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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION

Imphal, the 17th May, 2011

No.9/1/91-DP(ST/SC) : In exercise of the powers conferred under sub-section (1) of Section 19 of the Manipur Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1977 (Manipur Act No. 1 of 1977), the State Government, after inviting suggestions/objections from the general public and after taking into consideration all relevant aspects, suggestions and objections received in this regard, hereby makes the following **Manipur Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Rules, 2011**.

MANIPUR RESERVATION OF VACANCIES IN POSTS AND SERVICES (FOR SCHEDULED CASTES AND SCHEDULED TRIBES) RULES, 2011

1. **Short title and commencement.**- (1) These Rules may be called the Manipur Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Rules, 2011.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. **Definitions.**-In these rules, unless the context otherwise requires:-

- "Act" means the Manipur Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1976 (Manipur Act No.1 of 1977);
- "Form" means a Form appended to these Rules;
- "Schedule" means the Schedule appended to these Rules;
- "Section" means a section of the Act;
- All other words or expressions used in the Rules but not defined herein shall have the same meaning as are respectively assigned to them in the Act.

3. **Model Roster.**- Separate model rosters for Direct Recruitment and Promotion shall be as maintained in **Schedule I and Schedule II**.

4. **Maintenance of register for appointment.**- (1) The Registers of appointments for direct recruitment and promotion against reserved posts shall be maintained separately in **Form-I** and every appointing authority shall treat vacancies as reserved or unreserved as indicated in model rosters prescribed under rule 3.

(2) Separate registers shall be maintained for direct recruitment and promotion as well as for each type of recruitment separately for each grade, or service or group of posts.

(3) Immediately after an appointment has been made, the particulars of the person appointed will be entered in the appointment column of the prescribed register and the entry marked as "Utilised" by such category signed by the appointing authority or by the officer authorised to do so by the appointing authority.

(4) The roster is to be operated on the principal of replacement and not as a "running account" as hitherto. In other words the points at which reservation for different categories applies

are fixed as per the roster and vacancies caused by retirement etc. of persons occupying those points shall be filled by appointment of persons of the respective categories.

5. Eligibility of age to the recruitment.- (1) Within any year of recruitment, the conditions of eligibility by age or otherwise should remain the same even if recruitment is made more than once in that recruitment year, that is, if a person who was eligible on the date of first application in the year, he shall not be disqualified on the ground that he is no longer eligible by the time the relevant vacancy (against which he could have been appointed) arose in that recruitment year.

(2) In any competitive examination conducted either by MPSC or any recruitment/selection board, SC, ST, OBC candidates who qualify under open category shall not be recommended against vacancies reserved for them.

6. De-reservation of vacancies.- Direct Recruitment vacancies reserved for the Scheduled Castes and Scheduled Tribes shall not be de-reserved and filled by general candidates. In case adequate numbers of candidates are unavailable then the following procedure is to be followed:-

- (a) (i) The unfilled direct recruitment vacancies reserved for Scheduled Tribes or Scheduled Caste, as the case may be, in any recruitment year shall not clubbed together with the vacancies arising in subsequent recruitment year. The unfilled vacancies are to be treated as a separate group and the reservation of the posts for Scheduled Tribes or Scheduled Caste shall not be affected by the fifty percent ceiling on reservation.
 - (ii) The unfilled direct recruitment vacancies reserved for Scheduled Castes and Scheduled Tribes are to be notified in the print and electronic media. Separate requisition may be sent to the Manipur Public Service Commission or the Employment Exchange as applicable by endorsing a copy of the requisition to the Department of Personnel.
 - (iii) The State Government, if it considers necessary in view of the performance of the Scheduled Tribe and Scheduled Caste candidate in the earlier examination, may relax the qualifying marks or lower the standards of evaluation as provided under section 9B.
- (b) In case of promotion vacancies reserved for Scheduled Tribe or Scheduled Caste, the vacancies are to be filled by candidates who are eligible and fit for promotion, and are in the normal zone of consideration. If the vacancies remain unfilled due to unavailability of candidates within the normal zone of consideration, then the zone of consideration will be extended as prescribed by the Department of Personnel, Government of Manipur vide O.M. No.17/2/80-DP dated 29-4-1999 and eligible candidates shall be recommended to fill up the balance vacancies. If some reserved vacancies continue to remain unfilled after following the above procedure only then candidates belonging to the unreserved category, subject to the condition that the reservation is carried forward to the next recruitment year, shall fill the unfilled reserved vacancies. Some of the unreserved vacancies arising after the last recruitment will be treated as reserved based on the actual number of reserved vacancies filled by the unreserved category.

