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Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. Reservation-II)

(Dated 25 December, 2025)

OFFICE MEMORANDUM

Compendium of Guidelines on Reservation for Ex-Servicemen

1. DEFINITION OF EX-SERVICEMEN

The Ex-servicemen (Re-employment in Central Services and Posts) Rules, 1979, as amended from time to time, defines an ex-serviceman as a person -

- (i) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment;
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- (iii) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; or
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army; or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension; or

(vii) Short Service Commissioned Officers (SSCOs) released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen. All SSCOs who were released from service with gratuity will get the status of Ex-servicemen w.e.f. 13.02.2020 or thereafter.

References:

Notification No.:

[39016/10/79-Estt\(C\) dated 15th Dec.,1979](#)

[36034/5/85-Estt\(SCT\) dated 27th Oct., 1986](#)

[36034/5/85-Estt\(SCT\) dated 27th March, 1987](#)

[36034/1/2006-Estt \(Res\) dated 4th October, 2012](#)

[36034/1/2019-Estt.\(Res\), dated 13th February, 2020.](#)

[No. 1\(07\)2014/D\(Res-I\) dated 20.04.2021.](#)

Office Memorandum No.:

[36034/5/85-Estt \(SCT\) dated 14th April, 1987](#)

[1\(9\)/2010/D\(Res-I\) dated 20/21 July, 2011, 18th March, 2013](#) and [10th April, 2013](#) (issued by Department of Ex-servicemen Welfare)

[12\(1\)2005/D \(Res-1\) dated the 1st February, 2006](#) (issued by Department of Ex-Servicemen Welfare)

2. APPLICATION OF EX-SERVICEMEN RULES

- (I) These rules shall apply to all the Central Civil Services and Posts and the posts up to of the level of Assistant Commandant in all para-military forces.
- (II) Para military forces here mean the Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Secretariat Security Force, Assam Rifles and Railway Protection Force.

References

Notification No.:

[39016/10/79-Estt\(C\) dated 15th December,1979](#)

[36034/1/2006-Estt \(Res\) dated 4th October, 2012](#)

3. RESERVATION OF VACANCIES

- (I) The reservation for Ex-servicemen is horizontal in nature.
- (II) Ten per cent of the vacancies in the posts up to of the level of the Assistant Commandant in all para-military forces;
- (III) Ten per cent of the vacancies in Group C posts; and
- (IV) Twenty per cent of the vacancies in Group D posts.

The vacancies mentioned above includes permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen.

The Scheduled Castes, the Scheduled Tribes and the Other Backward Class Candidates selected against the vacancies reserved for ex-servicemen shall be adjusted against vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes, respectively; provided that if a Scheduled Caste or the Scheduled Tribe or the Other Backward Class ex-serviceman is selected against the vacancy reserved for Ex-Servicemen and vacancy reserved for the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be, is not available to adjust such ex-servicemen, he shall be adjusted in future against the next available vacancy reserved for the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be.

If there is an increase in the reservation for ex-servicemen, the additional vacancies that become available are to be utilised first by the appointment of disabled ex-servicemen and if all such vacancies are not utilised, they shall then be made available to the other ex-servicemen.

References:

Notification No.:

[39016/10/79-Estt\(C\) dated 15th December,1979](#)
[36034/1/2006-Estt \(Res\) dated 4th October, 2012](#)

Office Memorandum/Letter No.:

[36012/58/92-Estt \(SCT\) dated 01st December, 1994](#)

4. NECESSARY CERTIFICATE FROM EMPLOYMENT EXCHANGE AND DGR

No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the results of an open competitive examination shall be filled by the appointing authority by any general candidate until and unless the said authority:

- i. Has obtained a "Non-availability Certificate' from the employment exchange (where a requisition is placed on an employment exchange);
- ii. has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect; and
- iii. has obtained approval of the Central Government.

