GOVERNMENT OF ANDHRA PRADESH

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

Circular Memo No. 3483841/ Ser.D/ 2026 **Dated: 01.11.2026**

Sub: Public Services-Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025 – Distribution of carry-forward vacancies, reservation to local candidates, horizontal reservations in direct recruitment, etc. – Certain Clarifications - Issued.

Ref :
1. G.O.Ms.No.77, General Administration (Services.D) Department, dated 02.08.2023.
2. G.O.Ms.No.45, General Administration (SPF&MC) Department, dated 20.04.2026.
3. G.O.Ms.No.172, General Administration (Services-D) Department, dated 02.09.2026.
4. G.O.Ms.No.178, General Administration (Services-A) Department, dated 03.09.2026.

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In the reference 1st cited, the A.P. State and Subordinate Service Rules, 1996 have been amended in the context of the implementation of horizontal reservation.

2. In the reference 2nd cited, the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025(hereinafter mentioned as the Presidential Order, 2025 in short) has been republished by the State Government and the provisions have come into force with immediate effect from 15.12.2025.

3. In the reference 3rd cited, orders are issued regarding the operating of rosters; carrying forward of vacancies; reservations to local candidates in direct recruitment; furnishing of requisition formats to the recruiting agencies for direct recruitment; etc., consequent to organisation of posts into various local cadres.

4. In the reference 4th cited, orders are issued prescribing the requisition formats for direct recruitment for each category of post & for each local cadre.

5. In the context of the large number of notifications issued for direct recruitment for various posts, certain departments have sought clarifications regarding the implementation of rosters, carrying forward of vacancies, reservation to the local candidates, horizontal reservations, etc.

6. Government, after careful examination, hereby issue the following general instructions/clarifications, which are applicable to all departments & recruitment agencies implementing direct recruitment.

Sl. No.	Clarification required on	Clarification issued
1	**Notification of a single roster point** "Where only one vacancy in a local cadre is notified for direct recruitment in a particular Unit of Appointment, clarification is sought as to whether such vacancy is to be notified as reserved for a local candidate or as an unreserved vacancy open to both local and non- local candidates."	As per the sub-paragraph (4) of paragraph 8 of the Presidential Order, 2025, where more than one post in a local cadre is to be filled by direct recruitment, at least one post shall be earmarked as unreserved, i.e., open to both local and non-local candidates. However, where only one post in a local cadre is to be filled by direct recruitment, such post shall be reserved for a local candidate.
2	**Notification of roster points from 2 to 18** "Where vacancies corresponding to roster points 2 to 18 are notified for direct recruitment, clarification is sought as to whether one vacancy is required to be earmarked under the unreserved/open competition quota or whether all the vacancies are to be filled under the local reservation quota?"	As per the paragraphs 7.4 and 7.5 of G.O.Ms.No.172, G.A. (Ser.D) Department, dated 02.09.2026, read with sub-paragraph (4)(a) of paragraph 8 of the Andhra Pradesh Public Employment (Organisation of Local Cadres and Regulation of Direct Recruitment) Order, 2025, 95% of the posts in a local cadre shall be reserved for local candidates and 5% shall be unreserved, i.e., open to both local and non-local candidates. The fractions arising out of such computation shall be added to the allocation of posts reserved for the local candidates. However, at least one post shall be kept unreserved, as stipulated in the paragraph 7.5.2 of the said G.O. Accordingly, where the number of posts to be filled by direct recruitment ranges from 2 to 18, one post shall be earmarked as unreserved (open to both local and non-local candidates), and the remaining posts shall be reserved for local candidates.

Sl. No.	Clarification required on	Clarification issued
3	**Distribution of carried-forward vacancies among successor districts** "Where carried-forward vacancies belonging to different communal categories of an erstwhile district are required to be distributed among its successor districts, clarification is sought as to whether such vacancies should be allocated with reference to the cadre strength of each successor district and the relevant communal roster points, or by adopting a category-wise distribution mechanism to ensure equitable allocation among the successor districts. In particular, if the highest cadre strength is considered independently for each communal category, multiple carried-forward vacancies may be allotted to the same successor district having the highest cadre strength, leaving the other successor districts without any allocation. In such circumstances, clarification is sought as to whether a sequential and rotational method of distribution may be adopted. For instance, the SC Group-I backlog vacancy may be allotted to the successor district having the highest cadre strength, the SC Group-II backlog vacancy to the successor district having the next-highest cadre strength, and so on."	In terms of paragraph 6.5 of G.O.Ms.No.172, General Administration (Ser.D) Department, dated 02.09.2026, the carried-forward vacancies of the erstwhile unit shall be distributed amongst the newly formed/reorganized units concerned, strictly based on the availability of vacancies in the respective categories, adhering to the following order of priority: **SC-GROUP I → SC-GROUP II → SC-GROUP III → ST→ BC-A→ BC-B → BC-C → BC-D → BC-E → EWS** The allotment of these vacancies across the reorganised units shall be executed in the descending order of the cadre strength i.e. from the highest to the lowest, following a continuous and rotational method of distribution against the available vacancies in each corresponding category.

