

# Process flow to Implement Reservation for Amin and Special Survey Clerk

Advertisement for the recruitment of Special Survey Special Survey Clerk has been published on 01 March, 2019.

## Implementation of Reservation

Stepwise Details of implementation of Reservation (Vertical as well as Horizontal) for each category: --

### Unreserved Category

1. Preparation of list of all eligible applicants, convert the grade/ percentage of marks and experience (if any) into points as per Rule as per advertisement. [grade to be converted into percentage of marks]

### Vertical Reservation

2. Vertical reservation: Preparation of open merit list of unreserved category (40%)

### Horizontal Reservation

3. Horizontal reservation for women in Unreserved Category (35%)
  - a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
  - b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
  - c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

### Reserved Category

4. Preparation of list of all eligible applicants having domicile certificate of Bihar after preparation list of unreserved candidates, convert the grade/ percentage of marks and experience (if any) into points as per Rule. [grade to be converted into percentage of marks]

### Vertical Reservation

#### EWS Category:

5. Vertical reservation: Preparation of merit list of EWS categories (10%)

#### SC Category:

6. Vertical reservation: Preparation of merit list of SC categories (16%)

#### ST Category:

7. Vertical reservation: Preparation of merit list of ST categories (1%)

#### EBC Category:

8. Vertical reservation: Preparation of merit list of EBC categories (18%)

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**BC Category:**

9. Vertical reservation: Preparation of merit list of BC categories (12%)

**WBC Category:**

10. Vertical reservation: Preparation of merit list of WBC categories (3%)

**Horizontal Reservation**

**EWS Category:**

**11. Horizontal reservation for women in EWS Category (35%)**

- a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
- b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
- c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

**SC Category:**

**12. Horizontal reservation for women in SC Category (35%)**

- a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
- b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
- c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

**ST Category:**

**13. Horizontal reservation for women in ST Category (35%)**

- a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
- b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
- c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

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**EBC Category:**

**14. Horizontal reservation for women in EBC Category (35%)**

- a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
- b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
- c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

**BC Category:**

**15. Horizontal reservation for women in BC Category (35%)**

- a. If reservation for women gets fulfilled 35% on merit, then no further reservation is required.
- b. If it is less than 35%, then any shortfall in the reservation would be fulfilled from the list below merit list, by replacing the available candidates from lower to higher in merit; without disturbing other women candidates in between.
- c. If above process does not fulfil the reservation, then balance equivalent numbers are to be filled from male candidates.

**PH and FF Category:**

**A. People with Disability/ Divine body**

4% reservation is earmarked for PWD, one percentage each for vision defect, hearing, bone related and psychological depression. In case the candidates are not available in any of 4 categories, the seat will be filled by selecting candidates from rest PWD category in respective ratio. This is to be filled by replacing the lowest to highest in merit in their respective category. *(Keeping in mind- Female Reservation and Bihar Govt Polytechnic College Reservation)*

*\*A PH candidate selected on his/her merit till step 22 will not be considered as in PH reservation.*

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**B. Dependents of Freedom Fighters (Paternal Grandson son/daughter and maternal Grandson Son/Daughter)**

Dependents of Freedom Fighters have 2% horizontal reservation. This is to be filled by replacing the lowest to highest in merit in their respective category. (Keeping in mind- Female Reservation and Bihar Govt Polytechnic College Reservation)

*\*A dependent of FF candidate selected on his merit till step 22 will not be considered as in FF reservation.*

**Note:**

*\* Once a candidate has been selected under one provision/ reservation, then that candidate will not be counted under another provision/ reservation. For other provision/ reservation some other candidate will get selected.*

*Ex: (i) If a PWD women candidate is selected under women's reservation, she will not be counted in Physical handicapped reservation.*

*(ii) If a physically handicapped, dependent of freedom fighter candidate gets selected under dependent of Freedom fighter reservation; his/ her candidature will not be counted under PWD reservation. Some other candidate will be selected under PWD reservation.*

**References:**

- GAD letter no: 11364, Dated: 04/09/2017
- GAD Resolution no: 963, Dated: 20/01/2016
- GAD letter no: 2622, Dated: 26/02/2019
- Directorate of Land records and Survey Recruitment Advertisement: Adv No- 02/2019 and 05/2019

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