References:

Notification No.:

[36034/1/2006-Estt \(Res\) dated 4th October, 2012](#)

Office Memorandum:

[36034/2/2013-Estt\(Res\), 8th April, 2013](#)

5. CARRY FORWARD OF VACANCIES

In case of recruitment to the vacancy reserved for Ex-servicemen in the Central Para Military Forces, the reserved vacancy remained unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by candidates from non-ex-servicemen category.

In case a number of vacancies reserved for ex-servicemen in Group 'C' and 'D' in Central Civil Services are not filled by candidates who are ex-servicemen, the number of vacancies reserved for ex-servicemen can be added to the number of vacancies falling to the share of ex-servicemen in the next recruitment year. This of course is without disturbing the general policy of reservation for other categories for whom reservation is available and subject to the condition that upper ceiling of 50% for reservation is adhered to. In the next recruitment year, if suitable ex-servicemen are also not available, the employer shall fill up the vacancy by appointment of a candidate, other than an ex-serviceman. The reservation shall be carried forward for a further period up to two recruitment years and thereafter the reservation shall lapse. In this connection it is pertinent to mention that the reservation for Ex-servicemen is horizontal in nature and, as such, even if the reserved vacancies for them are filled up by appointment of candidates other than the Ex-servicemen, carry-forward for a period of two years of vacancies is possible because they are to be adjusted against their respective categories.

References:

[36034/10/85-Estt\(SCT\) dated 12.03.1987](#)
[36034/10/85-Estt\(SCT\) dated 20.03.1987](#)

6. Application for civil employment

Candidates working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Armed Forces Service within a year from the last date for receiving application in connection with Special Recruitment/Examination, etc., prescribed by the Competent Authority. Provided, when selection process takes more than one year, from the last date of receiving of applications, the candidate will not be declared ineligible under Ex-servicemen category only on the ground that he has got himself released from Armed Forces after one year from the last dated of receiving of application. The pro-forma of the certificate (No Objection Certificate), as issued by the competent authority, to be submitted along with the application form is given in Annexure-1. Since the appointment of such a

candidate is subject to his submitting documentary evidence that he has been duly released/retired/discharged from the Armed Forces and qualified as an Ex-Serviceman, such a candidate shall be required to submit along with his application an undertaking in the format as mentioned in Annexure-2.

Those ex-servicemen who have already secured regular employment under the Central Government in civil post would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central Government irrespective of any Group/ post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.

If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment.

Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen. However, application for any vacancy submitted after joining the civil post/service shall not be treated as an application under ex-serviceman quota.

References:

Office Memorandum No. [36034/2/91-Estt\(SCT\) dated 3th April, 1991.](#)
OM No. [36034/1/2014-Estt \(Res.\) dated 14.08.2014.](#) DoPT's OM No. [36012/3/2021-Estt.\(Res-II\) dated 27.02.2023.](#)

7. RESERVATION ROSTER FOR EX-SERCVICEMEN

(i) Every Government establishment shall maintain a separate vacancy based 100 -point vacancy-based reservation roster in the format as given in the annexure-3 separately for each of the Group 'C' and Group 'D' civil posts and for the posts up to of the level of the Assistant Commandant in all para-military forces to be filled by direct recruitment in the format given in Annexure-3 for determining/effecting reservation for Ex-servicemen. Each roster shall have cycles of 100 points and each cycle of 100 points shall be divided into ten blocks, comprising the following points:

For 10% Reservation

- 1st Block - point No. 01 to point No. 10
- 2nd Block - point No. 11 to point No. 20
- 3rd Block - point No. 21 to point No. 30
- 4th Block - point No. 31 to point No. 40
- 5th Block - point No. 41 to point No. 50
- 6th Block - point No. 51 to point No. 60
- 7th Block - point No. 61 to point No. 70
- 8th Block - point No. 71 to point No. 80
- 9th Block - point No. 81 to point No. 90
- 10th Block - point No. 91 to point No. 100

Points 1, 11, 21, 31, 41, 51, 61, 71, 81 and 91 of the 100 Point Rosters where 10% reservation applies, shall be earmarked for ex-servicemen - one point each for them. The Head of the Establishment shall ensure that vacancies identified at each Serial Number, as mentioned above, are earmarked for the Ex-servicemen. However, the Head of the Department shall decide the placement of the selected candidates in the roster.

