

GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL:::PERSONNEL(B)  
DISPUR:::GUWAHATI

No.ABP.07/2019/4

Dated Dispur, the 10<sup>th</sup> April, 2019

**OFFICE MEMORANDUM**

Subject : Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of Assam.

1. In continuation of this Department's Office Memorandum **No.ABP.07/2019/3-A dated 2.2.2019**, the following instructions are issued regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/OBCs in respect of direct recruitment in posts and services in the State Government.

**2. QUANTUM OF RESERVATION**

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in posts and services in the Government of Assam.

**3 EXEMPTION FROM RESERVATION**

3.1 "Scientific and Technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Departments:

(i) The posts should be in grades above the lowest grade in **Grade-I** of the service concerned.

(ii) They should be classified as "scientific or technical" posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed by administrative Department and the incumbents of which have to use that knowledge in the discharge of their duties.

3.2 Concurrence of Personnel (B) Department concerned should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.

**4. CRITERIA OF INCOME & ASSETS:**

4.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs. 6.00 lakh (Rupees Six lakh only)** are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be

excluded from being identified as EWS, irrespective of the family income:-

- i. 15 Bigha of agricultural Land and above in rural area.
- ii. 1 Bigha of residential land and above in rural area.
- iii. 1.5 Katha of land in notified Municipal Corporation/Municipal Board/Town Committee Area.
- iv. House of built up area more than 1000 Sq.ft. and above in notified Municipal Corporation/Municipal Board/Town Committee area.

4.2 The property held by a "Family" in different locations of different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.3 The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

## **5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:**

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by the **Circle Officer** or **Circle Officer(A)** of the Revenue circle where the candidate and/or her/his family normally resides. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as proof of candidate's claim as belonging to EWS:-

5.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed.

5.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-

" The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as *may* be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The appointing authority should verify the veracity of the Income and Asset Certificate submitted by the candidate through the certificate issuing authority.

5.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

6. **EFFECTING RESERVATION-MAINTENANCE OF ROSTERS:**

6.1 Department of **WPT&BC**, Government of Assam had circulated Office Memorandum No. **TAD/BC/68/2011/Pt-I/136 dated 4/11/2013** regarding implementation of post based reservation roster. The general principles for making and operating post based reservation roster would be as per the principles laid down in the said Office Memorandum.

6.2 Every Government establishment shall now recast Cadre-wise post-based reservation roster register for direct recruitment in accordance with format given in **Annexure II and III** as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation.

6.3 In case all posts in State Government reserved for EWS are not filled up by candidates belonging to EWS category during the recruitment process due to shortage of eligible candidates, the balance posts will be filled up from candidates of unreserved category.

6.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

7. **ADJUSTMENT AGAINST UNRESERVED VACANCIES:**

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

8. **ANNUAL REPORT REGARDING REPRESENTATION OF EWS:**

The Departments shall send single consolidated annual report including their attached/subordinate offices beginning from 15.2.2019 as per format at **Annexure-IV**.

From 01.01.2020, the Departments shall submit the data on representation of EWSs in

respect of posts/services under the **State** Government to the **WPT&BC Department** as on 1<sup>st</sup> January of every year.

9. **MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:**

9.1 Every Government establishment shall appoint a senior officer **not below the rank of Deputy Secretary** of the Department as the Grievance Redressal Officer.

9.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

10. **LIAISON OFFICER:**

Departments and Subordinate Offices **of the Departments** shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

11. The above scheme of reservation will be effective in respect of all direct recruitment vacancies notified on or after 01.02.2019.

12. All the Departments are requested to bring the above instructions to the notice of all appointing authorities under their control. In case of any difficulty with regard to implementation of the provisions of this OM, the concerned authorities may consult **Personnel (B) Department** through their administrative Department.

Sd/- Dr. K.K. Dwivedi, IAS  
Commissioner & Secretary to the Govt. of Assam  
Personnel (B) Department.

Memo.No.ABP.07/2019/4-A


Dated Dispur, the 10<sup>th</sup> April, 2019

Copy to :

1. The P.S. to the Hon'ble Chief Minister, Assam, Dispur.
2. The P.S. to the Hon'ble Minister, WPT&BC, Assam.
3. The P.S. to the Hon'ble Minister,\_\_\_\_\_.
4. The P.S. to the Chief Secretary, Assam.
5. The Chairman, Assam Administrative Tribunal, Guwahati, Assam.
6. The Chairman, Assam Board of Revenue, Guwahati, Assam.
7. The P.S. to Additional Chief Secretary, Assam.\_\_\_\_\_.
8. All Principal Secretary to the Govt. of Assam.
9. All Commissioner & Secretary/Secretary to the Govt. of Assam.
10. The Chief Electoral Officer, Assam, Dispur.
11. The Resident Commissioner, Govt. of Assam, Assam House, New Delhi.

12. The Secretary to His Excellency the Governor of Assam.
13. The Secretary, Assam Public Service Commission, Khanapara-22.
14. All Commissioners of Divisions, Assam.
15. The Principal Secretary , Assam Legislative Assembly, Dispur.
16. All Principal Secretaries to the Autonomous Councils.
17. All Deputy Commissioners.
18. The Staff Officers to the Chief Secretary of Assam.
19. All Sub-divisional Officers(Civil).
20. All Heads of Departments/All Departments of the Secretariat.
21. P.S. to all Ministers/Ministers to State/Parliamentary Secretaries.
22. The Director, Assam Govt. Press, Guwahati-21.

