

DISTRICT CADRES

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
PART I - RULES			
1.	Notification No. 22591 (Gen.)	16-10-1985	Orissa Ministerial Services (Method of Recruitment to the posts of Junior Clerk in the District Offices) Rules, 1985.
2.	Notification No. 14838 (Gen.)	20-08-1986	Orissa Ministerial Services (Regularisation of Recruitment and Condition of Service of Irregular Recruits in the District Offices and Offices Subordinate thereto) Rules, 1986.
3.	Notification No. 25788 (Gen.)	16-09-1988	Orissa District and Subordinate Offices Stenographers Service (Recruitment and Conditions of Service of Stenographers) Rules, 1988.
PART II – INSTRUCTIONS			
1.	Letter No. 12411 (Gen.)	01-05-1979	Regularisation of Service of irregular recruits to posts of L. D. Clerks in the District and Subordinate Offices under the Administrative Control of Department other than Revenue Department after 15-4-1963.
2.	Circular No. 151174 (Gen.)	26-06-1980	Appointment of L. D. Clerks in the District and Subordinate Offices other than those under the Revenue Department from among the candidates successful in the recruitment tests conducted by R. D. Cs.
3.	Letter No. 10038 (Gen.)	10-05-1983	Regularisation of Service of irregular recruits to posts of L. D. Clerks in the District and Subordinate Offices under the Administrative Control of Departments other than Revenue Department after 15-4-1963.
4.	Resolution No. 5248 (Gen.)	27-02-1985	Procedure to be followed for recruitment to Non-Gazetted Posts/Services.
5.	Circular No. 8052 (Gen.)	18-04-1987	Irregular recruitments against the posts of Junior Clerks in the District and Sub-divisional Offices.
6.	Resolution No. 21671 (Gen.)	17-09-1987	Procedure for recruitment of Non-Gazetted Posts/Services at the Divisional / Range and District Levels.
7.	Circular No. 13363 (Gen.)	30-04-1988	Recruitment of Jr. Clerks in the District Offices under O. M. S. Rules, 1985.
8.	Circular No. 15947 (Gen.)	25-05-1988	Recruitment of Jr. Clerks.
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| 9. | Circular No. 28695 (Gen.) | 01-10-1988 | Clarification regarding holding of type test under O. M. S. Rules, 1985. |
| 10. | Resolution No. 31148 (Gen.) | 01-11-1988 | Provision of a Personal Assistant (Specially declared Gazette) to Collectors. |
| 11. | Resolution No. 32538 (Gen.) | 16-11-1988 | Procedure for Direct recruitment to non-gazetted posts/services and specially declared gazetted posts. |
| 12. | Circular No. 11752 (Gen.) | 19-04-1989 | Recruitment to Class-IV posts in District range, circle and divisional offices. |
| 13. | D.O. Letter No. 15485 (C. S.) (Oriya) | 20-05-1989 | Irregular appointment of Jr. Clerks in the District and Sub-divisional offices. |
| 14. | Circular No. 29815 (Gen.) (Oriya) | 22-09-1989 | Recruitment of Class-IV employees in the District Offices. |
| 15. | Circular No. 9197 (Gen.) | 30-03-1991 | Regularisation of irregular recruitment against the post of Jr. Clerks in the District and Subordinate offices. |
| 16. | Resolution No. 18380 (Gen.) | 26-08-1993 | Inter-district transfer of Class-III and Class-IV employees (other than Junior Clerks). |
| 17. | Circular No. 14400 (Gen.) | 01-07-1995 | Sanction of remuneration to the Examiners, etc. engaged in connection with the recruitment examination of Jr. Clerks under O. M. S. Rules, 1985. |
| 18. | Circular No. 21890 (Gen.) | 29-09-1995 | Irregular recruitment against the posts of Jr. Clerk in the District and Subordinate offices. |
| 19. | Office Memorandum No. 31775 (Gen.) | 13-12-1996 | Guidelines for redeployment of Surplus Staff of mother district to the newly created districts on reorganisation of the districts. |
| 20. | Office Memorandum No. 37338 (Gen.) | 22-12-1997 | Guidelines for redeployment of Surplus Staff of mother district to the newly created districts on reorganisation of the districts. |
| 21. | Resolution No. 23326 (Gen.) (Oriya) | 28-08-1998 | Recruitment procedure for Group '(C)' posts in the district Cadres. |
| 22. | Circular No. 11945 (Gen.) | 22-04-1999 | Rationalisation of the staffing pattern in the District Level offices and Subordinate offices thereunder. |

PART I – RULES
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

The 16th October 1985

Published in Orissa Gazette on the 6th March 1986

No. 22591-Gen.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa hereby makes the following rules to regulate the

method of recruitment to the posts of Junior Clerks in the District Offices and offices Subordinate thereto, namely :-

Short Title and Commencement.

1. (1) These rules may be called the Orissa Ministerial Services (Method of Recruitment to the Posts of Junior Clerk in the District Offices) Rules, 1985.

(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 appended to these rules;
- (b) "Board" means the Board of Examiners constituted under rule 4;
- (c) "District Office" means an office subordinate to and under the administrative control of a Head of Department mentioned in Appendix 3 of the Orissa Service Code and includes the Office of a Heads of Department as aforesaid to which the Orissa Ministerial Services Method of Recruitment to Posts of Junior Assistant in the Office of Heads of Departments Rules, 1975 do not apply and the Ministerial Service cadre which consists of Junior Clerks and Senior Clerks;
- (d) "Government" means the Government of Orissa;
- (e) "Post" means the post of Junior Clerk in the district offices;
- (f) "Scheduled Castes" and "Scheduled Tribes" shall mean such castes and tribes as are notified by the President of India under Article 341 and 342 respectively of the Constitution of India;
- (g) "Year" means the calendar year.

Recruitment

¹[3. Recruitment to the posts shall be made by the following method -

- (i) Direct recruitment by means of a competitive examination to be held ordinarily once in a year.
- (ii) Promotion from among Group D employees.]

Competitive Examination.

4. (1) The competitive examination for recruitment to the posts of Junior Clerk in the District Offices of each district shall be conducted by the Board of Examiners consisting of the Collector of the District as the Chairman and two other Heads of District Offices nominated by the Chairman as members.

(2) The Collector of each Revenue District will conduct the competitive examination for all District Offices having their headquarters within his district.

Intimation of the number of vacancies.

5. Every year in the month of April, the Heads of all District Offices shall intimate to the Chairman of the Board in the form given below the number of vacancies of Junior Clerks already existing at the time and those likely to occur during the subsequent months of the year.

- (i) Number of vacancies already existing
- (ii) Number of expected vacancies, likely to occur during the year
- (iii) Total
- (iv) Number of permanent vacancies
- (v) Number of temporary vacancies likely to continue on a permanent basis
- (vi) Number of purely temporary vacancies
- (vii) Number of vacancies reserved for Scheduled Tribes and Scheduled Castes

1. Substituted vide G. A. Department Notification No. 10973-Gen., dated 30th March 2001.

Notification of vacancies.

6. ¹[On receipt of requisite information, the Chairman of the Board shall issue the information for advertisement in the local newspapers inviting applications for the competitive examination indicating therein the number of reserved vacancies.]

Eligibility of candidates.

7. (1) A candidate in order to be eligible for appearing in the competitive examination shall-

- (a) be a citizen of India;
- (b) have registered his/her name in any Employment Exchange in the District on or before the date of submission of application for the competitive examination;

- (c) have passed the Matriculation or equivalent Examination;
- (d) not be less than eighteen years and not more than ²[thirty-two] years of age on the 1st day of April of the year in which recruitment is made;
- (e) be a good character;
- (f) be of sound health, good physique, active habits;
- (g) be able to speak, read and write Oriya and has-
 - (i) passed the M. E. Examination with Oriya as language subject ; or
 - (ii) passed the Matriculation or equivalent examination with Oriya as the medium of Examination in non-language subjects; 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.

(2) No person who has more than one spouse living shall be eligible for appearing in the competitive examination :

Provided that the Collector may, if satisfied that there are special reasons for doing so exempt any person from the operation of this sub-rule.

³[(3) (a) No application except in case of candidates belonging to Scheduled Castes / Scheduled Tribes shall be considered unless it is accompanied by a Treasury Chalan showing payment into a Government Treasury an amount as may be determined by Government from time to time by order notified in the official Gazette as fees for application and examination under the Head "0075-Miscellaneous General Services – 800 – Other Receipts (A) – Other Examination Fees".

- (b) No claim for refund of fee referred to in clause (a) shall be entertained in any case.]

⁴[(4) Notwithstanding anything contained in this rule, a Group D employee who is not more than forty years of age on the 1st day of April of the year in which recruitment is made and possesses the requisite educational qualifications prescribed in clauses (c) and (g) of sub-rule (1) shall be eligible to appear in the competitive examination for recruitment to the Posts of Junior Clerk in the District Offices.]

1. Substituted vide G. A. Department Notification No. 2514-Gen., dated the 13th February 1987 – Published in *Orissa Gazette* and given effect to from the 13th February 1987.
2. Substituted vide G. A. Department Notification No. 8711-Gen., dated the 26th March 1991 – Published in *Orissa Gazette* and given effect to from the 30th March 1991.
3. Inserted vide G. A. Department Notification No. 19206-Gen., dated 30th June 1988 – Published in *Orissa Gazette* and given effect to from the 7th July 1988.
4. Inserted vide G. A. Department Notification No. 6012-Gen., dated 15th March 1997 – Published in *Orissa Gazette* and given effect to from the 4th April 1997.

8. ¹[Before finalisation of the list of successful candidates, the Chairman of the Board shall get verified that the names of such candidates were registered with an Employment Exchange in the District on or before the date of the application for the competitive examination.]

9. ²[(1) On receipt of the application, the Chairman of the Board shall arrange to hold the competitive examination at his District Headquarters and/or at any other place or places according to necessity and convenience.]

(2) The date, time and place of the examination shall be intimated to the candidate by the Board.

10. The competitive examination shall consist of a written test for three hours duration, which shall consist of objective type questions to test the candidate's, intelligence, alertness, general knowledge and clear thinking. There shall be no viva voce. The standard of examination shall be

Holding of Examination.

Standard of syllabus of examination.

equivalent to that of Matriculation and the question paper shall be modeled on the lines indicated in the Appendix to these rules. There shall also a test in typewriting.

Allotment of successful Candidates and size of the select list.

