

**No. A.12018/50/2019-P&AR(GSW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GENERAL SERVICE WING)**

...

Mizoram Secretariat, MINECO.  
Aizawl, the 9<sup>th</sup> Aug, 2021

**OFFICE MEMORANDUM**

**Subject:** Maintenance of roster for identification of quota where two or more methods of recruitment are provided in the relevant recruitment rules/service rules and matters connected thereto.

The Government of Mizoram ordered maintenance of posts-based roster for all departments/offices under the Government of Mizoram while calculating vacancies falling under two or more reservations/quotas vide No.A.32012/1/2003-P&AR(GSW) dt. 24.01.2011. Post-based roster operates on the total sanctioned posts in a cadre for calculation of the share of different methods of recruitment as per the recruitment rules. This order was made apparently with a view to maintain consistency among different departments and to bring the policy of reservation in line with the law laid down by the Hon'ble Supreme Court in the case of R.K. Sabharwal vs. the State of Punjab reported in 1995 AIR 1371, 1995 SCC (2) 745.

2. The recruitment rules of all Group 'A', 'B', 'C' and 'D' posts were also amended through the Mizoram Group 'A', 'B', 'C' and 'D' Recruitment (Amendment) Rules, 2011 by suitably amending the word "vacancies" appearing in column 10/11 of the First Schedule/Annexure-I of the recruitment rules wherever linked to "quota" by the word "post or posts". Recruitment rules framed subsequently also replaced the word "vacancies" to "posts" with a view to facilitate the maintenance of post-based roster while calculating the share of posts between different methods of recruitment appearing in the recruitment rules.

3. In the meantime, the observations of the Supreme Court in the case of Appeal (Civil) 6446 of 1998 State of Punjab vs Dr. R.N. Bhatnagar and Anr pertaining to an appeal as to how the quota and rota for recruitment of Professor in a Medical College is to be operated is hereby reproduced as shown below:

"It has, therefore, to be appreciated that when posts in a cadre are to be filled in from two sources whether the candidate comes from the source of departmental promotees or by way of direct recruitment once, both of them enter a common cadre, their birth marks disappear and they get completely integrated in the common cadre. This would be in consonance with the thrust of Article 16(1) of the Constitution of India. No question of exception to the said general thrust of the Constitutional provision would survive as Article 16 (4) would be out of picture in such a case. Consequently the



decision rendered by the Constitution Bench in R.K. Sabharwal's case in connection with Article 16(4) and the operation of roster {i.e. posts based roster} for achieving the reservation of posts for SCs, STs and BCs as per the scheme of reservation cannot be pressed in service for the present scheme of Rule 9(i) [rule 9(i) of the Punjab Medical College Education Service (Class-I) Rules, 1978 prescribed the method of recruitment to the post of Professor as 75 percent posts by promotion and 25 percent posts by direct recruitment] is not as per Article 16(4) but is governed by the general sweep of Article 16(1). The attempt of learned counsel for the respondent to treat a quota rule as reservation rule would result in requiring the State authorities to continue the birth-marks of direct recruits and promotees even after they enter the common cadre through two separate entry points regulating their induction to the cadre. Therefore, the roster for 3 promotees and one direct recruit is to be continued every time a vacancy arises and there is no question of filling up a vacancy arising out of a retirement of a direct recruit by a direct recruit or on the retirement vacancy of a promotee by a promotee. Consequently, the question of rotating the vacancies as posts or for treating the posts mentioned in the rules of recruitment as necessarily referable to total posts in the cadre at a given point of time in the light of R.K. Sabharwal's judgment, therefore, cannot survive for in the case of a quota rule between direct recruits and promotees, the same is to be judged on the touchstone of Article 16(1) and the statutory rules governing the recruitment to the posts of Professor constituting the Punjab Medical Education Service (Class-I) and not on the basis of Article 16(4)"

4. The Supreme Court in the above case further held that "...the quota rule would apply to the vacancies and recruitment has to be made keeping in view the vacancies available to the two sources according to the quota....The quota of percentage of departmental promotees and direct recruits has to be worked out on the basis of the roster points taking into consideration vacancies that fall due at a given point of time..... Whenever in the cadre of Professors of Ophthalmology vacancies arise for being filled in at any given point of time, those vacancies in the posts have to be filled in by operating the roster in such a way that available vacancies get filled up by allotting 75% of them to departmental promotees and 25% to direct recruits". The Supreme Court, thus, effectively held that the decision rendered in the case of R.K. Sabharwal vs. State of Punjab in connection with article 16(4) of the Constitution (i.e. pertaining to reservation of appointments or posts in favour of any backward class of citizens) and the operation of the roster for achieving the reservation of posts for Scheduled Castes, Scheduled Tribes and Backward Classes as per the scheme of reservation cannot be pressed into service for the scheme of the method of recruitment as prescribed in the respective recruitment rules.