(ii) The roster for reservation for Ex-servicemen shall be maintained in the form of a running account year after year. For example, if 23 vacancies to be filled by direct recruitment occur in a cadre and they are plotted from point no 1 to 23, three out of twenty-three vacancies would be reserved for ex-servicemen (Pt. No. 1, 11 and 21). Recruitment in the following year shall begin from point 24 onwards and so on.

(iii) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

8. RELAXATION REGARDING AGE LIMIT

(i) For appointment to vacancies in Group B (Non-Gazetted), Group C or Group D posts in Central Government, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed

for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

- (ii) For appointment to any vacancy in Group A and Group B (Gazetted) services or posts filled by direct recruitment otherwise than on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers.
- (iii) For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released –
 - a. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - b. On account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

References:

Notification No.:

[39016/10/79-Estt\(C\) dated 15.12.79](#)
[36034/1/2006-Estt \(Res\) dated 4.10.2012](#)

Office Memorandum No.:

[36034/2/2013-Estt \(Res\) dated 8.4.2013](#)

MEANING OF THE TERM 'DIRECT RECRUITMENT ON THE RESULT OF ALL INDIA COMPETITIVE EXAMINATION AND 'DIRECT RECRUITMENT OTHERWISE THAN BY OPEN COMPETITION

The expression 'direct recruitment on the results of an All India Competitive Examination' means (i) all recruitment by UPSC whether through written examination or by interview or both; and (ii) recruitment made by other authorities including Staff Selection Commission or any other appointment authority through written competitive examination or test (but not by interview only). The expression 'direct recruitment otherwise than by open competition' means (i) any recruitment not made by the UPSC or (ii) recruitment not made through written competitive tests held by any other authority.

References:

Office Memorandum No.:

[36034/2/2013-Estt \(Res\) dated 8.4.2013](#)

9. Relaxation regarding educational qualification

- i. For appointment to any reserved vacancy in erstwhile Group 'D' posts, every ex-serviceman who has put in not less than three years' service in the Armed Forces of the Union shall be exempt from the minimum educational qualification, if any, prescribed in respect of such posts;
- ii. For appointment to any reserved vacancy in Group C posts, the appointing authority may at its discretion relax the minimum educational qualification where such qualification prescribed is a pass in the middle school examination (8TH Pass) or any lower examination in favour of ex-servicemen who have put in at least three years' service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such posts in view of their experience and other qualifications;
- iii. For appointment to any reserved vacancy in Group C posts to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an Ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification, if he:-
 - (a) satisfies educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed; and
 - (b) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union as prescribed for promotees or transferees.
- iv. For appointment to any reserved vacancy in Group C posts, a matriculate Ex-serviceman (which includes an ex-serviceman who has obtained the Indian Army Special Certificate of Education or the corresponding certificates in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed is graduation and where -
 - (a) Work experience of technical or professional nature is not essential; or
 - (b) Though non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the ex-servicemen is expected to perform the duties of the post by undergoing on the job training for a short duration
- v. For appointment to any reserved vacancy in Group C and Group D posts, where the prescribed minimum educational qualification is matriculation, the appointing authority may at his discretion relax the minimum educational qualifications in favour of an ex-serviceman who has passed the Indian Army Class-I Examination or equivalent examination in the Navy or the Air Force and who has put in at least 15 years' service in the Armed Forces of the Union and is otherwise considered fit to hold the post, in view of his experience and other qualifications.

