

REGARDING GUIDELINE OF  
U.G.C. ON RESERVE POLICY.

**\*GOVERNMENT OF GUJARAT  
EDUCATION DEPARTMENT,  
CIRCULAR NO.UGY/1209/3496/PART-1/KH-2  
SECRETARIAT, GANDHINAGAR  
DATED:- 24-10-2016**

**READ:-** Guideline published on Reservation Policy by the University Grants Commission New Delhi vides Letter No. F, 1-5 / 2006 (S.T.C) dated :-25-08-2006

**Circular :-**

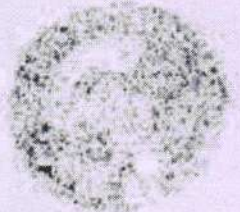
Universities and Principals of the affiliated colleges under this Department, Heads of recognized institutions, Heads of University Postgraduate Departments and the Professors in charge of the Postgraduate Centers run by the University are informed that as per the orders given by Government and various Statutory Bodies, it is expected that action will be taken for admission in the Institutes. In addition, as per the reservation policy prescribed by the Central /State Government, student admission and staff recruitment process in Government/ semi-Government/Grant in aid institutions as well as in self finance colleges / Institutions are only required to strictly adhere to the student reservation policy. In view of the existing provisions regarding the reserve policy, for the sake of administrative simplicity as well as for the proper understanding of the administrators / implementers, the policy regarding admission in the reserve category in the University and all the colleges affiliated to the University as well as staff recruitment should be the same in all the Institutions, and for that the Provisions are as stated below. The surveyors are therefore advised to strictly implement it.

**Reserve ratio :-**

Sr. No.	Detail	Percentage of reserved space
1	Reserved race (Scheduled Castes)	07 %
2	Scheduled Tribes	15 %
3	Socially and Educationally Backward Classes (SEBC)	27 %



*[Handwritten Signature]*  
Registrar  
Gandhinagar University  
Gandhinagar





## STUDENTS ADMISSION:-

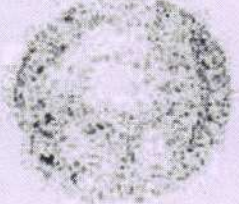
- (1) Undergraduate, Postgraduate, M.Phil., Ph.D. Etc. Student admission in all the courses of the Level as per the prescribed proportion.
- (2) Exemption will have to be given subject to the rules of Central Government, UGC, various Statutory bodies in the prescribed educational qualification, age limit, experience, passing standard in entrance examination etc. for admission.
- (3) In case of non-implementation of any special provision regarding lower percentage of Scheduled Caste, Scheduled Tribe student admission, in case of unavailability of the said Students, admission will have to be given up to passing standard.
- (4) Admission procedure will have to be done separately for Scheduled Caste, Scheduled Tribe Students.
- (5) If Scheduled Caste, Scheduled Tribe students are admitted as per general merit on the basis of Their merits, except for exemption from payment of prescribed standards such as admission Fee, session fee which is applicable to them, then Scheduled Caste, Scheduled Tribe students not to be taken into account, but to be considered to have been admitted to the general level.
- (6) If the candidates of Scheduled Caste/Scheduled Tribe are not available as per the prescribed Proportion, then in the category of vacancies in Scheduled Castes/Scheduled tribes, vacancies can be admitted mutually.
- (7) If the candidates of Scheduled Caste / Scheduled Tribe are not available as per the prescribed Proportions, to be widely published in the national level newspapers.
- (8) Organizing short term coaching classes to prepare students for the admission process.
- (9) The Admission Process Committee must have one representative from either Scheduled Caste / Scheduled Tribe.

## Staff Recruitment:-

- (1) Separate interview procedure will have to be conducted for SC / ST candidates.
- (2) Candidates belonging to Scheduled Castes / Scheduled Tribes, if selected on the basis of merit based on their merits, shall be counted against the prescribed proportions of that category, except for exemption from payment of prescribed norms such as application fee etc. applicable to them. But regarding counting in general level, as per date: 29-01-2000 and date: 23-07-2004 of General Administration Department, the instructions have to be followed and the existing instructions regarding the roster of the Government have to be followed from time to time.
- (3) In promotion if reserve level candidates are not available in the feeder cadre, the vacancy will have to be filled by direct recruitment and the proportion will have to be maintained.
- (4) Recruitment / promotion procedure has to be done as per the roster numbers prescribed by the Government.
- (5) Organizing short term coaching classes to prepare candidates for staff recruitment, competitive examinations.
- (6) There must be 1 representative of Scheduled Caste / Scheduled Tribe in the selection committee.



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### Hostel admission:-

- (1) Admission as prescribed.
- (2) No rent will be charged from Scheduled Caste / Scheduled Tribe students.