7. Promotion made by Selection:- In promotion made by Selection, the following procedure shall be followed for filling the reserved vacancies :-

- (a) Promotion made by selection in or to from Class III to Class II, within Class II and from Class II to the lowest rung or category in Class I in which the element of direct recruitment, if any, does not exceed 75% :-

Selection against vacancies reserved for Scheduled Castes and Scheduled Tribes will be made only from those Scheduled Castes and Scheduled Tribes Officers who are within the normal zone or the extended zone of consideration as prescribed by the Department of Personnel, Government of Manipur vide O.M. No.17/2/80-DP dated 29-4-1999.

- (i) If the number of candidates from Scheduled Castes and Scheduled Tribes promoted on the basis of merit with due regard to seniority without any relaxation is less than the number of vacancies reserved for Scheduled Castes and Scheduled Tribes, the difference shall be made up by selecting candidates of these communities who are in the normal zone or the extended zone of consideration irrespective of merit vis-a-vis candidates belonging to unreserved category provided they are fit for promotion.
 - (ii) A select list shall then be prepared in which the names of all the selected officers, unreserved as well as those belonging to Scheduled Castes and Scheduled Tribes are arranged as per the principles and guidelines prescribed by the Department of Personnel vide its O.M. No.17/2/80-DP dated 29-4-1999. In case of organised services, which have its own Service Rules, the procedure laid down in the Rules would be followed.
 - (iii) The "Select List" shall be periodically reviewed. The names of those officers who have been promoted (otherwise than on a local or purely temporary basis) and continue to officiate, shall be removed from the list and the rest of the names along with others who may now be included in the field of choice shall be considered for the select list for the subsequent period.
 - (iv) Where promotion in the above manner are first made on a long term officiating basis, confirmation shall be made according to the general rule viz. that an officer who has secured earlier officiating promotion on the basis of his place in the select list should also be confirmed earlier, and thus enable him to retain the advantage, provided that he maintains an appropriate standard.
- (b) Promotion in Class III and Class IV in which the element of direct recruitment, if any, does not exceed 75% :-

For such post, the select list of Scheduled Castes and Scheduled Tribes Officials shall be drawn up separately from among the officials coming under the zone or the extended zone of consideration to fill up the reserved vacancies. Officials belonging to these classes shall be adjudged separately and not along with other officers and if they are fit for promotion, they shall be included in the Select list as per the guidelines and principles prescribed by the Department of Personnel vide its O.M. No.17/2/80-DP dated 29-4-1999.

8. Promotion made on the basis of seniority subject to fitness.- In promotion to Class I, Class II, Class III and Class IV made on the basis of seniority subject to fitness, the following procedure shall be followed for filling the reserved vacancies:-

- (i) Wherever according to the points in the roster there are any vacancies reserved for Scheduled Castes and Scheduled Tribes, separate lists shall be drawn up of the eligible Scheduled Castes or Scheduled Tribes Officers, as the case may be, arranged in order of their *inter se* seniority in the main list.
- (ii) The Scheduled Castes and the Scheduled Tribes Officers shall be adjudged by the Departmental Promotion Committee separately in regard to their fitness.
- (iii) When the Select Lists of officers in the general category and those belonging to Scheduled Tribes have been prepared by the Departmental Promotion Committee, these should be merged into a combined Select List in which the names of all the

selected officers, general as well as those belonging to Scheduled Castes and Scheduled Tribes, are arranged in the order of their *inter se* seniority in the original seniority list of the category or grade from which the promotion is being made. This combined select list should thereafter be followed for making promotions in vacancies as and when they arise during the year.

