

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No. 2025-E(SCT)I/99/1/PSU

New Delhi, dated 12.11.2025

The Chairman & Managing Directors:

1. CCIL, New Delhi.
2. IRCTC, New Delhi.
3. IRCON, New Delhi.
4. IRFC, New Delhi.
5. RITES Ltd., Gurgaon.
6. RVNL, New Delhi.
7. RCIL, New Delhi.
8. KRCL, Mumbai.
9. MRVC, Mumbai.
10. BCL, Kolkata.

Managing Directors:

1. DFCCIL, New Delhi.
2. KMRCL, Kolkata.
3. RLDA, Delhi.
4. NHRCL, New Delhi.
5. CRIS, New Delhi.

Sub:- Grouping of Posts in all services/posts filled by direct recruitment, in case of isolated posts and small cadres - reg.

Ref:-Board's letter of even no. dated 07.10.2025.

Attention is invited to Board's letter of even no. dated 07.10.2025 vide which a copy of the minutes of the meeting held on 16th September, 2025 in Board's office with the official of PSUs/Autonomous Bodies has been circulated. The same may please be connected.

2. With reference to the issue discussed in the said meeting, as indicated in Row No. 3 of Para No. 5 of the minutes, relevant circulars issued by DoP&T/Railway Board on the subject are enclosed herewith for information and necessary guidance.

DA:- As above.


12/11/25

(Brijesh Kumar)

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Railway Board

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**Department of Personnel and Training O.M. No.36011/17/85-Estt.(SCT),
dated the 23rd July, 1985, to all Ministries/Departments, etc.**

Subject :—Grouping of isolated posts for purpose of orders regarding reservation for Scheduled Castes and Scheduled Tribes—Clarifications regarding.

As the Ministry of Finance etc. are aware, the existing instructions provide that in the case of posts filled by direct recruitment, isolated posts and small cadres may be grouped with posts in the same class for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question. Instances have come to the notice of this Ministry that in the absence of specific guidelines, varying procedure were being adopted in plotting the vacancies occurring in the various constituents of the group on the roster for the purpose of determining their reservation.

2. The question of laying down a uniform procedure in this regard has been considered in this Ministry it is clarified that for the purposes of determining the reservation, the vacancies occurring in various constituents of the Group may be plotted on the roster *strictly in a chronological order* i.e. sequence of date of occurrence. Further, as a single combined roster has to be maintained for giving effect to reservation while making confirmations against permanent vacancies occurring in the various constituents of the Grouping, the permanent vacancies available for confirmation in the various constituents shall also be plotted in a chronological order in the roster while determining their reservation. The point is elucidated in the example given below:

Posts grouped (i) LDC (ii) Stenographer (iii) Record Keeper (iv) Caretaker.

Date of occurrence of vacancies :

LDC	2-3-84
Record Keeper	4-5-84
Stenographer	7-8-84
Stenographer	9-10-84
Caretaker	11-11-84

Posts in the roster

(Supposing the roster is starting at pt. 1)

1. LDC
2. Record Keeper
3. Stenographer
4. Stenographer
5. Caretaker.

3. It is requested that wherever isolated posts have been grouped for the purpose of maintenance of roster, the Liaison Officer will have to be shown the roster before the process of recruitment starts and also, the Liaison Officer has to certify in the 'Remarks Column' of the roster that the vacancies in the various constituents have been reflected in a chronological order.

4. The above instructions take effect from the date of issue of these orders except where the process of recruitment has already been started.

5. Ministry of Finance, etc., are requested to bring the above instructions to the notice of all concerned for guidance and compliance.

CHAPTER VI GROUPING OF POSTS

6.1. To ensure adequate representation of Scheduled Castes and Scheduled Tribes in all services/posts filled by direct recruitment, isolated posts and small cadres shall be grouped.

(Letter Nos. E50CM1/7/3 dated 18th June 1953 and M. H. A.'s No. 42/21/49-NGS dated 28th January 1952)

6.2. The following principles shall govern the grouping of posts as per decision contained in para 1 above :-

(i) Whenever a cadre, a grade or division of a service to which direct recruitment (by open competition or otherwise) is made, consists of less than twenty posts, steps should be taken to group these posts with similar posts in the service, organization or office, which are filled by direct recruitment.

(ii) In forming groups, posts in different classes of service should not ordinarily be placed together e.g., posts belonging to Group 'A' (Class I), should not ordinarily be grouped with posts belonging to Group 'B' (Class II).

(iii) A group should not ordinarily consist of less than 25 posts.

(iv) Normally, posts should be grouped mainly according to status and salary. The qualifications prescribed for direct recruitment may also be taken into consideration.

(v) It is not intended that an isolated post should be grouped together only with other isolated posts. Subject to the other conditions in these instructions, there is no objection to the grouping of any isolated post with a cadre, grade or division of service containing more than 20 posts.

(vi) After a group has been formed, all vacancies in that group meant for direct recruitment shall be filled in accordance with roster applicable to the particular group irrespective of the cadre, grade or division of service in which the vacancies occur.

(vii) The carried forward quota, if any, can be utilized in any of the grouped categories.

(viii) Vacancies not exceeding 50 per cent of the total number of vacancies in a group shall be filled on the basis of reservation in a recruitment year. Grouping of posts is permissible only in recruitment categories.