### Staff Quarters :-

- (1) Allocation as prescribed

An officer at the level of Deputy Registrar has been appointed for the coordination, control and implementation of operations at all the Universities. In order to implement the reservation policy, an advisory committee will have to be formed at each college level in place of the chairperson of the principal of that college. Whose structure is as follows. Committee meeting to be called in every 3 months. To review the action taken in the previous meetings in that meeting. To review the reservation policy prescribed by the Central Government and the State Government in that college / institution and to maintain the standard in the matter of student admission / staff recruitment. Control, implementation will have to be done. The formation and action of the committee will have to be reported to the SC-ST cell of the University here.

### Advisory Committee at the College:-

- (1) Principal / Head of the concerned organization
- (2) Two to four academic staff-members (including members of Scheduled Castes / Scheduled Tribes)
- (3) A- District Backward Classes Welfare Officer of the concerned district  
B- Vigilance Officer, Tribal Welfare } Representative of the Government
- (4) Deputy Registrar, Representative of SC-ST Cell-University's Representative.

A copy of the guideline issued by the University Grants Commission regarding the implementation of the reserve policy is also included in the implementation sense, for which all Universities are informed to do for strict implementation.

All Universities under the Department of Education are directed to amend the applicable Statutes / Ordinances / Regulations or Rules of the University or to introduce the provisions of this Circular by following the rules as per the instructions of the Circular presented in the competent authorities of the University.

By order and in the name of Governor of Gujarat.

SD/-  
**(Nikunj Jani)**  
Under Secretary,  
Education Department.

\*Translated version



A handwritten signature in black ink, appearing to be "N. Jani".

Registrar

Navivan University

24-1-1977





Ten percent reservation in favour of Economically Weaker Sections in Gujarat State.

Government of Gujarat  
Social Justice & Empowerment Department.  
Resolution No.EWS/122019/45903/A  
Sachivalaya, Gandhinagar  
Dt.23/01/2019

**Read :**

- (1) The Constitution (One Hundred and Third Amendment) Act-2019.
- (2) Government of India, Ministry of Human Resource Development, Deptt. of Higher Education, OM No. F. No. 12-4/2019-U1, dt. 17/01/2019
- (3) Government of India, Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Training, OM No. F.No.-36039/1/2019-Estt.(Res.) dt.19/01/2019.

**Preamble**

Whereas at present under Articles-15 and 16, Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes/Other Backward Classes are availing the constitutional benefit of reservation in the admission to the educational institutions, including private educational institutions, whether aided or unaided, and reservation in the civil posts and services also under the Gujarat State in the ratio of 7% for Scheduled Castes, 15% for Scheduled Tribes and 27% for Socially and Educationally Backward Classes / Other Backward Classes.

And Whereas Parliament of India, vide the Constitution (One Hundred and Third Amendment) Act-2019, has amended the Articles-15 and, 16 and provisions have been made for reservation in admission in educational institutions and appointments in civil posts and services under State in favour of Economically Weaker Sections of citizens in addition to the existing categories such as Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes. This Constitutional Amendment has come into force with effect from dt. 14/1/2019.





And therefore now Gujarat State is empowered under Part-III of the Constitution of India to make special provisions for reservations in favour of persons who are not covered under the existing scheme of reservation for Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes, hence the following resolution is passed.

### Resolution

1. There shall be 10% reservation in favour of Economically Weaker Sections(EWSs) of citizens / persons who are not covered under the existing scheme of reservation for Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes, in the admissions to the educational institutions, including private educational institutions, whether aided or unaided, as prevalent at present, and in the appointments in civil posts and services under the State of Gujarat. This reservation in educational institutions would not apply to the minority educational institutions referred to in clause (1) of Article-30 of the Constitution of India.
2. This 10% reservation shall be in addition to the existing reservation of 7%, 15% and 27% respectively for Scheduled Castes, Scheduled Tribes, and Socially and Educationally Backward Classes.
3. The eligibility criteria for identification of the Economically Weaker Sections of the citizens/persons shall be as under :

Persons whose annual family income is less than Rs. 8.00 lakhs are to be identified as EWSs. 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. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application.
4. Certificates for eligibility for reservation in favour of Economically Weaker Sections of citizens shall be in the format as prescribed. Competent authorities to issue such certificates for the reservation under the State Government shall be as under :
  - (1) District Magistrate/Additional District Magistrate/Collector/Additional Collector/Dy. Collector / Asst. Collector