Sl. No.	Clarification required on	Clarification issued
4	**Manner of notifying backlog vacancies in successor districts** "After allocation of backlog vacancies among the successor districts, clarification is sought as to whether such vacancies are required to be notified separately, in addition to the fresh vacancies identified in the respective successor districts, or whether they are to be adjusted against the roster points applicable to the current recruitment cycle. If such adjustment is permissible, clarification is also sought regarding the procedure to be followed for filling the backlog vacancies in the fresh roster cycle."	The prescribed requisition formats for direct recruitment are provided in G.O. Ms.No.178, G.A. (Ser.A) Department, dated 03.09.2026. The requisition form shall indicate the carried-forward vacancies separately, duly specifying the relevant notification number & year and the corresponding roster point/cycle. The fresh vacancies pertaining to the current recruitment year shall be shown separately in the prescribed format. The backlog vacancies shall not be adjusted against the roster points applicable to the current recruitment cycle. Further, as stipulated in the paragraphs 6.7 and 6.8 of the G.O.Ms.No.172, G.A. (Ser.D) Department, dated 02.09.2026, backlog vacancies shall be maintained and operated separately for each local cadre.
5	**Non-Joining of Selected Candidates– Treatment of Vacant Posts and Roster Points** "In cases of direct recruitment, certain candidates belonging to OC/EWS/BC/SC/ST categories, though included in the final selection list, have failed to join the posts allotted to them. In this context, clarification is sought as to whether such vacancies are required to be filled by re-notifying the same roster points notified in the earlier recruitment notification or whether they should be treated as fresh vacancies and notified by following the applicable roster points in continuation of the existing roster."	As per Rule 22 of the Andhra Pradesh State & Subordinate Service Rules, 1996, the provision relating to carry-forward of vacancies is applicable only to vacancies reserved for SCs, STs, BCs and EWSs categories. The vacancies remaining unfilled in categories other than those covered by the carry-forward provision, including vacancies arising on account of non- joining or relinquishment of selection by selected candidates other than SCs, STs, BCs & EWSs, shall be included in the vacancies notified for the subsequent recruitment and filled by following roster points in continuation of the existing roster.

Sl. No.	Clarification required on	Clarification issued
6	**Treatment of unfilled MSP and Ex-servicemen horizontal reservations** "Where vacancies earmarked under the horizontal reservation for Meritorious Sports Persons (MSP) at 3% and Ex-Servicemen at 2% remained unfilled in an earlier recruitment notification, and the corresponding 100-point roster cycle has not yet been completed, clarification is sought as to whether such unfilled horizontal reservation vacancies are required to be carried forward and notified again in the subsequent recruitment or whether they are to be treated as lapsed." **Unfilled PwBD reservation against a single vacancy in the current notification** "Where only one vacancy is notified in the current recruitment and a PwBD horizontal reservation vacancy remained unfilled in the earlier recruitment, clarification is sought as to whether the unfilled PwBD reservation is required to be carried forward and applied against the sole vacancy now being notified. For instance, where the current vacancy corresponds to an SC Group-II roster point and an earlier vacancy earmarked for the Mentally Ill (MI) category under PwBD reservation remained unfilled, clarification is sought as to whether the current vacancy can be earmarked for the MI category or whether the unfilled PwBD reservation is required to be dealt with separately."	As per G.O.Ms.No.77, G.A. (Ser.D) Department, dated 02.08.2023, the administrative department concerned shall assess representation of Women, Persons with Benchmark Disabilities (PwBD), Ex-Servicemen & Meritorious Sports Persons (MSP) separately in each 100-point roster cycle, in accordance with the prescribed percentages for horizontal reservation. Where the prescribed quota for any category has already been achieved through earlier recruitments within the same roster cycle, the corresponding number of vacancies need not be notified again. Where the prescribed quota has not been fully achieved, the shortfall shall be calculated &remaining requirement shall be fulfilled within the balance vacancies of the said 100-point roster cycle. The appointing authority/unit officer shall undertake the assessment and calculation before forwarding the requisition form for direct recruitment, in accordance with Rule 22-B of the Andhra Pradesh State and Subordinate Service Rules, 1996.