11. (1) The chairman of the Board shall ensure completion of evaluation of answer papers and preparation of the list of successful candidates who have qualified by such standard as will be decided by him ordinarily within two months from the date of examination. The candidates names shall be arranged in order of merit on the basis of marks secured by them in the examination conducted by Board. This list of successful candidates drawn in order of merit ³[shall be equal to] the number of vacancies as determined under rule 6.

(2) The Chairman shall allot candidates in the order in which their names appear in the list prepared under sub-rule (1) to the District Offices according to the requirement intimated by them. Formal orders of appointment shall be issued to such allotted candidates by the appointing authorities concerned.

(3) Once appointed as a ministerial officer in a District Office, a candidate shall not be transferred outside the jurisdiction of his appointing authority, except for administrative reasons or in public interest.

(4) Notwithstanding anything to the contrary in sub-rule (3), where a Junior Clerk by a representation addressed to the Head of the Department concerned, seeks on his/her own account, transfer from one district to another, the Head of the Department may allow such transfer subject to the following conditions, namely :-

- (a) the Junior Clerk seeking such transfer must have rendered not less than three years of service in the district in which he/she is serving;
- (b) vacancy is available in the district to which the transfer is sought;
- (c) the Junior Clerk shall, upon such transfer, forfeit his/her seniority for his/her post/service and shall, in the gradation list of Junior Clerks in relation to the year in which he/she is transferred rank below the junior most Junior Clerks of the district to which he/she is so transferred :

Provided that where two or more Junior Clerks join a district office in a particular year on transfer under the sub-rule, the *inter se* seniority of such Junior Clerks shall be determined taking into account the period of service rendered by them prior to such transfer;

- (d) the last pay drawn by the Junior Clerk shall be protected and his/her normal date of annual increment shall remain unchanged without prejudice to the operation of any other rules applicable to his/her; and
- (e) Subject to above, the past service of the Junior Clerk shall count for calculation of leave and pension and other benefits.

Note – A mutual transfer shall also be subject to the provisions of this sub-rule.

1. Substituted vide G. A. Department Notification No. 2514-Gen., dated the 13th February 1987 – Published in *Orissa Gazette* and given effect to from the 13th February 1987.
2. Substituted vide G. A. Department Notification No. 10165-Gen., dated the 31st March 1988 – Published in *Orissa Gazette* and given effect to from the 31st March 1988.
3. Substituted vide G. A. Department Notification No. 9518-Gen., dated the 5th April 1991 – Published in *Orissa Gazette* and given effect to from the 24th April 1991.

Promotion from among Group-D employees.

¹[11A. (1) 10% of vacancies in the posts of Junior Clerk in the District Offices shall be filled up by way of promotion from among the Group-D employees of the District Offices of the concerned district on the basis of recommendation of the Departmental Promotion Committee constituted under rule 11-C :

Provided that in case required number of Group-D employees are not available for promotion to the post of Junior Clerk in a particular year, these vacancies shall be filled up by candidates recruited under rule 3 (i).

(2) No Group-D employees shall be promoted to the post of Junior Clerk unless he has given willingness to that effect in writing and has put in minimum of 10 years of continuous service and has passed the Matriculation or equivalent examination,

11B. The Heads of all district offices while intimating the number of vacancies in the posts of Junior Clerk of their offices under rule 5, shall also furnish the list of eligible Group-D employees along with their service particulars.

11C. Constitution of Departmental Promotion Committee :-

There shall be a Departmental Promotion committee to consider the eligible Group-D employees for promotion to the posts of Junior Clerk consisting of the following officials :-

- | | | |
|-------|---|-----------|
| (i) | Collector of the district | Chairman |
| (ii) | Two other Heads of district offices | Member |
| (iii) | Establishment Officer of the Collectorate | Secretary |

11D. (1) The Departmental Promotion Committee while preparing the list of suitable Group-D employees for promotion to the post of Junior Clerk shall follow the provisions of the Orissa Civil Services (Zone of consideration for promotion) Rules, 1988, and the Orissa Civil Services (Criteria for Promotion) Rules, 1992.

(2) The Departmental Promotion committee shall take into consideration the service records of the employees. If nothing adverse is found in the service records; the employee concerned shall be treated to have a clean career of service.

(3) A viva voce test shall be conducted by the Departmental Promotion Committee.]

Validity of the Select List.

12. ²[The select list prepared under Sub-rule (1) of rule 11 in case of direct recruitment and by the Departmental Promotion committee in case of promotion under rule 11D-(1) to the post of Junior Clerk shall remain valid for a period of one year from the date of publication of the same or till drawal of the next year's list, whichever is earlier.]

Probation

13. (1) All appointments against permanent vacancies shall be made on probation for a period of two years only with effect from the date of appointment.

(2) The appointing authority may terminate the services of a probationer or extend his probation for such further period as he may consider necessary if during the period of probation the candidate's work or conduct is found to be unsatisfactory or there are reasons to believe that the candidate will not become efficient.

Relaxation

14. Where the Government are of 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 these rules in respect of any class or category of persons in public interest.

Seniority

15. (1) The relative seniority of each candidate appointed under rule 11(2) in a District Office shall be determined with reference to his position in the competitive examination held in a particular year.

(2) ³[persons appointed under the scheme of rehabilitation assistance or otherwise in relaxation of the provision of these rules under rule 14 shall take rank below those appointed under rule 11 in a particular year.]

1 & 2. added vide G. A. Department Notification No. 10973/Gen., dated the 30th March 2001.

3. Substituted vide G. A. Department Notification No. 9518/Gen., dated the 5th April 1991.

¹[(3) persons appointed to the posts of Junior Clerk by way of promotion under rule 11-A shall take rank below those appointed under rule 11 and above those appointed under the Scheme of rehabilitation assistance or otherwise in relaxation of the provision of these rules under rule 14 in a particular year.]

Special provisions for reservation.

16. Nothing in these rules shall affect reservation and other concessions required to be provided for the Scheduled Caste or Scheduled Tribe candidates in accordance with the provisions of the Orissa Reservation of vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder and for physically handicapped persons in accordance with General Administration Department Resolution No. 15338/Gen., dated 4th May 1981.

Rules not applicable to staff of certain offices.

17. These rules shall not apply to the staff of the High Court and the District Subordinate Courts to whom the Orissa District and Subordinate Courts Ministerial Services (Method of Recruitment and conditions of Service) Rules, 1969 apply and also to the offices of the ²[Commissioner of Endowments and District Police Offices.]

Repeal and savings.

18. the Orissa Ministerial Service (Method of Recruitment to the posts of Junior Clerk in the

District Offices) Rules, 1982 are hereby repealed :

Provided that save as otherwise provided in these rules, any order made or action taken under the rules repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

Interpretation.

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

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1. Added vide G. A. Department Notification No. 10973/Gen., dated the 30th March 2001.
 2. Substituted vide G. A. Department Notification No. 9131/Gen., dated the 30th March 1991 – Published in the *Orissa Gazette* and given effect to from the 6th February 1990.

APPENDIX

(See Rule 10)

1. Objective Language Test (English and Oriya) – 40 marks in test

(a) Question Test English –

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

(b) Question to test Oriya –

- | | |
|--|----------|
| (i) Oriya Grammar (Objective type) | 30 marks |
| (ii) Translation (One English passage to be translated into Oriya) | 10 marks |
| (iii) A letter to be written in Oriya | 20 marks |

2. Objective General knowledge –

In this category, there should be a series of matching questions of different categories like –

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, countries and institutions with headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and,
- (g) Matching questions of miscellaneous type,

3. Objective Mathematics –

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out fractions, decimals, percentage and averages with quickness and accuracy,

4. Test in typewriting

There shall be a test in typewriting to know that the candidates have fair knowledge in typewriting.

Note – For each group excepting Group 4, 100 marks should be allotted and Group 4 will be allotted with 30 marks making an aggregate of 330 marks.

By order of the Governor

C. NARAYANASWAMY

Special Secretary to Government

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

The 20th August 1986

No. 14838-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 to regularise the appointments of certain irregular recruits in the District Offices and Offices subordinate thereto, namely :-

Short title and Commencement.

1. (1) These rules may be called the Orissa Ministerial Services (Regularisation of Recruitment and Conditions of Service of Irregular Recruits in the District Offices and Offices subordinate thereto.) Rules, 1986.

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

Definitions

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

- (a) "Irregular recruit" means a person appointed in the regular vacancy to the post of Lower Division Clerk or Junior Clerk as the case may be, in any district office or an office subordinate thereto on or before the 8th October 1982 in contravention of the provision of the Orissa Ministerial Service (Method of Recruitment and Conditions of Service of Clerks and Assistants in the District Office and Offices of the Heads of Department Rules, 1963 or any other rules regulating the recruitment to such posts prior to the 8th October 1982.
- (b) "Posts" means the posts of Lower Division Clerks now designated as Junior Clerks in the District Offices and Offices of subordinate thereto. -
- (c) "Regular vacancy" means a vacancy which is not a casual or leave vacancy
- (d) "Year" means the calendar year

(2) Words and expressions used in the rules and not defined shall have the same meaning respectively assigned to them in the rules referred to in clause (a) of sub-rule (1).

Validation and regularisation of irregular recruits.

3. Notwithstanding anything contained in any rules regulating recruitment to the posts, the irregular recruits, appointed in the regular vacancies on or before the 8th October 1982 shall be deemed to have been validly and regularly recruited and appointed as Lower Division Clerks or Junior Clerks as the case may be, if they have passed matriculation or an equivalent examination prior to their appointments as such.

Seniority

4. (1) The seniority of all the irregular recruits shall be fixed below the Junior Clerks regularly recruited for before 8th October 1982 under the appropriate rules regulating the recruitment to the posts.

(2) (i) The *inter se* seniority of the irregular recruits shall be determined according to their date of joining.

- (ii) If the date of joining is the same in respect of two or more irregular recruits, their *inter se* seniority shall be determined in accordance with the position given to them in the order of selection.

Interpretation.

5. 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

M. P. MODI

Special Secretary to Government

GENERAL ADMINISTRATION DEPARTMENT**NOTIFICATION**

The 7th September 1988

(Published in *Orissa Gazette* on the 16th September 1988)

No.25788-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 District and Subordinate Offices Stenographic Service, namely :-

PART I**Preliminary****Short title & commencement.**

1. (1) These Rules may be called the Orissa District and Subordinate Offices Stenographers' Service (Recruitment and Conditions of Service of 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) "Board of Examiners" means the Board of Examiners constituted under rule 4;
- (c) "Collector" means the collector of the district;
- (d) "District Office" means an office subordinate to and under the administrative control of a Head of Department;
- (e) "Government" means the Government of Orissa;
- (f) "Head of Department" means a Head of the Department listed in Appendix 3 of the Orissa Service Code;
- (g) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as are notified by the President of India under Articles 341 and 342, respectively of the Constitution of India;
- (h) "Service" means the Orissa District and Subordinate Offices Stenographic Service;
- (i) "Year" means the Calendar year.

PART II**Constitution and Composition of Cadre****Constitution and Composition of Cadre.**

3. (1) Except as provided in these Rules, there shall be a common cadre for Stenographers of a District Office including offices subordinate thereto.

¹[(2) Each cadre of the Service shall consist of the posts of Junior Stenographers, Senior Stenographers and Personal Assistants.]

PART III**Recruitment of Junior Stenographers****Constitution of the Board of Examiners.**

4. (1) There shall be constituted in each district for the purpose of selection of candidates for recruitment to the posts of Junior Stenographers, a Board of Examiners consisting of the following members, namely :-

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|------|--|----------|
| (i) | Collector | Chairman |
| (ii) | Two other heads of District offices of the District nominated by the Collector | Members |

(2) The Establishment Officer of the Collectorate shall be the Secretary of the Board of Examiners.

1. Substituted vide G. A. Department Notification No. 7096, dated the 6th April 1994, Published in *Orissa Gazette* and given effect to from the 22nd April 1994.

Direct Recruitment

5. (1) The posts of Junior Stenographers shall be filled up by direct recruitment through

through
competitive
examination.

competitive examination which shall ordinarily be held annually by the Board of Examiners.

(2) The time, date and place of the examination shall be as determined by the Board of Examiners which shall also select persons who would set questions, conduct the tests and evaluate answers.

Intimation of
number of
vacancies.

6. (1) In the month of January each year the Head of every District Office whose headquarters is within the District shall intimate the Employment Exchanges concerned and the Chairman of the Board of Examiners of that district the number of vacancies including those expected to occur during the subsequent months of the year of intimation.

(2) On receipt of the intimation referred to in sub-rule (1) the Chairman of the Board shall issue an advertisement in two vernacular newspapers circulating in the State, inviting applications for the competitive examination indicating therein the number of reserved vacancies.

(3) On receipt of the applications, the Chairman of the Board shall arrange to hold the competitive examination as provided in Rules 5 (2).

Conditions of
eligibility.

7. In order to be eligible for appearing in the examination for recruitment to the posts of Junior Stenographers, candidate must :-

- (a) be a citizen of India;
- (b) have registered his/her name in any employment exchange in the district on or before the date of submission of application for the competitive examination;
- (c) not be less than eighteen years and more than twenty-eight years of age on the first day of January of the year in which vacancies are notified to the Employment Exchanges:

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

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

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

- (f) have passed the Middle English School Examination with Oriya as a language subject;

Or

have passed the High School Certificate Examination o 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; and

- (g) possess a minimum speed of forty words per minute in typewriting and eighty words per minute in shorthand in English.

Recruitment test.

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

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

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

(3) Before finalisation of the list of successful candidates, the Chairman of the Board shall get verified that the names of such candidates were registered with an employment exchange in the district on or before the last date of the application fixed fro the competitive examination.

(4) The results of the examination should be placed before the Board for consideration and approval.

(5) A select list of successful candidates containing ordinarily not more than double the number of 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.

9. The select list published under sub-rule (4) of rule 8 shall remain valid for a period of one year from the date of its publication or till the publication of the results of the next recruitment examination whichever is earlier.

Inclusion in the Select list confers no right to appointment

10. Inclusion of names of candidates in the select list confers no right to appointment which shall depend, among other circumstances, on the actual availability.

Allotment of candidates for appointment.

11. The Chairman of the Board of Examiners shall allot the successful candidates to the District Offices according to their requirement. Appointment orders shall be issued by the concerned appointing authorities.

Production of original certificates by candidates.

12. On receipt of appointment orders, candidates shall produce -

- (a) their High School or equivalent examination certificate.
- (b) a certificate of good character, caste and other certificates, in original as may be necessary for verification of their educational qualifications and the date of birth, etc. by the respective appointing authorities at the time of their joining.

Consequence of failure to join assignment.

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

PART IV

Appointment of Senior Stenographers

Promotion to the posts of Senior Stenographers and Personal Assistants.

¹[14. (1) The posts of Senior Stenographers in a cadre shall be filled up by promotion of Junior Stenographers in the cadre who have completed three years of continuous service as Junior Stenographer.

(2) The post of Personal Assistant in a cadre shall be filled up by promotion of Senior Stenographers in the cadre who have completed nine years of continuous service as Senior Stenographer.

Note – For the purpose of sub-rules (1) and (2) “cadre” shall be deemed to include all posts in all offices in a District under a Head of the Department.

(3) The Departmental Promotion Committee for the purpose of sub-rules (1) and (2) shall be constituted as follows :-

- | | |
|--|-----------|
| (a) The Senior most Head of the Office | Chairman |
| (b) Once or two other officers of the Establishment to be nominated by the Chairman. | Member |
| (c) Officer-in-Charge of the Establishment | Secretary |

(4) The Departmental promotion Committee shall follow the provisions contained in the Orissa Civil Service (Criteria for Promotion) Rules, 1992, the Orissa Civil Service (Zone of Consideration for Promotion) Rules, 1998 for selection of candidates.

(5) The select list approved by the Departmental Promotion Committee constituted under sub-rule (3) shall remain valid for a period of one year from the date of its approval.]

1. Substituted vide G. A. – Department Notification No. 7096, dated, 6-4-1994.

PART V

General

Reservation

15. Notwithstanding anything contained in these rules for the direct recruitment and promotion under these rules, vacancies shall be reserved for and filled up by -

- (i) Candidates belonging 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) By sportsmen, at the rate of one per cent, as provided in the Resolution of the Government in the General Administration Department No. 24808-Gen., dated the 18th November 1985; and
- (v) Candidates of such other categories and at such rate or rates as the Government may from time to time direct :

Provided that the 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:

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.

Probation

16. 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 services shall be terminated if he is a 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 order when issued or the date specified in such order which shall in no case, be more than a year from the date of expiry of the normal period of probation.

Training and departmental examinations/ tests.

17. Members of the service shall be required to undergo such training or to pass such tests or departmental examinations as may be prescribed by Government from time to time.

Appointment under Rehabilitation Assistance Scheme.

18. Nothing in these rules shall apply to initial appointment of Junior Stenographers under the Rehabilitation Assistance Scheme envisaged in the Resolution of Government in the General Administration Department :

Provided that all cases where vacancies are filled up under the said Scheme, shall be intimated to the Chairman of the Board of Examiners at the time of sending the annual information of vacancies under sub-rule (1) of rule 6 with an explanatory note to the effect.

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

19. 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, announcement 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 satisfied the conditions laid down in rule 7. In the later 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

20. (1) The relative seniority of each Junior Stenographer in a cadre shall be determined with reference to his position in the Select list published under sub-rule (4) of rule 8. Candidates appointed under rules 18, 19 and 21 shall, subject to sub-rule (2), take their seniority below the Junior Stenographers recruited in that year under rule 11.

(2) The candidates appointed under rule 19 shall rank above those appointed under rule 18 who, in turn, shall rank above those appointed under rule 21 in the same recruitment year.

Relaxation

21. When it is considered by the Government that if 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.

Restriction on transfer.

22. A person, who has been appointed as a Stenographer under these rules to any cadre may be, in public interest or on administrative grounds transferred to another cadre in the same district, but no such transfer shall be made from a district office under one Head of the Department to a district office under another.

¹[22-A. Notwithstanding anything contained in rule 22, where a stenographer, by a representation addressed to the concerned Head of the Department seeks his/her transfer on his/her own account from the District to another, the Head of the Department, may allow such transfer subject to the following conditions, namely :-

- (a) the stenographer seeking such transfer must have rendered not less than three years of service in the district in which he/she is serving;
- (b) vacancy is available in the district to which the transfer is sought;
- (c) the Stenographer shall, upon such transfer forfeit his/her seniority for his/her past service and shall in the gradation list of Stenographers in relation to the year in which he/she is transferred rank below the junior most Stenographer of the district to which he/she is so transferred.

Provided that where two or more Stenographers join in a District Office in a particular year on transfer under this rule, the *inter se* seniority of such Stenographers shall be determined taking into account the period of service rendered by them prior to such transfer;

- (d) the last pay drawn by the Stenographer shall be protected and his/her normal date of annual increment shall remain unchanged without prejudice to the operation of any other rules applicable to his/her; and
- (e) the past service of the Stenographer shall count for calculation of leave and pension and other benefits.

Note – A mutual transfer shall also be subject to the provision of this rule.]

Rules not applicable to staff of the District and Subordinate Courts.
Repeal and Savings.

23. These rules shall not apply to the staff of the District and Subordinate Courts to whom the Orissa District and subordinate Court's Ministerial Services (Method of Recruitment and Conditions of Service) Rules, 1969, apply.

24. The Orissa Stenographic Service (Recruitment and Conditions of Service of Personal Assistants and Stenographers in the Offices of the Head of Departments and District Offices) Rules, 1982 framed by Revenue and Excise Department, the Orissa Works Department Subordinate Stenographer's 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 of Junior Stenographers and Senior Stenographers in District Offices are hereby repealed :

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

Interpretation.

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.

1. Inserted vide G. A. Department Notification No. 16604, dated the 5th August 1994, Published in *Orissa Gazette* and given effect to from the 26th August 1994.

APPENDIX

STANDARD AND SYLLABUS

[See sub-rule (2) of Rule 8]

A. 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 a printed matter (400 words approximately).
- (b) While assessing the accuracy of reproduction, 5 marks will be deducted for each mistake in the typed script. A candidate whose script reveals more than 6 mistakes will be eliminated as disqualified.

II. Shorthand Test - English

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 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. | |
| B. | Language Test | 30 Marks |
| | This test should aim at evaluating candidate's knowledge of the English and Oriya language. There will be a common question paper. It will be designed as follow :- | |
| (i) | Translation of a passage from English to Oriya | 5 Marks |
| (ii) | Translation of a passage from Oriya to English | 5 Marks |
| (iii) | An essay in Oriya | 10 Marks |
| (iv) | Questions aimed at assessing the candidate's working knowledge of the English language. | 10 Marks |

(The question may require the candidate to give correct spellings of words; to select, from given words and phrases, the most appropriate for filling in blank in sentences; to correct grammatical mistakes in given sentences; to select from a given group of words, those with opposite meanings and to punctuate a passage.)

By order of the Governor
R. K. NAYAK
Special Secretary to Government

PART II - INSTRUCTIONS

POLITICAL AND SERVICES DEPARTMENT

No. 12411 – SC/6-139/77-Gen.

From

Shri A. N. Tiwari, I. A. S.,
Special Secretary to Government

To

The Secretary to Board of Revenue, Orissa, Cuttack

Bhubaneswar, dated the 1st May 1979

Subject – Regularisation of service of irregular recruits to posts of L. D. Clerks in the District and Subordinate Offices under the administrative control of Department other than Revenue Department after the 15th April 1963.

Sir,

I am directed to say that cases of irregular recruitments made in the District and Subordinate Offices up to the 15th April 1963 were regularized in G. O. No. 950-R., dated the 6th January 1973. When it was subsequently noticed that even after coming into force of the O. M. S. Rules from the 15th April 1963, there have also been cases of irregular recruitments made in various District and Subordinate Offices for some reasons or other Government were also pleased to regularize cases of irregular recruitment made in District and Subordinate Offices under the administrative control of Revenue Department after the 15th April 1963 as per Regularisation Rule, 1975. So far as

District and Subordinate Offices under other Departments are concerned there have been quite a large number of irregular recruitments after the 15th April 1963.

After careful consideration of the position Government have been pleased to decide that the cases of all such irregular recruits who were appointed as L. D. Clerks in District and Subordinate Offices under the administrative control of other Departments after the 15th April 1963 till now or the date of coming in to force of separate Recruitment Rules where already framed, whichever is earlier, should be regularised in the following manner:-

- (a) All L. D. Clerks who have passed Matriculation or any equivalent examination shall be deemed to have been validly and regularly recruited and appointed as such and they shall not be required to pass the Recruitment Examination or any special qualifying test in lieu thereof prescribed by Government.
- (b) All L. D. Clerks who have not Passed Matriculation or any equivalent examination shall also be deemed to have validly and regularly recruited and appointed as such and they shall not be required to pass any special qualifying test in lieu thereof prescribed by Government.
- (c) The seniority of these clerks shall be fixed taking into account their services from the date of appointment as L. D. Clerks. In the Gradation List of L. D. Clerks the clerks under category (a) above shall rank immediately below the L. D. Clerks recruited during the same year under Recruitment Rules then in force and the L. D. Clerks coming under the category of (b) above recruited during the same year shall rank immediately below the L. D. Clerks under category (a) above. According to the revised Gradation List to be prepared as above, they may be confirmed against permanent post if available, provided they fulfill all other conditions necessary for confirmation.
- (d) Refixation of seniority of these Clerks as mentioned in (c) above shall not entitle them to any promotional or financial benefits retrospectively,
All concerned are being informed.

Yours faithfully,

A. N. TIWARI

Special Secretary to Government

Copy of Letter No. 151174-Gen., dated the 26 June 1980 of Government of Orissa General Administration Department addressed to the all Departments of Government.

Subject – Appointment of L. D. Clerks in District and Subordinate Offices other than those under the Revenue Department from among the candidates successful in the recruitment test conducted by R. D. Cs.

The undersigned is directed to invite reference to Revenue Department Circular No. 950-R., dated the 6th January 1973 regularising the irregular recruitment of L. D. Clerks in the District and Subordinate Offices other than the Revenue Department prior to the 15th April 1963 O. M. S. Rules, 1963 were promulgated.

2. Subsequently P. & S. Department issued Circular No. 12411-Gen., dated the 1st May 1979 copy of which was sent to all Departments and Heads of Departments in memo No. 12412/Gen., of even date regularized the services of irregular recruitments to the posts of L. D. Clerks in the District and Subordinate Offices under the administrative control of departments other than Revenue Department i.e., after O. M. S. Rules, 1963 above circular of P. & S. Department that suitable measures should be taken to ensure that no irregular recruitments should be made hence forward. The experience shows that the irregular recruitment to the Post of L. D. Clerks in the District and Subordinate Offices other than the Revenue Department still continues.

3. With a view of preventing the recurrence of such irregular recruitment in the offices of District and Subordinate Offices other than those under the Revenue Department it has been decided by Government that the District and Subordinate offices who have no Statutory recruitment Rules should appropriately fill up the posts of L. D. Clerks by candidates who have come out successful from the examination conducted by R. D. Cs. for appointment in the District and Subordinate Offices under the Revenue Department.

4. It is therefore impressed upon all concerned that according to the existing rules and instructions the District and Subordinate Offices other than Revenue Department who have not framed their statutory recruitment rules should take candidates for filling up the vacancies in the post of L. D. Clerks by passed candidates from the examination conducted by the R. D. Cs. So the question of filling up posts of L. D. Clerks in those District and Subordinate Offices in the irregular way would not arise.

5. It is hoped all concerned should scrupulously follow the above guidelines for filling up posts of L. D. Clerks in the District and Subordinate Offices other than the Revenue Department. If then any deviation is brought to the notice of Government it would be seriously viewed.

6. It has been concurred in by Revenue Department in their U. O. R. No. 184/R., dated the 9th May 1980.

A. N. TIWARI

Special Secretary to Government

**GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT**

No. 10038/-Gen.

From

Mrs. C. Narayanaswamy, I. A. S.,
Special Secretary to Government.

To

The Secretary to Board of Revenue,
Orissa, Cuttack.

Subject – Regularisation of service of irregular recruits to posts of L. D. Clerks in the District and Subordinate Offices under the Administrative Control of Departments other than Revenue Department after the 15th April 1963.

Sir,

I am directed to say that consequent upon regularization of irregular recruitments of Junior Clerks in the District and Subordinate Offices under the administrative control of various Departments other than the Revenue Department after the 15th April 1963 in this Department letter No. 12411-Gen., dated the 1st May 1979 it has been decided that such Junior Clerks will be allowed to draw their usual annual increments with retrospective effect from the date of their original appointments as L. D. Clerk., as per normal rules.

2. This has been concurred in by the Revenue Department in their U. O. R. No. 377-R., dated the 24th October 1980 and the Finance Department in their U. O. R. No. 53-C.S.I., dated the 20th January 1983.

Yours faithfully,

C. NARAYANASWAMY

Special Secretary to Government

No. 5248-Gen.

**GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
RESOLUTION**

The 27th February 1985

(Published in *The Orissa Gazette* on 4-4-1985)

Subject – Procedure to be followed for recruitment to non-Gazetted posts/services.

In order to eliminate malpractices in the matter of recruitment to non-Gazetted posts and services and to streamline the procedure for recruitments conducted at the State Level for such posts, the incumbents of which are transferable from district, to district it has been decided to prescribe the following guidelines which should be meticulously followed by all Departments and Heads of Departments :-

- (i) There shall be a Selection Board with the following members to conduct all such recruitments to non-gazetted posts/services :-

(1) Head of the Department concerned

Chairman

- | | | |
|-----|---|------------------|
| (2) | A representative of the administrative department not below the rank of Deputy Secretary. | Member |
| (3) | An officer of equivalent rank of another Department who would be an outside member (to be selected and invited by the Head of the Department/appointing authority). | Member |
| (4) | The office-in-charge of Field Establishment will act as the Secretary to the Selection Board. | Secretary |
- (ii) There shall be written and viva voce tests for the candidates who possess the minimum qualification prescribed for the posts.
- (iii) The Selection Board is to conduct these tests
- (iv) Questions for the written test to be conducted by the Board are to be set by a Senior Class-I Officer who is not a member of the Selection Board. The question papers will remain in the custody of the Chairman of the Selection Board and it would be his responsibility to ensure that there is no leakage.
- (v) Allocation of marks for different tests will be as follows :-
- (1) 50% of the total marks shall be allotted for the written test
 - (2) 10% of the total marks will be allotted for viva voce test
 - (3) 30% of the total marks will be allotted for the academic qualification
 - (4) 10% of the total marks will be allotted to physical and endurance test. Where no physical or endurance tests are necessary, the written examination will carry 60% of the total marks. Marks meant for the academic qualification will be awarded on the basis of the division or percentage of marks secured in that examination.
- (vi) If the qualification prescribed for the post is Matriculation, the marks secured in the Matriculation will be the basis for awarding marks for academic qualification. No weightage will be given to higher examinations which the candidate might have passed. To make it more clear, if the prescribed qualification is Matriculation, a Graduate would get no benefit for passing the higher examination and only his performance in the Matriculation examination will be considered.
- (vii) As far as possible, objective questions should be set for the written test. Descriptive questions should be avoided to eliminate the subjective element in evaluation.
- (viii) Invigilators for the written examination should be drawn from other offices and the date of examination should be intimated to the Secretary of the administrative department who may depute observers at his discretion to satisfy himself that there is no malpractice in conducting the examination.
- (ix) In case of large scale recruitments, the Vigilance Department may also be kept informed by the Chairman of the Selection Board.

The Administrative Departments are requested to amend their recruitment rules wherever necessary by incorporating these provisions.

Order – Ordered that this resolution be published in the extraordinary issue of the Orissa Gazette and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all District Offices/ Accountant-General, Orissa/Secretary, Orissa Public Service Commission, Cuttack/Secretary to the Governor.

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

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

No. 8052-Gen.

From

Shri L. I. Parija, I. A. S.
Chief Secretary to Government.

To

The Secretaries of all Departments of Government.

The 18th April 1987

Subject – Irregular recruitments against the post of Junior Clerks in the District and Sub-divisional Offices.

Sir,

The Orissa Ministerial Service (Method of Recruitment to the Post of Junior Clerks in District Offices) Rules, 1985 provides that recruitment against the post of Junior Clerks in the District and Sub-divisional Offices shall be made only from the list of candidates found qualified in the recruitment test conducted by the Collectors.

But it has come to the notice of Government that certain appointing authorities at the district levels are not honouring the list of successful candidates prepared by the Collectors and are going on appointing outsiders on temporary / *ad hoc* basis. This action on the part of the appointing authorities is clear violation of the statutory provisions enshrined in the Rule. It is undesirable that persons who have not gone through regular recruitment examination or are otherwise disqualified in the recruitment examination get into regular jobs to the deprivation of candidates who have legitimately qualified for the jobs. This practice of by-passing regular recruitment should stop forthwith.

I am directed to request you to instruct all appointing authorities under the control of your Department to immediately terminate the services of *ad hoc* temporary employees appointed by them and to fill up the vacancies by candidates from the list drawn up by the Collectors. The appointing authorities should be clearly told that deviation from this instruction will result in disciplinary action.

Action taken in the matter may be intimated to the General Administration Department.

Yours faithfully,

L. I. PARIJA**Chief Secretary to Government**

No. 21671-2R/1-50/87-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 17th September 1987

Subject – Procedure for recruitment of non-Gazetted posts/services at the Divisional/Range and District Levels.

A procedure for selection of personnel for non-Gazetted posts and services at the level of Heads of Departments was prescribed in Resolution No. 5248-Gen., dated the 27th February 1985. It is felt necessary that, in same parlance, a regular procedure is adopted in respect of non-Gazetted posts and services at the level of Divisional/Range and District Levels in order that proper representation of candidates from the respective districts is facilitated and a uniform manner of selection is adopted in respect of all field offices under the Heads of the Departments. Government have been pleased to prescribe the following procedure for selection of personnel in respect of non-Gazetted posts and services at Range, Divisional and District Levels which are not governed by any regular cadre rules framed under Article 309 of the Constitution.

There shall be a Selection Board consisting of the following Members to conduct recruitment to the non-Gazetted post and services :-

- | | |
|---|-----------------|
| (a) Collector of the district | Chairman |
| (b) Head of the Office concerned | Member |
| (c) Two officers of the other offices located in the district, who would be outside members to be selected by the Chairman. | Member |

(d) Officer-in-charge of the Establishment Section of the office concerned

Member-Secretary.

In case the Collector is unable to attend the Selection Board he will nominate an Officer of A. D. M. rank to represent him in the Board. In such event the Collector will nominate one of the members to be the Presiding Officer of the Board. In case the Head of the Office concerned is himself the Officer in-charge of the establishment, he will function as the Member-Secretary.

2. The selection shall be out of the candidates sponsored by the Employment Exchange (s) of the district. In case the Selection Board decides to invite applications for posts through open advertisement only such candidates as are registered in the Employment Exchanges in the district on or before the date of application shall be eligible to apply. The Head of the Office shall intimate the vacancy to the chairman in April every year or at least one month prior to the expected date of vacancy.

3. The following tests shall be conducted by the Selection Board :-

- (i) A written test including test on technical acumen when the post/service is technical in nature.
- (ii) A viva voce test.

4. Questions for the written test shall be set by a Senior Class-I Officer who is not a Member of the Selection Board. Valuation of answer papers shall be done by such examiners who are not members of the Selection Board. It shall be responsibility of the Head of the Office concerned to ensure safe custody of the question papers and answer papers. As far as possible objective type of questions should be set for the written test. Descriptive question shall be avoided.

5. Allocation of marks for different tests will be as follows :-

- (a) 50% of the total marks shall be allotted for the written test;
- (b) 10% of the total marks shall be allotted for viva voce test;
- (c) 30% of the total marks shall be allotted for the academic qualification;
- (d) 10% of the total marks shall be allotted to physical and endurance test. Where such tests are not necessary the written examination will carry 60%.

6. Persons possessing higher qualification than the minimum prescribed for a particular post will receive no weightage for such higher qualification. The marks set apart for educational qualification shall be awarded entirely on the basis of performance in the examination for the minimum requisite qualification.

7. Only those securing thirty per cent or more in the written test shall be called for the subsequent tests.

8. Invigilators for the written examination shall be drawn from other Offices and date of examination and viva voce shall be intimated by the Head of the Office.

9. The Board shall prepare a list of successful candidates which shall not be more than one and a half times the number of vacancies. This will obviate the necessity of making *ad hoc* appointments.

10. The Selection Board shall meet as and when required, but ordinarily, once a year.

The Administrative Departments and Heads of Departments are requested to amend or revise the instructions or orders issued in the past wherever necessary by incorporating these provisions.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof forwarded to all Department /all Heads of Department/all District Offices.

By order of the Governor

M. P. MODI

Special Secretary to Government

No. 13363-2R/1-20/87-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

From

Shri B. D. Das

Under-Secretary to Government

To

All Collectors.

The 30th April 1988

Subject – Recruitment of Jr. Clerks in the district offices under O. M. S. Rules, 1985

Sir,

I am directed to say that Rule 10 of O. M. S. Rules, 1985 provides that there shall be a type test in addition to written examination and in order to remove difficulties that being experienced by the Collectors to conduct the typing test for a huge number of candidates due to lack of type writer, space, supervision facilities, etc.

It has now been decided that only such candidates who come out successful in the written examination and secure a position within the range of four times of the estimated vacancies shall be called for a typing test under the existing rule.

Yours faithfully,

B. D. DAS

Under-Secretary to Government

No. 15947-Gen.

**GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT**

From

Shri Binoy B. Mishra
Joint Secretary to Government

To

All Collectors.

The 25th May 1988

Subject – Recruitment of Jr. Clerks.

Sir,

I am directed to say that instances of offices in the district level approaching this Department direct to allow them to fill up the posts of Jr. Clerks on *ad hoc* basis in absence of qualified candidates in the panel maintained by you in terms of O. M. S. Rules, 1985 are rather becoming frequent. The delay of conducting the recruitment examination and sponsoring of candidates to the other district offices in time is creating a problem for the offices. You are aware of the fact that recruitment to the posts of Jr. clerks by following the procedure other than that as prescribed in O. M. S. Rules may lead to violation of statutory provision and creates unhealthy situation in administration. Besides, all the district and sub-ordinate offices are being pressurised from time to time to terminate the services of all irregular recruits and fill up the same by the suitable candidates sponsored by the Collector. In such circumstances, if recruitment examination is not conducted in time, normal functioning of the offices will suffer.

In view of this, you are requested to conduct the recruitment examination under O. M. S. Rules, 1985 at the earliest, if not done, and sponsor the qualified candidates to the offices concerned according to their requisition filed with you.

Action taken in this matter may please be intimated to this Department at an early date.

Yours faithfully,

BINOY B. MISRA

Joint Secretary to Government

**GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT**

No. 28695-2R/1-1/88-Gen.

From

Shri Binoy B. Mishra
Joint Secretary to Government

To

All Collectors.

The 1st October 1988

Subject – Clarification regarding holding of type test under O. M. S. rules, 1985.

Sir,

I am directed to say that Para. 4 of Appendix appended to the O. M. S. rules, 1985 prescribes that there shall be a type writing test to judge the proficiency of the candidates of having fair knowledge in typewriting to manage the day to day official work. For this purpose, some marks have also been prescribed in the concerned rules. But minimum qualifying marks have not been prescribed.

Clarifications are being sought for form this Department as to whether a candidate without having a fair knowledge in typewriting shall be selected for appointment for the post of Junior Clerks. This is a wrong proposition. A candidate to be selected shall have to acquire qualifying marks out of the marks prescribed for typewriting test.

In order to make it clear, it has been decided that a candidate should be considered to have fair knowledge in typewriting if he can type at least 20 words per minute on average from a printed matter lasting for not less than 10 minutes with mistakes not exceeding 1½ per cent for appointment of Junior Clerks.

This disposes the letter No. 6710, dt. 13-9-88 of Collector, Puri

This supersedes this Department clarification issued to Collector, Balasore vide letter No. 6205, dt. 19-2-1988.

Yours faithfully,
BINOY B. MISHRA
Joint Secretary to Government

GOVERNMENT OF ORISSA No. 31148-SC.-6-4/87-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
RESOLUTION

(Published in *Orissa Gazette* on the 3rd March 1989)

The 1st November 1988

Subject – Provision of Personal Assistant (Specially declared Gazetted) to Collectors.

The question of providing a Personal Assistant to assist the Collector in his day to day work was under active consideration and after careful consideration, Governor has been pleased to create a post of Personal Assistant to Collector in the scale of Rs. 1,365-45-1,455-50-1,755-E.B.-55-2085-E.B.-60-2,385 by upgrading one of the post of Senior Stenographers attached to the Collector. The other post of Senior Stenographer shall continue as such.

2. Governor has also been pleased to decide that the Personal Assistant attached to Collector shall enjoy the status of specially declared Gazetted Officer under sub-rule (ii) of Rule 17 of the Orissa Service Code. His duty chart will be as in the Annexure.

3. Further, the Governor has in pursuance of sub-rule (2) of Rule 11 of the Orissa Civil Services (C. C. & A.) Rules, 1962 been pleased to direct that the Collectors shall be the appointing and disciplinary authority in respect of the above post.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government / all Heads of Departments / Accountant-General, Orissa/Deputy Accountant-General, Orissa, Puri / Secretary, Orissa Public Service Commission / all Collectors.

ANNEXURE
DUTIES OF P.As. ATTACHED TO COLLECTORS

1. To attend the duties as Stenographer
2. To handle such of the Correspondences which are secret and confidential and which are not to be dealt with in the office.
3. To prepare the Officer's tour programme and arrange its circulation to all concerned
4. To make arrangements for journey and other official requirements of the collector while on tour
5. To draw up the engagement list of the Collector
6. To put up files and papers in time required by collector for any meeting or conference
7. To arrange interviews with the Head of Department

8. To collect papers and files and submit these in time to the Collector
9. To prepare tour particulars and to send them to the concerned Section for preparation of the Officer's T. A. Bill.
10. To keep necessary articles of stationery and books of reference for the Collector for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.
11. To maintain a stock book of furniture, books, periodicals, if any, be supplied to the residence of the officer and to verify it every quarter and give a certificate in the stock book that the stock in register actually tallies with the stock in hand.
12. To perform such other duties as may be assigned to him by the Collector depending upon the work handled in the office.

By order of the Governor
BINOY B. MISHRA
Joint Secretary to Government

No. 32538-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
RESOLUTION

The 16th November 1988

(Published in the *Orissa Gazette* on 4-1-1989)

Subject – Procedure for direct recruitment to non-Gazetted posts/services and specially declared gazetted posts.

Government have been continuously attempting to ensure impartiality and fair-play in process of recruitment to different services and posts. In recent past in Resolution No. 5248, dated the 27th February 1985, a system of selection was introduced in respect of services/posts of the Class III under the Heads of the Departments in which Selection Boards were formed with outsiders and insider evenly balanced. The system was extended to selection of personnel for services/posts in districts where the Collector was made the Chairman of all Selection Boards for all Divisional, Range, Circle and District Offices of all Departments vide Resolution No. 21671, dated the 17th September 1987 of the General Administration Department.

Government have considered the feelings expressed at different quarters that the process of recruitment should be further streamlined in order to completely do away with my scope for malpractices in recruitment. On careful consideration Government have been pleased to lay down the following guidelines for selection of personnel for various services and posts at the State and District Levels, both in respect of specially declared gazetted the class III non-Gazetted services and posts including extension and ministerial cadres :-

- (1) There shall be written test for every category of recruitment
- (2) Marks obtained in the academic examination of University, Board or Council shall be given due weightage. Apportionment of marks shall 40 per cent for marks obtained in the academic examination and 60 per cent for written test.
- (3) Higher educational qualification than prescribed for a service or post shall not be given any Premium.
- (4) No viva voce test shall be conducted
- (5) The written test shall be conducted simultaneously in districts or subdivisions so that candidates from every district get the opportunity to sit for the examination. Question setting and valuation of answer papers shall be done centrally.
- (6) The written examination shall be held in the districts with the Collector as the supervising authority.
- (7) The panel of successful candidate shall be three times of the total number of vacancies in order to provide adequate cushion for unforeseen vacancies.
- (8) The minimum educational qualification for the posts/services for district cadre shall be pass in H.S.C. or such other equivalent examination.

- (9) Invigilators and supervisors of the examination shall be from outside the district
- (10) Typewriting tests for ministerial officers in the district cadres shall be done both in English and Oriya with a speed of 20 words per minute in English and 10 words per minute in Oriya as the minimum standard.
- (11) If there is necessity of examining the physical fitness of a candidate for a particular post/service the Administrative Department shall make specific mention about it in the relevant cadre rules.
- (12) The existing Board of Examiners with the Member, Board of Revenue as its Chairman shall be entrusted with the selection of personnel for State level cadres and posts and shall also be authority to control and regulate selections in respect of District/Range/Circle level services and posts. A whole-time Director of Examination with requisite staff shall be appointed under the Board of Revenue for the purpose.
- (13) These guidelines shall, however, not be applicable to recruitment of Teachers.

This supersedes this Department Resolutions No. 5248, dated the 27th February 1985 and No. 21671, dated the 17th September 1987 and other orders issued in this behalf by different Departments from time to time. Framing and/or amendment of the relevant recruitment rules, and issue of detailed instructions should be done expeditiously.

Order – Ordered that this Resolution be published in the Orissa Gazette and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all collectors/Accountant-General, Orissa/Secretary, Orissa Public Service Commission, Cuttack/ Registrar, Orissa Administrative Tribunal/Secretary to Governor.

By order of the Governor
R. K. NAYAK
Special Secretary to Government

No. 11752-2R.-1-50/87 (pt.)-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

The 19th April 1989

To

All Departments of Government/

All Heads of Departments/

All Collectors.

A system of selection of non-Gazetted posts under the Heads of Departments was introduced in this Department Resolution No. 5248-Gen., dated the 27th February 1985 in order to eliminate any scope for malpractice in the matter of recruitment. This system was extended to selection of personnel for non-Gazetted services/posts for all the district, divisional, range and circle offices in this Department Resolution No. 21671-Gen., dated the 17th September 1987. The selection for Class IV post in the district level offices is regulated under this Resolution. In the above two Resolutions methods of test have been prescribed for selection of suitable candidates by the Selection Board.

2. Subsequently, the procedure of recruitment to Class III posts including specially declared Gazetted posts have been revised in this Department Resolution No. 32538-Gen., dated the 16th November 1988 in supersession of this Department Resolutions, dated the 27th February 1985 and dated the 17th September 1987. In the changed procedure, the Director of Examination and the Member, Board of Revenue as the Chairman of the Board of Examiners have been entrusted with the selection of candidates to such posts/services.

3. On the enforcement of this Resolution, doubts have been raised at certain quarters as to whether the recruitment to Class IV posts in district, range, circle and divisional offices will be regulated under this Department Resolution, dated the 17th September 1987.

4. After careful consideration, it has been decided that the selection for Class IV posts in district, range, circle and divisional offices shall be regulated under this Department Resolution No. 21671-Gen., dated the 17th September 1987 with the Collector of the concerned district as the Chairman of the Selection Board.

5. It has, further been decided that the qualifying tests prescribed in this Department Resolution No. 21671, dated the 17th September 1987 for selection of personnel shall not be applicable to Class IV employees. In the matter of selection of such personnel the following procedures shall be followed.

The selection Board shall consist of the following officers :-

- | | | | |
|----|--|-----|-----------------|
| 1. | Collector | ... | Chairman |
| 2. | District Employment Officer | ... | Member |
| 3. | Any other officer of any district office other than the Collectorate | ... | Member |
| 4. | Establishment Officer of the Collectorate | ... | Member-Convenor |

- (i) For posts for which pass in Middle School is required, the candidates shall be required to read and write English and Oriya Passage; and
- (ii) For posts for which minimum qualification prescribed is 'literate' the candidate shall be required to read a few lines of simple Oriya and sign his signature;
- (iii) No written test is necessary for the purpose;
- (iv) No premium shall be given for qualification higher than the minimum prescribed;
- (v) The candidates shall be required to undergo a cycling test, provided that the physically handicapped persons shall be exempted from this tests.

6. Every office located in the district has a separate cadre of Class IV servants. But selection of candidates for each office separately would be time consuming and cumbersome. So the Collector may hold one test once in a year, preferably in the month of January and prepare a Select List. Candidates from the select list shall be sponsored to different offices as per requisition as and when vacancies occur. This Select List shall remain valid for a period of one year or till the next list is prepared whichever is earlier.

7. In case the Collector cannot preside over the Selection Board, he may depute any other officer from his office to represent him. In that event the Senior most Officer present in the Board shall preside over the meeting, which shall be decided by the Collector.

8. This instruction may be circulated amongst all the subordinate offices under their administrative control.

R. K. NAYAK

Special Secretary to Government

No. 9197-2R.-1-1/91-G.A.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

From

Smt. C. Narayanaswamy, I. A. S.,
Special Secretary to Government,
General Administration Department.

To

The Secretaries to Government of all Departments.

Dated the 30th March 1991

Subject – Regularisation of irregular recruitments against the post of Junior Clerks in the District Offices and Sub-ordinate Offices.

Sir,

I am directed to say that in pursuance of Chief Secretary's letter No. 8052, dated the 18th April 1987 and letter No. 15485, dated the 20th May 1989, the services of Junior Clerks who were appointed in the District and Sub-ordinate Offices in contravention of the provisions under Orissa Ministerial Services (Method of Recruitment of Junior Clerks in the District Offices) Rules, 1985 were terminated by the appointing authorities.

2. It has come to the notice of the Government that some such Junior Clerks are, however, continuing in service by virtue of the interim stay order granted by the Orissa Administrative Tribunal. In the meantime, some proposals for regularisation of such irregular appointments in the post of Junior Clerks in the District and Sub-ordinate offices have also been received from various quarters for confirmation of Government. But the exact number of such irregular recruits in respect of each establishment made from the 9th October 1982 to date is not known.

3. All Departments have, therefore, been requested in this Department letter No. 2393, dated the 23rd January 1991 to intimate the total number of such irregular appointments. But the replies from most of the Department and Heads of Departments are still awaited.

4. After carefully considering the problems relating to regularization of such irregular appointments in the District and Sub-ordinate offices, Government have approved the following principles. You are therefore, requested to take necessary follow up action accordingly to solve the problems faced by such irregular recruits.

- (1) Such recruits should have put in at least one year continuous service in one or more spells in the same office. *Ad hoc* appointees of this category whose services have been terminated may be allowed to join and work in such offices provisionally subject to availability of vacancies.
- (2) Two chances should be given to them to appear in the next two consecutive recruitment examinations.
- (3) Condonation of age may be done by the Collector, both for appearing in the examination and for appointment.
- (4) Details of such appointments should be furnished to the collector/Head of Department/and to the concerned administrative department.

5. These will not apply to the irregular recruits of the Treasury Branch of the Finance Department.

6. The candidates recruited by the State Level Board in connection with the takeover of the Institutions under the D. D. A. in Koraput district would be treated as regular recruits.

Yours faithfully,

C. NARAYANASWAMY

Special Secretary to Government

No. 18380-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

(Published in *Orissa Gazette* on 2nd November 1993)

RESOLUTION

The 26th August 1993

Subject – Inter-district transfer of Class III and Class IV employees (other than Junior Clerks).

Representations have been received from different Departments of Government for transfer of Class III, and Class IV employees from one district to another. As such employees are borne in district cadres, inter district transfer in their cases has not been provided for in the relevant Recruitment Rules/Instructions issued by Government from time to time. But inter-district transfer of Junior Clerks has been allowed by amendment of the Orissa Ministerial Service (Method of Recruitment to the Post of Junior Clerks in District Offices) Rules, 1985 vide G. A. Department notification No. 28949, dated the 15th July 1992 published in Orissa Extraordinary Gazette No. 1066, dated the 30th July 1992. The question of extending similar facility to other categories of Class III and Class IV employees was under consideration of Government. After careful consideration, Government have been pleased to decide that inter-district transfer of Class III and Class IV Government employees belonging to district cadre may be permitted subject to the following conditions :-

- (i) The employee seeking such transfer must have rendered not less than 3 years of service in the district in which he/she was appointed and is serving and must undertake to abide by the conditions stipulated

in this resolution and such orders as may be issued by Government from time to time;

- (ii) A vacancy in the relevant post of the same category is available in the district to which the transfer is sought;
- (iii) The employee shall, upon such transfer, forfeit his/her seniority for his/her past service and shall in the gradation list of the cadre (to which transfer is sought) in relation to the year in which he/she is transferred rank below the junior most employee of the district to which he/she is transferred :

Provided that where two or more employees join in a district is a reserved vacancy, a person belonging to that reserved category can only be appointed against that vacancy on inter-district transfer.

Provided that where two or more employees join in a district in a particular year on such transfer the inter-seniority of such employees shall be determined taking into account the date of valid appointment in the cadre in which they were appointed, prior to such transfer;

- (iv) The last pay drawn by the employees shall be protected and his/her normal date of annual increment shall remain unchanged without prejudice to the operations of any other rules applicable to him/her; and
- (v) Subject to above, the past service of the employee shall count for calculation of leave and pension and other pensionary benefits.

Note – A mutual transfer shall also be subject to the above conditions.

Order – Ordered that this Resolution be published in the extraordinary issue of the Orissa Gazette and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all Collectors.

By order of the Governor

R. C. MISHRA

Special Secretary to Government

No. 14400-2R.-1-79/94-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

From

Shri P. K. Mohanty,
O. S. D. to Chief Secretary &
ex officio Deputy Secretary to Government.

To

All Collectors.

Dated the 1st July 1995

Subject – Sanction of remuneration to the Examiners, etc. engaged in connection with the recruitment examination of Junior Clerks under O. M. S. Rules, 1985.

Sir,

I am directed to say that the question of enhancement of remuneration to the Examiners, etc. engaged in connection with the recruitment examination of Junior Clerks in the District and Sub-ordinate Offices under O.M.S. Rules, 1985 was under consideration of Government for sometime past.

After careful consideration, Government have been pleased to decide that the payment of remuneration to Examiners, Question Setters, etc. engaged in the said recruitment examination shall be at the revised rates as specified below :-

- | | | |
|----|-----------------------------|--------------------------|
| 1. | Evaluation of answer papers | Rs. 1.50 paise per paper |
| 2. | Viva Voce Test | Rs. 1.00 per candidate |

- | | | |
|----|---------------------------------------|------------------------------|
| 3. | Tabulation Fees | Rs. 0.50 paise per candidate |
| 4. | For Question Setters | Rs. 40.00 per paper |
| 5. | For Type Test | Rs. 0.75 paise per paper |
| 6. | Conveyance allowance for Invigilators | Rs. 5.00 per day |

This supersedes this Department letter No. 19402-Gen., dated the 2nd July 1988.

Accountant-General, Orissa is being informed separately.

Yours faithfully,

P. K. MOHANTY

**O. S. D. to Chief Secretary & *ex officio*
Deputy Secretary to Government**

No. 21890-2R.-1-34/95-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

From

Shri Santosh Kumar, I. A. S.,
Special Secretary to Government,

To

All the Secretaries to Government (By name)

Dated the 29th September 1995

Subject – Irregular recruitments against the posts of Junior Clerks in the District and Sub-ordinate Offices.

Sir,

I am directed to invite a reference to this Department letter No. 22357, dated the 7th October 1994 and subsequent reminder No. 3845, dated the 22nd February 1995 on the above subject and to say that despite existence of Recruitment Rules, governing appointment to the posts of Junior Clerks in District and Sub-ordinate Offices, some appointing authorities had recruited candidates in contravention of the provisions of the Orissa Ministerial Services (Method of Recruitment to the post of Junior Clerks in District Offices) Rules, 1985 to the posts of Junior Clerks in different District Offices during the period 1982 to 1987 and also allowed them to continue in those posts. Later on they approached the Government for regularization of such irregular appointments. However, in pursuance to instructions contained in Chief Secretary's letter No. 8052, dated the 18th April 1987 and letter No. 15484, dated the 20th May 1989 the Services of some of such irregularly Junior Clerks were terminated by the appointing authorities.

2. Being aggrieved by such decision of the Government, some of the irregular recruits took shelter in the Orissa Administrative Tribunal. The Tribunal in their order dated the 23rd December 1993 in O. A. No. 8 of 1988 and 40 other similar cases have directed that since the applicants have already completed more than 5 years of service in the posts of Junior Clerks, they may be treated to have been regularly appointed to such posts with continuity of service and other service benefits.

3. Before taking any action for regularization of services of such irregular recruits the various Departments of the Government were requested vide General Administration Department letter No. 22357 dated the 7th October 1994 to state the reasons for making such irregular appointments. The said, information could not be received from most of the Departments in spite of issue of reminders.

4. Meanwhile more than one and half year have passed from the date of delivery of the judgement of the Tribunal, yet the orders of O. A.T. have not been implemented. It is, therefore, requested that the Administrative Department may implement the orders of Hon'ble Tribunal in the said cases immediately. Difficulties faced, if any, may be brought to the notice of this Department. The implementation of the orders of the Tribunal may kindly be confirmed also.

Yours faithfully,

SANTOSH KUMAR
Special Secretary to Government

No. 31775-SC/6-73/96-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

The 13th December 1996

Subject – Guidelines for re-deployment of surplus staff of mother district to the newly created districts on re-organisation of the district.

The re-organisation of the districts in the State has inevitably rendered a lot of staff surplus in the mother districts, not only in the Collectorate but also in the various district offices. It has been decided by the Government that different categories of posts created in the new districts on re-organisation shall be filled up by deployment of the staff rendered surplus in the mother district. In order to regulate the deployment of surplus staff, the Revenue and Excise Department in their letter No. 42820, dated the 21st September 1993 read with letter No. 39900, dated the 5th September 1994 have issued the guidelines and action accordingly has already been taken by the concerned authorities in most of the districts. The guidelines by Revenue and Excise Department may have no binding effect on all the district offices of various Departments.

2. To overcome this difficulty and after careful consideration, the Government in General Administration Department have been pleased to decide that the following principles shall be followed for deployment of the staff rendered surplus in the mother districts.

2.1. Action for re-deployment of employees borne in the cadres of mother district shall be taken by the respective district cadre controlling authorities of the mother district.

2.2. The cases of the employees, who have already been assigned to the newly created district and have joined there before the issue of these Guidelines need not be re-opened. This is, however, subject to any order or direction that may have been received from a Court or Tribunal on the subject.

2.3. Employees borne in the cadre of the mother district, except those covered by para-2.2, may be asked to submit their order of preference for continuing in the cadre of the mother district or for assignment to the cadres of the districts carved out of the mother district. Those who fail to submit their preference may be presumed to have opted for the mother district only.

2.4. As far as practicable and subject to the vacancies available in the relevant grades the assignment of the employees to the cadre of the mother district or the cadres of the newly created districts may be made on the basis of the position in the gradation list of the original district cadre taking into account their preferences. To illustrate, if there are 15 vacancies in a cadre in a district and 30 employees have given their first preference for the district, the senior-most 15 employees of the 30 will be allotted to that district. Having exhausted the first preference, the second and subsequent preferences may be acted upon in that order.

2.5. For splitting the sanctioned posts of the undivided district instructions issued to the district offices by the Government in the respective Administrative Departments shall be followed.

2.6. If all the vacant posts in a cadre of the districts, carved out of the mother district, cannot be filled up on the basis of the preferences as above, the posts shall be filled up by following the “bottom up” principle subject to the following exceptions :-

- (i) The widow or any other female member of the family of a deceased or disabled Government Servant who has been appointed under the rehabilitation assistance scheme may be allowed to continue in the mother district unless she prefers to be assigned to some other district carved out of the mother district.
- (ii) An employee who had come on transfer to the cadre of the mother district from another district by forgoing his/her seniority in pursuance to General Administration Notification No. 28949, dated the 15th July 1992 and Resolution No. 18380, dated 26th August 1993 maybe allowed to continue in the cadre of the mother district unless he/she prefers to be assigned to some other district carved out of the mother district.
- (iii) The employees, whose son/daughter is/are already enrolled in a school for blind, deaf, dumb or mentally retarded, may be allowed to continue in the cadre of mother district, if similar institutions are not available in the other newly created districts. The proof of admission and continuance of studies of their children in such institutions shall be produced by the employees for the satisfaction of the cadre controlling authority,

3. The re-employment of the remaining surplus staff and the separation of the cadre on the basis of the above principles may be finalized as soon as possible.

4. This supersedes the Revenue and Excise Department letter No. 42820, dated the 21st September 1993 and letter No. 39900, dated the 5th September 1994.

5. Any order passed or action taken under the instructions so issued by the Revenue and Excise Department in their letter referred to above shall be deemed to have been passed or taken under these instruction.

6. This has been concurred in by P. & C. Department, Revenue & Excise Department vide their UOR No. 895/ADC, dated the 12th August 1996 and UOR No. 80/PSR, dated the 25th July 1996, respectively.

SANTOSH KUMAR
Special Secretary to Government

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

The 22nd December 1997

Subject – Guidelines for re-deployment of surplus staff of mother district in the newly created Districts on Re-organisation of the District.

No. 37338 – SC./6-73/96-Gen. – Consequent upon re-organisation of the districts in the State, detailed guidelines for re-deployment of surplus staff of mother district to the newly created districts have been issued in G. A. Department Office Memorandum No. 31775, dated the 13th December 1996. It has come to the notice of the Government that difficulties are being experienced at different levels for re-deployment of surplus staff. The Hon'ble Orissa Administrative Tribunal in O. A. No. 256 (C)/97 have also directed that while re-deploying the staffs the provisions of the Orissa Reservation of vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 should also be kept in mind so that the promotional vacancies in the higher grade are properly utilized in all the districts and the shortage under the reserved categories should be proportionately distributed between the newly created districts.

After careful consideration of all the aspects, Government have been pleased to modify the G. A. Department Office Memorandum No. 31775, dated the 13th December 1996 referred to above as follows :-

1. A sub-para (iv) shall be added after sub-para (iii) of Para. 2.6 to the following effect –
“All Heads of Departments are authorised to take decision in case the re-deployment of the employees causes grave hardship to the person concerned”.
2. A sub-para (v) shall be added after sub-para (iv) of para 2.6 –
“While deciding the cases of re-deployment the authority concerned shall as far as practicable try to maintain the required percentage of representation of Reserved category candidates in the concerned cadre of employees. Such percentage shall be decided on the basis of the total strength of the concerned cadre in the mother district as well as in the newly created district”.
3. Para. 4 of the said office memorandum shall be substituted as follows :-
“This supersedes Revenue and Excise Department letter No. 42820, dated the 21st September 1993, letter No. 39900, dated the 5th September 1994 and letter No. 23682, dated the 31st May 1996.

These modifications have been concurred in by the Planning and Co-ordination Department vide their UOR No. 259, dated the 2nd May 1997 and by the Revenue and Excise Department vide their UOR No. 96, dated the 1st September 1997.

H. S. CHAHAR
Special Secretary to Government

No. 11945-2R/1-36/98-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

To

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

Dated the 22nd April 1999

Subject – Rationalisation of the staffing pattern in the District Level Offices and Subordinate Offices thereunder.

The undersigned is directed to say that the State Government in Revenue Department Resolution No. 9892-R., dated the 10th February 1984 read with Resolution No. 13582-R., dated the 25th February 1984 copies enclosed, along with copy of relevant Finance Department O. M. No. 47905 F., dated the 26th September 1986 had taken certain decisions to rationalise the staffing pattern in the District Level Offices under the administrative control of different Departments of Government, after considering the recommendations made by the Sub-Committee constituted under the Chairmanship of the member, Board of Revenue for the purpose. Under Para VIII (a) of the said Resolution, it has been specified that the ratio for entertaining Supervisory posts in the rank of Head Clerk should be 1:12. In other words there should be one Head Clerk for twelve Senior Clerks and Junior Clerks taken together and an additional post of Head Clerk would be admissible for the remaining seven or more additional Ministerial Offices, if any. For this purpose, the existing yardstick and non-yardstick Supervisory posts should also be taken into account. However there should be a supervisory post of Head Clerk in each and every office having three Ministerial Officers in the minimum in case no supervisory Posts of equivalent rank or higher rank already exists.

2. But different service associations have put forth their demands before the Government stating therein that the yardstick prescribed by Government in the aforesaid Resolutions for entertaining supervisory posts in the rank of Head Clerk in district level offices are not being followed in most of the district level offices as a result of which the cadre of the ministerial officers in such offices suffers a lot.

3. Considering the problem faced by the ministerial officers in district level offices, it has been decided on the recommendations of the Standing Committee constituted under the Chairmanship of the Chief Secretary that the yardstick prescribed by Government in Revenue & Excise Department Resolution No. 9892, dated the 10th February 1984 read with Resolution No. 13582, dated the 25th February 1984 for entertaining supervisory posts in the rank of Head Clerk in district level offices should be strictly followed. Further, it has been decided that in the district level offices where the number of the ministerial officers is less than 12, the supervisory posts of Head Clerk may be created wherever necessary following usual procedure prescribed for the purpose on non-yardstick basis.

The Subordinate Offices may be intimated accordingly.

Yours faithfully,

PRIYABRATA PATNAIK
Special Secretary to Government

No. 47905-CS-I-192/86-F.

GOVERNMENT OF ORISSA**FINANCE DEPARTMENT****OFFICE MEMORANDUM**

The 26th September 1986

Subject – Creation of the post of Head Clerk in the field offices.

In Finance Department Memorandum No. 22736-BT-I-9/86-F., dated 11-4-1986 the Government have banned creation or upgradation of posts in the Non-Plan Sector. With a view to ensuring strict economy in the Non-Plan expenditure, the question of entertainment of supervisory posts in the rank of Head Clerks in the field offices applying the norm as fixed by the Revenue and Excise Department in their Resolution No. 13582, dated 25-2-1984 was under consideration of Government for some time past. After careful consideration, the Government have decided that the post of Head Clerks in the field offices shall be filled up by creation/upgradation on the basis of the following principles :-

- (a) One post of Head Clerk is admissible for 3 to 18 sanctioned posts of Senior Clerks and Junior Clerk taken together. In case an Office has only 3 posts of Clerks, a post of Head Clerk may be created and

in all other cases, the post of Head Clerk may be created by upgradation.

- (b) Two posts of Head Clerks are admissible for 19 to 24 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- (c) Two Head Clerks are admissible for 25 to 35 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- (d) Three Head Clerks are admissible for 36 to 47 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- (e) Thereafter, the post of Head Clerk will be admissible by way of upgradation on the ratio of 1:12, i.e., one post of Head Clerk for every 12 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- (f) The supervisory post, like Office Superintendent wherever existing shall not be taken into account in computing the number of posts of Head Clerks in an Office.

2. On the basis of the above principles the Government have decided to create/upgrade 343 number of posts of Head Clerks for the field offices as per the statement enclosed. The concerned Administrative Department shall issue sanction orders accordingly.

3. For creation/upgradation of posts of Head Clerks in future the concerned Administrative Department shall formulate proposals on the basis of the above principles and obtain prior concurrence of the Finance Department.

4. These instructions are issued with the approval of Cabinet.

5. The above instructions will come into force with immediate effect.

[ILLEGIBLE]

Commissioner-cum-Secretary to Government

No. 9892-IIIE(C)-161/83-RE.

GOVERNMENT OF ORISSA
REVENUE AND EXCISE DEPARTMENT
RESOLUTION

The 10th February 1984

Subject – Rationalisation of the Staffing Pattern in the District level Offices & subordinate Offices thereunder.

The Government have been considering, for some time past, to rationalise the staffing pattern in the district level offices under the administrative control of different Departments of Government. A Sub-committee which had been constituted under the Chairmanship of the Member, Board of Revenue in Home Department Resolution No. 11903-Assn., dated the 10th March 1981 to go into matter, submitted its report on the 31st March 1982. The State Government, after careful consideration, have accepted the recommendations of the Sub-committee and have, accordingly, decided as follows :

**Yardstick for
corresponden-cc.**

I. For the purpose of dealing with correspondence, the yardstick of 2000 receipts and issues taken together for one Clerk, as prescribed in Revenue Department G. O. No. 27814-R., dated the 1st May 1964, should be adopted in all the District level Offices and Subordinate Offices thereunder. The position should be reviewed in respect of offices where a different yardstick is followed at present :

Provided that, in respect of Block Offices where the Extension Officers are required to attend to substantial percentage of correspondences relating to their subjects directly, the procedure of determining the requirement of ministerial staff should be the total number of posts admissible on yardstick basis (i.e., one Clerk for 2000 receipts and issues taken together) minus the total number of Extension Officers available, but in no case the minimum number of ministerial officers (excluding the supervisory officer) should be less than three.

**Yardstick for case
work.**

II. For the purpose of processing of cases such as leases, offences, permits, appeal cases on other miscellaneous cases of this nature, the yardstick of one clerk at the rate of 1000 contested cases or 2000 uncontested cases, as prescribed in the aforesaid G. O. of Revenue Department, should be adopted in all the District level offices in respect of Forest Department, Finance (Commercial Tax) Department and such other Departments where such cases are handled, except in respect of criminal cases for which separate yardsticks have been prescribed by the Home Department and the Law Department. The position should be reviewed in respect of offices where a different yardstick is followed at present.

Yardstick for Bill Budget Establishment Forms and Stationery.

III. For the purpose of dealing with work relating to bill, budget, establishment, forms and stationery, the yardstick of one clerk for every sixty employees (both Gazetted and non-Gazetted employees working under the District Offices whose appointing authority is the said District Officer but who may be working elsewhere), as prescribed in the aforesaid G. O. of the Revenue Department, should be adopted in all the District level offices and subordinate offices thereunder in respect of all the Departments :

Provided, however, that adoption of this yardstick may not be a feasible proposition for offices like those of District Inspectors of Schools and Block Development Officers and hence it is necessary to examine the prospects of computerizing the preparation of bill etc. in these offices and other similar offices. In case some of the existing employees would be found to be surplus on account of such computerization, they may be utilized for other purposes without facing retrenchment.

Post of Record Keeper.

IV. For the purpose of systematic maintenance and preservation of record, there should be one post of Record Keeper on non-receipt basis for each District Level Office, without prejudice to the yardstick prescribed in G. O. No. 27834-R., dated the 1st May 1964 for the Revenue Department.

Specified posts for Offices under Engineering Departments/Block Offices.

V. For the purpose of handling work relating to accounts and stores, the existing yardstick of (a) one clerk for each Subdivision under the Division (to act as sub-divisional Auditor under the Divisional Accountant), (b) one Cashier for the Divisional Office and (c) one Store Keeper for the Divisional Office should continue to be operative on non-receipt basis in respect of the Works Department. These yardsticks may be adopted in other Engineering Departments also. The yardstick of one Cashier and one Store Keeper may also be adopted, on non-receipt basis in respect of the Block Offices.

Yardstick for House rent collection and revenue receipts.

VI. For the purpose of collection of house rent and revenue receipts, the yardstick of 150 houses for one clerk, as prescribed by the Works Department should be adopted in all such Departments entrusted with the responsibility of collection of house rent and revenue receipts of like nature.

1:2 Ratio of Senior Clerks and Junior Clerks.

VII. Among the total number of clerks admissible, the existing ratio of one Senior Clerk for two Junior Clerks should continue and this pattern should be adopted in all District level offices and Subordinate offices thereunder in respect of all Departments.

Supervisory posts, Head Clerk and Head Assistant.

VIII. (a) Government decision regarding entertainment of supervisory posts in the rank of Head Clerk/Head Assistant will be taken on considering the recommendations of the Pay Commission, 1983.

Office Superintendent.

(b) The supervisory posts in the rank of Office Superintendent, wherever they exist should continue.

Test Typing

IX. At the entry stage of the ministerial service, there should be a non-qualifying test in typing, but the said test should not be obligatory. The Junior Clerks who do not 'appear in or do not' pass the said test should be required to pass the test during the period of their probation failing which they will not be eligible to draw any further increments.

2. Each Department of Government should finalise the yardsticks, on receipt and non-receipt basis, for entertainment of staff in respect of the District level offices and Sub-ordinate offices thereunder in its administrative hierarchy, keeping in view the criteria indicated above and the specific functional activities pertaining to the said offices.

Order – Ordered that the Resolution be published in the Orissa Gazette and copies thereof be forwarded to all concerned for information an necessary action.

By order of the Governor
GIAN CHAND
Chief Secretary to Government

No. 13582-IIIE(G)-161/83-R.

GOVERNMENT OF ORISSA
REVENUE AND EXCISE DEPARTMENT
RESOLUTION

The 25th February 1984

Subject – Rationalisation of the Staffing Pattern in the District Level Offices and Subordinate Offices thereunder.

The State Government in their Resolution No. 9892-R., dated the 10th February 1984 had taken certain decisions to rationalise the staffing pattern in the district level office under the administrative control of different departments of Government, after considering the recommendations made by the Sub-committee constituted under the Chairmanship of the Member, Board of Revenue for the purpose.

2. While considering the question of prescribing the yardstick for the creation of supervisory posts of Head Clerk and Head Assistant it was mentioned in paragraph VIII (a) of the said Resolution that “Government decision regarding entertainment of supervisory posts in the rank of Head Clerk/Head Assistant will be taken on considering the recommendation of the Pay Commission, 1983.”

3. After further consideration, Government have been pleased to decided that paragraph VIII of the aforesaid Resolution will stand modified as follows :

**Supervisory
posts-Head Clerk.**

“VIII (a) The ratio for entertaining supervisory posts in the rank of Head Clerk should be 1:12. In other words, there should be one Head Clerk for twelve Senior Clerks and Junior Clerks taken together and an additional post of Head Clerk would be admissible for the remaining seven or more additional ministerial officers, if any. For this purpose, the existing yardstick and non-yardstick supervisory posts should be taken into account. However, there should be a supervisory post of Head Clerk in each and every office having three ministerial officers in the minimum in case no supervisory post of equivalent rank or higher rank already exists.”

**Head Assistant
and
Superintende-nts.**

“(b) The supervisory posts in the rank of Head Assistant or Office Superintendent, wherever they exist, should continue.”

Order – Ordered that the Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all concerned for information and necessary action.

By order of the Governor
GIAN CHAND
Chief Secretary to Government