5. Further, the Supreme Court referred the above-mentioned case in its judgement dated 22.2.1999 in All India Federation of Central Excise vs The Union of India & Others[IA Nos. 4, 6-8 in Writ Petition (C) No. 306 of 1988 with Writ Petition (C) No. 651 of 1998], and reiterated the above-mentioned decision.

6. The Gauhati High Court in the case of WP(C) No. 225 of 2016 Lalthangkimi & 106 Ors vs State of Mizoram & 4 Ors on maintenance of post-based

roster while calculating the share of posts between different methods of recruitment for recruitment of Health Supervisor also ruled as follows:

"It is settled that in the Rules of 2011, the word 'post' is given, but the difficulty is whether to read it as the total strength of the cadre or the vacancies that arise from time to time. Rules have to be read to give meaning and purpose to the extension of the legislature. In this case, it is an admitted fact that the posts of Health Supervisor were filled up as per the Rules, i.e. Rules of 1987 and the amended Rules of 2006. In both the Rules, it is provided that the post of Health Supervisor is to be filled up, 100% through promotion. Now with the coming of the new Rules {which prescribed 75% by promotion and 25% by limited departmental examination}, if the percentage of posts to be filled up has to be counted against the total sanctioned posts, it would be quite unreasonable because of 2 reasons:

- i) the first reason being that persons who are eligible in future for promotion would be deprived of the chance of being promoted to the post of Health Supervisor.
- ii) because it would mean giving retrospective effect to a law.

Generally, laws are to be given prospective effect unless it is specifically mentioned in the Rule or Act itself. Therefore, the word 'post' has to be understood or read as 'vacancy' that arises from time to time".

7. Further, the ruling of the Gauhati High Court in the case of WP(C) No. 51 of 2018 Rotluangi Chawngthu & Anr vs State of Mizoram & Ors on the application of post-based roster for filling up of vacancies in the post of Principal, Government Higher Secondary School is reproduced below for which the recruitment rules of 2017 prescribed 50% by promotion and another 50% by limited departmental examination:

"Further, this Court does not find any force in the submission made by the respondents' counsel that post-based roster would have to be applied in the present case and for that to happen, the post will have to be filled up through LDE. The question of applying roster-based reservation, as held by the Apex Court in R.K. Sabharwal and Others is with regard to the issue of reservation, to provide adequate representation to Schedule Caste/Tribes and Other Backward Classes in services. The roster-based reservation was one of the mechanisms provided to achieve that end. Roster based reservation indicates the reserve points in respect of posts in a particular cadre, wherein the reserve points are to be filled up from that particular reserved category and candidates belonging to the general category are not entitled to be considered for the reserved posts. It is in that context that the roster points reservation mechanism has been dealt with by the Apex Court in R.K. Sabharwal and Others. The above case is not applicable to the case in hand, as there are no reserved posts for reserved categories..... The quota-rota rules can be applied only on the coming into force of the 2017 Rules. Thus, the decision of the State respondents to fill up the 2 (two) vacant posts of Principals only by way of LDE as per the 2017 Rules, as reflected in the "Question and Answer No. 6" of the letter dated 25.04.2018, issued by the SPIO and



the Under Secretary to the Government of Mizoram, School Education Department is unsustainable and the decision taken by the State respondents in that regard is set aside.... In view of the above reasons, this Court directs the respondents to fill up one vacant post, out of the 2 (two) vacant posts of Principal of Government HSS, by way of promotion and the other remaining one post by way of LDE."

8. In view of the judicial pronouncements stated above and in supersession of notification No.A.32012/1/2003-P&AR(GSW) dated 07.01.2020, even no. dated 20.03.2020 and even no. dated 31.08.2020 which prescribed maintenance of vacancy-based roster with its further instructions, the State Government hereby ordered as follows:

(a) Vacancy-based rosters shall be maintained for filling up vacancies in case different methods of recruitment are prescribed in the service rules/recruitment rules. Vacancy-based roster ensures the preparation of roster points based on the cyclical rotation of vacancies between different methods of recruitment which in turn is based on the quota prescribed by the service rules/ recruitment rules between different methods of recruitment.

