

भारतीय डाक  
डाक सेवा-जन सेवा



India Post  
Dak Sewa-Jan Sewa

# RESERVATION ROSTER

This comprehensive course, prepared for the Dak Karmayogi/iGOT platform, provides all postal and administrative staff with a detailed and compliance-focused understanding of the Government of India's reservation policy for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Section (EWS) and Persons with Benchmark Disabilities (PwBDs).





# Course Description:



This course is an in-depth exploration of the mandatory reservation provisions adhered to by Department of Posts and all Central Government organizations. It meticulously covers reservation percentages in direct recruitment (open competition and otherwise) and promotion, including the specific applicability for Groups A, B, and C posts. The curriculum also details the complex processes of De-Reservation and Carry-Forward, the scope of reservation for Scientific/Technical posts, and comprehensive guidelines on Caste Verification, Migration, and Conversion cases. Crucially, it provides specialized training on Horizontal Reservation, Inter-se Exchange, and relaxed standards for PwBD candidates.



डाक कर्मयोगी  
DAK KARMAYOGI



Upon completion of this course, participants will be able to:

## **Master Direct Recruitment Quotas:**

Accurately recall and apply the prescribed reservation percentages for SC (15%), ST (7.5%), EWS (10%) and OBC (27%) in direct recruitment through open competition, and the differing percentages for recruitment otherwise than by open competition.

## **Apply Promotion Reservation Rules:**

Understand and apply the reservation quotas (SC: 15%, ST: 7.5%, EWS:10%) specifically for promotions across Groups A, B, and C posts, recognizing that reservation in promotion is not applicable to OBC.

## **Ensure Compliance in Promotions:**

Apply the key conditions established by the Jarnail Singh case (2022), ensuring the collection of quantifiable data on inadequate representation and strict maintenance of the reservation roster before issuing promotion orders.

## **Determine Scope and Applicability:**

Identify the scope of reservation for scientific and technical posts (up to the lowest grade of Group A) and understand the applicability of rules to industrial establishments, work-charged posts, and temporary appointments lasting 45 days or more.

## **Manage De-Reservation Procedures:**

Articulate the general ban on de-reservation in direct recruitment (Group 'A') and follow the specific, multi-stage approval processes for de-reservation in both Direct Recruitment and Promotion cases.

## **Validate Caste Status:**

Apply the strict guidelines for caste verification, including rules governing migration, conversion/reconversion, and claims through marriage or adoption, particularly the religious requirements for SC status



## RECRUITMENT, PROMOTION, AND SCOPE (SC/ST/OBC)

- **Direct Recruitment Quotas:**

Learn the precise reservation percentages (15%, 7.5%, 27%,10%) for SC, ST, OBC and EWS for both open and non-open competition appointments.

- **Promotion Rules:**

Understand that reservation in promotion applies only to SC (15%) and ST (7.5%) and the condition that the direct recruitment element must not exceed 75% in the grade.

- **Special Posts:**

Identify the rules for reservation in Scientific and Technical posts and the applicability to work-charged staff and industrial units.

- **Single Vacancy Rule:**

Learn the specific guidelines for handling and carrying forward reservation when only a single vacancy occurs.

## ESSENTIAL COMPLIANCE AND AD-HOC PROCEDURES



- **Promotion Compliance (Jarnail Singh):**

Understand the court-mandated conditions for promotion, including the need to collect quantifiable data on inadequate representation and maintain the reservation roster.

- **De-Reservation Ban:**

Master the general ban on de-reservation in direct recruitment and the strict, multi-stage process for obtaining approval from the National Commissions (NCSC/NCST/NCBC) and DoPT.

- **Ad-hoc Promotions:**

Learn the correct procedure for ensuring SC/ST representation in temporary ad-hoc promotions and the rules for their subsequent reversion.



## SPECIAL PROVISIONS & PREVENTING DISCRIMINATION

- **Training and Development:**

Know the policy requiring 25% of training seats and special preference for SC/ST officers in international programs and seminars.

- **Anti-Discrimination:**

Learn to identify and prevent acts of discrimination (e.g., unfair transfers, insignificant roles) and the role of the Liaison Officer in strict monitoring.

- **Caste Verification:**

Understand the rules for validating caste status in cases of migration, conversion/reconversion, marriage, and adoption, and the religious requirement for claiming SC status.

- **PwBD System:**

Understand the Horizontal Reservation system (interlocking SC/ST/OBC/UR) and the specific procedures for carrying forward and inter-se exchange among the four disability categories.

# WHO SHOULD ENROLL?



- **Appointing/Disciplinary Authorities:** For compliance and accurate roster management.
- **Liaison Officers & Grievance Redressal Officers:** For policy implementation and issue resolution.

- **Administrative & Personnel Staff (Admn/Estt):** For processing recruitment, promotions, and transfers.
- **All Employees:** For understanding rights, responsibilities, and ensuring an inclusive work environment.



**ENROLL NOW**





# Reservation Roster



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