(Letter No. E(SCT)71CM15/35 dated 10th December 1971)

6.3. Grouping of isolated posts will require the approval of the Railway Board. When approaching the Railway Board for this purpose, particulars of the posts proposed to be grouped, shall be furnished in the following *pro forma* :-

- (i) Designation and number of each post ;
- (ii) Class of post i.e. Group A, B, C or D (Class I, II, III or IV);

- (iii) Scale of pay of each post ;
- (iv) Method of recruitment for each post as provided in the recruitment rules ; and
- (v) Minimum qualifications prescribed for direct recruitment to each post.

(Letter No. E50CM1/7/3 dated 18th June 1953)

INDEX OF LETTERS ON CHAPTER VI GROUPING OF POSTS

Sl. No.	Letter No. and Date	Summary	Page No.
1	M. H. A.'s No. 42/21/49-NGS 28th January 1952	Grouping of posts of similar status or salary may be made with the approval of the competent authority to apply reservation rules for S. C./S. T.	155
2	E50CM1/7/3 18th June 1953	Grouping of isolated posts should be taken in hand as per orders.	157
3	E(SCT)66CM15/1 25th June 1966.	Isolated posts or cadres consisting of less than 20 posts should be grouped for the purpose of promotion.	157
4	E(SCT)71CM15/35 10th December 1971.	Grouping of isolated posts is only admissible in recruitment categories and total reservation in such grouped category should not exceed 50 per cent of the vacancies to be filled in a recruitment year.	157

Extracts of M. H. A.'s No. 42/21/49-NGS dated 28th January 1952.

6. Grouping of posts.—When applied to individual posts or to cadres consisting of a few posts only, the orders regarding communal representation in the services take long to produce the results aimed at, since an isolated post can be held only by a member of one community at a time and, in the case of small cadres vacancies may not occur with sufficient frequency to enable the Scheduled Castes, etc., to secure adequate representation. To overcome this difficulty it is necessary to group posts of similar status and salary, and to apply these orders to the groups so formed. Instructions relating to grouping of posts are given in Appendix 'E'.

APPENDIX 'E'

Communal representation in the services—Grouping of posts—
Instructions relating to

1. Whenever a cadre of a grade or division of a service to which direct recruitment by open competition or otherwise is made, consists of less than twenty posts, steps should be taken to group these posts with similar posts in the service, Ministry or Office, which are filled by direct recruitment.
2. In forming groups, posts in different classes of service, should not ordinarily be placed together (e.g., posts belonging to Central Services, Class I, should not ordinarily be grouped with posts belonging to Central Services, Class II).
3. A group should not ordinarily consist of less than 25 posts.
4. Normally, posts should be grouped mainly according to status and salary. The qualifications prescribed for direct recruitment may also be taken into consideration.
5. It is not intended that an isolated post should be grouped together only with other isolated posts. Subject to the other conditions in these instructions, there is no objection to the grouping of any isolated post with a cadre, grade or division of service containing more than 20 posts.
6. After a group has been formed, all vacancies in that group meant for direct recruits will be filled in accordance with the applicable communal roster irrespective of the actual posts in which the vacancies occur, but subject to duly qualified and suitable candidates being available.
7. Proposals for grouping of isolated posts will require the previous approval of the Ministry of Home Affairs, and for this purpose, the Ministries and the Chief Commissioners should report to that Ministry the designation, and number of all isolated posts in the Ministry that require to be grouped together in pursuance of these instructions, the scales of pay attached to the posts, the nature of duties and the qualifications prescribed for direct recruits and also suggest methods for conveniently grouping them.

(For full text refer Chapter III).

Extract of Board's letter No. E. 50CM1/7/3 dated 18th June 1953.

15. The Board desire that the question of grouping of isolated posts should be taken in hand in accordance with the instructions contained in Appendix 'E' of the enclosed Memo dated 28th January 1952.

(For full text refer Chapter V).

Railway Board's letter No. E(SCT)66CM15/1 dated 25th January 1966.

Sub : Representation of Scheduled Castes and Scheduled Tribes—Grouping of posts in promotion categories.

Reference Board's letter No. E(SCT)62CM15/10 dated 24th October 1963 providing reservation for Scheduled Castes and Scheduled Tribes in promotion to certain selection posts. It has come to the notice of the Board that the Railways are experiencing difficulty in implementing the reservation roster in the case of isolated posts or small cadres as vacancies do not occur with sufficient frequency. This is to be got over by grouping posts as is being done in the case of direct recruitment categories in terms of their letter No. E50CM1/7/3 dated 18th June 1953. Isolated posts or cadres consisting of less than 20 posts, should now be grouped if this is not already being done, and the reservation roster applied to the group.

Railway Board's letter No. E(SCT)71CM15/35 dated 10th December 1971.

Sub : Reservation for Scheduled Castes and Scheduled Tribes—Grouping of isolated posts.

After careful consideration of the legal aspect of a court decision, the Board have decided to withdraw the instructions contained in their letter No. E(SCT)66CM15/1 dated 25th January 1966. Accordingly the grouping of isolated posts will henceforth be admissible only in recruitment categories. In posts filled by promotion, the reservation orders, where applicable, should be applied to each grade separately.

2. The Board have further decided that while reservation for Scheduled Castes and Scheduled Tribes in recruitment may continue to be made by grouping of posts as provided in their letter No. E50CM1/7/3 dated 18th June 1953 it should be ensured that the total reservation in any of the categories, so grouped, does not exceed 50 per cent of the vacancies to be filled in that category in a recruitment year. Thus the carried forward quota would now be utilized in any one of the grouped categories subject to the total number of reserved vacancies in that category not exceeding 50 per cent of the vacancies to be filled in that particular category during the year.