Hence, the process for making a roster is to multiply each vacancy by the prescribed quota of percentage(s) of the methods of recruitment. The roster point shall start with the method of recruitment having the highest quota of a percentage of a post.

(b) The point at which multiple for other methods of recruitment reach a whole number or immediately overstep a whole number will be the first roster point for that particular method next to the highest quota of percentage and so on, depending upon the percentage of quota for that method.

(c) When the multiples of each of the methods of recruitment attain a whole number(s) simultaneously on the first occasion against a post, the cycle of the roster point for a particular post will be achieved. The roster points define the number of roster points in a roster cycle i.e No. of vacancies required to complete one cycle of recruitment for each method of recruitment as per the prescribed quota provided in the service rules/ recruitment rules. The whole number corresponding to each method of recruitment in a particular roster point, when one cycle is completed, will be the number of roster points/vacancies applicable to the respective methods of recruitment in a roster cycle. This cycle should always be maintained irrespective of the total number of posts sanctioned for a particular post.

(d) The roster for one complete cycle for a post should first be worked out for each post and the pre-determined quota for different methods of recruitment once established will remain the same unless and until the quota for each method of recruitment provided in the relevant service rules/recruitment rules is amended.

(e) When a new quota for different methods of recruitment is prescribed over the course of time, the new provision of each quota will be effective from the date of issue of the same in the Official Gazette. However, those vacancies against which



recommendation/selection for filling up have already been finalised by respective recruiting agency but not yet filled in will not be invalidated.

The fresh roster cycle will be worked out as per the newly prescribed quota and the vacancy (ies) will be fit into the new roster. The quota for unforeseen vacancies, if occurred will be fixed as per the existing quota prescribed by the relevant rules on the date of its occurrence.

(f) In case when the service rules/recruitment rules prescribe two methods of recruitment of which both the quota are equally divided (e.g. 50%/50%). The starting point for this particular post will be "Promotion" in all cases irrespective of the number of total sanctioned posts. (Illustration No.3).

In case "Promotion" is no longer provided when the existing Service Rules/Recruitment Rules is repealed or amended, the starting point for this particular post will be "Limited Departmental Examination" (LDE).

(g) In case when the service rules/ recruitment rules provide a separate quota of percentage within one method of recruitment i.e Promotion for a specific post (more than one feeder post/grade), a sub-roster on the basis of the quota of percentage assigned to each feeder post would likewise operate out of the main roster points earmarked for that particular method of recruitment.

Illustration: Table at Illustration No 1 shows that there are 12 posts identified for the Promotion quota in one cycle. The separate percentage for two or more feeder posts/grades within this method should be worked out from the total number of 12 (twelve) posts identified for Promotion quotas as per Illustration No. 2 (a).

**Illustration No. 1: A post having 3 (three) different methods of recruitment.**

- a. Promotion (P) = 60 %.
- b. Direct (D) = 25 %
- c. Limited Departmental Examination (LDE) = 15%.

Serial No of Vacancy	Promotion (P) (60% x Col.1)	Direct (D) (25% x Col. 1)	LDE (15% x Col.1)	Roster point
1	2	3	4	5
1	0.6	0.25	0.15	P <sub>1</sub>
2	1.2	0.50	0.30	P <sub>2</sub>
3	1.8	0.75	0.45	P <sub>3</sub>
4	2.4	1	0.60	D <sub>1</sub>

5	3	1.25	0.75	P <sub>4</sub>
6	3.6	1.50	0.90	P <sub>5</sub>
7	4.2	1.75	1.05	LDE <sub>1</sub>
8	4.8	2	1.20	D <sub>2</sub>
9	5.4	2.25	1.35	P <sub>6</sub>
10	6	2.50	1.50	P <sub>7</sub>
11	6.6	2.75	1.65	P <sub>8</sub>
12	7.2	3	1.80	D <sub>3</sub>
13	7.8	3.25	1.95	P <sub>9</sub>
14	8.4	3.50	2.10	LDE <sub>2</sub>
15	9	3.75	2.25	P <sub>10</sub>
16	9.6	4	2.40	D <sub>4</sub>
17	10.2	4.25	2.55	P <sub>11</sub>
18	10.8	4.50	2.70	P <sub>12</sub>
19	11.4	4.75	2.85	LDE <sub>3</sub>
20	12	5	3	D <sub>5</sub>

