OFFICE MEMORANDUM

Subject:- Representation of Women Members on the various Committees/Boards concerned with selection to Group C&D posts in Central Government.

The undersigned in directed to refer to this Department’s O.M. No.35021/1/85-Estt(c) dated 8th November, 1985 (Copy enclosed) on the subject mentioned above and to say that the matter has been further considered and reviewed by this Department and it has been decided that all appointing authorities may be instructed to scrupulously observe the following guidelines:-

(i) The composition of selection Committees should be representative. It should be mandatory to have one woman member in the Selection Boards/Committees for making recruitment to ten (10) or more vacancies and lady candidates are expected to be available for the service/Post.

(ii) Where the number of vacancies against which selection is to be made is less than 10, no efforts should be spared in finding a lady officer for inclusion in such Committees/Boards.

(iii) In the event of such an officer not being available in the Ministry/Department itself, there is no objection to nominating lady officer from any other office at the same station.

(iv) Wide Publicity should be given to all appointments in Government, Advertisements should be issued in the language(s) spoken by large number of people of the State/UTS, apart from English and Hindi. Further, for Group’C’ level Posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

2. Hindi version will follow.

(P.PRABHAKARAN)
Deputy Secretary to the Govt. of India
Tele:- 23093176
To

1. By name to Secretaries of All Ministries / Departments of Government of India.
2. Union Public Service Commission
3. Staff Selection Commission
Subject: Representation of Women Members on the various Committees/Boards concerned with selection

The undersigned is directed to refer to this Deptt's O.M.No.35021/5/75-Estt(C), dated 17.12.1975 (copy enclosed) on the subject mentioned above and to say that the matter has been further considered in this Deptt and it has been decided that the Ministries/Departments etc. should endeavour to nominate, to the extent possible, a lady officer on the Selection Boards/Committees concerned with selection of candidates for various posts/services under them. In cases where a good number of lady candidates are expected to be available for the service/post, no effort should be spared in finding a lady officer for inclusion in the Selection Board/Committee. In the event of such an officer not being available in the Ministry/Department itself there is no objection to nominating a lady officer from any other office at the same Station.

2. It is requested that the above decision may be brought to the notice of all concerned in the Ministries/Departments and their Attached and Subordinate Offices as also the Public Sector Undertakings and other Autonomous Bodies under their administrative control.

(A. JAYARANAM)  
DIRECTOR.

To All Ministries/Deptts. of the Govt. of India with usual number of spare copies,

No.35021/1/85-Estt(C) New Delhi, the 2 November, 1985.
Copy with usual number of spare copies, forwarded for information to:-
2. UPSC, New Delhi.
4. Registrar, Supreme Court, New Delhi.
5. Commissioner for Linguistic Minorities, Allahabad.
7. All Union Territories Administration.
8. All attached & Subordinate offices of the Min. of Pers. & Trg., AR & PG and Pension & M.H.A.
9. All Sections of the Min. of Pers. & Trg., AR & PG & Pension and MHA.

(A. JAYARANAM)  
DIRECTOR.
Subject: - Representation of women members on the various Committees/Boards concerned with Selection -

The undersigned is directed to say, that the working group of the National Committee on the Internation Woman's Year at its second meeting held during August, 1975 made the following recommendations:

"The various bodies which are concerned with the selection of candidates are generally composed of men. There are instances to show that there is discrimination against women which is a part of the prevailing social attitude. The removal of such an attitude will take some time. Meanwhile, however, it seems necessary that woman members should be appointed to the various bodies concerned with selection."

2. After carefully considering the above recommendation it has been decided that, while it may not be possible to ensure that various bodies/boards concerned with selection of candidates should always have a woman representative on them, care should be taken by the appointing authorities to ensure that there is no discrimination against woman candidates on grounds of sex, in the matter of selections made by such bodies/boards.

3. It is requested that the above decision may be brought to the notice of all concerned in Ministries/Deptts. and their Attached and Subordinate Offices as also the Public Sector Undertakings and other Autonomous Bodies working under the Administrative control of the Ministries/Departments.

Sd/- (J.S. Ahluwalia)  
Under Secretary to the Govt. of India.

To

All Ministries/Deptts. of the Govt. of India.