



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Mobile No. 9958014267
Website: www.sierd.in

Ref. No.: SIERD/T-259D/2025
Date: 23.07.2025

To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

Workshop On
"Reservation in Services for SC, ST, OBC, EWS, PWD, ESM:- Guidelines
for Liaison Officers and Heads of Administration in Govt.-Aided Bodies,
Institutions, and Banks"
Date 24th to 26th November 2025, Kochi

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION:-

Reservation is provided in recruitment for SC/ST & OBC. 103 amendment act. 2019 of constitutions has provided reservation for economically Weaker section who are not cover under the existing scheme of reservation from 1st Feb. 2019. Rosters of SC/ST/OBC/EWS & Ex-servicemen are to be recasted as per instructions in guidelines. To equip the personnel dealing with recruitment, reservation in implementing the new instructions, SIERD is organising a workshop with the broad objective of recasting and maintenance of post based rosters applied.

WHO SHOULD ATTEND -:

Personnel Managers, Administrative Head, Liaison Officers, HRD Managers, Executives & Officials dealing with the responsibility of recruitment, promotion reservation, Welfare and redressal of grievances of employees belonging to SCs, STs, OBCs, Ex-servicemen, PWD and Office representative of Associations of SC, ST, OBC, Ex-servicemen & PWD may also attend for updated and latest knowledge about this subject.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 24.11.2025** and will conclude at afternoon on **26.11.2025**

COURSE OUTLINE:-

- Constitutional Provisions for Reservation in service
- Definition of Scheduled Castes, Scheduled Tribes and Backward classes & Caste/Tribe Certificates
- Various methods of recruitment/promotion in Government organization
- Percentages of reservation for SC, ST, OBC and PWD including Ex-servicemen
- Exemption, Relaxation and Concessions for SC, ST, OBC Ex-servicemen and PWD category
- Reservation in Direct Recruitment to SC, ST, OBC, Ex-servicemen and PWD category
- Reservation in Promotions SC, ST, OBC, Ex-servicemen and PWD
- Role of Liaison officer for welfare of SC, ST, OBC, Ex-servicemen and PWD
- Principles of preparation of Roster
- Operation of Roster
- Maintenance of Roster

FEE:-

Residential on Single Occupancy: Rs. 40000 + 18% GST total Rs. 47200/- Per Participant

Residential on twin sharing basis Rs. 30000 + 18% GST = Total Rs. 35400/- Per Participant

Non-Residential: Rs. 20000 + 18% GST = Total Rs. 23600/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE: Check in 23rd Nov. 2025 (afternoon) & Checkout 26th Nov. 2025 (11:00AM)

Non- Residential participants will have to be report at 09:30 A.M. on 24.11.2025.

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.

LAST DATE: - Last Date of Accepting nominations is 14.11.2025. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi under intimation by email. PAN No. BXPPK7937K GSTIN-07BXPPK7937K1ZN

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

New Delhi - 110046, Mob. No.9958014267

Telefax No. 011- 49066483

E-mail: sierd@rediffmail.com / info@sierd.org