References:

Notification No.:

39016/10/79-Estt(C) dated 15.12.1979

15012/8/82-Estt (D) dated 12.2.1986

10. INTIMATION OF VACANCIES

The reserved vacancies for ex-servicemen should be identified and notified to the Directorate General (Resettlement) and the Rajya and Zila Sainik Boards. An advance notice preferably of 3 months is to be given to these organizations. The vacancies are also to be advertised through the local newspaper which will enable the ex-servicemen to apply direct to the recruitment agency.

All the Ministries / Departments have to ensure that the reservation policy of the Government as spelt out in the instructions issued by this Department from time to time is implemented fully by them and the organizations under their control.

Notification No.:

36034/11/85-Estt(SCT) dated 12.09.1986

11. PRIORITY IN APPOINTMENT

The ex-servicemen will be divided into priority and non-priority categories in the ratio of 50:50. For this purpose, the appointing authority should maintain a roster starting with a candidate of priority category.

Under Priority I, officer cadets who are boarded out on medical ground attributable to their military training have been included at Sl.No.6 vide O.M.No. 14024/3/95-Estt(D) dated 4th June, 1997.

Priority for the purpose of appointment to Group C and Group D posts under the Central Government filled by direct recruitment has been provided for ex-servicemen disabled either during the war or in peace time but their disability being attributable to military service. Such persons will be accorded priority along with retrenched employees of the Government.

Demobilized personnel of Armed Forces, Defence Personnel who are transferred to the Reserve List and members of Defence Forces who on retrenchment or retirement join the territorial army are given priority in filling up direct recruitment vacancies through recruiting agencies.

All C and D posts when reported to Surplus Cell are to be simultaneously notified to Ex-servicemen Cell of the DGE&T to enable the cell to nominate disabled ex-servicemen. In case of the Ministry of Defence and its subordinate offices, simultaneous notification of vacancies is to be made to the DGR and not the ex- servicemen cell of DGE&T.

Similarly, while sending requisitions to the Recruiting Agencies, the employing Departments are to clearly state whether the vacancies are priority or non-priority.

References:

Office Memorandum No.:-

[14/1/74-Estt \(D\) dated 14.7.1975](#)
[39016/5/81-Estt \(C\) dated 21.2.1981](#)
[14034/3/84-Estt\(D\) dated 31.7.1984](#)
[14024/1/88-Estt\(D\) dated 5.1.1989.](#)
[14024/3/95- Estt\(D\) dated 04.06.1997](#)
[12/1/2005/D\(Res\) dated 01.02.2006](#)

12. RELAXATION OF STANDARD

In the case of direct recruitment, if sufficient number of candidates belonging to the Ex-servicemen are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to the category of ex-servicemen may be selected under a relaxed standard of selection to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.

References:

Office Memorandum No. [15012/8/82-Estt \(D\) dated 12.2.1986](#)

13. LIAISON OFFICERS FOR RESERVATION MATTERS RELATING TO EX-SERVICEMEN

In each Ministry/Department/Attached and Subordinate Office, the Deputy Secretary in charge of administration (or any other officer at least of the rank of Deputy Secretary) should be designated as a Liaison Officer in respect of matters relating to representation of Ex-servicemen either exclusively or in combination (the officer already appointed as Liaison Officer for other categories, may be appointed as Liaison Officer for Ex-servicemen also), depending upon the availability of officer of the requisite rank.

References:

Office Memorandum No.:-

[36034/2/2017-Estt.\(Res.\) dated 31.12.2021](#)

14. FEE CONCESSION

The Ex-servicemen are exempted from payment of any examination or application fee.

References:

Office Memorandum No. [39018/1/79-Estt \(SCT\) dated 20.9.1979](#)

15. PERIODIC RETURNS

Information about periodic returns of utilisation of reserved vacancies for Ex- servicemen is required to be sent by Liaison Officers of all Ministries/Departments, including their attached and subordinate offices, in time to the Directorate General Resettlement (DGR), Department of Ex- servicemen Welfare.

References:

Office Memorandum No.[36034/6/82-Estt\(SCT\) dated 22.6.1982](#)