Note : In case of the above illustration, when multiple (more than two) methods of recruitment is prescribed by the service rules/recruitment rules, "squeezing" may be done to attain the number of vacancies applicable to them in the roster cycle for those methods of recruitment, having quota other than the highest percentage prescribed. Vacancy No. 20 in the above table showed as both Promotion (P) and Direct (D) are entitled to fill this particular vacancy, however, since, the roster point has gone to Limited Departmental Examination (LDE) at Vacancy No. 19, the vacancy No. 20 should be identified by way of squeezing for Direct method.



Illustration No 2 (a): A post having 2 (two) different methods of recruitment.

- a. Direct (D) = 92%  
 b. Promotion (P) = 8%

Serial No of Vacancy	Direct (D) (92% x Col.1)	Promotion (P) (8% x Col. 1)	Roster Point
1	2	3	5
1	0.92	0.08	D <sub>1</sub>
2	1.84	0.16	D <sub>2</sub>
3	2.76	0.24	D <sub>3</sub>
4	3.68	0.32	D <sub>4</sub>
5	4.60	0.40	D <sub>5</sub>
6	5.52	0.48	D <sub>6</sub>
7	6.44	0.56	D <sub>7</sub>
8	7.36	0.64	D <sub>8</sub>
9	8.28	0.72	D <sub>9</sub>
10	9.20	0.80	D <sub>10</sub>
11	10.12	0.88	D <sub>11</sub>
12	11.04	0.96	D <sub>12</sub>
13	11.96	1.04	P <sub>1</sub>
14	12.88	1.12	D <sub>13</sub>
15	13.80	1.20	D <sub>14</sub>
16	14.72	1.28	D <sub>15</sub>
17	15.64	1.36	D <sub>16</sub>
18	16.65	1.44	D <sub>17</sub>
19	17.48	1.52	D <sub>18</sub>
20	18.40	1.60	D <sub>19</sub>
21	19.32	1.68	D <sub>20</sub>

22	20.24	1.76	D <sub>21</sub>
23	21.16	1.84	D <sub>22</sub>
24	22.08	1.92	D <sub>23</sub>
25	23	2	P <sub>2</sub>

Illustration No 2(b): (a) Direct (D) = 60%

(b) Promotion (P) = 40%

Serial No of Vacancy	Direct (D) (60% x Col. 1)	Promotion (P) (40% x Col. 1)	Roster Point
1	2	3	5
1	0.60	0.40	D <sub>1</sub>
2	1.20	0.80	D <sub>2</sub>
3	1.80	1.20	P <sub>1</sub>
4	2.40	1.60	D <sub>3</sub>
5	3.00	2.00	P <sub>2</sub>

Illustration No. 3 : (a) Promotion = 50%.

(b) Direct = 50%.

Serial No of Vacancy	Promotion (P) (50% x Col. 1)	Direct (D) (50% x Col. 1)	Roster Point
1	2	3	5
1	0.50	0.50	P <sub>1</sub>
2	1.00	1.00	D <sub>1</sub>
3	1.50	1.50	P <sub>2</sub>
4	2.00	2.00	D <sub>2</sub>



9. When recruitment is made vacancy based, it is possible that at any given point of time, the share of direct recruitment may increase and the share of promotion may correspondingly decrease or vice versa. In such cases, the cadre strength for direct recruitment and cadre strength for promotion would change from year to year. The term 'cadre strength' in this context implies the number of posts required to be filled up by a particular method of recruitment in terms of the applicable recruitment rules.

10. The quota prescribed for persons with benchmarked disabilities shall be calculated regarding the vacancies falling under the direct recruitment quota as prescribed in paragraph 2 of OM No. A.12027/1/2011-P&AR(GSW) dt. 18.02.2019 since the reservation for persons with benchmarked disabilities is vacancy based as per sub-section (1) of section 34 of the Rights of Persons with Disabilities Act, 2016. Thus, vacancies have to be worked out on the basis of a vacancy-based roster.

11. The quota prescribed for meritorious sportspersons shall also be calculated regarding the vacancies falling under the direct recruitment quota in the respective recruitment rules as prescribed in paragraph 3 of OM No. A.12032/1/2019-P&AR(GSW) dt. 14.11.2019. Thus, vacancies have to be worked out on the basis of a vacancy-based roster.

