

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT – (BRANCH-IV)  
5<sup>TH</sup> LEVEL, 'B'-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002**

No.F.19(40)/2023/Res./S.IV/1816-1827

Dated: 21/11/2024

**OFFICE MEMORANDUM**

**Sub: Regarding Grouping of Posts (Direct Recruitment) in case of isolated posts and small cadres.**

A Committee of Senior Officers of Government of Delhi was constituted with the approval of the Chief Secretary, Delhi to examine the issue of correct formulation of reservation roster in institutions/departments/organizations/bodies/boards/entities etc.

The Committee has, inter alia, recommended that, Union Territory Administration of National Capital Territory of Delhi should ensure implementation of the system of "Clubbing of posts having same level of pay in accordance with the Central Educational Institutions (Reservation in Teachers' cadre) Act, 2019 and Government of India.

The recommendation of the Committee has been perused and in this connection, all the Head of Departments are informed that vide Central Educational Institutions (Reservation In Teachers' Cadre) Act, 2019 and OMs issued by DoPT, GoI, the Government of India have issued various instructions and guidelines in the matter of Clubbing of Posts. In this regard, relevant extracts from said provisions/instructions/directions are reproduced as under:-

**Section 3(1) Central Educational Institutions (Reservation In Teachers' Cadre) Act, 2019 :-**

*"...3. (1) Notwithstanding anything in any other law for the time being in force, there shall be reservation of posts in direct recruitment out of the sanctioned strength in teachers' cadre in a Central Educational Institution to the extent and in the manner as may be specified by the Central Government by notification in the Official Gazette*

*For the purpose of reservation of posts, a Central Educational Institution shall be regarded as one unit..."*

**DoPT, GoI' OMs dated 11/11/1971, 12/12/1974 & 23/07/1985:-**

*"..... In the case of posts filled by direct recruitment, isolated posts and small cadres may be grouped with posts in the same class for the purpose of reservation orders taking into account the status, salary and qualifications prescribed for the posts in question. For the purposes of determining the reservation, the vacancies occurring in various constituents of the Group may be plotted on the roster strictly in a chronological order i.e. sequence of date of occurrence. While reservations would be made according to the groups as provided above, the total reservation in any of the posts/services so grouped should not exceed 50 per cent of the vacancies to be filled in it i.e. in the particular post/service, in a recruitment year. The total reservation for SCs, STs and OBCs in any post or service should also not exceed 50 percent of the total number of posts in the particular post/service...."*

**(OM No. 1/4/1970-Estt (SCT) dated 11/11/1971)**

**(OM No. 8/1/1974-Estt (SCT) dated 12/12/1974)**

**(OM No. 36011/17/85-Estt.(SCT), dated the 23/07/1985)**



All the Departments/Institutions/Organizations/Bodies/Boards/Entities etc. under GNCTD, including MAIDS are, therefore, directed to ensure Clubbing/Grouping of posts in a time bound manner and incorporate immediately Grouping/Clubbing of posts in formulation of Roster and Recruitment process wherever applicable. It is the responsibility of the Head of the Department and Liaison Officers of all the Departments/organizations /Bodies/Boards/Universities/Medical Colleges/ Educational Institutions etc. to re-check the position regarding various posts wherever clubbing is required as per the extant DoPTs OM's & Government of India instructions. Further, the Liaison Officer will submit a action taken report in the prescribed proforma(Copy Enclosed) to the Services Department.

This issues with the approval of the competent authority.

Encls: As above

(Bhairab Dutt)

Dy. Secretary (Services)

No.F.19(40)/2023/Res./S.IV/ 1816-1827

Dated: 21/11/2024

**Copy for information and necessary action to: -**

1. All the Addl. Chief Secretaries / Pr. Secretaries / Secretaries / Head of Departments, Govt. of N.C.T. of Delhi, Delhi.
2. Section Officers (Services-II & III branch), Services Department, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
3. Section Officer (Coordination), Services Department, with the request to upload this Office Memorandum on the website of the Services Department for information of all concerned.

**Copy for information to: -**

1. Staff Officer to Chief Secretary, GNCT of Delhi.
2. P.S. to Pr. Secretary (Services), GNCT of Delhi.
3. PS to Secretary (Vigilance), GNCT of Delhi.
4. Chairperson, DSSSB, Govt. of N.C.T. of Delhi, FC-18, Institutional Area, Karkardooma, Delhi - 110 092.
5. P.A. to Spl. Secretary (Services), Govt. of N.C.T. of Delhi.
6. Dy. Secretary (Services)-I /III, Govt. of N.C.T. of Delhi.
7. Guard file.

(Bhairab Dutt)

Dy. Secretary (Services)



**PROFOMA**

Name of the Department:

Address:

Contact Number:

Details of Clubbed/Grouped Posts

Group of post: \_\_\_\_\_

S.No.	Name of the Posts grouped in	Number of Posts	Scale of the Post	Status (Permanent /Temporary /Contractual etc.	Qualification as per Recruitment Rules.

It is certified that:

(i) All the existing posts of this Department/Organization/Institution have been thoroughly scrutinized and clubbing/grouping of the isolated posts have been done as detailed above.

(ii) Clubbing/Grouping of the posts has been done strictly according to the extant Central Educational Institutions (Reservation in Teachers' cadre) Act, 2019 / DoPT O.Ms. and as detailed in the Services Department's O.M. on Clubbing/Grouping of posts.

(iii) Reservation roster of the clubbed/grouped posts is being maintained exactly as directed in DoPT O.M. No. 36011/17/85-Estt.(SCT), dated the 23/07/1985.

(Signature)  
(Name and Designation)  
( Liaison Officer)

(Signature)  
(Name and Designation)  
(Head of Department)