

No. 01-01/2023-SCT
Government of India
Ministry of Communications
Department of Telecommunications
(SCT Section)

Room No.-415, Sanchar Bhawan,
New Delhi, Dated: 31-03-2023

OFFICE MEMORANDUM

Subject: Constitution of an In-house Committee for identification of backlog reserved vacancies in terms of DOPT O.M No. 36038/1/2019- Estt. (Res.) dated 19.12.2014

The undersigned is directed to convey herewith the approval of Secretary(T) for the constitution of an In-House Expert Committee in compliance of DOPT O.M No. 36038/1/2019- Estt. (Res.) dated 19.12.2014 (copy encl.) as per the details below:

2. (a) Composition:

In-House Expert Committee		
1	DDG(C&A)	Chairperson
2	Director (Staff)	Member
3	Director (SEA)	Member
4	DS (SCT) & LO(SC/ST/PwD)	Member & Convenor
5	DS (Admin. II)	Member
<p>Note: The Chairperson of the Committee shall reserve the right to co-opt any number of members from DOT/CPSEs/ attached offices/ subordinate offices under DOT</p>		

(b) Terms of reference of the Committee:

- i. Identification of backlog reserved vacancies;
- ii. Study root cause of such vacancies;
- iii. Suggest measures to remove the factors causing such vacancies;
- iv. Filling up of such vacancies through Special Recruitment Drive in a time bound manner, if required.

Encl.: as above


(Amit Rajan)

Under Secretary to the Govt. of India
amit.rajan@nic.in
011- 2303 6653

/3093687/2023

To:

- i. DDG (C&A)
- ii. Director (Admin.)
- iii. Director (SEA)
- iv. Director (SR&E) & LO (OBC)
- v. DS(SCT) & LO (SCT/ST/PwD)
- vi. DS (Admin. II)
- vii. Dir(IT) with a request to upload the same on DOT website
- viii. e-office Notice board

Copy for information to:

PPS to Secretary(T)
PPS to Member(S)
PPS to Member(F)

Immediate

No. 36038/01/2013-Estt.(Res.)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel & Training

North Block, New Delhi
 Dated the 16th December, 2014

11.9 DEC 2014

OFFICE MEMORANDUM

Subject: Recommendations of the Committee to analyse the reasons for less employability of SCs, STs, OBCs & Persons with Disabilities in Government sector and remedial measures-reg.

The Government had constituted a committee under the Chairmanship of Secretary, Department of Social Justice and Empowerment to make in-depth analysis of the reasons for non-filling up of reserved vacancies/less employability of SCs, STs, OBCs and Persons with Disabilities (PwDs) in Government sector and suggest remedial measures. The aforesaid Committee, after holding various meetings submitted its report.

2. In a meeting held on 22nd October, 2014 with the representatives of Department of Social Justice and Empowerment, Ministry of Tribal Affairs, Department of Disability Affairs and Department of Higher Education, various time bound measures have been identified from the recommendations of the Committee and intimated to the members of the Committee with the approval of the competent authority.

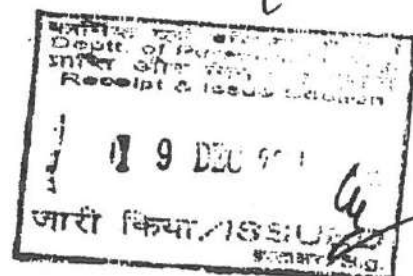
3. The Minutes of the above meeting is being forwarded for necessary action. Action taken in the matter may please be intimated to this Department. As mentioned in Para 11 of the minutes of the meeting, various factors leading to less employability of SC/ST/OBC/PWD and policy strategies, analysis of vacancy position, etc. as noted in Report are also enclosed.

Encl: as above:

G. Srinivasan

(G. Srinivasan)
 Deputy Secretary to the Govt. of India
 Tel: 23093074

Distribution:
 As per Annexure.



Sl. No.	Ministry/Department
1.	D/o Agriculture and Cooperation
2.	D/o Animal Husbandry, Dairying and Fisheries
3.	D/o AR and PG
4.	D/o Ayush
5.	D/o Bio-Technology
6.	Cabinet Secretariat
7.	D/o Chemicals and Petro-Chemicals
8.	M/o Civil Aviation
9.	D/o Coal
10.	M/o Commerce
11.	Comptroller and Auditor General
12.	D/o Consumer Affairs
13.	D/o Corporate Affairs
14.	M/o Culture
15.	D/o Defence Research and Development
16.	M/o Development of North Eastern Region
17.	D/o Disinvestment
18.	M/o Drinking Water & Sanitation
19.	M/o Earth Sciences
20.	D/o Economic Affairs
21.	Election Commission
22.	D/o Electronics and Information Technology (DEITY)
23.	M/o Environment and Forests
24.	D/o Expenditure
25.	M/o External Affairs
26.	D/o Fertilizers
27.	D/o Food and Public Distribution
28.	M/o Food Processing Industries
29.	D/o Health and Family Welfare
30.	D/o Heavy Industries
31.	D/o Industrial Policy and Promotion
32.	M/o Labour and Employment
33.	D/o Land Resources

34.	D/o Legal Affairs
35.	D/o Legislative Department
36.	M/o Micro, Small and Medium Enterprises
37.	M/o Minority Affairs
38.	M/o New and Renewable Energy
39.	M/o Overseas Indian Affairs
40.	M/o Panchayati Raj
41.	M/o Parliamentary Affairs
42.	D/o Pensions
43.	D/o Personnel and Training
44.	M/o Petroleum and Natural Gas
45.	D/o Pharmaceutical
46.	Planning Commission
47.	M/o Power
48.	President's Secretariat
49.	Prime Minister Office
50.	D/o Public Enterprises
51.	D/o Road Transport and Highways
52.	D/o Rural Development
53.	D/o Science and Technology
54.	D/o Scientific and Industrial Research
55.	D/o Shipping
56.	D/o Space
57.	M/o Statistics and Programme Implementation
58.	M/o Steel
59.	D/o Telecommunication
60.	M/o Textiles
61.	D/o Tourism
62.	Vice President Secretariat
63.	M/o Water Resources
64.	M/o Women and Child Development
65.	M/o Youth Affairs and Sports
66.	Supreme Court of India
67.	Lok Sabha Secretariat
68.	Rajya Sabha Secretariat

Immediate

No. 36038/01/2013-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 20th November, 2014

OFFICE MEMORANDUM

26 NOV 2014

Subject: Recommendations of the Committee to analyse the reasons for less employability of SCs, STs, OBCs & Persons with Disabilities in Government sector and remedial measures-reg.

The undersigned is directed to forward herewith the Minutes of the Meeting held on 22nd October, 2014 to deliberate on the recommendations contained in the Report submitted by the Committee constituted to analyse the reasons for less employability of SCs, STs, OBCs & Persons with Disabilities in Government sector and remedial measures, for necessary action. Action taken in the matter may please be intimated to this Department.

G. Srinivasan

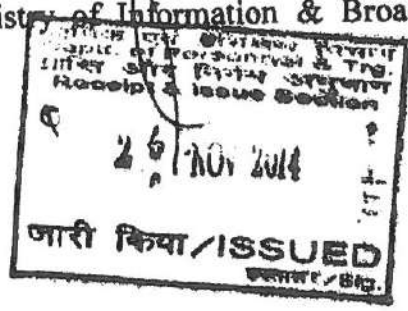
(G. Srinivasan)

Deputy Secretary to the Govt. of India

Tel: 23093074

1. Shri Sudhir Bhargava, Secretary, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi
2. Shri Hrusikesh Panda, Secretary, Ministry of Tribal Affairs, Shastri Bhawan New Delhi.
3. Ms. Stuti Naitain Kacker, Secretary, Department of Disability Affairs, Shastri Bhawan, New Delhi
4. Shri Radha Krishna Mathur, Secretary, Ministry of Defence, South Block, New Delhi
5. Shri Anil Goswami, Secretary, Ministry of Home Affairs, North Block, New Delhi
6. Shri Arunendra Kumar, Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
7. Shri Kasmukh Adhia, Secretary, Department of Financial Services, Jeevan Deep Building, New Delhi
8. Dr. Anup K. Pujari, Secretary, Ministry of Mines, Shastri Bhawan, New Delhi
9. Shri Shankar Agarwal, Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi
10. Ms. K. Banerjee, Secretary, Department of Posts, Dak Bhawan, New Delhi
11. Shri Bimal Julka, Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi

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/C



- 12. Dr. Ratan Kumar Sinha, Secretary, Department of Atomic Energy, Anushakti Bhawan, CSM Marg, Mumbai
- 13. Shri G. Mohan Kumar, Secretary, Department of Defence Production, South Block, New Delhi
- 14. Shri Satyanarayan Mohanty, Secretary, Ministry of Human Resource Development, Shastri Bhawan, New Delhi
- 15. Shri Shaktikanta Das, Secretary, Department of Revenue, North Block, New Delhi
- 16. Dr. S. Ayyappan, Secretary, Department of Agricultural Research and Education, Krishi Bhawan, New Delhi
- 17. Shri Amarjit Singh, Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
- 18. Shri Amitava Bhattacharyya, Chariman, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
- 19. Secretary, Railway Recruitment Cell, Northern Railways, Lajpat Nagar, New Delhi

26/11/11
2:25 PM

Copy to:

- 1. PSO to Secretary (P) *26/11*
- 2. PS to JS (AT&A) *24/11*

MINUTES OF THE MEETING HELD ON 22ND OCTOBER, 2014 TO DELIBERATE ON THE RECOMMENDATIONS CONTAINED IN THE REPORT SUBMITTED BY THE COMMITTEE CONSTITUTED TO ANALYSE REASONS FOR LESS EMPLOYABILITY OF SCHEDULED CASTES(SC), SCHEDULED TRIBES (ST), OTHER BACKWARD CLASS (OBC) AND PERSONS WITH DISABILITIES (PWD)

List of participants is at Annexure.

At the outset of the meeting, Joint Secretary (AT&A), DOPT welcomed the participants and in her introductory remarks drew attention to the Report submitted in May, 2014 by the Committee constituted under the Chairmanship of the Secretary, Department of Social Justice and Empowerment in regard to the in-depth analysis of the reasons for backlog in reserved vacancies and to suggest measures to enhance the employability of reserved category candidates. Joint Secretary (AT&A) expressed the view that the recommendations as contained in the Report need to be transformed into effective deliverables, which could be achieved in a time bound manner.

2. Draft deliverables as prepared by the DOPT for deliberation during the meeting were discussed at length. Deliverables like constitution of Expert Committee, preparation of data sheet for backlog vacancies, study of reasons for non-filling up of backlog vacancies, review of educational qualifications and time limits thereof were discussed and it was observed that deliverables need to be achieved in a specific time bound manner aiming at the reduction of backlog reserved vacancies in a comprehensive manner.
3. It was decided that Liaison Officers in the Ministries/Departments, Attached offices, Subordinate Offices, Central Public Sector Undertakings, etc should be personally accountable for correct compilation of data on backlog reserved vacancies as they are entrusted with such responsibility instead of the Head of the Establishment/Administration Division.
4. Following deliverables were finalised as a measure to reduce the backlog vacancies for SCs/STs/OBCs and PWDs in posts/services in the Central Government:-

Sl.No.	Deliverables	Time limit
(i)	Each Ministry/Department shall constitute an Expert Committee comprising Joint Secretary (Establishment/Administration) as Chairperson with Deputy Secretary/Director concerned and Liaison Officer as members of the Committee. The Chairperson may also invite representatives from attached/subordinate offices, Central Public Sector Enterprises for the meetings pertaining to them.	Expert Committee to be constituted before 31.12.2014.
(ii)	Preparation of data-sheet in regard to the backlog vacancy figures for SC/ST/OBC and PWD separately for direct recruitment and promotion (wherever it is applicable) in Secretariat, attached and subordinate offices, Central Public Sector Enterprises, etc. with effect from 01.04.2012 taking into account the backlog reserved vacancies lying unfilled at the end of the Special Recruitment Drive concluded as on 31.3.2012. Data-sheet must be prepared Group-wise i.e. Group A, Group B, Group C (excluding safai karamcharis), Group C (safai karamcharis) and Group D. Liaison Officer in the Ministry/Department shall be personally accountable for correct data.	To be achieved before 31.3.2015.
(iii)	Study of the reasons for non-filling up of posts including scientific and technical posts reserved for SCs/STs/OBCs and PwDs and if the recruitment failure is on long-term basis, the Committee may consult Staff Selection Commission, UPSC and other recruitment agencies, as the case may be.	To be achieved before May, 2015.
(iv)	Review of educational qualifications prescribed for the vacancies lying unfilled and also review of posts where candidates, particularly from ST categories do not come up to prescribed standards.	To be achieved before August, 2015.