By order etc.



Additional Secretary to the Govt. of Assam  
Personnel (B) Department.

Government of Assam

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONIMICALLY WEAKER SECTIONS (For seat in educational institutes and posts under Govt. of Assam)**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State of Assam, Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family\*\* is below Rs. **6 lakh (Rupees Six lakh only)** for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 15 Bigha of agricultural Land and above in rural area.
- II. 1 Bigha of residential land and above in rural area.
- III. 1.5 Katha of land in notified Municipal Corporation/Municipal Board/Town Committee Area.
- IV. House of built up area more than 1000 Sq.ft. and above in notified Municipal Corporation/Municipal Board/Town Committee area.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (***In the State of Assam***).

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



## Annexure - II

### 100 POINT ROSTER FOR EWS

( Issued as concurred by the WPT&BC Department vide U.O. No.292 Dtd. 30-03-19 )

DIRECT RECRUITMENT			
Roster Point	Category for which the post should be earmarked	Roster Point	Category for which the post should be earmarked
1	UR	51	SC-4
2	OBC/MOBC-1	52	OBC/MOBC-14
3	UR	53	UR
4	UR	54	OBC/MOBC-15
5	ST(P)-1	55	ST(P)-6
6	OBC/MOBC-2	56	UR
7	UR	57	UR
8	SC-1	58	OBC/MOBC-16
9	EWS-1	59	EWS-6
10	ST(H)-1	60	UR
11	OBC/MOBC-3	61	UR
12	UR	62	OBC/MOBC-17
13	OBC/MOBC-4	63	UR
14	UR	64	UR
15	ST(P)-2	65	ST(P)-7
16	UR	66	SC-5
17	OBC/MOBC-5	67	OBC/MOBC-18
18	UR	68	EWS-7
19	EWS-2	69	OBC/MOBC-19
20	UR	70	ST(H)-4
21	OBC/MOBC-6	71	UR
22	SC-2	72	UR
23	UR	73	OBC/MOBC-20
24	UR	74	UR
25	ST(P)-3	75	ST(P)-8
26	OBC/MOBC-7	76	OBC/MOBC-21
27	UR	77	UR
28	OBC/MOBC-8	78	EWS-8
29	EWS-3	79	SC-6

## Annexure - II

30	ST(H)-2	80	OBC/MOBC-22
31	UR	81	UR
32	OBC/MOBC-9	82	UR
33	UR	83	UR
34	UR	84	OBC/MOBC-23
35	ST(P)-4	85	ST(P)-9
36	SC-3	86	UR
37	OBC/MOBC-10	87	EWS-9
38	EWS-4	88	OBC/MOBC-24
39	OBC/MOBC-11	89	UR
40	UR	90	ST(H)-5
41	UR	91	OBC/MOBC-25
42	UR	92	UR
43	OBC/MOBC-12	93	SC-7
44	UR	94	UR
45	ST(P)-5	95	ST(P)-10
46	UR	96	OBC/MOBC-26
47	OBC/MOBC-13	97	EWS-10
48	EWS-5	98	UR
49	UR	99	OBC/MOBC-27
50	ST(H)-3	100	UR

The Reserved Roster Points

ST(P) - 10
SC - 7
ST(H) - 5
OBC/MOBC - 27
<u>EWS - 10</u>
<b>Total = 59 Nos</b>

Reservation of Roster Points :

ST(P) = 5, 15, 25, 35, 45, 55, 65, 75, 85, 95  
SC = 8, 22, 36, 51, 66, 79, 93  
ST(H) = 10, 30, 50, 70, 90  
OBC/MOBC = 2, 6, 11, 13, 17, 21, 26, 28, 32, 37, 39, 43, 47, 52, 54, 58, 62, 67, 69, 73, 76, 80, 84, 88, 91, 96, 99  
EWS = 9, 19, 29, 38, 48, 59, 68, 78, 87, 97





# Annexure-III

(Issued as concurred by the WPT&BC Department vide U.O. No.292 Dtd. 30-03-19)

The 13 point Roster is as follows:-

Cadre Strength	Initial Recruitment	Replacement No															
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th			
1	UR 1	OBC 2	UR 3	UR 4	ST(P) 5	OBC 6	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14			
2	OBC	UR 3	UR 4	ST(P) 5	OBC 6	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14				
3	UR	UR 4	ST(P) 5	OBC 6	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14					
4	UR	ST(P) 5	OBC 6	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14						
5	ST(P)	OBC 6	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14							
6	OBC	UR 7	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14								
7	UR	SC 8	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14									
8	SC	EWS 9	OBC 10	UR 11	UR 12	UR 13	ST(H) 14										
9	EWS	OBC 10	UR 11	UR 12	UR 13	ST(H) 14											
10	OBC 10	UR 11	UR 12	UR 13	ST(H) 14												
11	UR	UR 12	UR 13	ST(H) 14													
12	UR	UR 13	ST(H) 14														
13	UR	ST(H) 14															

In 13 point Roster reservation points are

ST(P)-----1  
 SC-----1  
 OBC/MOBC-----3  
 EWS-----1

Reservation Roster Point

ST(P)-----5  
 SC-----8  
 OBC/MOBC-----2,6,10  
 EWS-----9

Name of the Department

Report for the year ending 31 December	Unfilled vacancies as on 01.02.2019					Vacancies filled up during the year ending					Total vacancies filled up since 01.02.2019				
	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR

Note 1: Single consolidated annual report may be sent in respect of the Department and its attached and sub-ordinate offices.