Sl. No.	Clarification required on	Clarification issued
7	**Treatment of unfilled PwBD horizontal reservation vacancies in relation to the roster cycle** (i) "Where roster points 1 to 100 were notified in an earlier recruitment and vacancies earmarked under the horizontal reservation for Persons with Benchmark Disabilities (PwBD), such as Visual Impairment (VH) and Mental Illness (MI), remained unfilled, clarification is sought as to whether such unfilled vacancies are required to be carried forward to the subsequent 100-point roster cycle or whether they shall lapse upon completion of the earlier cycle." (ii) "Where roster points 74 to 102 were notified in an earlier recruitment and the vacancy earmarked under the MI category of PwBD horizontal reservation remained unfilled, clarification is sought as to whether such unfilled vacancy is required to be carried forward and notified in the subsequent recruitment, notwithstanding that the earlier notification covered roster points extending beyond point 100. If so, clarification is also sought as to the manner in which such vacancy is to be accounted for in the subsequent roster cycle."	Upon completion of one 100-point roster cycle, the subsequent cycle shall commence afresh from Roster Point 1 and shall be designated as "2nd Cycle – RP-1", and not as RP-101. In respect of Scheduled Castes, 200 point roster cycle prescribed shall be followed. In respect of PwBD horizontal reservation, the prescribed four blocks within each 100-point roster cycle shall be operated and completed. Upon completion of the fourth block, any unfilled PwBD vacancy shall lapse, and the subsequent 100-point roster cycle shall commence afresh from the first block. Accordingly, unfilled PwBD vacancy under the MI category shall be dealt in accordance with the prescribed block-wise procedure applicable to the respective roster cycle.

Sl. No.	Clarification required on	Clarification issued
8	**Distribution of Horizontal reservation backlog among successor districts** "Where an erstwhile district has accumulated unfilled vacancies under various horizontal reservation categories, such as five vacancies under the Mental Illness (MI) category, three under Meritorious Sports Persons (MSP), two under Visual Impairment (VH) and two under Hearing Impairment (HH), clarification is sought as to whether such unfilled vacancies are required to be distributed among the successor districts while determining the vacancies for the ensuing recruitment, or whether they are to be retained and filled separately in the erstwhile district in accordance with the applicable backlog and carry-forward provisions. If such distribution is permissible, clarification is also sought regarding the methodology and criteria to be adopted for such distribution."	As per the paragraphs 6.2 and 6.3 of G.O.Ms.No.172, General Administration (Service-D) Department dated. 02.09.2026, distribution of carried-forward vacancies amongst successor districts is applicable only to communal reservation categories i.e.SC Group I, II and III, STs, BC Groups A to E and EWS, for which specific roster points are prescribed. Separate roster points are not prescribed for horizontal reservation categories such as Women, Persons with Benchmark Disabilities (PwBD), Ex-Servicemen and Meritorious Sports Persons (MSP). Therefore, the unfilled vacancies under horizontal reservation categories shall not be separately distributed amongst the successor districts under paragraphs 6.4 and 6.5 of the said G.O.

7. All the Special Chief Secretaries / Principal Secretaries / Secretaries to Government, Heads of Departments, Appointing Authorities and Recruiting Agencies shall take necessary action as per instructions/clarifications in this Memo.

G. SAI PRASAD
CHIEF SECRETARY TO GOVERNMENT

To
All the Special Chief Secretaries / Principal Secretaries / Secretaries / Ex-officio Secretaries to Government.
All the Departments of A.P. Secretariat.
All the Heads of Departments.
The Secretary, Andhra Pradesh Public Service Commission, A.P., Vijayawada.
The Chairman, A.P. State Level Police Recruitment Board, A.P., Mangalagiri.
The Member-Secretary, Andhra Pradesh Medical Services Recruitment Board, A.P., Mangalagiri.

The Director of School Education, A.P., Mangalagiri.
All the District Collectors.
All the District Selection Committees through the HoDs concerned.
The Finance (HR) Department.
The Law Department.
The Department for Women, Children, Differently Abled & Senior Citizens.

Copy to

The P.S. to Spl Chief Secretary to CM.
The P.S. to Chief Secretary to Government.
The P.S. to Special Chief Secretary to Government (Services & HRM), GAD.
The P.S. to Principal Secretary to Government (PFS), Finance Department.
The P.S. to Secretary to Government, Law Department.
The Principal Secretary to Government, School Education Department.
SF/SC.

// FORWARDED:: BY ORDER//

SECTION OFFICER