

GOVERNMENT OF KERALA

ABSTRACT

Public Services- Recruitment through the Employment exchanges- Observation of rules regarding reservations for Sch. Castes / Sch. Tribes and Backward Communities- Maintenance of communal rotation roster in the Employment Exchanges-orders issued.

PUBLIC (EMPLOYMENT CELL) DEPARTMENT.

G.O.(P) 413/70/PD.

TRIVANDRUM, Dt. 21-12-1970.

- Read:-
- 1) G.O. MS. No. 538/PD Dated 15-10-1962.
 2. Circular Memorandum No. 59372/M5/64/RD dt. 5-7-1965.
 3. G.O. Ms. 27/66/HLD dated 15-1-1966.
 4. Circular Memorandum No. 37593/G3/69/LSWD dt., 12-1-70.
 5. Letter No. PRO. 1232/70 dt. 10-8-70 from the Director of Employment.
 6. Letter No. P1. 30740/69 dt. 2-4-70 from the Director of Harijan Welfare.

ORDER

Government have been considering proposals to streamline the procedure for making provisional appointments in order to ensure the observance of the rules of communal rotation and sub-rotation provided in rules 14 (C) and 17 (2) of the Kerala State and Subordinate Service Rules (General Rules). It is found that the concession allowed in these rules are generally lost in respect of provisional appointments due to lack of sufficient number of vacancies to make up the cycle of rotation. According to the existing practice, the temporary vacancies are filled up by individual appointing authorities of the State Government Offices by sending individual requisitions for candidates to the Employment Exchanges, though the posts so filled up belong to the same category with same scale of pay and status. Since number of such vacancies arising in the offices of individual appointing authorities is limited and since each appointing authority follows independent cycle of rotation, the turns reserved for Sch. Castes/ Sch. Tribes as well as for various groups of other Backward Classes do not arrive at all. It is further noticed that some of the appointing authorities make irregular appointments to provisional vacancies on the impression that it is the responsibility of the Employment Exchanges to introduce candidates in accordance with the rules of reservation . Similarly instances where the appointing authorities do not add on the vacancies of the same category that arise from time to time and instead treat each occasion of requisition independent of the other for the purposes of following the rules of reservation are also common.

2 In view of the defects in the existing practice and in order to secure proper observance of the rules of rotation and subrotation the Government have decided to adopt a procedure by which vacancies of similar categories of posts with same scale of pay and status are pooled together by a common agency and recruitment made as per the order of rotation be maintaining a 100 point roster . The Government consider that this work can be done effectively through the Employment exchanges.

3. Government therefore direct that a Communal Rotation Roster should be maintained in all the Employment Exchanges of this state to not down the vacancies of posts of the same category, pay and status arising in the state Government Offices situated in a revenue district so as to facilitate the fixation of the number of vacancies to be filled up by candidates of various Communities. A model form of the Roster to be maintained is here with enclosed (Annexure-I) .The appointing authorities should notify the number of vacancies and relevant particulars in the revised requisition form prescribed for the State Government offices (Annexure –II) . The District / Divisional Employment Officers should introduce candidates as soon as the requisitions are received from the appointing authorities in accordance with the order of rotation noted in this Roster. A model form of the reply to be sent to the appointing authorities in response to their requisitions is also enclosed (Annexure III). In introducing the candidates the District /Divisional employment officers should also observe the following procedure:

While introducing candidates the group of the community to which they belong to must be clearly mentioned. In the case of other Backward Classes five sub-categories are mentioned in the rules-namely (1) Ezhavas & Thiyyas (2) Muslims (3) Latin Catholics, SIUC and Anglo-Indians, (4) Backward Christians (Other Christians) (5) Other Backward Classes put together ie. Communities other than those mentioned in items 1 to 4 . The Employment Exchanges must take care to note in their records the community to which a candidate belongs.

(ii) In case suitable candidates are not available from any community the fact should be mentioned in the letter introducing the candidate.

(iii) Efforts should be made to advise suitable candidates by making references to other Employment Exchanges. In any case sufficient number of candidates should be advised so that the appointing authorities may get ample choice to select the best among them, observing the rules of reservation. The appointing authorities may ask for supplementary list if the candidates first advised are not found suitable.

(iv) Candidates belonging the Sch. Castes/ Sch. Tribes and other Backward Classes should be advised against ‘open Competition vacancies also if they are suitable to be considered against the vacancies notified to the Employment Exchanges and this fact should be mentioned in their letter to the appointing authorities.

(v) While arranging the vacancies as per the communal rotation order the Employment Exchanges should also give effect to the principles of reservation for priority and non-priority groups as envisaged in G.O. MS.No. 27/66/HLD dated 15-1-1966.

vi) The Employment Exchanges must note that the temporary vacancies, arising in a year from 1st April to 31st March be brought under communal rotation order so that the turns reserved for each community are utilised by that the community during the year. If the turn allotted to any of the groups namely Sch. Castes , Sch. Tribes and other Backward Classes is not filled by candidate of the concerned group the benefit of the turn ‘ forfeited’ –a corresponding reduction being made in the number of vacancies of the

community who get the benefit of the forfeited turn earlier. For this the Employment Exchanges must obtain the results of selection with relevant particulars.

4. The District / Divisional Employment officers will be personally held responsible for the proper setting of the rotation order.

5. The orders will come into force immediately . The Director of Employment is requested to take immediate steps to carry out the instructions in this G.O. The Director of Employment and other controlling officers will also inspect the Rosters during their visits to the Employment Exchanges. The Rosters should also be made available whenever called for inspection.

6. The Heads of Departments and other appointing authorities should make available the details called for by Employment Exchanges so as to facilitate proper implementation of the instructions.

(By order of the Governor)

M. G.K MURTHY
Deputy Secretary to Government.

To

All Heads of Departments & offices, etc.etc.

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