

Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

OFFICE MEMORANDUM

Dated, Kohima, the 5th May, 2012.

NO. RCBT-5/87 (Pt-II) :: The reservation policy of the Government with regard to backward tribes has been enunciated in O.Ms of even number dated 14th April, 2011*. Despite clear instructions, it has come to the notice of the Government that many departments have not been strictly following the reservation roster for recruitments against Grade-IV posts. All departments should ensure that reservation, as prescribed is also followed for recruitment to Grade-IV posts.

Further, with a view to simplify the process and take care of difficulties faced by some departments in operating lone/isolated Grade-IV posts, it is clarified that:

- (I) The appointing authority(ies) in a Department should determine all Grade-IV vacancies, likely to arise in a year at the beginning of the year.
- (ii) These likely vacancies should be clubbed together and arranged/listed in an alphabetical cycle (e.g Chowkidar, Duftry, Mali, Peon, Sweeper etc), for the purpose of reservation.
- (iii) This list should be then plotted against the running roster (100 percent reservation for indigenous inhabitants), which the department has been maintaining over the years, and determine which vacancy corresponds to which reservation point.

In case of any clarifications on the matter, the same may be referred to P&AR department.

Sd/- LALTHARA
Chief Secretary to the Govnt. of Nagaland.