

Important Rules/Regulations/DOPT Office Memorandums Regarding SC/ST/OBC Reservation and Relaxation

1. Reservation and Relaxation for SC/ST/OBCs will be as per the Bulletin Guidelines 2017 (Table of Contents- 9.1 and 9.2; pages 29-31) which read as:

9.1 Reservation of Seats for Schedule Caste (SC)/Tribe (ST) Applicants

- 22½ % of the total numbers of seats is reserved for applicants belonging to Scheduled Caste Scheduled Tribes **(15% for Scheduled Caste and 7½% for Scheduled Tribes, interchangeable, if necessary)**.

• It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste /Scheduled Tribe applicants.

- The Colleges shall not refuse admission to any SC/ST Applicant on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be removed, remedial classes for which may be arranged by utilizing grants that are available from University Grants Commission.

- Relaxation to the extent of 5% in the minimum marks will be given to the applicants belonging to SC and ST to determine their eligibility and merit for admission to the programme concerned.

- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats. (AC Resolution A88, 14.6.1983) (EC Resolution 157, 24121.2001). Eligibility in these cases is pass percentage.

The following are empowered to issue the certificate: (a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/ Deputy Collector/ 1st class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (b) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate. (c) Revenue Officer not below the rank of Tehsildar. (d) Sub- Divisional Officer of the area where the Applicant and/ or his family normally resides. (e) Administrator/ Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

Applicant must note that Certificate from any other person/ authority shall not be accepted in any case. If the applicant happens to belong to SC or ST, applicant's caste/ tribe must be listed in the appropriate Govt. of India schedule. The Caste Certificate should clearly state: (a) Name of his/ her caste/ tribe (b) whether applicant belongs to SC or ST (c) District and the State or Union Territory of applicant's usual place of residence and (d) the appropriate Govt. of India schedule under which his/ her caste/ tribe is approved as SC or ST.

If the applicants do not have the SC or ST caste/tribe certificate at the time of upload, the applicant may upload the acknowledgement slip of the SC or ST caste/tribe certificate application. However, at the time of admission, the applicant will have to produce the valid SC or ST caste/tribe certificate.

However, if an SC/ST Applicant seeks admission under some other category (for example: PC/Employee Ward etc.) the applicant should satisfy the minimum eligibility requirement for that category.

Note: SC/ST students who get admission under open merit (unreserved) will not be included in the reserved quota, i.e. 22.5%. Candidates seeking admission under SC/ST/OBC category should have certificates in their own name only.

9.2 Reservation of Seats for Other Backward Classes (Non-Creamy layer, Central List)

- 27% seats will be reserved for the applicants belonging to Other Backward Classes (OBC) (non-creamy layer, central list).

- At the time of giving admission to an OBC applicant, the College will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website http://ncbc.nic.in/backward_classes/index.html.)

- **The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).**

- **The OBC applicants who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of 'creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt.(Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2016- 2017.**

- **If the applicants do not have the OBC non-creamy layer certificate of the financial year 2016-2017 at the time of upload, the applicant may upload old OBC non-creamy layer certificate/acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant will have to produce the OBC non-creamy layer certificate of the financial year 2016-2017.**

- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said programme and in the admission entrance test 10% of the minimum eligibility marks prescribed for General Category applicants.

- **It is a statutory obligation on the part of Colleges to fill all seats reserved for OBC applicants.**

- The Colleges shall not refuse admission to any OBC applicant on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be removed, remedial classes for which may be arranged by utilizing grants that are available from University Grants Commission.

- **If the seats meant for OBC remain vacant after arriving at the minimum eligibility, the same may be converted and filled up by other eligible applicants subject to approval from the University.**

Note: The merit list for the unreserved category seats will comprise of all the applicants in the order of merit. No one will be excluded from the same. In other words, it will also include SC / ST / OBC applicants, if they come in unreserved merit. The applicant cannot be excluded from the unreserved category merit list just because the applicant belongs to SC/ST/OBC. Such an applicant is entitled to be considered under the unreserved category, as well as under the reserved category. Admission to unreserved category seats will be strictly in the order of merit without excluding SC/ST/OBC applicants.

2. Pertinent links to SC/ST/OBCs Office Orders/ Office Memorandums are as under:

Link to DOPT available Office Memorandums (SC/ST/OBC):

[http://ccis.nic.in/CP_Circular_Report.asp?MinCode=2&DepCode=2&DivCode=0&SecCode=\(0\)&CNCode=1&MctCode=17&SctCode=216&ArchCode=2](http://ccis.nic.in/CP_Circular_Report.asp?MinCode=2&DepCode=2&DivCode=0&SecCode=(0)&CNCode=1&MctCode=17&SctCode=216&ArchCode=2)

Link to National Commission for Backward Classes:

<http://www.ncbc.nic.in>

<http://www.ncbc.nic.in/Writereaddata/dopteng.pdf>

Link to National Commission for Scheduled Castes:

<http://ncsc.nic.in/>

Link to National Commission for Scheduled Tribes

<http://ncst.nic.in/>

Few Office Orders/ Office Memorandums enclosed for ready reference for OBCs:

OBC Status: Central List of OBC (the OBC status is to be determined on the basis of the Central List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in/backwardclasses/index.html>.)

Non- Creamy: The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).

Validity Period of OBC Certificate in respect of ‘creamy Layer’ status: (Validity period of OBC certificate in respect of ‘creamy layer’ status of the applicants as per DOPT Office Memorandum No. 36036/2/2013-Estt.(Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2016- 2017.

Income: DOPT Office Memorandum- 36033/1/2013-EsTT. (Res.) dated 27th May 2013

Reservation for Other Backward Classes in civil post and services under the Government of India: DOPT Office Memorandum 36012/22/93-Estt.(SCT) dated 8th September 1993 and pertinent subsequent Office Memorandums by DOPT.