	Special study is needed in respect of Group B and Group C posts in the Ministry of Railways, Ministry of Home Affairs and civilian organisations under Ministry of Defence. A special study is also need for PWDs.	
(v)	Reserved vacancies so identified and reviewed in respect of SC/ST/OBC shall be filled up through Special Recruitment Drive.	To be achieved before August, 2016.
(vi)	Status report of Special Recruitment Drive to be sent to DOPT	Before 30 th September, 2016.
(vi)	Backlog vacancy if still lying vacant may be brought to the notice of DGET with the reasons for non-filling up backlog vacancies for conducting requisite pre-recruitment training programmes.	To be informed to DGET immediately after the conclusion of Special Recruitment Drive and DGET would conduct training programmes within next three months i.e. November, 2016.

5. Apart from the Special Recruitment Drive to be launched from October, 2015 after the identification and review of backlog reserved vacancies as described above, it was also decided that each Ministry/Department should initiate Special Recruitment Drive from the very beginning of the constitution of the Committee till the launch of the Drive from October, 2015 in respect of the backlog reserved vacancies in the Secretariat, attached/subordinate offices, Central Public Sector Enterprises, etc. as a concerted and continuous effort to reduce the gap of backlog reserved vacancies.

6. Department of Disability Affairs vide D.O. letter No.21-02/2013-DD-III dated the 10th May, 2014 has already requested for the Special Recruitment Drive seeking

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Ministry/Department-wise data on posts reserved for PwDs and posts currently held by them in order to fill up vacancies meant for them.

7. It was felt that pre-recruitment and on-the-job training programmes as suggested in the Report would play a decisive role in bridging the gap of backlog reserved vacancies and the recommendations of the Committee in that regard need to be achieved in a time bound manner through the deliverables as below:-

Sl.No.	Deliverables	Time limit
(i)	The respective Committees of Department of Social Justice and Empowerment, Ministry of Tribal Affairs, Ministry of Human Resource Development and Department of Disability Affairs shall prepare an action plan to advertise their schemes for education empowerment, up-skilling, vocational training for their respective target groups in Employment News/Rozgar Samachar, State/District level newspaper and also in their respective public domain/website.	To be achieved before 31 st January, 2015.
(ii)	Each Ministry/Department, attached/subordinate offices, Central Public Sector Enterprises shall start on-the-job training programme in consultation with Department of Social Justice and Empowerment, Ministry of Tribal Affairs and Department of Disability Affairs for the employees belong to SC/ST/OBC appointed on relaxed standards and also for the PwDs.	To be achieved before 31 st January, 2015.
(iii)	Expert Committee in the Ministry of Railways and Department of Posts which have a sizeable work force in Group C and Group D posts shall identify non-security posts or posts with sedentary nature of job where PwDs could be appointed to the maximum extent possible and the same shall be uploaded in the respective website.	To be achieved before 31 st January, 2015.

(iv)	Central Public Sector Enterprises having units in States/UTs with large concentration of SC/ST/OBC and PWD employees/officers should conduct in-campus awareness programmes in various institutions/colleges/universities in respect of the vacancies reserved for SC/ST/OBC/PWD and qualifications, desirability, etc. required for such vacancies.	To be started from December, 2014 and as required in future.
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8. It was felt that some of the recommendations like publication of compendium of schemes by the DOPT on educational empowerment, up-skilling, vocational training being implemented by Ministry of Social Justice and Empowerment, Ministry of Human Resource Development, Ministry of Tribal Affairs and distribution of such compendiums in schools and colleges across the country could face implementation problem as DOPT is not the custodian of such information. Moreover, hosting of a dedicated website by DOPT to provide details of all reserved category posts to be filled by direct recruitment covering all Departments/Organisation and all pre-recruitment training programmes would not be feasible to achieve as it would involve numerous organisations and may cause error in data at any point of time owing to the fact that DOPT would not be aware in case of change in data by a particular organisation.

