

**GOVERNMENT OF HARYANA  
GENERAL ADMINISTRATION DEPARTMENT  
GENERAL SERVICES-III BRANCH  
NO. 22/43/2018-1GS-III**

**Dated Chandigarh, the 18<sup>th</sup> June, 2018**

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations/Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab & Haryana High Court, Chandigarh.
5. All the Divisional Commissioners in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in the State of Haryana.
7. The Registrars of all the Universities of the state of Haryana.

**Subject: Instructions/guidelines regarding sending requisition, in respect of Group-D posts, to Haryana Staff Selection Commission.**

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I am directed to invite your attention on the subject cited above and GAD instructions No. 42/3/2016-4GS-I dated 4.4.2018 and No.22/43/2018-1GS-III dated 26.4.2018, wherein Departments/Boards/Corporations had been advised to send requisition for Special Recruitment drive for Eligible Sports Person (ESP) and Persons with Disability (PwD) in Group D to the Haryana Staff Selection Commission.

Upon further consideration of the matter, Government has decided that there shall be comprehensive recruitment drive including both vertical and horizontal reservation.

In the light of instructions of GAD i.e. instructions No. 22/10/2010-1GS-III dated 23.5.2014, instructions No. 22/10/2013-1GS-III dated 15.7.2014; Welfare of SC/BC department letter No. 718/SW(1) 2017 dated 13.7.2017; GAD instructions on ESP issued vide letter No. 22/10/2013-1GS-III dated 6.4.2018 & 6.6.2018 and GAD, PwD instructions No.22/10/2013-1GS-III dated 25.4.2018, all requisitioning authorities are advised to adhere to the following guidelines, while sending combined requisitions for Group D posts as lie within the purview of the Haryana Group D Employees (Common Conditions of Recruitment and Service) Act, 2018:

**1. Vertical & Horizontal Reservations:** Currently the vertical & horizontal reservation in respect of Group D is as below:

S. No.	Category	Vertical (%)	Horizontal (%)	Roster numbers	Remarks
1	SC	20		NA	As per instructions No. 22/10/2013-1GS-III dated 15.07.2014
2	BC	27 [BCA=16 BCB= 11]		NA	-do-
3	ESM		7/2/2/3 for Gen/SC/BCA/BCB respectively	Yes	See instructions No. 22/10/2013-1GS-III dated 15.7.2014
4	ESP		5/2/2/1 for Gen/SC/BCA/BCB respectively	Yes	See instructions No. 22/10/2013-1GS-III dated 6.6.2018
5	PwD		4		See instructions No. 22/10/2013-1GS-III dated 25.4.2018
6	BC - C	10			Matter is Under Court stay in CWP No. 9931 of 2016 title Murari Lal Gupta Vs. State of Haryana on 26.05.2016.
7	EBPGC	10			Under High Court Stay order. Further, advertisements issued after 07.12.2017 are under stay

**2. Calculating vertical reservation:** Suppose, there are total 100 posts in a given cadre, so the reservation for SC, BCA and BCB shall be 20%, 16% and 11% respectively in these categories. While calculating Number of posts in relevant cadre, we do not have to multiply the number of posts with 20%, 16% and 11%, as the case may be, but we have to calculate the same from the given roster points in the GAD instructions No. 22/10/2013-1GS-III dated 15.7.2014. For example if there are total 69 posts, then there will be reservation of SC to the extent of 13 posts and we do not have to calculate the same by multiplying as  $69 \times 20 / 100 = 13.8$  and consider the same as 14, which is wrong. Accordingly, the No. of posts for BCA and BCB shall be 11 and 7 by counting the number from the roster points, out of these 69 posts.



**3. Calculating Horizontal Reservations:** There are horizontal reservations for ESM, ESP, PwD, Freedom fighters as detailed below:

- a. There is horizontal reservation for Ex-Servicemen (ESM) which is further bifurcated/compartimentalized as General/Unreserved (7%), SC (2%), BCA (2%) and BCB (3%). Roster points are provided for ESM. The horizontal reservation is a part and parcel of the respective vertical reservation, which clearly implies that the same is to be included in the parent category and cannot be treated as vertical reservation in any way. Further, if any of the ESM candidate (s) is selected on merit without availing of any concession, the same will still be treated as having filled the relevant horizontal reservation roster point vacancy and deficiency, if any, shall be filled up from amongst ESM of the relevant category by deleting the name (s) from the respective categories placed at the bottom in the concerned merit list. For example, if there are 20 posts reserved for SC and out of these, 2 posts are reserved for ESM (SC), and one ESM (SC) is selected on merit in the said category, then one candidate shall be deleted from the bottom of the merit list of SC and ESM (SC) will be added. The dependents of ESM shall be considered only in case of non availability of suitable ESM.
- b. There is horizontal reservation for Eligible Sports Persons (ESP) which is further bifurcated/compartimentalized for General/Unreserved (5%), SC (2%), BCA (2%) and BCB (1%). Roster points have also been prescribed in the instructions No. 22/10/2013-1GS-III dated 6.6.2018.
- c. There is 4% reservation for Persons with Disability in Group D and there is no further bifurcation/compartimentalization for General, SC and BCA and BCB. There are no roster points for PwD. However, If Persons with Disability are selected against unreserved vacancies (i.e. on their own merit without availing any relaxation of age, qualifications and marks etc.) they will not be counted against the PwD quota and will be treated as unreserved as per GAD instructions No. 22/10/2013-1GS-III dated 15.7.2014 & 25.04.2018. In such cases, the 4% reservation quota shall stay intact and it shall be filled from the rest of the PwD candidates higher in merit. The concerned candidate shall be placed in relevant category, by deleting the last candidate(s) in the merit list of that category. In case, the

candidate (s) are eligible both as PwD and OSP/ESP, he/she will be considered first in PwD category.

d. There is 2% reservation of Freedom fighters and their children/grand children in Group D which comes into application only if ESM and BC are not filled. There is no further bifurcation/compartmentalization for General, SC, BCA, BCB. There are no roster points for Freedom Fighters/their dependents.

**4. Backlog:** It is further clarified that backlog concept applies only in case of reservations for SC & BC, being vertical reservation and hence post based concept, whereas in the case of PwD, ESM, ESP & Freedom Fighter, there is no concept of backlog, being horizontal reservation and hence vacancy based concept. However, in the case of PwD, backlog if any, shall be filled as per the instructions No. 22/10/2013-1GS-III dated 15.7.2014 and 25.4.2018.

The above instructions/guidelines may please be brought to the notice of all concerned for strict compliance, while sending the requisition for Group-D posts to Haryana Staff Selection Commission in the near future.



Secretary, General Administration  
for Chief Secretary to Government, Haryana.