- (iv) The Select List thus prepared would normally be operative for a period of one year. This period may, however, be extended by another six months to enable promotion of officers included in the select list but could not be appointed to the higher posts during the normal period of one year.

9. Payment of Travelling Allowance and Daily Allowance.-(1)The Scheduled Castes and the Scheduled Tribes candidates appearing for competitive examination, written test or interview conducted by the Manipur Public Service Commission or any other Selection Board, shall be paid Travelling Allowance and Daily Allowance at the rate prescribed by the State Government from time to time.

The terms and conditions for payment/re-imbusement of TA/DA are as given below:

- (a) Scheduled Castes/Scheduled Tribes candidates appearing for competitive examination/interview conducted by the MPSC or any other Selection Board will be eligible for re-imbusement of Daily Allowance including train fare by 1st Class and Bus fare also if such fare for journeys to and from the place of residence to the place of examination/interview.
- (b) The re-imbusement shall be made by the Secretary, MPSC in the case of examination conducted by the MPSC and the appointing authority in the case of examination taken by the Department concerned.

(2) The concessions mentioned in sub-rule (1) shall not be admissible to the candidates who are already in service under the State Government or the Central Government.

10. Annual Return:- (1) Each appointing Authority shall furnish Annual Report by the 31st July of every year to the concerned Department of the Government, as follows : –

- (a) A statement in **Form – II** showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st April of the year.
- (b) A statement in **Form-III** showing the recruitment and the number filled by Scheduled Castes and Scheduled Tribes during the year ending 31st March.
- (c) A statement showing number of permanent posts filled up by Scheduled Castes and Scheduled Tribes as on 1st April as shown in **Form-IV**.
- (2) Each Department of Government shall furnish to the Department of Personnel by 31st October every year –
- (a) A statement in **Form-II** and **Form-III** in respect of all offices under its control including its own.
- (b) A consolidated statement in the form given in **Form-IV** in respect of all offices under its control including its own.
- (c) In the statements referred to in Rule 10 (2) (a) (b), Department of Government Offices or the Heads of Departments and Subordinate Offices shall be shown separately.

SCHEDULE -I
(See rule 3)

Method of Recruitment: - By direct recruitment.

Model roster of 200 points showing the points to be reserved to Scheduled Castes, Scheduled Tribes and OBCs in initial appointment by **direct recruitment** to posts and services in the States :-

Reserved Quota	- 50 per cent
Scheduled Castes	- 2 per cent
Scheduled Tribes	- 31 per cent
Other Backward Classes	- 17 per cent