12. The quota prescribed for ex-servicemen shall also be calculated regarding the vacancies falling under the direct recruitment quota in the respective recruitment rules as prescribed in rule 4 of the Mizoram Ex-servicemen (Re-employment in Civil Posts) Rules, 2019. Thus, vacancies have to be worked out on the basis of a vacancy-based roster.

13. Regularisation of work-charged employees falls under direct recruitment quota as prescribed in the respective recruitment rules in line with the provisions in the Government of Mizoram Regularisation of Work-charged Employees (in Public Works Department, Public Health Engineering Department, Power and Electricity Department and other Establishments) Scheme, 2000 and thus, for the purpose of regularisation, the quota should be calculated from the vacancies falling under direct recruitment quota of one completed cycle on the basis of a vacancy based roster.

14. Regularisation of Provisional-employees falls under 35% of the direct recruitment quota as per the provisions in paragraph 3 of the Government of Mizoram Regularisation of Provisional Employees Scheme, 2020 and thus, for the purpose of regularisation, the quota should be calculated from the vacancies falling under direct recruitment quota of one completed cycle on the basis of a vacancy-based roster

15. Regularisation of Contract employees falls under 20% of the sanctioned posts in direct recruitment quota as per the provisions in paragraph 4(2) of the Government of Mizoram Regularisation of Contract Employees Scheme, 2008 as amended and thus, for the purpose of regularisation, the quota should be calculated from the vacancies falling under direct recruitment quota of one completed cycle on the basis of a vacancy-based roster



16. Notwithstanding anything in paragraph 13, 14 and 15 above, regularisation of Work-charged, Contract and Provisional employees who are otherwise eligible and falls within the reservation quota for regularisation as per the respective regularisation schemes for the vacancy year 2019-20 and before with calculations based on the erstwhile post-based roster shall continue to be considered for regularisation based on the post-based roster. However, regularisation of Work-charged, Contract and Provisional employees for vacancies falling under direct recruitment quota for the vacancy year 2020-21 and afterward shall be calculated on the basis of the vacancy-based roster for every vacancy year.

17. Cases of approvals for filling up of vacancies by any of the methods of recruitment accorded by the Government in DP&AR (ARW) and/or Finance (E) Department, wherever necessary, prior to issue of this Office Memorandum with calculations on the basis of the post-based roster or otherwise shall not be invalidated and vacancies shall be filled up accordingly.

18. Vacancies left unfilled prior to 07.01.2020 including vacancies that fall vacant in previous vacancy years with calculations on the basis of post-based roster shall continue to belong to such method of recruitment as assigned to such vacant post(s) on the basis of post-based roster in such vacancy year in case there are more than one methods of recruitment to a post/grade as per the relevant recruitment rules”.

Illustration: For instance, for vacancies falling under direct recruitment quota and limited departmental examination quota for the vacancy year 2018-19 with calculations on the basis of post-based roster and which remain unfilled as of 07.01.2020 shall continue to belong to the roster point for direct recruitment and limited departmental examination respectively in such vacancy year and the vacancies shall be filled up accordingly.

19. The term “post based roster” appearing in the following OM’s so far as it relates to the calculation of vacancies between different methods of recruitment shall be read or understood as “vacancy based roster” and hence, vacancy based rosters shall instead be included in agenda papers for promotion, regularisation, limited departmental examination, etc. for consideration of the respective Departmental Promotion Committees in respect of vacancies falling after the implementation of vacancy based roster with effect from 07.01.2020.

- i) OM on “Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to promotion and issues connected thereto” issued vide No. NoA.32012/1/2011-P&AR(GSW) dt. 28.02.2019.
- ii) OM on “Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to regularisation and issues connected thereto” issued vide No.A.12032/2/2019-P&AR(GSW) dt. 14.06.2019



- iii) OM on "Comprehensive instructions on the procedure to be followed by Departmental Promotion Committee in matters relating to the conduct of limited departmental examination and issues connected thereto" issued vide No. A-34011/1/2019-P&AR(GSW) dt. 19.07.2019
- iv) Any other government instrument in the form of an Office Memorandum, Orders, Circulars, etc. wherein the term "post based roster" appears so far as it relates to the calculation of vacancies between different methods of recruitment.

