to time in the manner and to the extent specified in the SECOND
SCHEDULE).

Shri/Smti/Kumari.....and or
his/her family ordinarily resides in Village/ Town
..... under..... Block/Notified
Area/Municipality of Sub-Division
in..... Tripura District of the State of Tripura.

Place:

Date :

Signature, Name, Designation
and seal of the Officer.

Please delete the words
which are not applicable

Note: The term 'ordinarily resides' used here will have the same meaning
as in Section 20 of the Representation of the people Act,1950.

FORM - 2
(See Rule - 8(1))

PROFORMA FOR INSPECTION OF 100 POINT ROSTER.

1. Name of the Department :-
Public undertaking /local Bodies etc.

2. Date of present inspection :-

3. Name of service, grade or post and the scale of pay attached to-indicating the group :-

4. Whether permanent/temporary/
Ad-hoc/Contingent :-

5. Sanctioned strength of the service/
grade/ post as on the date of inspection:-

6. Mode(s) of recruitment and the percentage
and number of posts against each mode.

Percentage No. of Posts

a) Direct recruitment

b) Promotion

7. Details about availability of Posts :-

	<u>Distribution of Posts</u>	<u>Post Held</u>	<u>Post vacant</u>
(i) Direct	SC		
	ST		
	UR		
(ii) Promotion :	SC		
	ST		
	UR		

Total :

8. Total number of backlog posts available against reserved quota :-

SC

ST

Year of Vacancy

(Specify Roster Point No)

(Specify Roster Point No)

- a) Direct
- b) Promotion

9. Year-wise availability of regular vacant post(s) including posts filled up on ad-hoc basis (if necessary, separate sheet may be enclosed) for Direct recruitment/Promotion

Whether direct or promotion	Year	Availability of posts with Roster Point				Posts available for PH& Ex- S with category.		Remarks	
		SC	ST	UR	Total	PH	Ex- S		
		1	2	3	4	5	6		7
a) Direct :-									
b) Promotion :-									

10. Name, Designation and signature of the Liaison Officer :-

11. Comments/findings of the Inspecting officers :-

Signature, name & designation of the Roster Inspecting Officer (Representative of the Director for Welfare of SCs & OBCs)

Signature, name & designation of the Roster Inspecting Officer (Representative of the Director for Welfare of Scheduled Tribes)

Signature & Designation of the Roster Inspecting Officer (Representative of Rajya Sanik Board) (In case of direct recruitment, where reservation for Ex-serviceman is applicable)

FORM - 3
(See Rule 13 (1))
FORM FOR MAINTAINING 100 POINT ROSTER

- 1. Name of Establishment : 5. Direct recruitment or promotion:-
- 2. Designation of appointing authority : 6. Permanent/Temporary. Ad-hoc or contingent etc.
- 3. Name of Post & Scale of Pay and group : 7. Technical or non-technical :
- 4. Sanction strength :

(If source of recruitment(s) in direct/promotion are different as per R.R., separate roster for each of the sources to be maintained)

Roster point No. indicating reserved or unreserved	Name of the incumbent given appointment	Whether the incumbent SC,ST etc.	Date of joining	Signature of the appointing authority	Date of promotion/resignation/retirement	Signature of the appointing authority
1	2	3	4	5	6	7

- 1. UR
- 2. ST
- 3. UR
- 4. SC and so on

FORM-4
See Rule 14(b)
FORM FOR ANNUAL REPORT SHOWING REPRESENTATION OF SCHEDULED CASTES AND SCHEDULED TRIBES
IN THE POSTS AND SERVICES FOR THE RECRUITMENT

Year.....ending on 31st March, 20.....
 Name of Establishment :-
 Name & designation of appointing authority :-
 Whether the statement is in respect of

- (i) Group -A/ Group - B/ Group - C / Group - D posts :-
- (ii) Technical or Non-Technical :-
- (iii) Direct recruitment or Promotion :-
- (iv) Permanent / temporary / ad-hoc, contingent or daily rated etc.

(The abbreviation SC, ST, PH and EX stand respectively for Sch. Castes, Sch. Tribes, Physically handicapped and Ex-Serviceman)

Sl. No	Name of Post	No of Sanctioned Post	Post Physically occupied as on.....				Vacancies available as on.....				Vacancies filled up during the period from.....to				Remarks								
			SC	ST	UR	PH	EX-S	Total	SC	ST	UR	PH	EX-S	Total									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Signature, name & designation of
Appointing authority/Liaison Officer

Note : 1. Vacancies for PH and Ex-serviceman if any should be shown in Remarks Column specifying the number of Vacancies under each category of post. For example, if 1 ex-serviceman post-exists for SC this should be Ex-serviceman-I(SC) and similar indication for PH.
 2. Sweeper under Group-D to be shown separately.

FORM- 5
(See Rule 14(c))

Annual Report showing representation of Scheduled Castes and Scheduled Tribes in admission to Educational Institution /Selection of candidates for in service training or any other kind of training during the year ending 31st March,200.....

Name of the Institution /Organisation

Name of the Department

Sl. No	Name of Course/Branch /Stream/Class	Total No of seats	No of seats available as per reservation policy			No. of candidates admitted/ selected			If there is any shortfall reasons thereof
			SC	ST	UR	SC	ST	UR	

Signature of Head of the
Institution /Organisation

Printed by
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Agartala