- (2) Revenue officers not below the rank of the Mamlatdar / Tehsildar
  - (3) Taluka Vikas Adhikari (TDO)
  - (4) District Dy. Director, (Developing Caste Welfare) / Social Welfare Officer (Developing Caste Welfare)
  - (5) It is clarified here that, for the reservation under Central Government the Competent authorities for issuing Certificates for eligibility shall be Officers not below the rank of Tehsildar/Mamlatdar.
5. When eligibility certificate in favour of Economically Weaker Sections of citizens is denied by the certificate issuing authority or when such certificate is found to be issued wrongly, the appellate authorities and procedure shall be as under :
- (1) Where the decision is taken by the Mamlatdar /Tehsildar/ Taluka Development Officer / Dy. Director (Developing Caste Welfare)/ Social Welfare Officer (Developing Caste Welfare), the appellate authority shall be the Prant Officer / Dy. Collector / Asst. Collector.
  - (2) Where the decision is taken by the Additional Collector/Prant Officer / Dy. Collector / Asst.Collector, the Appellate authority shall be Collector.
  - (3) Where the decision is taken by the Collector, the appellate authority shall be the State Level Scrutiny Committee.
  - (4) The appellate authorities shall dispose the appeals before them as far as possible within 30 days from the receipt of such appeals.
  - (5) The record being created while issuing the eligibility certificates and disposing the appeals shall be maintained permanently.
6. This 10% reservation policy introduced by Gujarat State shall be applicable for the admissions and appointments under Gujarat State and shall be available to the original inhabitant of Gujarat State i.e. those who have been permanently settled in Gujarat State on or prior to 1-4-1978.
7. Thirty three percent of posts from within 10% quota shall be further sub-reserved for women belonging to the same Economically Weaker Sections.
8. This resolution has come into force with effect from Dt.14-01-2019. General Administrative Department and other concerned nodal administrative departments such as Education Department, Health and Family Welfare Department etc. shall have to issue necessary further detailed resolutions, orders and circulars to facilitate the implementation of this policy of 10% reservation, while keeping in mind, where it is required, the guidelines issued by Government of India





9. This resolution is issued with the concurrence of General Administrative Department vide its note Dt. 23.01.2019

By order and in the name of Governor of Gujarat.



(K.G.Vanzara)

Additional Secretary

Social Justice and Empowerment Deptt.

Copy to:-

- Principal Secretary to Hon. Governor, Raj Bhavan, Gandhinagar.\*
- Principal Secretary to Hon. Chief Minister, Gujarat State, Gandhinagar
- Personal Secretary to Hon. Dy.Chief Minister, Gujarat State, Gandhinagar
- Personal Secretary to Leader of Opposition, Gujarat Vidhansabha, Gandhinagar
- Personal Secretary to Minister, Social Justice and Empowerment Department, Gujarat State, Gandhinagar.
- Personal Secretary to Minister of State, (Welfare of Socially and Educationally Backward Classes), Gujarat State, Gandhinagar.
- Personal Secretaries to All Ministers, Gujarat State, Gandhinagar.
- Personal Secretaries to all the Hon'ble Ministers of State, Sachivalaya, Gandhinagar.
- Additional Chief Secretary, General Administrative Department, Gujarat State, Gandhinagar.
- Additional Chief Secretary to Revenue Department, Sachivalaya, Gandhinagar - for information and with a request to send it to all the officers authorized in this regard.
- Additional Chief Secretary, Health and Family Welfare Department, Sachivalaya, Gandhinagar.
- Principal Secretary, Education Department, Sachivalaya, Gandhinagar.
- Principal Secretary, Panchayat, Rural Housing and Rural Development Department, Sachivalaya, Gandhinagar.
- The Director of Information, Gujarat State, Gandhinagar – with a request to publish a press note in this regard.
- The Secretary, Gujarat Public Service Commission, Near Chh-3 circle, Chh Road, Gandhinagar.





- The Secretary, Gujarat Panchayat Service Selection Board, 5<sup>th</sup> Floor, Block-2, Karmyogi Bhavan, Gandhinagar.
- The Secretary, Gujarat Subordinate Service Selection Board, 1<sup>st</sup> Floor, Block-2, Karmyogi Bhavan, Gandhinagar.
- The Director, Developing Caste Welfare, Gujarat State, Dr. Jivraj Mehta Bhavan, Gandhinagar.
- All the District Collectors – With a request to send it to all the officers working under him/her).
- All the District Development Officers.
- All the Deputy Directors (D.C.)/District Social Welfare Officer (D.C.) – through D.C. Office.
- The Computer Branch, Social Justice and Empowerment Department, Sachivalaya, Gandhinagar – With a request to publish it online with GR of the Branch.
- National Informatics Centre, Block No. 13, 2<sup>nd</sup> floor, New Sachivalaya, Gandhinagar.
- ✓ D.Y.SO. Select File.
- Branch Select File.

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 \* By letter.