1. Unreserved.	35. Unreserved	69. Unreserved
2. Unreserved.	36. Scheduled Tribe-11	70. Unreserved
3. Unreserved	37. OBC (Meitei)-6	71. OBC (Meitei Pangal)-12
4. Scheduled Tribe-1	38. Unreserved	72. Scheduled Tribe-22
5. Unreserved	39. Scheduled Tribe-12	73. Unreserved
6. OBC (Meitei)-1	40. Unreserved	74. Unreserved
7. Scheduled Tribe-2	41. Unreserved	75. Scheduled Tribe-23
8. Unreserved	42. OBC (Meitei)-7	76. Unreserved
9. Unreserved	43. Scheduled Tribe-13	77. OBC (Meitei)-13
10. Scheduled Tribe-3	44. Unreserved	78. Scheduled Tribe-24
11. Unreserved	45. Unreserved	79. Unreserved
12. OBC (Meitei)-2	46. Scheduled Tribe-14	80. Unreserved
13. Scheduled Tribe-4	47. Unreserved	81. Scheduled Tribe-25
14. Unreserved	48. OBC (Meitei Pangal)-8	82. Unreserved
15. Unreserved	49. Scheduled Tribe-15	83. OBC (Meitei)-14
16. Unreserved	50. Scheduled Caste-1	84. Scheduled Tribe-26
17. Scheduled Tribe-5	51. Unreserved	85. Unreserved
18. OBC (Meitei)-3	52. Scheduled Tribe-16	86. Unreserved
19. Unreserved	53. OBC (Meitei)-9	87. Unreserved
20. Scheduled Tribe-6	54. Unreserved	88. Scheduled Tribe-27
21. Unreserved	55. Scheduled Tribe-17	89. OBC (Meitei)-15
22. Unreserved	56. Unreserved	90. Unreserved
23. Scheduled Tribe-7	57. Unreserved	91. Scheduled Tribe-28
24. OBC (Meitei Pangal)-4	58. Unreserved	92. Unreserved
25. Unreserved	59. Scheduled Tribe-18	93. Unreserved
26. Scheduled Tribe-8	60. OBC (Meitei)-10	94. Scheduled Tribe-29
27. Unreserved	61. Unreserved	95. OBC (Meitei Pangal)-16
28. Unreserved	62. Scheduled Tribe-19	96. Unreserved
29. Unreserved	63. Unreserved	97. Scheduled Tribe-30
30. Scheduled Tribe-9	64. Unreserved	98. Scheduled Caste-2
31. OBC (Meitei)-5	65. Scheduled Tribe-20	99. OBC (Meitei)-17
32. Unreserved	66. OBC (Meitei)-11	100. Scheduled Tribe-31
33. Scheduled Tribe-10	67. Unreserved	101. Unreserved
34. Unreserved	68. Scheduled Tribe-21	102. Unreserved

103. Unreserved	137. OBC (Meitei)-23	171.OBC (Meitei Pangal)-29
104. Scheduled Tribe-32	138. Unreserved	172. Scheduled Tribe-53
105. Unreserved	139. Scheduled Tribe-43	173. Unreserved
106. OBC (Meitei)-18	140. Unreserved	174. Unreserved
107. Scheduled Tribe-33	141. Unreserved	175. Scheduled Tribe-54
108. Unreserved	142. OBC (Meitei)-24	176. Unreserved
109. Unreserved	143. Scheduled Tribe-44	177. OBC (Meitei)-30
110. Scheduled Tribe-34	144. Unreserved	178. Scheduled Tribe-55
111. Unreserved	145. Unreserved	179. Unreserved
112. OBC (Meitei)-19	146. Scheduled Tribe-45	180. Unreserved
113. Scheduled Tribe-35	147. Unreserved	181. Scheduled Tribe-56
114. Unreserved	148.OBC(Meitei Pangal)-25	182. Unreserved
115. Unreserved	149. Scheduled Tribe-46	183. OBC (Meitei)-31
116. Unreserved	150. Scheduled Caste-3	184. Scheduled Tribe-57
117. Scheduled Tribe-36	151. Unreserved	185. Unreserved
118. OBC (Meitei)-20	152. Scheduled Tribe-47	186. Unreserved
119. Unreserved	153. OBC (Meitei)-26	187. Unreserved
120. Scheduled Tribe-37	154. Unreserved	188. Unreserved
121. Unreserved	155. Scheduled Tribe-48	189. Scheduled Tribe-58
122. Unreserved	156. Unreserved	190. OBC (Meitei)-32
123. Scheduled Tribe-38	157. Unreserved	191. Scheduled Tribe-59
124. OBC (Meitei Pangal)-21	158. Unreserved	192. Unreserved
125. Unreserved	159. Scheduled Tribe-49	193. Unreserved
126. Scheduled Tribe-39	160. OBC (Meitei)-27	194. Scheduled Tribe-60
127. Unreserved	161. Unreserved	195. OBC(Meitei Pangal)-33
128. Unreserved	162. Scheduled Tribe-50	196. Unreserved
129. Unreserved	163. Unreserved	197. Scheduled Tribe-61
130. Scheduled Tribe-40	164. Unreserved	198. Scheduled Caste-4
131. OBC (Meitei)-22	165. Scheduled Tribe-51	199.OBC[Teli,Badi(Nepali) etc.]-34
132. Unreserved	166. OBC (Meitei)-28	200. Scheduled Tribe-62
133. Scheduled Tribe-41	167. Unreserved	
134. Unreserved	168. Scheduled Tribe-52	
135. Unreserved	169. Unreserved	
136. Scheduled Tribe-42	170. Unreserved	