9. As deliberated during the meeting, it would not be feasible to explore the possibilities of recruiting persons through Employment Exchange, in-campus interview, etc. as the process of recruitment involves several pre-recruitment formalities like compulsory advertisement of recruitment in newspapers/Employment News/Rozgar Samachar, uploading in the website of the Organisation/recruiting agencies, etc. It was also observed that the DGET is not mandated to undertake any kind of recruitment.

10. It was decided to circulate minutes of this meeting to all the Ministries/Departments for compliance.

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11. As regards various factors leading to less employability of SC/ST/OBC/PWD and conclusion/policy strategies, analysis of vacancy position, etc. as noted in Report, it was decided that gist of them would be circulated to Ministries/Department by the DOPT through a separate communication.

The meeting ended with vote of thanks to the Chair.

LIST OF PARTICIPANTS**Department of Personnel and Training**

1. Ms. Archana Varma, Joint Secretary (AT&A) – Chairperson
2. Shri Shri Prakash, Director (Admn.)
3. Shri Sandeep Mukherjee, Under Secretary (Res-I)
4. Shri Debabrata Das, Under Secretary (Res-II)

Department of Social Justice and Empowerment

1. Shri Shyam Kapoor, Joint Secretary

Ministry of Tribal Affairs

1. Shri Gopal Sadhwani, Deputy Secretary

Department of Disability Affairs

1. Shri S.S. Gupta, Deputy Secretary
2. Shri T.D. Dhariyal, Dy. CCPD

Department of Higher Education

1. Shri S.K. Ghildiyal, Deputy Secretary.

No.36038/01/2013-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated 9th December, 2014.

Subject: Recommendation of the Committee to analyse the reasons for less employability of SCs, STs, OBCs and Persons with Disabilities in Government Sector and remedial measures.

The undersigned is directed to refer to this Department's Office Memorandum of even number dated the 20th November, 2014 on the subject cited above forwarding therewith minutes of the meeting held on 22nd October, 2014 to deliberate upon the recommendations contained in the Report submitted by the Committee constituted to analyse the reasons for less employability of SCs, STs, OBCs and Persons with Disabilities in Government sector and remedial measures thereof, for necessary action.

As decided in Para 11 of the minutes of the said meeting, gist of various factors leading to less employability of SCs, STs, OBCs and Persons with Disabilities and conclusion/policy strategies, analysis of vacancy position, etc., as mentioned in the Report is enclosed for putting in place corrective measures with reference to reserved category vacancies.

Encl.: As above.



(G. Srinivasan)

Deputy Secretary to the Government of India
Tel. 23093074

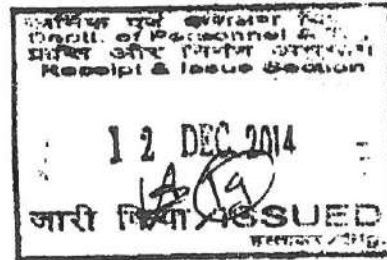
1. Shri Sudhir Bhargava, Secretary, Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
2. Shri Hrusikesh Panda, Secretary, Ministry of Tribal Affairs, Shastri Bhavan, New Delhi.
3. Ms. Stuti Narain Kacker, Secretary, Department of Disability Affairs, Shastri Bhavan, New Delhi.
4. Shri R.K. Mathur, Secretary, Ministry of Defence, South Block, New Delhi.
5. Shri Anil Goswami, Secretary, Ministry of Home Affairs, North Block, New Delhi.
6. Shri Arunendra Kumar, Chairman, Railway Board, Ministry of Railways, Rail Bhavan, New Delhi.

