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- Each of the Department needs to analyse whether the backlog is on account of a change in the job profile that has resulted in inadequate number of individuals from the target groups in the recruitment net, owing to the reasons that such individuals not having requisite skill or qualification. It is important that various kinds of skills set required would need to be analysed and reviewed by the Departments.
 - Departments having specialised posts need to devise policy strategies to ensure that individuals from the target group do not get excluded from the zone of consideration of such posts. The target groups may be provided as much exposure to employment oriented training and specific job oriented training with the initiative to publicise in a manner that it percolates to the maximum extent to prospective candidates. It is necessary that the strategy for enhancement of employability would also be inclusion of maximum number of candidates of these categories in the zone of consideration of reserved category posts.
 - Though the educational qualifications prescribed in Recruitment Rules for a post cannot be diluted, desirable qualifications may be relaxed or not taken into account at all while considering candidature of SCs/STs/OBC candidates. This may be made conditional to obtain such desirable qualification after joining the service, for which employing body should provide full support including tuition fee, special leave, etc.