20. A Vacancy/Recruitment Register should be maintained for each post separately to determine the number of vacancies to be filled during a particular vacancy year under each recruitment method giving a running account of the vacancies arising and being filled from year to year. A prescribed format is enclosed as per Annexure for ready reference.

21. Maintenance of roster as stated above shall be computed from the vacancy (ies) which fell vacant on and after 07.01.2020.


Sd/- K.LALTHAWMMAWIA  
Secretary to the Govt. of Mizoram.

Memo No. A.12018/50/2019-P&AR (GSW)

: Aizawl, the 9<sup>th</sup> Aug, 2021

Copy to:-

1. Secretary to Governor.
2. Additional Chief Secretary to Chief Mizoram, Mizoram.
3. PS to Deputy Chief Minister, Mizoram.
4. PS to Speaker/Ministers/Deputy Speaker/Ministers of State.
5. Sr. PPS to Chief Secretary, Mizoram.
6. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries, Government of Mizoram.
7. All Administrative Departments.
8. Secretary, MPSC/SEC/MIC/AMC.
9. All Heads of Department.
10. All Deputy Commissioners, Mizoram.
11. All wings of DP&AR.
12. Website Manager, DP&AR for uploading in the website.
13. Guard File.

  
( H. LALRINPUIA )

Under Secretary to the Govt. of Mizoram.

ROSTER REGISTER

1. Name of Department : \_\_\_\_\_
2. Name of Post : \_\_\_\_\_
3. Number of post in the cadre/grade : \_\_\_\_\_
4. Method of recruitment prescribed in the service rules/recruitment rules:
  - a. Promotion (P) : \_\_\_\_\_%
  - b. Direct (D) : \_\_\_\_\_%
  - c. Limited Departmental Examination (LDE) : \_\_\_\_\_%

Year of Vacancy	Sl. No	Roster Point	Reservation of quota under Direct	Name of Official	Date of appointment	Authorised signatory	Remarks

## Note :

1. Initial preparation of the register: The name of all the officers presently holding a post on or after 07.01.2020 should be entered initially in order of the date of appointment against the correct method of recruitment to which the employee was appointed.
2. Column 1: Year of vacancy of a post as and when it fell vacant.
3. Column 2: This should be serially numbered to identify the number of posts in one cycle.
4. Column 3: Roster point is a vacancy to be filled in, it has to be started from 1(one) till one cycle is completed. The identified method of recruitment as per the quota prescribed for a post as given in the Column 5 of the Tables at Illustrations.



5. Column 4: "Direct" quota is further to be identified its particular reservation within the bracket. In the case of other method(s) of recruitment in the corresponding column-2. this column need not be filled in/to be left blank.

Example :

- (a) Direct quota meant for PwD has to be entered as "Direct (PwD)".
  - (b) Direct quota for general has to be entered as "Direct (G)".
  - (c) Direct quota for Ex-servicemen has to be entered as " Direct (Ex-S).
  - (d) Direct quota for Meritorious Sports Person has to be entered as "Direct (MSP)" and so on.
6. Column 5: Name of official appointed against the identified quota at Column 2.
  7. Column 6 : Date of appointment/joining for the official. In case of direct date of joining to be entered and in case of Promotion date of notification to be entered.
  8. Column 7 : Dated initial/signature of Authorised signatory.
  9. Separate register should be maintained for appointments made for each post/cadre.
  10. Immediately after an appointment is made, particulars of the officer shall be entered in the appropriate columns and duly signed by the authorised signatory for the purpose.
  11. The register should be maintained in the form of a running account until and unless one cycle is completed. e.g A particular post is having 20 points to complete one cycle and even if recruitment in a particular vacancy year ended at point no 6 in the roster cycle, recruitment in the following vacancy year shall begin from point no. 7 till Roster point 20 is reached/completed, except;  
In the case of a post in which methods of recruitment are divided into 50/50 percent, the roster register need not be separately maintained for every cycle but can be maintained continuously by making specific markings between every vacancy year.
  12. For any subsequent recruitment(s), a fresh cycle of roster points shall be started immediately after filling up all roster points in a particular one cycle roster.
  13. Backlog vacancies for a particular year of vacancy(ies) should be clearly marked in the register immediately when a new vacancy year started.
  14. The Head of Department/Head of Office as the case may be shall have to 'countersign" at the bottom of each page with his full name and official seal.

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