

From

Additional Chief Secretary to Govt. Haryana  
Higher Education department, Chandigarh

To

1. All Presidents, Managing Committee,  
Govt. Aided Private Colleges in Haryana State.
2. All Principals, Govt. Aided Private Colleges  
in Haryana State.

Memo No. 04/05-2023-College-IV (1)

Dated: Panchkula, the 22/01/2026

**Subject: Clarifications/SOPs regarding reservation of posts in direct recruitment and verification of reservation roster of teaching faculty in Government Aided Private Colleges of Haryana.**

This is issued in continuation of this office memo no 04/05-2023 C-IV(1) dated 31.08.2023 and 04.10.2023.

I am directed to invite your attention to the instructions issued by the State Government on the subject cited above vide these memos. which are related to Government Aided Private Colleges of Haryana. It has come to the notice of the Government that clarity is needed regarding interpretation of these instructions while assessing backlog of reserved vacancies as well as in maintenance of roster register. Accordingly, these clarifications/amendments in Standard Operating Procedures (SOPs) are being issued to maintain uniformity in maintenance of roster register and further determining the roster for filling the posts in direct recruitment of teaching faculty. In this regard, the following mechanism shall be adopted by all the Government Aided Private Colleges of Haryana under the ambit of Higher Education Department, Haryana:

1. For reservation of posts in direct recruitment in teaching cadres, all the Govt. Aided Private Colleges shall be considered as one unit as per instructions issued earlier by the State Government in this regard vide letter no. 04/05-2023-C-IV(1) dated 31.08.2023 and 04.10.2023. All the Government Aided Private Colleges shall strictly follow reservation policy as per 100 points of roster as per instructions of the State Government issued vide letter no. 22/10/2013-IGS III dated 15-07-2014 and further instructions issued by the State Government from time to time in this regard.
2. While preparing Roster Register of the Government Aided Private College w.e.f. 31-08-2023 as one unit instead of subject, all the subject-wise roster registers will be clubbed into one roster register and faculty working as on 31-08-2023 and joined afterwards through direct recruitment shall be entered in the 100 points roster register in order of their date of joining in the prescribed format of roster register. After completion of 100 points roster (Block I & II), roster shall restart from 1 onwards for the next cycle. In the roster register, only those names of faculty shall be entered who actually joined the duty after appointment through direct recruitment in the cadre. **Further, in case, the subject-wise backlog that has arisen prior to 31-08-2023 still exists, then it will also be considered as per the said roster and shall not be ignored at any cost.**
3. Before recruitment of new posts, Government Aided Private Colleges shall get verified the reservation roster register from the SEWA department or the officers nominated by SEWA department from time to time for this purpose.

4. In case, any vacant sanctioned post is not to be filled by any Government Aided Private College, then only those posts are to be considered for determining reserved category as per roster which are being filled at that time. Those vacancies will not be considered while determining the roster points which are not being filled at that point of time.
5. Roster point of posts of teaching cadre to be filled up shall be determined in chronological order from date of arising of the vacancy. Vacancy may arise due to superannuation, resignation, termination, removal or sanction of new posts etc. In these cases, date of vacancy means date of superannuation, resignation, termination, removal or date of sanction of new posts.

For example, if two posts of Assistant Professors are vacant in any Govt. Aided Private College - one each in the subject of English and Commerce, and the post of Assistant Professor of English is vacant w.e.f. 31<sup>st</sup> January and Assistant Professor of Commerce is vacant w.e.f. 31<sup>st</sup> May of any calendar year, then, the next roster point shall be considered for the post of Assistant Professor of English and later on the roster point will be considered for the post of Assistant Professor of Commerce. In case, two or more posts of different subjects become vacant on the same day, these posts shall be arranged alphabetically in dictionary order. For example, if the above two posts are vacant w.e.f. 31<sup>st</sup> January, the roster point to the post of Assistant Professor of Commerce shall be considered first as per alphabetical order in English dictionary.

Further, in case, two or more than two posts in any subject are to be filled, then roster points will be determined alphabetically considering only one post of that subject at a time in the first round. It means that only one post in any subject will be considered for roster point alphabetically in first round of alphabet series. After completion of first round, roster points will be considered again alphabetically in the next round(s) repeatedly. The purpose of considering one post at a time in each round, is to ensure representation of maximum reserved categories in every subject.

6. In case of backlog of reserved vacancies, vacant posts shall be filled from that reserved category first. If there is backlog of more than one category, the vacancy shall be filled from the category of the old backlog first.

For example, there is a backlog of total 04 posts; 02 posts of SC category, 01 post of BC-A and 01 post of BC-B category and backlog of post of BC-A is the oldest, then backlog arises for SC category, BC-B and again for SC category. Suppose, the Government Aided Private College is to fill up 06 posts of Assistant Professors in the subjects of Geography-01, English-01, Commerce-02, Chemistry-01 and Computer Science-01. Among these 6 posts, 04 posts are newly sanctioned on 25<sup>th</sup> June 2025 and 02 posts are vacant due to superannuation (Assistant Professor of English superannuated on 31<sup>st</sup> January 2024 and Assistant Professor of Commerce on 31<sup>st</sup> May 2024). In this case, 06 posts including backlog of 04 posts shall be filled as follows:

Category	Remarks	Subject	Remarks (Date of Vacancy)
BC-A	Serial-wise Backlog	English	31 <sup>st</sup> Jan 2024
SC		Commerce	31 <sup>st</sup> May 2024
BC-B		Chemistry	25 <sup>th</sup> June 2025 (Alphabetically as has arisen on the same date)
SC		Commerce	
Next category as per roster		Computer Science	
Next category as per roster		Geography	

It means that reserved category shall be determined in the serial order as per creation of backlog, if any, and then as per roster of 1-100 points. Similarly, subject of post shall be determined in serial order as per the date on which vacancy has arisen. It is again clarified that in case more than one vacancy has arisen on any date, the order of subject shall be determined alphabetically in English dictionary order. After getting permission to fill up the posts of teaching faculty, if any Government Aided Private College decides not to fill up some posts for the time being due to any reason and plans to fill up some posts in the next advertisement, that Government Aided Private College shall convey to the Government the reasons for not filling up these posts. These remaining posts can only be filled up after the fresh permission from the Government and there should be minimum of one year gap from the previous advertisement.

The above instructions shall be strictly adhered to w.e.f. 31.8.2023. The roster register be prepared and get verified from SEWA Department within 20 days positively.

*Vineta*  
*22/01/2026*

Joint Director Colleges-IV  
for Additional Chief Secretary to Govt. Haryana  
Higher Education Department, Chandigarh

**Endst. No. Even**

**Dated, Panchkula, the**

A copy of the above is forwarded to the following for information and necessary action:-

1. Hon'ble State Commissioner for Persons with Disabilities Haryana Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department Antyodaya Bhawan Opposite Command Hospital, Sector-6, Panchkula.
2. Director, Social Justice, Empowerment, Welfare of Schedules Castes and Backward Classes and Antyodaya (SEWA) Department, Haryana, Panchkula in reference to his/her letter no. EC/61-A/2023/12810 dated 04.11.2025.
3. Vice Chancellors of All State Universities (Under the ambit of Higher Education Department of Haryana).
4. PS/ACSHE for information of W/ACSHE, please
5. PS/DGHE for information of W/DGHE, please.
6. *Incharge, IT CELL To upload.*

*[Signature]*

Joint Director Colleges-IV  
for Additional Chief Secretary to Govt. Haryana  
Higher Education Department, Chandigarh