

**F.No.42011/2/2014-Estt.(Res)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

.....  
New Delhi, dated the 13<sup>th</sup> February, 2014

**OFFICE MEMORANDUM**

**Subject: Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.**

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. No.42011/15/1995-Estt(SCT) dated 11<sup>th</sup> July, 1995. Para 2 provided as follows:-

“ 2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards. Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST,OBC should be a lady failing which a lady member should be co opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards. “

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

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3. Similar instructions in Public Sector Undertakings and Financial Institutions including Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

  
(Sandeep Mukherjee)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India
2. Department of Public Enterprises, CGO Complex, New Delhi 110003.
3. Department of Financial Services, Ministry of Finance, Jeevandeep Building, New Delhi 110001
4. Railway Board
5. Supreme Court of India/Election Commission/ Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office, Planning Commission.
6. National Commission of Scheduled Castes/ National Commission of Scheduled Tribes, Lok Nayak Bhavan New Delhi
7. National Commission for OBC, Trikoot-I, Bhikaji Cama Place, R.K.Puram, New Delhi
8. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
9. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
10. All Sections of DOPT.

**Copy also to Director, NIC, DOPT with the request to upload in the website of DoPT under the head Estt(Reservation).**