7. Dr. Hasmukh Adhia, Secretary, Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi.
8. Dr. Anup K. Pujari, Secretary, Ministry of Mines, Shastri Bhavan, New Delhi.
9. Shri Shankar Agarwal, Ministry of Urban Development, Nirman Bhavan, New Delhi.
10. Ms. K. Banerjee, Secretary, Department of Posts, Dak Bhavan, New Delhi.
11. Shri Bimal Julka, Secretary, Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi.
12. Dr. R.K. Sinha, Secretary, Department of Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai.
13. Shri G. Mohan Kumar, Secretary, Department of Defence Production, South Block, New Delhi.
14. Shri Satyanarayan Mohanty, Secretary, Ministry of Human Resource Development, Shastri Bhavan, New Delhi.
15. Shri Shaktikanta Das, Secretary, Department of Revenue, North Block, New Delhi.
16. Dr. S. Ayyappan, Secretary, Department of Agricultural Research and Education, Krishi Bhavan, New Delhi.
17. Shri Ashim Khurana, Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
18. Shri Amitava Bhattacharyya, Chairman, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
19. Secretary, Railway Recruitment Cell, Northern Railways, Lajpat Nagar, New Delhi.

Copy to:

1. PSO to Secretary (P) 12/12
2. PS to JS (AT&A)

o/c



GIST OF VARIOUS FACTORS LEADING TO LESS EMPLOYABILITY OF SCs, STs, OBCs & PERSONS WITH DISABILITIES AND CONCLUSION/POLICY STRATEGIES, ANALYSIS OF VACANCY POSITION, ETC.

- Adequately qualified candidates are not available for Group A and Group B posts and technical/scientific posts. In Group C and Group D posts, recruitment failure is pronounced in respect of Scheduled Tribe candidates.
- Persons with Disabilities need special attention in the matter of their employability. There are more than two crore PWDs in the country and nearly 75% of them live in rural areas. The key to inclusion of persons with disabilities in the developmental activities is to equip them with the right kind of skills necessary for performing activities.
- Utilization of funds for the benefit of persons with disabilities under various poverty alleviation schemes is much lower than the mandated 3%. Inadequate training effort for skill development and awareness among the stakeholders are apparently major contributors to poor utilization of funds reserved for persons with disabilities. All the schemes have the component for training. But as per available statistics only 0.05% is being invested on it. This will have to be increased to the optimum level of 10% of the funds for a scheme.
- Identification of institutions, organisations at block/district level across the country, development of appropriate modules and convergence between implementing agencies and experts in the disability sectors will be crucial for the required skill development of the Persons with Disabilities.
- There does not seem to be much problem of employability of reserved category candidates where the required qualification is as simple as matriculation or graduation. However, lack of finishing skills like English fluency or interview skills may be a reason for their less employability.
- Some posts require professional or Science qualifications like B.Sc/B.Sc(Agri)/M.Sc/M.Sc(Agri)/BE/B.Tech/MBBS/MD/Diploma/ITI/CA/ICWA/CFA, etc. and qualified reserved category candidates are not available for posts requiring professional qualifications. Even professionally qualified persons require finishing training to enhance their chances for appointment.
- Scarcity of qualified reserved category persons results in job switch over or not joining after selection as they get better jobs.
- In some cases, selection is done on All India basis where as allocation is made zone or State wise. This also discourages reserved category candidates to join in areas which are far away from their native place.
- Additional reasons for less employability of persons with disabilities are less identification of posts for Persons with Disabilities, dearth of professional qualified persons especially in Hearing Impaired category as there are few professional schools/colleges for them and the situation is no better for Visually Impaired persons. Minute specification physical requirement for the posts often resulting in mismatch and posts remain vacant. Moreover, lack of awareness of opportunities of employment due to their disabilities also causes less employability for them.

- Each of the Department needs to analyse whether the backlog is on account of a change in the job profile that has resulted in inadequate number of individuals from the target groups in the recruitment net, owing to the reasons that such individuals not having requisite skill or qualification. It is important that various kinds of skills set required would need to be analysed and reviewed by the Departments.
- Departments having specialised posts need to devise policy strategies to ensure that individuals from the target group do not get excluded from the zone of consideration of such posts. The target groups may be provided as much exposure to employment oriented training and specific job oriented training with the initiative to publicise in a manner that it percolates to the maximum extent to prospective candidates. It is necessary that the strategy for enhancement of employability would also be inclusion of maximum number of candidates of these categories in the zone of consideration of reserved category posts.
- Though the educational qualifications prescribed in Recruitment Rules for a post cannot be diluted, desirable qualifications may be relaxed or not taken into account at all while considering candidature of SCs/STs/OBC candidates. This may be made conditional to obtain such desirable qualification after joining the service, for which employing body should provide full support including tuition fee, special leave, etc.