Points of reservation

Scheduled Castes	-	50, 98, 150 & 198 = 4.
Scheduled Tribe	-	4, 7, 10, 13, 17, 20, 23, 26, 30, 33, 36, 39, 43, 46, 49, 52, 55, 59, 62, 65, 68, 72, 75, 78, 81, 84, 88, 91, 94, 97, 100, 104, 107, 110, 113, 117, 120, 123, 126, 130, 133, 136, 139, 143, 146, 149, 152, 155, 159, 162, 165, 168, 172, 175, 178, 181, 184, 189, 191, 194, 197 & 200 = 62.
Other Backward Classes	-	6, 12, 18, 24, 31, 37, 42, 48, 53, 60, 66, 71, 77, 83, 89, 95, 99, 106, 112, 118, 124, 131, 137, 142, 148, 153, 160, 166, 171, 177, 183, 190, 195 & 199 = 34.
Total number of reserved points	-	100.

SCHEDULE - II
(See rule 3)

Method of Recruitment: - By Promotion.

Model roster of 200 points on post based showing the points to be reserved for Scheduled Castes and Scheduled Tribes in appointment by **promotion** to posts and services in the States :-

Reserved Quota	- 33 per cent
Scheduled Castes	- 2 per cent
Scheduled Tribes	- 31 per cent

1. Unreserved.	35. Unreserved	69. Unreserved
2. Unreserved.	36. Scheduled Tribe-11	70. Unreserved
3. Unreserved	37. Unreserved	71. Unreserved
4. Scheduled Tribe-1	38. Unreserved	72. Scheduled Tribe-22
5. Unreserved	39. Scheduled Tribe-12	73. Unreserved
6. Unreserved	40. Unreserved	74. Unreserved
7. Scheduled Tribe-2	41. Unreserved	75. Scheduled Tribe-23
8. Unreserved	42. Unreserved	76. Unreserved
9. Unreserved	43. Scheduled Tribe-13	77. Unreserved
10. Scheduled Tribe-3	44. Unreserved	78. Scheduled Tribe-24
11. Unreserved	45. Unreserved	79. Unreserved
12. Unreserved	46. Scheduled Tribe-14	80. Unreserved
13. Scheduled Tribe-4	47. Unreserved	81. Scheduled Tribe-25
14. Unreserved	48. Unreserved	82. Unreserved
15. Unreserved	49. Scheduled Tribe-15	83. Unreserved
16. Unreserved	50. Scheduled Caste-1	84. Scheduled Tribe-26
17. Scheduled Tribe-5	51. Unreserved	85. Unreserved
18. Unreserved	52. Scheduled Tribe-16	86. Unreserved
19. Unreserved	53. Unreserved	87. Unreserved
20. Scheduled Tribe-6	54. Unreserved	88. Scheduled Tribe-27
21. Unreserved	55. Scheduled Tribe-17	89. Unreserved
22. Unreserved	56. Unreserved	90. Unreserved
23. Scheduled Tribe-7	57. Unreserved	91. Scheduled Tribe-28
24. Unreserved	58. Unreserved	92. Unreserved
25. Unreserved	59. Scheduled Tribe-18	93. Unreserved
26. Scheduled Tribe-8	60. Unreserved	94. Scheduled Tribe-29
27. Unreserved	61. Unreserved	95. Unreserved
28. Unreserved	62. Scheduled Tribe-19	96. Unreserved
29. Unreserved	63. Unreserved	97. Scheduled Tribe-30
30. Scheduled Tribe-9	64. Unreserved	98. Scheduled Caste-2
31. Unreserved	65. Scheduled Tribe-20	99. Unreserved
32. Unreserved	66. Unreserved	100. Scheduled Tribe-31
33. Scheduled Tribe-10	67. Unreserved	101. Unreserved
34. Unreserved	68. Scheduled Tribe-21	102. Unreserved

103. Unreserved	137. Unreserved	171. Unreserved
104. Scheduled Tribe-32	138. Unreserved	172. Scheduled Tribe-53
105. Unreserved	139. Scheduled Tribe-43	173. Unreserved
106. Unreserved	140. Unreserved	174. Unreserved
107. Scheduled Tribe-33	141. Unreserved	175. Scheduled Tribe-54
108. Unreserved	142. Unreserved	176. Unreserved
109. Unreserved	143. Scheduled Tribe-44	177. Unreserved
110. Scheduled Tribe-34	144. Unreserved	178. Scheduled Tribe-55
111. Unreserved	145. Unreserved	179. Unreserved
112. Unreserved	146. Scheduled Tribe-45	180. Unreserved
113. Scheduled Tribe-35	147. Unreserved	181. Scheduled Tribe-56
114. Unreserved	148. Unreserved	182. Unreserved
115. Unreserved	149. Scheduled Tribe-46	183. Unreserved
116. Unreserved	150. Scheduled Caste-3	184. Scheduled Tribe-57
117. Scheduled Tribe-36	151. Unreserved	185. Unreserved
118. Unreserved	152. Scheduled Tribe-47	186. Unreserved
119. Unreserved	153. Unreserved	187. Unreserved
120. Scheduled Tribe-37	154. Unreserved	188. Unreserved
121. Unreserved	155. Scheduled Tribe-48	189. Scheduled Tribe-58
122. Unreserved	156. Unreserved	190. Unreserved
123. Scheduled Tribe-38	157. Unreserved	191. Scheduled Tribe-59
124. Unreserved	158. Unreserved	192. Unreserved
125. Unreserved	159. Scheduled Tribe-49	193. Unreserved
126. Scheduled Tribe-39	160. Unreserved	194. Scheduled Tribe-60
127. Unreserved	161. Unreserved	195. Unreserved
128. Unreserved	162. Scheduled Tribe-50	196. Unreserved
129. Unreserved	163. Unreserved	197. Scheduled Tribe-61
130. Scheduled Tribe-40	164. Unreserved	198. Scheduled Caste-4
131. Unreserved	165. Scheduled Tribe-51	199. Unreserved
132. Unreserved	166. Unreserved	200. Scheduled Tribe-62
133. Scheduled Tribe-41	167. Unreserved	
134. Unreserved	168. Scheduled Tribe-52	
135. Unreserved	169. Unreserved	
136. Scheduled Tribe-42	170. Unreserved	

Points of reservation :

Scheduled Castes -50, 98, 150, 198.

Scheduled Tribe -4, 7, 10, 13, 17, 20, 23, 26, 30, 33, 36, 39, 43, 46, 49, 52, 55, 59, 62, 65, 68, 72, 75, 78, 81, 84, 88, 91, 94, 97, 100, 104, 107, 110, 113, 117, 120, 123, 126, 130, 133, 136, 139, 143, 146, 149, 152, 155, 159, 162, 165, 168, 172, 175, 178, 181, 184, 189, 191, 194, 197, 200.

Total number of reserved points -66

FORM – III
(See rule 10(1) (b))

Statement showing numbers of vacancies filled up by Scheduled Castes and Scheduled Tribes during the period of current financial year.

Name of Department/Office

Classification of Posts

Name of post	Total No. of vacancies	No. of vacancies filled by SC	Percentage	No. of vacancies filled by ST	Percentage
1	2	3	4	5	6

FORM – IV
(See rule 10(1) (c))

Statement showing numbers of permanent posts filled up by the Scheduled Castes and Scheduled Tribes upto 31st March,..... i.e. as on 1st April, 20.....

Name of Department/Office

Classification of Posts

Name of permanent post	Total No. of the permanent post	No. of permanent post filled up by S.C.	Percentage	No. of permanent post filled up by S.T.	Percentage	REMARKS
1	2	3	4	5	6	7

T. RANJIT SINGH,
Additional Secretary (DP),
Government of Manipur.