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सचिव

AMIT KHARE, IAS
Secretary

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भारत सरकार
Government of India
शिक्षा मंत्रालय
Ministry of Education
उच्चतर शिक्षा विभाग
Department of Higher Education
127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001
127 'C' Wing, Shastri Bhawan, New Delhi-110 001
August 24, 2021

D.O No. 33-2/2021-TS-III (Pt.I)

Dear Madam/Sir,

I am writing in connection with the faculty positions that are lying vacant, especially in the Scheduled Castes, Scheduled Tribes, Other Backward Classes and EWS category in the Central Higher Education Institutions (CHEIs) functioning under the administrative control of the Ministry of Education.

2. In order to clear this backlog, it has been decided that all CHEIs should fill these vacancies in a Mission Mode within a period of one year starting from 5th September, 2021 to 4th September, 2022 and to report about the action taken and progress made in this regard through the following mechanism:-

- (i) Include a separate chapter in their Annual Report (starting from 2021-22) depicting the status of filling up of backlog vacancies in tabular format during the year;
- (ii) Include an agenda item in every Finance Committee / Board of Governors/ Board of Management meeting, giving status of filling up of backlog vacancies;
- (iii) Heads of all CHEIs will send a monthly report to Secretary (HE) (starting from September 2021) appraising the status of action taken.

3. All CHEIs are requested to strictly comply with the above instructions and to undertake special drive to fill backlog vacancies in their institutions on Mission Mode.

With regards,

Yours sincerely,

Amit Khare
24.8.2021
(Amit Khare)

To,

All Directors of IITs/NITs/IIITs/IIMs
All Vice Chancellors, Central University
All Heads of Centrally Funded Higher Education Institutions & Councils
(viz. NITTTR/GKCIET/SLIET/NERIST, etc.)

F. No. 32-20/2019-TS-I
Government of India
Ministry of Education
Department of Higher Education
Technical Section-I

Shastri Bhawan, New Delhi

Dated: 03/12/2021

To,

The Directors,
All IITs

Subject: Regarding creation of cells for supervision of proper maintenance of roster register, compliance of various statutory provisions, timely advertisement and filling up of posts in various central institutions.

Sir,

I am directed to refer to the subject mentioned above and to say that a cell is constituted in IIT Division for supervision of proper maintenance of rosters/registers, compliance of various statutory provisions, timely advertisement and filling up of posts in IITs. This cell will be headed by Director (IITs) supported by Under Secretary (IITs) and TS-I Section.

2. It has been proposed that the Liaison Officers for SC/ST/OBC/PwD in all IITs will coordinate with the Cell constituted in the Ministry. They are required to send a monthly report on inspection of reservation rosters registers and its proper maintenance, compliance of various statutory provisions, advertisement and filling up of various faculty/non-faculty posts in the prescribed format to the TS.I Section (copy enclosed). In addition to the aforementioned activities Liaison officers are required to:

- i. Maintain a copy of the advertisement issued in respect of Faculty and Non-faculty recruitment.
- ii. Maintain the details of special recruitment drives.
- iii. Maintain record of grievances received with regard to recruitment from reserved category applicants, if any, along with details of action taken on the grievances.

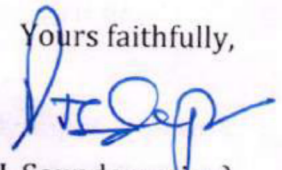
3. All IITs will ensure providing suitable training on rules relating to reservation to SCs/STs/OBCs/EWS/PWD through ISTM under Department of Personnel and Training, to all liaison officers and administrative staff dealing with filling up of posts. They shall be sensitized about the guidelines given in the Brochure on Reservation for SCs, STs and

OBCs by DoPT. A request is being sent to the Administration Division of the Department to take up with ISTM for providing customised training programme on reservation to IITs.

4. Annual report in the format prescribed in Chapter IX of Brochure on Reservation (copy enclosed) may be sent to TS-I section.
5. Annual Inspection of Reservation Rosters / Establishment Registers at IITs will be made by the Officers of IIT Division & the Liaison Officers and the Administration of concerned IIT shall make available all relevant records relating to implementation of reservation for inspection.
6. It is requested to take necessary action in this regard.

Encl: As above

Yours faithfully,



(P. J. Soundararajan)

Under Secretary to the Govt of India

Tel: 011-23381698

- 1) Copy to Dir (Admn) with a request to take up with ISTM for providing customised training to the staff / officers of IITs in following reservation to SCs/STS/OBCs/EWS/PWD.
- 2) Copy for information to DD (TE), TC Section.

**Format of Monthly Inspection Report to be submitted by Liaison
Officer of IITs**

1) Name of the Institute:-

2) Name of the Liaison Officer:-

3) Number of Rosters maintained:-

4) Number of Rosters inspected :-
(13/200 point as the case may be)

5) Discrepancy, if any, got rectified: Yes / No

6) Special Recruitment Drive launched during the month: Yes / No

7) No. of fresh recruitment during the month:-

	General	OBC	SC	ST	EWS	PwD	Total
Faculty							
Non Faculty (Group A)							
Non Faculty (Group B)							
Non Faculty (Group C)							

8) No. of officers trained on reservation rules: