

HEADS OF DEPARTMENTS CADRES

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
PART I - RULES			
1.	Notification No. 26327 (Gen.)	14-09-1988	Orissa Heads of Departments Stenographers Service Recruitment & conditions of services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988.
2.	Notification No. 19100 (Gen.)	24-07-1991	Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991.
3.	Notification No. 20274 (Gen.)	19.07.2003	Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991.
4.	Notification No. 7417 (Gen.)	11-04-1994	Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
5.	Notification No. 32515 (Gen.)	01.12.2003	Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
6.	Notification No. 31638 (Gen.)	31.12.2008	Orissa Heads of Departments Stenographers Service Recruitment & conditions of services of Private Secretaries, Personal Assistants and Stenographers) Amendment Rules, 2008
PART II – INSTRUCTIONS			
1.	Resolution No. 12138 (Gen.)	01-06-1978	Revision of Yardstick of Head Typists in the offices of the Heads of Departments.
2.	Circular No. 7916 (Gen.)	12-04-1983	Revision of ratio of Ministerial Staff in Heads of Departments.
3.	Circular No. 21986 (Gen.)	26-06-2000	Clarification to Rule 13 (2) of the O. M.S. (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
4.	Circular No. 30408 (Gen.)	31-07-2000	Principles for promotion and

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|----|--|------------|--|
| 5. | Circular No. 9711/Gen. | 04.04.2003 | fixation of Seniority of Ministerial Officers in the offices of the Heads of the Departments.
Nomination of Officers to D.P.C. for Promotion of Assistants and Section Officers in the offices of the Heads of Departments –
Instructions regarding. |
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PART I

RULES

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th September 1988

(Published in the *Orissa Gazette* on the 23rd September 1988)

No. 26327 – 2R/1-88/88-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Orissa is pleased to make the following rules, for Regulation of Recruitment and Conditions of Service of persons appointed to the posts in the Orissa Heads of Departments Stenographers' Service, namely :-

PART I

PRELIMINARY

Short Title and commencement.

1. (1) These rules may be called the Orissa Heads of Department Stenographers' Service (Recruitment and Conditions of Services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

- (a) "Appendix" means the Appendix to these rules;
- (b) ¹["Commission" means the Orissa Staff Selection Commission constituted vide General Administration Departments' notification No. 25673, dated the 23rd November 1993 in respect of recruitment of Junior Stenographers and "Commission" means Orissa Public Service Commission in respect of promotion];
- (c) "Government" means the Government of Orissa;
- (d) "Head of Department" means a Head of the Department listed in Appendix 3 of the Orissa Service Code and as specified in Appendix 3 of the Orissa Service Code and includes the office of a Revenue Divisional Commissioner;
- (e) "Member" means the member, Board of Revenue;
- (f) "Revenue Divisional Commissioner" means the person appointed as such under Section 3 of the Orissa Revenue Divisional Commissioners Act, 1957;
- (g) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as notified by the President of India under Articles 341 and 342, respectively of the Constitution of India;

- (h) "Selection Board" means the Selection Board constituted under Rule ²[17];
- (i) "Service" means the Orissa Heads of Departments Stenographers' Service;
- (j) "Year" means the calendar year.

PART II

CONSTITUTION AND COMPOSITION OF CADRE

Constitution and composition of cadre.

3. (1) The service shall consist of the cadres as specified hereunder:-

- (a) Office of the Board of Revenue and its constituent Heads of Department as specified hereunder shall have a separate cadre-
 - (i) Office of the Special Relief Commissioner;
 - (ii) Office of the Commissioner, Land Records and Settlements;

1 & 2 Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994 published in the Orissa Gazette and given effect to from the 22nd September 1994.

- (iii) Office of the Land Reforms Commissioner;
- (iv) Office of the Commissioner, Consolidation I and II;
- (v) Office of the Director of Land Records and Surveys;
- (vi) Office of the Director of Consolidation;
- (vii) Office of the Inspector-General of Registration-*cum*-Excise Commissioner.
- (b) The office of each Revenue Divisional Commissioner shall have a separate cadre; and
- ¹[(c) The office of the Chief Engineer, Roads & Building and its constituent Heads of Departments specified hereunder shall constitute a single separate cadre, namely:-
 - (i) Chief Engineer, Buildings I;
 - (ii) Chief Engineer, Buildings II;
 - (iii) Chief Engineer, Research Development and Quality Promotion;
 - (iv) Chief Engineer, Design, Planning, Investigation and Research.
- (d) Except the cadre of offices specified in Clauses (a), (b) and (c) each Heads of Departments functioning under the administrative control of any Department of Government shall have a separate cadre.]
- (2) Each cadre of the service shall consist of the posts of Junior Stenographer, Senior Stenographer, Personal Assistant and Private Secretary.

²[(3) There shall be a post of Senior Private Secretary to the Member, Board of Revenue.]

PART III

RECRUITMENT OF JUNIOR STENOGRAPHERS

Method of Recruitment.

4. ³[Selection of candidates for recruitment to the posts of Junior Stenographer shall be conducted by the Orissa Staff Selection Commission].

Direct
recruitment
through
competitive
examination.

5. (1) The posts of Junior Stenographer shall be filled up by direct recruitment through competitive examination which shall ordinarily be held annually by the Orissa Staff Selection Commission.

(2) The Chairman of the Orissa Staff Selection Commission shall be competent to determine the time, date and place of the examination.

6. ⁴[(1) In the month of January, each year, the Heads of Department shall intimate the Employment Exchange and the Chairman of the Staff Selection Commission, the number of vacancies already existing including those likely to occur during the subsequent months of the year of intimation in the *pro forma* prescribed under rule 5 of the Orissa Staff Selection Commission Rules, 1993.

(2) In case of the office of Board of Revenue and its constituent Heads of Departments, the Secretary, Board of Revenue and in the case of the Office of the Chief Engineer, Reads & Buildings and its constituent Heads of Departments, the Chief Engineer, Roads shall furnish the informations under sub-rule (1) in respect of their constituent Heads of Departments apart from the informations in respect of their own offices].

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| 1. | Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994. |
| 2. | Added vide G. A. Department Notification No. 11405-Gen., dated the 7th March 2000 published in the <i>Orissa Gazette</i> and given effect to from the 14th April 2000. |
| 3 & 4. | Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994. |

Advertisement
inviting
applications.

7. On receipt of intimations of vacancies under rule ¹[6] the Chairman, Orissa Staff Selection Commission shall issue advertisements in as many newspapers as may be considered necessary inviting applications for a competitive examination for the posts of Junior Stenographer.

Conditions of
eligibility.

8. (1) In order to be eligible for appearing in the competitive examination for recruitment to the posts of Junior Stenographer a candidate must -

- (a) be a citizen of India;
- (b) not be less than eighteen years and more than ²[thirty-two] years of age on the first day of January of the year in which applications are invited;

[Provided that the maximum age limit shall be relaxed by five years in case of ³[women candidates and] candidates belonging to the Scheduled Castes and the Scheduled Tribes, ten years in case of physically handicapped persons and to such extent in case of candidates of such other categories as Government may, by general or special order, specify from time to time.]

- (c) have passed the High School Certificate examination conducted by the Board of Secondary Education, Orissa or equivalent examination;
- (d) not be having more than one spouse living or, in the case of a lady candidate, have not married a person who has a wife living.

Provided that Government if satisfied that there are special reasons for doing so, may exempt a candidate from the operation of this rule.

- (e) have passed Middle English School examination with Oriya as a language subject;

OR

have passed the High School Certificate examination or an equivalent examination with Oriya as medium of examination in non-language subject;

OR

have passed in Oriya as language subject in the final examination of Class VII or above

OR

have passed a test in Oriya of Middle English School standard conducted by the Education Department;

- (f) ⁴[Possess a minimum speed of forty words per minute in Typewriting in English and twenty words per minute in Typewriting in Oriya and minimum speed of eighty words per minute in shorthand both in English and Oriya];
- (g) ⁵[have paid a non-refundable fee of rupees twenty and shall furnish along with the application the treasury challan showing payment of such fee into a Government Treasury under the appropriate head of account as may be specified by Government from time to time].

(2) The candidates shall furnish with his application true copies, duly attested by a Gazetted Officer (s) of the following documents, namely :-

- (i) Certificate of the High School Certificate examination or an equivalent examination;
- (ii) Mark sheet of the High School Certificate examination or as the case may be, an equivalent examination;

1, 2, 3, 4 & 5. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

- (iii) Certificate of good character from the head of the institution in which the candidate last studied;
- (iv) Caste Certificate granted by a competent Revenue Authority in case of a candidate belonging to a Scheduled Castes or Scheduled Tribes;
- (v) Physically Handicapped Identity Card, issued by the Director, Community Development and Rural Reconstruction Department as per erstwhile Political & Services Department Resolution No. 16443-Gen., dated the 24th July 1978, if the candidate is a physically handicapped person;
- (vi) Certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Government run or Government recognized institution.

Note – The candidate shall be required to produce the originals at the time of examination, failing which he shall be liable to be disqualified.

Scrutiny of applications.

9. The applications shall be scrutinized to determine the eligibility of the candidates to the posts of Junior Stenographers.

Recruitment test.

10. (1) The recruitment examination for the posts of Junior Stenographers shall comprise the following tests, namely :-

- (a) Typewriting tests in English and Oriya,
- (b) Shorthand tests in English and Oriya, and
- (c) Written test in English and Oriya.

(2) The standard and syllabus for the tests specified under sub-rule (1) shall be as set-forth in the Appendix.

(3) The result of the examination shall be placed before the ¹[Commission] for consideration and approval,

(4) A Select List of successful candidates containing ²[equal] the number of total vacancies intimated under sub-rule (1) of rule 6 shall be drawn up in order of merit and shall be published in such manner as the Government may from time to time, direct.

Period of validity of the Select List.

11. The Select List published under sub-rule (3) of rule 10 shall remain valid for a period of one year from the date of its publication. ³[***]

Inclusion in Select List confers no right to appointment.

12. Inclusion of names of candidates in the Select List confers no right to appointment which shall depend, among other circumstances, on the actual availability of vacancies.

Allotment of candidates for appointment.

13. The Chairman of the Orissa Staff Selection Commission shall allot the candidates included in the Select List to the offices of Heads of Departments according to their requirements Appointment orders shall be issued by the concerned Heads of Departments.

Production of original certificates by candidates.

14. On receipt of appointment order candidate shall produce -

- (a) their High School or equivalent examination certificate;
- (b) certificates of good character, from two Gazetted Officers not below the rank of Class II;
- (c) caste and other certificates in original as may be necessary for verification of their educational qualification and the date of birth, etc., by the respective appointing authorities at the time of their joining.

Consequence of failure to join the assignment.

15. Failure on the part of a candidate to join the assignment by the date specified in the order of his appointment, in the absence of any extension of such date by the appointing authority, shall amount to forfeiture of his claim for such appointment.

1 & 2. Substituted vide G. A. Department Notification No. 18503, dated 31 August 1994.

3. Omitted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

PART IV

APPOINTMENT TO POSTS OTHER THAN JUNIOR STENOGRAPHERS

Appointment to posts other than Junior Stenographers.

16. (1) Appointment to the posts of Senior Stenographer, Personal Assistant and Private Secretaries in a cadre shall be regulated in the following manner, namely :-

- (a) The posts of Senior Stenographers in a cadre shall be filled up by promotion of Junior Stenographers in that cadre ¹[who have completed three years of service as such and] who have successfully completed the probation and are eligible for confirmation;
- (b) The posts of Personal Assistants in a cadre shall be filled up by promotion of Senior Stenographers in that cadre ²[who have completed nine years of services as such and] who have successfully completed the probation and are eligible for confirmation as Senior Stenographers;
- (c) The posts of Private Secretary in a cadre shall be filled up by promotion of Personal Assistants in that cadre who have rendered at least ³[five years of services as Personal Assistant];
- ⁴[(d) The post of Senior Private Secretary to Member, Board of

Revenue, shall be filled up by way of promotion from the rank of Private Secretary in that cadre who has rendered at least two years of continuous service as Private Secretary.]

(2) The criterion for promotion referred in this rule shall be merit and suitability in all respects with due regard to seniority subject to passing of such departmental examination and tests as may be prescribed by Government from time to time.

(3) Cases of promotion to the posts of Senior Stenographer, Personal Assistant and Private Secretary shall be subject to scrutiny of the Selection Board.

Constitution of Selection Board.

17. ⁵[(1) (a) Except the cadres specified in clauses (a) and (c) of sub-rule (1) or rule 3, there shall be two separate Selection Boards for each cadre to consider the case of promotion of eligible officers under these rules;

(b) The Selection Board for the purpose of promotion to the posts of Senior Stenographer and Personal Assistant shall consist of the following, namely :-

- | | | |
|-------|--|-----------|
| (i) | Heads of the Department | Chairman |
| (ii) | Two Senior officers nominated by the Head of the Department. | Members |
| (iii) | Administrative Officer/Establishment Officer/Officer-in-charge of the Heads of the Department. | Secretary |

(c) The Selection Board for the purpose of the promotion to the post of Private Secretary shall consist of the following, namely :-

- | | | |
|-------|---|-----------|
| (i) | Secretary to the Administrative Department controlling the Heads of the Department. | Chairman |
| (ii) | Heads of Department | Member |
| (iii) | Under/Deputy/Joint Secretary in charge of the Establishment. | Secretary |

(2) (a) In respect of the cadres constituted under clauses (a) and (c) of sub-rule (1) of rule 3 there shall be two separate Selection Boards in each cadre to consider the cases of promotion of eligible officers under there rules;

(b) The Selection Board for the purpose of promotion to the posts of Senior Stenographer and Personal Assistant shall consists of the following, namely :-

- | | | |
|-----|---|----------|
| (i) | Senior most Heads of the Department of the constituent Heads of the Department. | Chairman |
|-----|---|----------|

1 & 2. Inserted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

4. Inserted vide G. A. Department Notification No. 11405-Gen., dated the 7th March 2000.

3 & 5. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

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|-------|---|-----------|
| (ii) | Two other Heads of Departments of the constituent Heads of the Departments to be nominated by the Chairman. | Members |
| (iii) | Administrative Officer/Establishment Officer/Office-in-charge of establishment of the Board of Revenue or Chief Engineer, R & B., as the case may be. | Secretary |

- (c) The Selection Board for the purpose of promotion to the posts of Private Secretary shall consist of the following, namely :-
- | | | |
|-------|---|-----------|
| (i) | Secretary of the Administrative Department | Chairman |
| (ii) | Two other Heads of Departments of the constituent Heads of Departments to be nominated by the Chairman. | Members |
| (iii) | Joint/Deputy/Under-Secretary in charge of the establishment of the Administrative Department. | Secretary |
- 1[(d) The Selection Board for promotion to the post of Senior Private Secretary to Member, Board of Revenue shall consist of the following, namely :-
- | | | |
|-------|--|------------------|
| (i) | Member, Board of Revenue. | Chairman |
| (ii) | The Senior most Heads of Department of the constituent Heads of Departments of the Board of Revenue. | Member |
| (iii) | A representative of the Revenue & Excise Department | Member |
| (iv) | Secretary, Board of Revenue | Member-Secretary |

(3) No Secretary of any Selection Board shall participate in its deliberation.

(4) (i) In case of promotion to the posts of Senior Stenographer, Personal Assistant the Selection Board shall meet as and when vacancies arise including those anticipated during the year to consider the cases of all eligible officers and prepare select list of candidates found suitable for promotion on the basis of seniority with due regard to merit. The select list shall be published in such a manner as the Selection Board may deem appropriate. The select list shall remain valid for a period of one year from the date of its publication;

- (ii) In case of promotion to the posts of private Secretary -
- | | |
|-----|---|
| (a) | The Selection Board shall meet as and when vacancies are anticipated and prepare a list of candidates for promotion; |
| (b) | The selection for inclusion of names in the list shall be based on merit and suitability in all respects with due regard to seniority; |
| (c) | The names of the Personal Assistants included in the list shall be arranged in order of their seniority; |
| (d) | The list prepared by the Selection Board shall be forwarded to the Commission for concurrence by the Government together with C. C. Rs. of all Personal Assistants whose cases were considered for promotion and a copy of the proceedings of the Selection Board; |
| (e) | The Commission shall consider the list prepared by the Selection Board along with other documents received from the Government and unless they consider any change necessary. Approve the list, The Commission shall follow the principles set out in clause (b) in making their recommendation. If the Commission recommend supersession of any senior person by any of his juniors they shall assign specific reasons for the same; |
| (f) | The recommendations of the Commission shall be placed before the Government and after approval by the Government |

with modification if any, shall from the select list which shall remain valid for a period of one year from the date of its approval by the Government.]

1. Inserted vide G. A. Department Notification No. 11405/Gen., dated the 7th March 2000.

PART V

GENERAL

Reservation of Vacancies.

[¹[18. (1)] Notwithstanding anything contained in these rules for direct recruitment and promotion under these rules, vacancies shall be reserved for and filled up by :-

- (i) candidates belong to Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Orissa Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder;
- (ii) candidates who are physically handicapped, at the rate of three per cent, as provided in the Resolution of the Government in the General Administration Department No. 15338-Gen., dated the 4th may 1981;
- (iii) ex-servicemen, at the rate of three per cent as provided in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.
- (iv) sportsmen, at the rate of one per cent as provided in the Resolution of the Government of Orissa in the General Administration Department No. 24803-Gen., dated 18th November 1985;
- (v) candidates of such other categories and at such rate or rates as the Government may, from time to time, direct :

Provided that vacancies reserved under this clause in addition to those reserved under clauses (i), (ii), (iii) and (iv) shall, in no case, exceed fifty per cent of the total number of vacancies in any year :

Provided further that in the absence of candidates eligible to fill the reserved vacancies referred to in clause (iii) or clause (iv) the vacancies will be deemed to have been dereserved and available for other candidates.

²[(2) Notwithstanding anything contained in these rules, reservation for women shall be made in accordance with the Resolution of Government of Orissa in G. A. Department No. 43328-Gen., dated the 23rd December 1992.]

Probation

19. Every person appointed to a post in the service shall be on probation normally for a period of two years from the date of his appointment. If during or at the end of the said period he is found unfit to continue further :-

- (a) his service shall be terminated if he is direct recruit;
- (b) He shall be reverted to his former post if he is a promotee :

Provided that in the absence of an order to the effect that the probation has been satisfactorily completed, the period of probation shall be deemed to have been extended till the date of the order when issued or the date specified in such order, which shall, in case, be more than a year from the date of expiry of the normal period of probation.

Training and Departmental

20. Members of the services shall be required to undergo such training or to pass such tests or departmental examinations as may be prescribed by the

**Examinations/
Tests.**

Government from time to time.

**Appointment
under
Rehabilitation
Assistance
Scheme.**

³[21. Nothing in these rules shall apply to appointment of Junior Stenographers made under the Orissa Civil Service (Rehabilitation Assistance, Rules, 1990, as amended from time to time.)]

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1. Renumbered vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.
 2. Inserted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 2000.
 3. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

**Filling up
vacancies after
the list of
successful
candidates is
exhausted.**

22. In case a vacancy occurs in the cadre of junior Stenographers after the list of successful candidates for the year has been exhausted and before the publication of select list of the next examination, such vacancy may be filled up by a successful candidate of the previous year who is within the maximum age limit prescribed under these rules, and failing that by any candidate who satisfies the conditions laid down in rule 8. In the latter event, the appointment shall be purely temporary and shall not continue beyond the date when the select list of the next year's examination is published.

Seniority.

23. ¹[(1) The relative seniority of each Junior Stenographer in his cadre shall be determined with reference to his position in the select list as referred to in rule 11. Candidates appointed under rules 21 and 22 shall, subject to the provision of sub-rule (2), take their seniority below the Junior Stenographers appointed in that year under rule 13.

(2) The Junior Stenographers appointed under rule 21 shall rank above those appointed under rule 22 in that year.]

Relaxation.

24. When it is considered by the government that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

**Repeal and
Savings.**

25. The Orissa Stenographic Service (Recruitment and Conditions of Service of Personal Assistants and Stenographers in the offices of the Heads of Departments and District Offices) Rules, 1982, framed by Revenue and Excise Department, the Orissa Works Department Subordinate Stenographers, Recruitment Rules, 1983 and any other Rules or executive instructions issued by different Departments of Government, so far as they regulate the recruitment and conditions of service Junior Stenographers, Senior Stenographers, Personal Assistants and Private Secretaries in the offices of Heads of Departments, are hereby repealed :

Provided that anything done or any action taken under the provisions of the rules and instructions so repealed shall be deemed to have been done or taken under the provisions of these rules.

Interpretation.

26. If any question arises relating to the interpretation of these rules it shall be referred to Government in the General Administration Department for decision.

**Nodal
Department.**

²[27. General Administration Department shall be the Nodal Department in respect of all creation/upgradation of posts of Personal Assistant, Private Secretary and Senior Private Secretary. All proposal for creation/upgradation of above mentioned posts shall be moved by the concerned Heads of Departments to their respective Administrative Department who in turn shall move the proposal to the General Administration Department for obtaining the decision of the Government.]

APPENDIX**STANDARD AND SYLLABUS****[See sub-rule (2) of rule 10]****TYPEWRITING AND SHORTHAND TESTS****I TYPEWRITING TEST – ENGLISH : 50 marks -**

- (a) The test will be held for 10 minutes at a speed of 40 words per minute from printed matter (400 words approximately).
- (b) While assessing the accuracy of reproduction 5 marks will be deducted for each mistake in the type script. A candidate whose script reveals more than 6 mistakes will be eliminated as disqualified.

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- 1. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.
 - 2. Inserted in amendment Notification No. 11405-Gen., dated the 7th March 2000.

II SHORTHAND TEST – ENGLISH : 50 marks -

The test will comprise dictation from a printed matter (240 words approximately) of 3 minutes at the rate of 80 words per minute. Time allowed for transcription will be 15 minutes. The apportionment of marks for the evaluation of answer scripts will be as follows :-

- (a) Dictation in shorthand script – 25 marks – While assessing the ability to take down dictation in shorthand script, one mark will be deducted for each mistake.
- (b) Transcription – 25 marks – While assessing the ability to transcribe one mark will be deducted for each mistake.

26. III - TYPEWRITING TEST – ORIYA : 50 marks -

- (a) The Test will be held for 10 minutes at a speed of 20 words per minute from a printed matter (200 words approximately).
- (b) While assessing the accuracy of reproduction, 5 marks will be deducted for each mistake in typed script. A candidate whose script reveals mistakes more than 3% will be eliminated as disqualified.

IV SHORTHAND TEST – ORIYA : 50 marks -

The test will comprise dictation from a printed matter (240 words approximately) for 3 minutes at the rate of 80 words per minute. Time allowed for transcription shall be 10 words per minute by typewriter. A candidate whose script reveals errors more than 10 per cent of the words dictated will be eliminated as disqualified.

- (a) Dictation in shorthand script – 25 marks – While assessing the ability to take down dictation in shorthand script, one mark will be deducted for each mistake.
- (b) Transcription – 25 marks – While assessing the ability to transcribe one mark will be deducted for each mistake.

V LANGUAGE TEST – 40 marks -

This test shall aim at evaluating candidates' knowledge in English and Oriya languages. There will be common question paper. It shall be designed as follows :-

- | | | | |
|-----|---|-----|----------|
| (a) | Translation of a passage from English to Oriya | ... | 10 marks |
| (b) | Translation of passage from Oriya to English | ... | 10 marks |
| (c) | An essay in Oriya | ... | 10 marks |
| (d) | Question aimed at assessing candidates working knowledge in English language. | | 10 marks |

[(The question may require the candidates to give correct spelling of words, to select from given words and Phrases, the most appropriate for filling in blanks in sentence to correct grammatical mistakes in given sentences, to select from a given group of words those with opposite meaning and to Punctuate a passage.)]

By order of the Governor

R. K. NAYAK

**Special Secretary to
Government**

26. Substituted vide G. A. Department Notification No. 18503-Gen., dated 31st August 1994.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

The 24th July 1991

(Published in the *Orissa Gazette* on the 8th August 1991)

No. 19100 – 2R/1-8/91/Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulate recruitment to the posts of Establishment Officer of the offices of Heads of Department namely :-

Short title and commencement

1. (1) These rules may be called the Orissa Heads of Department (Establishment Officers, Recruitment Rules, 1991).

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. In these rules, unless the context otherwise require :-

- (a) “Commission” means the Orissa Public Service Commission;
- (b) “Committee” means the Departmental Promotion Committee Constituted under rule 4;
- (c) “Department” means the respective Administrative Department of the Secretariat as prescribed in the Orissa Government Rules of Business framed under Clause (3) of Article 166 of the constitution of India;
- (d) “Government” means the Government of Orissa;
- (e) “Heads of Department” means the Heads of Department as mentioned in Appendix 3 of the Orissa Service Code;
- (f) “Post” means the post of Establishment Officer which is filled up

by promotion from among the Section Officers, Level-I;

(g) "Select List" means the list approved under rule 8.

Eligibility

¹[3. The post of Establishment Officer in the offices of the Heads of Departments shall be filled up by selection from among the permanent and officiating Section Officers, Level-I of that establishment, who have completed one year of continuous service in the said rank of that establishment by the end of the month preceding the month in which the committee meets.]

Constitution of
Departmental
Promotion
Committee.

4. (1) There shall be constituted a Departmental Promotion Committee for selection of suitable officers for promotion to the post of Establishment Officer.

(2) The Committee shall consist of the following members, namely :-

- (i) Secretary to Government in the ... Chairman
Administrative Department
- (ii) Head of the Heads of Department ... Member
concerned
- (iii) Joint Secretary/Deputy Secretary of the ... Member
Administrative Department

(3) An officer of the Heads of the Department not below the rank of Class I to the nominated by the concerned Heads of the Department to act as the Secretary of the Committee without participating in its deliberations and decisions.

(4) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members :

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Committee were present at such meeting.

-
1. Substituted vide G. A. Department Notification No. 24507, dated the 9th November 1995 published in *Orissa Gazette* and given effect to from 14th November 1995.

Meeting of the
Committee.

¹[5. In every calendar year the Committee shall meet in the month of January to consider the suitability of all eligible officers and prepare a list of such officers in order of merit, who are found suitable for promotion.]

Preparation of
Select List.

6. (1) The zone of consideration, to fill up the vacancies by the general candidates shall be such as specified in the Orissa Civil Service (Zone of consideration) Rules, 1988 and in respect of vacancies reserved for S. C. & S. T. communities shall be such as specified in the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder from time to time.

(2) The Committee shall ordinarily recommend the names of officers equal to double the number of vacancies referred to in sub-rule (1).

(3) The sealed cover procedure shall be followed in respect of employees who are placed under suspension.

(4) Selection of officers for inclusion in the list referred to in rule 5 shall be based on merit and suitability in all respects with due regard to seniority.

(5) The names of officers considered fit for promotion to the service shall ordinarily be arranged in the order of their respective seniority in the rank of Section Officer, Level-I :

Provided that any Section Officer, Level-I who is of exceptional merit may be assigned a place higher than that of the officers senior to him in the said rank with reasons recorded for such supersession.

Consultation
with

7. (1) The list prepared by the Committee under rule 6 shall be submitted to

Commission.

Government in the Administrative Department who shall refer the matter to the Commission together with the following documents, namely :-

- (a) Gradation list of the Section Officers, Level-I whose cases were considered by the Committee and their date of birth.
- (b) Particulars of all officers recommended by the Committee under rule 6 together with a separate list and particulars of those officers not recommended by the Committee for inclusion in the list so prepared;

and

- (c) Confidential Character Rolls of all officers considered by the Committee under rule 6.

(2) The position of representation against adverse remarks and position about disciplinary proceedings, if any, pending against the officers considered for promotion shall be stated.

(3) The Commission shall consider the list so received under sub-rule (1) with reference to the documents and shall furnish its recommendation to the Government in the Administrative Department. The Commission shall follow the principle specified in rule 6 (4) in making its recommendations.

Approval of Select List by Government.

8. (1) The Government shall consider the recommendations of the Commission and approve the same with or without any modification, if deemed proper, and upon such approval the list shall form the Select List for promotion to the post. The Select List shall be equal to the number of vacancies reported.

(2) The Select List shall remain in force for a period of one year from the date of its approval by the government under sub-rule (1).

Appointment to service.

9. (1) Appointment to the post shall be made by the competent authority in the order in which the names appear in the Select List.

(2) When a Select List is not in force or has been exhausted and it is necessary to make appointments urgently, appointment may be made in the post on *ad hoc* basis for a period not exceeding one year on the basis of the list prepared by the Committee under rule 6 :

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1. Substituted vide G. A. Department Notification No. 24507-Gen., dated the 9th November 1995 published in the Orissa Gazette and given effect to from 14th November 1995.

Provided that the period of service rendered in *ad hoc* appointments made under sub-rule (2) shall not count towards seniority.

Probation and Training.

10. (1) Officers appointed to the service for the first time on the basis of the Select list shall be on probation for a period of one year :

Provided that the period of *ad hoc* appointment made under sub-rule (2) of Rule 9 shall not count towards the period of probation.

(2) Government may, for good and sufficient reasons to be recorded in writing, extend the period of probation of any officer for another year so that the period of probation of any officer for another year shall not exceed two years in any case.

(3) If the performance of any officer is not found satisfactory during the period of probation during the extended period, he shall be reverted back to his parent post in the next lower rank.

(4) The Establishment Officer (s) of each Heads of Department may be required to undergo such training as may be directed by Government from time to time.

Inter-se Seniority

11. The *inter-se*-seniority of officers appointed to the post shall be in the order in which their names are arranged in the Select List from which they are appointed.

Confirmation.

12. After successful completion of probation a person shall be confirmed in his post if a permanent post is available.

Repeal and Saving.

13. All rules, orders, instruction corresponding to these rules in so far as they relate to recruitment to the post of Office Superintendent, Superintendent, Personal Assistant (Non-technical), Additional Personal Assistant (Non-technical), Establishment Officer, Additional Establishment Officer and Assistant Establishment Officer in the offices of the Heads of Department and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order or appointment made, action taken or things done under the rules, orders or instructions so repealed shall be deemed to have been made, taken or done under the corresponding provisions of these rules.

Interpretation.

14. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department for decision.

By order of the
Governor
C. NARAYANASWAMY
Special Secretary to
Government

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 11th April 1994

(Published in the *Orissa Gazette* on the 23rd May 1994)

No. 7417 – 2R/1-24/94-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulate the method of recruitment and conditions of service of the person appointed to the posts of Assistants and Section Officers in the offices of the Heads of Departments, namely :-

PART I

PRELIMINARY

Short title and commencement

1. (1) These rules may be called the Orissa (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires :-

- (1) (a) 'Appendix' means the Appendix appended to these rules;
- (b) 'Commission' means the Orissa Staff Selection Commission;
- (c) 'Chairman' means the Chairman of the Orissa Staff Selection Commission;
- (d) 'Committee' means the Selection Committee/Departmental

Promotion Committee, as the case may be;

- 1[(e) 'Departmental Examination' means the Accounts Training conducted by the Madhusudan Institute of Accounts and Finance and would include a test/examination prescribed at the end of the training;]
- (f) 'Government' means the Government of Orissa;
- (g) 'Heads of Departments' means a Head of Department as defined in Rule 20 of the Orissa Service Code and enlisted in Appendix 3 thereof. Provided that the Office of the Board of Revenue and its constituent Heads of Departments specified hereunder shall constitute a single cadre under the administrative control of the Member, Board of Revenue who shall exclusively function as the Head of the Department of the said constituent Heads of Department;
- (i) Office of the Special Relief Commissioner;
- (ii) Office of the Commissioner, Land Records and Settlements;
- (iii) Office of the land Reforms Commissioner;
- (iv) Office of the Commissioner, Consolidation I and II;
- (v) Office of the Director of Land Records and Survey;
- (vi) Office of the Director of Consolidation; and
- (vii) Office of the Inspect-General of Registration-cum-Excise Commissioner.
- (h) 'Scheduled Castes and Scheduled Tribes' mean such castes and tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India;
- (i) 'Select List' means the list prepared by the Orissa Staff Selection Commission/ Departmental promotion Committee;
- (j) 'Year' means the calendar year.

(2) All other words used but not defined in these rules, unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Orissa Service Code.

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1. Substituted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996 published in the Orissa Gazette and given effect to from 30th September 1996.

PART II

CONSTITUTION OF CADRE AND METHOD OF RECRUITMENT

Constitution and composition of the cadre.

3. (1) The service shall consist of the following grades, namely :-
- (a) Junior Assistant;
- (b) Senior Assistant;
- (c) Section Officer, Level – II;
- (d) Section Officer, Level – I.
- (2) Each grade of the service shall constitute a separate cadre.
4. 1[(1) Recruitment to the posts of Junior Assistants shall be made by the following methods:-
- (i) Direct recruitment through the competitive examination.
- (ii) Promotion from among Group employees.]
- (2) Recruitment to the posts of Senior Assistant shall be made by promotion from among the eligible Junior Assistants and Senior Grade Typists/Diarists, Recorders, Despatchers.

(3) Recruitment to the posts of Section Officer, Level-II shall be made by promotion from the Senior Assistants.

(4) Recruitment to the posts of Section Officer, Level-I shall be made by promotion from among the Section Officers, Level-II.

PART III

²[DIRECT RECRUITMENT THROUGH COMPETITIVE EXAMINATION]

Competitive Examination.

5. (1) The competitive examination shall be conducted once in every year by the Commission on the subjects and syllabus specified under Rule 11.

(2) Question setting and valuation of answer papers shall be done centrally under the direct supervision of the Commission.

(3) Invigilators for the examination shall be appointed from outside the district in which examination is conducted.

Intimation of number of vacancies.

6. In the month of January each year, the Heads of Department shall intimate the Chairman, the number of vacancies of Junior Assistants already existing and those likely to occur during the subsequent months of the year in the form prescribed in Appendix I :

Provided that the vacancies once reported shall not be filled up otherwise for any reason whatsoever without prior permission of the Chairman.

Notification of vacancies.

7. On receipt of the requisite information, the Chairman shall issue advertisements inviting applications for appearing in the competitive examination for the posts of Junior Assistants in such newspapers as may be considered necessary.

Holding of examination.

8. The competitive examination shall be held at a center (s) to be announced by the Chairman. The date, time and place for the examination shall be intimated to the candidates.

Eligibility of the candidates.

9. A candidate in order to be eligible for appearing in the competitive examination shall -

- (a) be a citizen of India.
- (b) be passed +2 in Arts/Science/Commerce or possess such other qualification as are equivalent to +2 examination;

1. Substituted vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.

- (c) be not less than 18 years and not more than 32 years of age on the 1st day of January of the year.

Note – The maximum upper age limit shall be relaxable by five years in case of Scheduled Caste and Scheduled Tribe candidates and by such number of years in respect of other categories of candidates as may be decided by the Government.

- (d) be of good character;
- (e) be of sound health, good physique and active habits and free from organic defects or bodily infirmity;

Note – This clause is not applicable to physically handicapped candidates.

- (f) have not more than one spouse living or in the case of lady candidates have not married a person who has a wife living;
- (g) be able to speak, read and write Oriya and have -
- (i) passed M. E. School examination with Oriya as language subject;

OR

- (ii) have passed Matriculation or equivalent examination with Oriya as

medium of examination in non-language subject;

OR

- (iii) passed in Oriya as language subject in the final examination of Class VII or above;

OR

- (iv) passed a test in Oriya in M. E. School standard conducted by the Education Department.

Fees

10. (1) No application shall be considered unless it is accompanied by a Treasury Challan showing payment into a Government Treasury an amount as may be determined by the Government from time to time by order notified in the official gazette as fees for application and examination under the appropriate heads of account.

(2) No claim for refund of fee shall be entertained in any case.

(3) Candidates belonging to Scheduled Castes and Scheduled Tribes are exempted from payment of such fees.

Standard and syllabus of the examination.

11. ¹[(1) The examination shall be conducted on the following subject carrying marks as shown against each :

Subject	Marks
(1)	(2)
Objective Language	100
Arithmetics	100
General Knowledge	100
Total	300

(2) The syllabus and the standard of the examination for each subject shall be as specified in the Appendix II.

Preparation of select list and allotment of successful candidates.

12. (1) The Commission shall ensure completion of evaluation of answer papers and preparation of the merit list of the candidates within two months from the last date of examination.

(2) The list of successful candidates drawn in order of merit shall be equal to the total number of vacancies determined under Rules 6.

1. Substituted vide G. A. Department Notification No. 14429-Gen., dated the 18th June 1998, Published in Orissa Gazette and given effect from the 17th July 1998.

(3) The list of successful candidates shall be published in the notice board as well as in the official gazette and upon publication it shall from the select list.

(4) Mere inclusion of a name in the list of successful candidates shall not confer any right to appointment unless and until specific appointment order is issued by the competent authority.

(5) The Chairman shall allot the names of successful candidates for appointment to the Heads of Departments according to the requirement of those offices.

(6) Orders of appointment shall be issued by the concerned Heads of Departments.

¹[PART III A

RECRUITMENT THROUGH PROMOTION

12. A. Percentage of filling of vacancies and eligibility criteria.

(1) 5% of vacancies in the post of Junior Assistant in the office of a Heads

of Departments shall be filled up by way of promotion from among the Group D employees of that office on the basis of recommendation of the Departmental Promotion Committee constituted under Rule 16(1):

Provided that in case required number of Group D employees are not available for promotion to the posts of Junior Assistant in a particular year, these vacancies shall be filled up by candidates recruited under Rule 4 (1) (i).

(2) No Group D employee shall be eligible for consideration for promotion to the post of Junior Assistant unless he has given willingness to that effect in writing and has put in minimum of 19 years of continuous service and has passed +2 Arts/Science/Commerce or possess such other qualification as are equivalent to pass in +2 examination.

(3) The selection of Group D employees for promotion to the post of Junior Assistant shall be based on the following criteria :-

- (i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record the employee concerned shall be treated to have a clean career of service.
- (ii) A *viva voce* test shall be conducted by the Departmental Promotion Committee.]

PART IV

PROMOTION TO THE POST OF SENIOR ASSISTANT

Percentage of filling up of vacancies.

13. (1) 90% of vacancies in the rank of Senior Assistants in the Office of a Heads of Departments shall be filled up by the eligible Junior Assistants of that office on being selected by the Departmental Promotion Committee.

(2) No Junior Assistant shall be promoted to the rank of Senior Assistant unless he has put in at least 3 years of continuous service as such and has been considered fit to perform all the duties of a Senior Assistant and has ²[successfully passed the Departmental Examination]:

³[Provided that the Junior Assistants who have already passed the final Accounts Examination conducted by the Board of Revenue shall not be required to pass the Departmental Examination provided in sub-rule (2).]

(3) 10% of the vacancies in the rank of Senior Assistant in the offices of Heads of Departments shall be filled up by recruitment of competent Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers of that office if they have rendered 10 years of continuous service including 3 years in the respective Senior Grades and have possessed Matriculation or equivalent qualification and have been selected by the Departmental Promotion Committee constituted under Rule 16.

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1. Added vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.
 2. Substituted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.
 3. Inserted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.

PART V

PROMOTION TO THE POST OF SECTION OFFICER, LEVEL-II

Promotion to the post of Section Officer, Level-II.

14. (1) No Senior Assistant shall be considered for promotion to the post of Section Officer, Level – II unless he has rendered a minimum of twelve years of continuous service including nine years of continuous service as Senior Assistant on the first day of January of the year in which the Departmental Promotion Committee meets. ¹[**]

(2) The selection for the posts of Section Officer, Level-II shall be made by the Departmental Promotion Committee constituted under Rule 16 from among the Senior Assistants.

(3) If no such candidate with nine years of continuous service as Senior Assistant is available the Departmental Promotion Committee may, as a special case, consider the cases of those Senior Assistant who have rendered not less than seven years of service in that grade but in no case the total period of service shall be less than twelve years.

PART VI

PROMOTION TO THE POST OF SECTION OFFICER, LEVEL-I

Promotion to the post of Section Officer, Level-I.

15. (1) No Section Officer, Level-II shall be eligible for consideration for promotion to the post of Section Officer, level-I unless he has completed ²[three years] of continuous service as such on the 1st day of January of the year in which the Departmental Promotion Committee meets.

(2) The selection for the posts of Section Officers, Level-I shall be made by the Departmental Promotion Committee constituted under Rule 16, from among the Section Officers, Level-II.

PART VII

GENERAL

Constitution of Departmental Promotion Committee.

16. ³[(1) there Shall be a Departmental Promotion Committee to consider the eligible officers for promotion to the posts of Junior Assistants/Senior Assistants/Section Officer, level-II and Section Officers, Level-I consisting of the followings -

- | | | |
|-----|---|-----------|
| (a) | Heads of Departments concerned | Chairman |
| (b) | Additional/Joint/Deputy Director of the Heads of Department and in absence of any such officer Deputy/Joint Secretary of the concerned Administrative Department nominated by the Secretary of the Administrative Department. | Member |
| (c) | Deputy Secretary of any Department of Secretariat other than the Administrative Department nominated by the Secretary of the concerned Department. | Member |
| (d) | Establishment Officer or any other officer not below the rank of Secretary Class II dealing with Office Establishment of the concerned Heads of Department.] | Secretary |

(2) The Department Promotion Committee shall consider the suitability of eligible officers for promotion to the higher grade and accordingly prepare a list of such officers. The list prepared by the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members :

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Committee were present at such meeting.

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- **1. Deleted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.
2. Substituted vide G. A. Department Notification No. 19063-Gen., dated the 25th May 2000, Published in Orissa Gazette and given effect to from the 9th June 2000.
3. Substituted vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.

Select List.	<p>17. (1) The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Assistants and by the Departmental Promotion Committee in case of promotion to the posts of ¹[Junior Assistants,] Senior Assistants, Section Officer, Level-II and Section Officer, Level-I shall from the Select Lists upon publication for general information.</p> <p>(2) The Select Lists shall remain valid for a period of one year from the date of the publication.</p>
Criteria for Promotion.	<p>18. The criteria for promotion to the posts of ²[Junior Assistant/] Senior Assistants/Section Officer, Level-II and Section Officer, Level-I shall be in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992.</p>
Probation.	<p>³[19. (1) All persons appointed to a post in the service shall be on probation for a period of two years in case of direct recruitment and one year in case of promotion which shall be counted from the date of joining the post ;</p> <p>Provided that the period of probation shall not include the following :-</p> <p>(a) Extra-ordinary leave,</p> <p>(b) Period of unauthorized leave,</p> <p>(c) Any other period held to be not being on actual duty.</p> <p>(2) The appointing authority may extend the period of probation or terminate the services of a person appointed on probation (in case of the direct recruit) or revert a person to his previous post (in case of a promote) during or at the end of his period of probation, if the work and conduct of such person is not found to be satisfactory.</p> <p>(3) The date of completion of the period of probation in each case shall be notified by an office order and shall also be recorded in the Service Book.]</p>
Seniority.	<p>20. (1) The relative seniority of each person appointed to a particular cadre of the service in a particular year shall be determined with reference to his position in the respective select list.</p> <p>(2) The persons appointed in a year under sub-rule 3 of Rule 13 shall take rank below those appointed under sub-rule (1) thereof.</p> <p>⁴[(3) The persons appointed in a year under rule 12.A of Part-III A shall take rank below those appointed under rule 12 (6)].</p>
Reservation of vacancies.	<p>21. Notwithstanding anything contained in these rules, vacancies shall be reserved -</p> <p>(a) For candidates belonging to Scheduled Caste and Scheduled Tribe in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules framed thereunder;</p> <p>(b) For physically handicapped/ex-servicemen/Sportsmen/Women candidates to such extent as may be determined by the Government from time to time.</p>
Relaxation.	<p>22. Where the State Government are of the opinion that it is necessary or expedient so to do in the public interest, they may, by order, relax any of the provisions of the rules in respect of any class or category of employees in the interest of public service.</p>
Confirmation.	<p>23. After successful completion of probation, a person shall be confirmed in his post if a permanent post is available.</p>
Repeal and Savings.	<p>24. All rules, orders and instructions corresponding to these rules and in force, immediately before the commencement of these rules, are hereby repealed.</p> <p>Provided that any order or appointment made, action taken or things done under the rules, orders or instructions so repealed shall be deemed to have been made taken or done under the corresponding provisions of these rules.</p>
Interpretation.	<p>25. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department for decision.</p>
Issue of instructions.	<p>26. The State Government may issue such instructions, not inconsistent with</p>

the provision of these rules, as they consider necessary to regulate matters not specifically covered by the provisions of these rules.

- 1 & 2. Inserted vide G. A. Department Notification No. 19078-Gen., dated 30th March 2001.
3. Substituted vide G. A. Department Notification No. 26373-Gen., dated 30th September 1996.
4. Added vide G. A. Department Notification No. 10978-Gen., dated 30th March 2001.

¹[PART VIII] TRAINING

27. (1) The required attendance during the training syllabus for the training and level of performance in the test/examination for passing the same shall be as determined by the Madhusudan Institute of Accounts and Finance in consultation with the General Administration Department.

(2) All the Senior Assistants appointed in accordance with the sub-rule (3) of Rule 13 and all the Junior Assistants of the offices of different Heads of Department shall be deputed in turn to the Madhusudan Institute of Accounts and Finance, Bhubaneswar for attending the next feasible training course in order of their seniority :

Provided that where a Junior Assistant selected for training could not be relieved in the interest of public service and completes the said training successfully subsequently his/her seniority in gradation list shall be maintained and his date of passing the prescribed examination shall be antedated. In case promotion is due and the Assistant otherwise qualified for promotion, has not undergone training or no fault of his/her, he/she should get promotion as usual, according to his/her seniority to the post of Senior Assistant. However, in the rank of Senior Assistant he/she shall have to undergo training and after successful completion of training he/she will be confirmed in the rank of Senior Assistant.

(3) The Madhusudan Institute of Accounts and Finance shall issue a certificate to each trainee, who successfully completes the Training Course. The Madhusudan Institute of Accounts & Finance shall also submit separately a list of persons successfully complete the training to the General Administration Department and to the concerned Heads of Department at the end of each such course. It shall also, indicate, whether the trainee concerned has failed in attendance or in the test/examination.

(4) The General Administration Department shall be the nodal Department for deputing the Assistant for training. The concerned Heads of Department shall recommend the names of the Junior Assistants and the Senior Assistants to the General Administration Department strictly in order of their seniority.

(5) A person deputed for training shall be treated as on duty and he shall get the duty pay. The duty pay shall, however, be admissible only for the duration of one term of the training course. If a person fails in completing successfully the training due to the failure in the test/examination only, he may be allowed two more chances to undertake the test/examination part of the subsequent training courses, for taking such test/examination, the person concerned shall have to take leave for this purpose. In case a person fails due to the shortage of attendance for reasons whatsoever, he may be nominated again for the training course and he shall undergo the full course of training afresh. In case of re-nomination to the training course, while the person shall be treated as on duty, the financial benefits of the duty pay shall not exceed the duration of one term of the training course. The duty pay paid for the extra duration shall be recovered at the rate of one-third of the monthly salary beginning from the month immediately succeeding the re-nominated training course.

APPENDIX I (See Rule 6)

- (i) Number of vacancies already existing -
 - (a) Permanent,

- (b) Temporary – likely to be permanent,
(c) Purely temporary.
- (ii) Number of expected vacancies likely to occur during the year -
(a) Permanent,
(b) Temporary – likely to be permanent,
(c) Purely temporary.
- (iii) Total,
(iv) Vacancies reserved for -
(a) Scheduled Caste,

-
1. Inserted vide G. A. Department Notification No. 26373-Gen., dated 30th September 1996.
(b) Scheduled Tribe,
(c) Ex-Servicemen,
(d) Sportsmen,
(e) Physically handicapped,
(f) Women.

APPENDIX II

(See Rule 11)

Standard and Syllabus

¹[1. Objective Language Test :-

[50+50 = 100 marks (English & Oriya) 3 hours duration]

(1)	Question to test English	...	50 marks
<hr/>			
(a)	Letter writing	...	15 marks
(b)	One Oriya passage to be translated into English	...	15 marks
(c)	English Grammar	...	20 marks
	(i) Correct use of tense		
	(ii) Correct use of preposition,		
	(iii) Correct use of articles		
	(iv) Correct use of Verbs and its agreement		

(These questions shall consist a series of sentences with blanks and a group of verbs, prepositions, etc. against each sentence and the candidates shall be required to tick off the correct verb, preposition, article or tense as the case may require).

(2)	Question to test Oriya	...	50 marks
(i)	Oriya Grammar (Objective type)	...	20 marks
(ii)	Translation (one English passage to be translated in to Oriya).	...	15 marks
(iii)	Essay writing	...	15 marks

Note – The standard of examination in English and Oriya will be equivalent to +2 examination.]

2. General Knowledge – Knowledge of current event and such other matters of every day observation had experience as may be expected from an educated person.

²[3. Arithmetics

(Matriculation Standard) – 3 hours duration ... 100 marks

(Under this, there will be a series of questions in practical Mathematics required for day to day. The question would be such as to test candidate's ability to work out Fractions, Decimals, Percentage, Average, Simple and Compound interest, Rates and Taxes, Insurance, Profit & Loss, Mixture, Partnership, Problems on Time and Work and Time & Distance).]

By order of the
Governor
SARKAR
Government

PRITIMAN
Special Secretary to

-
1. Substituted vide G. A. Department Notification No. 14429-Gen., dated 18th June 1998 – Published in Orissa Gazette and given effect to from 17th July 1998.
 2. Substituted in G. A. Department Notification No. 14429-Gen., dated the 18th June 1998.

INSTRUCTIONS

PART II

No. 12138-SC/6-1/78-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

(Published in the *Orissa Gazette* on the 16th June 1978)

The 1st June 1978

Subject – Revision of the yardstick of Head Typists in the offices of the Heads of Departments.

After the amalgamation of the two grades of Head Typists (Senior & Junior) into one on the recommendation of the Fourth Pay Committee, the yardstick of the Head Typists as fixed in Political & Services Department Resolution No. 17156-Gen., dated the 6th November 1964 became inoperative and incapable of implementation. In the meantime the Home Department have issued orders in their Resolution No. 52845-S. E. – 2-26/75, dated the 20th November 1976, revising the yardstick for sanction of posts of Head Typists in the Departments of Secretariat, Government have therefore, been pleased to decide that a post of Head Typist in the office of heads of Department will be admissible for every six (6) Typists in that office. When the number of Junior and Senior Grade Typists in an office will be more than 50% of the above yardstick another supervisory post of Head Typist will be admissible.

This supersedes all previous Resolutions of the Political & Services Department on the subject.

Order – Ordered that the Resolution be published in the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments and the Accountant-General Orissa, Bhubaneswar for information.

By order of the
Governor
R. K. NAYAK
Additional Secretary to

Government

No. 7916-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

The 12th April 1994

To

All Heads of Departments.

Subject – Revision of ratio of Ministerial staff in the Heads of Departments.

Consequent upon the redesignation of the posts of Lower Division and Upper Division Assistants as Junior Assistants and Senior Assistants, respectively the following amendments are made in the last paragraph of the defunct P. & S. Department circular No. 65469 (58)-Gen., dated the 27th April 1962.

In place of “i.e., 2 L.D., 2 U.D. Grade II and 2 U. D. Grade I for one Head Assistant” the following may be substituted, “i.e. tow Junior Assistants and four Senior Assistants for one Section Officer”.

C. NARAYANASWAMY

Special Secretary to

Government

No. 21986-SC/6-31/2000-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

Dated the 26th June 2000

To

All Heads of Departments of Government/All Heads of Departments.

Subject – Clarification to Rule 13 (2) of the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994.

The undersigned is directed to say that references have been received in this Department with regard to interpretation of eligibility criteria in terms of three completed years of service for promotion from Junior Assistants to the rank of Senior Assistants as laid down in Rule 13 (2) of the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Office of the Heads of Departments) Rules, 1994.

It is, therefore, clarified that a Junior Assistant of the Heads of Department shall be eligible for consideration for promotion to the rank of Senior Assistant if he has put in at least three years of continuous services as such on the 1st day of January of the year in which the departmental Promotion Committee meets. This provision may be read in addition to the other provisions under Rule 13 (2) of the aforesaid rules which shall remain unaltered.

This clarification should be brought to the notice of all the subordinate offices under their control.

S. B. AGNIHOTRI

No. 30408-SC/II-22/2000-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

Dated the 31st July 2000

To

All Departments of Government/

All Heads of Department

Subject – Principles of promotion and fixation of seniority of Ministerial Officers in the Offices of Heads of Departments.

The undersigned is directed to refer to this Department Resolution No. 14029-Gen., dated 4-5-1988, Letter Nos. 18864/Gen., dated 9-7-1990, 26451/Gen., dated 20-9-1990, No. 32076/Gen., dated 18-8-1992 and No. 4522/Gen., dated 20-2-1993 on the above mentioned subject and to say that it has come to the notice of the Government that most of the Ministerial Officers of the Heads of Departments have not passed Preliminary Accounts/Final Accounts Examination conducted by the Board of Revenue during the last extended period i.e. 31-12-1993 Consequently these Assistants and Section Officers who have got promotion to the ranks of Senior Assistant/Section Officer, Level-II without passing the Preliminary Accounts Examination/Final Accounts Examination as treated are irregular recruits in the respective rank and are debarred from getting further promotions even if large number of vacant posts are remaining unfilled due to non-availability of suitable candidates.

2. After considering these facts, Government have been pleased to order by invoking relaxation provisions contained in Rule 22 of the Orissa Ministerial Services (Method of Recruitments and Conditions of Service of Assistants and Section Officers in the Office of Heads of Departments) Rules, 1994 as follows :-

- (i) Relaxation will be allowed in respect of the provision requiring the Ministerial Officers to undergo Accounts training. This relaxation may be allowed till 31st March 2002. The management will take steps to depute the untrained Assistants and Section Officers for training in Madhusudan Institute of Accounts and Finance, Bhubaneswar during this period and record should be kept of any refusal.
- (ii) During this period of relaxation i.e. till 31st March, 2002 qualifying in the Accounts Training may not be insisted upon for continuance in the post which they are holding now or for promotions subject to their eligibility or otherwise.
- (iii) All appointments and promotions before 31-3-2002 of any Ministerial Officer who have not passed the departmental examination in the Accounts Training conducted by Madhusudan Institute of Accounts and Finance will be treated as *ad hoc*.

3. It is clarified that no further relaxation will be allowed for this purpose and failure to pass the departmental examination in the Accounts Training within the above specified period i.e. 31-3-2002 will debar the concerned Ministerial Officers of Heads of Departments from getting future promotion and they are liable for immediate reversion to the grade from which they were promoted on *ad hoc* basis.

4. It is further clarified that no Junior Assistant should be promoted on *ad hoc* basis to the rank of a Senior Assistant if he has not put in three years of continuous service as such and no Senior Assistant shall be considered for promotion to the post of Section Officer, Level-II unless he has rendered minimum 12 years of continuous service including nine years of continuous service as Senior Assistant on the 1st day of January of the year in which the Departmental Promotion Committee meets.

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General Administration Department

No. 2R/1-57/99(Pt.II)/ 9711/Gen., Dt.04.04.2003

To

All Departments of Government.

All Heads of Departments.

Sub: Nomination of Officers to D.P.C. for Promotion of Assistants and Section Officers in the offices of the Heads of Departments – Instructions regarding.

The amended provision U/R 16(1) (C) of the Orissa Ministerial Service (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Offices of the Heads of Department) Rules, 1994 made effective from 19.04.2001 i.e. the date of publication of the relevant Notification in the Orissa Gazette provides that Deputy Secretary of any Department of Secretariat other than the Administrative Department is required to be nominated to act as 'Member' of the D.P.C. by the Secretary of the concerned Administrative Department. Experience, however, shows that invariably requests are being received from the respective Heads of Departments to depute an officer of the rank of Deputy Secretary from G.A.Department to participate as a 'Member' in the DPC even though the Rule does not specifically prescribe so.

2. It is not practicable to spare Deputy Secretary from G.A. Department to attend the DPC meetings of Heads of Departments as they are tied down with day to day important Official work.

It is, therefore, requested that all the Administrative Departments / Heads of Departments should associate the Deputy Secretaries of other Departments of the Government in the D.P.C. meetings of the Heads of Departments and spare Officers of the rank of Deputy Secretary to act as member in such D.P.C. meetings.

Special Secretary to Government

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General Administration Department

NOTIFICATION

Bhubaneswar, Dated, the 19.07.2003

No. 2R/1-3/2003/ 20274 / Gen., In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991 namely :-

1. (1) These rules may be called the Orissa Heads of Departments (Establishment Officers) Recruitment Amendment Rules, 2003.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In the Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991 (hereinafter referred to as the said rules) after clause (g) of rule 2, the following clause shall be inserted, namely :-

“(h)’year’ means the Calendar year”

3. In the said rules, after rule 14, the following rule shall be inserted namely:-

“Relaxation.15-where the State Government are of the opinion that it is necessary or expedient to do so, they may, by order and for reasons to be recorded in writing, relax any of the provisions of rule 3 and rule 10 in respect of any class or category of employees in the interest of the Public Service in consultation with the Orissa Public Service Commission”.

By order
of the Governor

S.SRINIVASAN

Special

Secretary to Government

Memo No. 20275 / Dated. 19.07.2003

Copy forwarded to all Departments of Government / all Heads of Departments / Guard file (20 copies) for information and necessary action.

Secretary to Government
Deputy

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**Government of Orissa,
General Administration Department.**

NOTIFICATION

Bhubaneswar, Dated the 01.12.2003

No. SC/H-5/02- 32515 / Gen., In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Ministerial Service (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994 namely :-

1. (1) These rules may be called the Orissa Ministerial Service (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Departments) Amendment Rules, 2003.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In the Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the Offices of the Heads of

Departments) Rules, 1994 for clause (g) of sub-rule (1) of rule 2, the following clause shall be substituted, namely -:

“(g) ‘Heads of Departments’ means a head of Departments as defined in rule 20 of the Orissa Service code and enlisted in Appendix –3, thereof. Provided that the office of the Board of Revenue and its Constituent Heads of Departments specified hereunder shall constitute a single cadre under the administrative control of the Member, Board of Revenue who shall exclusively function as the Head of the Department of the said constituent Heads of Departments;

- (i) Office of the Special Relief Commissioner;
- (ii) Office of the Commissioner, Land Records & Settlements;
- (iii) Office of the Land Reforms Commissioner;
- (iv) Office of the Commissioner, Consolidation I and II;
- (v) Office of the Commissioner, Consolidation & Settlement;
- (vi) Office of the Director of Land Records & Surveys;
- (vii) Office of the Directorate of Consolidation;
- (viii) Office of the Inspector General of Registration and
- (ix) Office of the Excise Commissioner”.

By order of the Governor

(T.K.Pandey)
Special Secretary to
Government

Memo No. 32516 / Dated. 01.12.2003

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Deputy Secretary to
Government

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