



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)
Under Ministry of Education, Govt. of India



PROF. N.V. RAMANA RAO

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Director

NITRR/DIR/S-1/2025/**373**

Date: 29.10.2025

OFFICE ORDER

In Compliance with Government of India guidelines, particularly DoPT OM No. 43011/153/2010-Estt. (Res.) dated 4th January 2013, **A Special Reservation Cell (SRC)** is hereby constituted with the following members:

Sl. No.	Name	Designation	Role
1	Dr. Mithilesh Atulkar Professor, Deptt. of MCA	Liaison Officer (SC/ST)	Chairperson
2	Dr. R.K Jade Associate Professor, Deptt. of Mining Engg.	Liaison Officer (OBC/EWS)	Member
3	Dr. J. Satya Eswari Associate Professor, Deptt. of Biotechnology	Liaison Officer (PWD)	Member
4	Shri Rakesh Chaudhary Assistant Registrar, Finance & Accounts Section	Liaison Officer (Ex-Service)	Member
5	Shri Ajaii Sharma Joint Registrar, Establishment Section	Convenor	Member Secretary

**The committee may induct Guest Expert from reputed Institution as External Member (Maximum-2) as and when required.*

The broad guidelines and mandate of the Committee is given in Annexure-I. The committee is expected to adhere and comply with various guidelines as annexed herewith in consonance with relevant guidelines issued by the the Central Govt. from time-to-time.

N.V.



[Prof. N. V. Ramana Rao]
Director

Copy to:

1. All Concerned Members
2. Registrar, NIT Raipur
3. Joint Registrar, NIT Raipur
4. All employees

1. Roles and Responsibilities of the Member Secretary

The **Member Secretary** (Joint Registrar, Establishment Section) shall:

1. Be responsible for the **preparation of all reservation rosters** in accordance with the Government of India norms.
2. Ensure **timely updation of rosters** before each recruitment or promotion cycle.
3. **Convene meetings** of the Special Reservation Cell in consultation with the Chairperson after roster updation.
4. Present the **updated reservation rosters**, duly checked and verified by the Establishment Section, to the Special Reservation Cell for review.
5. Invite **External Members (if needed)** in consultation with the Chairperson, depending on the nature or sensitivity of the roster.
6. Maintain comprehensive **records of all reservation rosters and related documentation** in both physical and digital formats, where feasible.

2. Additional Compliance and Operational Guidelines

a. Training and Capacity Building

- All Liaison Officers must undergo training on reservation policies via the **iGOT Karmayogi platform** or any other agency designated by DoPT.
(Ref: DoPT OM No. 36023/1/2024-Estt.(Res-I), dated 22 October 2024)

b. Inspection of Reservation Registers

- Each Liaison Officer shall conduct at least **one annual inspection** of reservation and roster registers maintained by the Establishment Section.

c. Grievance Redressal

- The Special Reservation Cell shall serve as a **nodal body for grievance redressal** related to reservation implementation, particularly for candidates from SC/ST/OBC/EWS/PwD/Ex-servicemen categories.

e. Category-Wise Rosters

- Separate reservation rosters shall be prepared and maintained for **EWS** and **PwD** categories, as per the latest Government of India norms.

f. Digital Record-Keeping

- Rosters should be **digitized and maintained in a secured system** to ensure transparency, accessibility, and audit readiness.

g. Backlog and De-Reservation Monitoring

- The Cell shall monitor **backlog vacancies** and recommend appropriate action.
- **De-reservation**, if necessary, must follow strict GoI guidelines and be carried out with **proper approvals**.

h. Coordination with Recruitment Committees

- The Cell shall work closely with **Selection/Recruitment Committees** to ensure roster-based positions are followed during appointments.

i. Reporting to Authorities

- The Establishment Section shall compile and submit **annual returns and compliance reports** to the concerned **Ministries or Commissions**, in consultation with respective Liaison Officers, through the **Registrar, NIT Raipur**.

j. Roster Approval Process

- For **teaching posts**: Rosters shall be submitted to the **Board of Governors**, through the **Director**.
- For **non-teaching posts**: Rosters shall be submitted to the **Director** through the **Registrar**.

k. Confidentiality and Integrity

- All members of the Cell must ensure **confidentiality** of data and uphold the principles of **fairness, non-discrimination, and integrity**.

l. Review of Cell Composition

- The composition and terms of reference of the Cell shall be **reviewed biennially** or as per institutional needs, to align with updated government norms.

m. Administrative Support

- The **Establishment Section** shall provide all necessary **administrative infrastructure and support** to enable Liaison Officers and the Cell to function effectively.

3. Reference OMs and Circulars

- DoPT OM No. 43011/153/2010-Estt.(Res.) dated 4th January 2013
- DoPT OM No. 36039/1/2019-Estt.(Res) dated 31st January 2019 (EWS)
- DoPT OM No. 36034/2/2017-Estt.(Res) dated 31st December 2021 (Ex-Servicemen)
- DoPT OM No. 36023/1/2024-Estt.(Res-I) dated 22 October 2024 (Training of Liaison Officers) and any other relevant
- DoPT OM No. 43011/153/2010-Estt.(Res.) dated 8 December 2022 (Reiteration of Liaison Officer responsibilities)

All actions related to reservation roster preparation, maintenance, verification, and implementation shall be carried out strictly in accordance with the provisions of the Government of India reservation policy, and in particular as per the DoPT OM No. 43011/153/2010-Estt.(Res.) dated 8th December 2022. The designated Liaison Officers and appointing authorities shall be individually responsible for ensuring compliance within their respective domains.