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**GENERAL ADMINISTRATION & PUBLIC GRIEVENCE DEPARTMENT**

**RESOLUTION**

The 4th July, 2017

**Subject : Principles for first posting of all newly recruits under the State Government.**

The principle of first posting of newly recruited persons to different posts and services under the State Government has engaged the attention of the Government for sometime past. In order to ensure transparency and fairness in the first posting of direct recruits to posts and services under the State Government, it has been decided to follow a choice based system which is open and transparent. The following procedure should hence forward be followed for deciding the first place of posting of direct recruits to the State Government Posts and Services.

1. Consequent upon completion of selection process and approval of the select list by the concerned Appointing Authorities, the new recruits shall be issued appointment orders without mentioning particular post. In the cases where the new Officers/employees are required to undergo training as per the provisions of the Cadre Rules the appointment order shall also bear mention of the same without detail posting orders.

2. The concerned Establishment of the Administrative Department shall organise a counselling session within a week of issue of appointment orders. The Administrative Department will make careful analysis of all the vacant posts and decide to fillup the posts which are essential for Administration and prioritise the same in that order. All the vacant posts with exact place of posting (called Vacant Post List - which must have equal number of posts as the total number of candidates who have been issued appointment orders) shall be made known to all the candidates present on the day of counselling, as well as through online medium.

3. The appointed candidates are to be placed in eight categories in order of merit as follows:—

- 1.ST(W)
- 2.ST(M)
- 3.SC(W)
- 4.SC(M)
- 5.SEBC(W)
- 6.SEBC(M)
- 7.UR(W)
- 8.UR(M)

(Within each of the above eight category lists, PH candidates have to be brought forward to give them overriding preference.)

4. Once the candidates are placed in these lists, they are to be allowed to exercise choice of posting out of the Vacant Post List, one by one, while ensuring that the choices are exercised alternately between reserved and unreserved category candidates in following order:—

1. ST(W) 2.UR(W) 3.SC(W) 4.UR(W) 5.SEBC(W) 6.UR(W)
7. ST(M) 8.UR(M) 9.SC(M) 10.UR(M) 11.SEBC(M) 12.UR(M)

5. The above cycle shall be repeated till all the candidates are allotted against the vacancies. In this process, as the posts are allotted to the first candidate, the Vacant Post List will get reduced by excluding that post, and the next candidate will choose from this reduced Vacant Post List and so on. In case within a particular category, women list is exhausted, the male list of that category should be used while seeking the choice of posting. If a particular category, such as SEBC, gets completely exhausted, then to maintain alternate opportunity to reserved and unreserved category, SEBC and UR sequence should be removed, making it four post (ST, UR, SC, UR ) cycle. The candidates shall exercise their choice on the spot according to his turn or concerned Establishment shall ensure written choices/online submission of choices. The process will keep on repeating alternately between reserved and unreserved category of candidates till all the candidates are allotted the posts from Vacant Post List, which will keep getting shorter and shorter after exercise of choice by the candidates. In case of absent candidates or the candidates who have not exercised any choice, the original order of posts in the Vacant Post List will be taken as default order of choice.

6. After completion of allotment of posts to all the appointed candidates, on the same day of counselling, a brief orientation must be organised by the Administrative Department, providing general guidance about Service conditions, HRMS and use of Technology, Conduct Rules, need for maintaining absolute integrity, and orientation towards efficient Public service delivery.

7. Where the new recruits are sent for training without issuing posting orders, the procedure outlined above should be adopted on last day of completion of the training. Efforts should also be made to use IT(Information Technology) to automate the entire process.

This shall be effective from the date of issue and must be adhered to scrupulously.

#### ORDER

Ordered that the Resolution be published in the Extraordinary Gazette for general information and copies be forwarded to all Departments, all Heads of Departments and all Collectors for information.

By Order of the Governor

A.K.K. MEENA  
Special Secretary to Government