

CRITERIA FOR ENTRY INTO GOVERNMENT SERVICE

Sl. No.	Reference No.	Date	Subject
PART I - Rules			
1	Notification No. 33068-Gen.	27/10/1989	Orissa Civil Service(Fixation of Upper-Age-limit) Rules, 1989.
PART II - Instructions			
(A) LANGUAGE QUALIFICATION			
1	Resolution No. 10719-Gen.	31/08/1961	Requirement of Domicile and Language qualification for entry into Government Service.
2	Resolution No. 21388-Gen.	12/09/1984	Language qualification for entry into Government Service
3	Circular No. 2783-Gen.	24/01/1989	Clarification regarding sanction of second increment of an officer after passing Oriya language test.
(B) ANTECEDENTS VERIFICATION			
1	Resolution No. 34438-Gen.	20/11/1999	Verification of character and antecedent of candidates before appointment into Government service
(C) UNDERTAKING			
1	Circular No. 22522-Gen.	18/10/1994	Recovery of loan stipend from Government servants who have availed loan stipend of the Higher Education(LSF) Department.

PART-I-RULES

THE ORISSA CIVIL SERVICE (FIXATION OF UPPER AGE LIMIT)
RULES, 1989

GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

The 27th October 1989

(Published in Orissa Gazette on 27th October 1989)

No. 33068-Gen.-In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules to regulate the upper age limit for entry into the service of Government in pensionable service namely:-

Short title and commencement-

1. (1) These rules may be called the Orissa Civil Service (Fixation of Upper Age Limit) Rules, 1989
 - (2) They shall come into force on the date of their publication in the Official Gazettee
- ¹[**IA** (a) "Physically Handicapped Persons" means such person as mentioned in the General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981.]

(b) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India respectively.

(c) "Socially and Educationally Backward Class" means the backward classes of Citizen other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time in the list under the Orissa State Commission for Backward Classes Act, 1993.

Upper age limit for entry into Government Service-

2. Notwithstanding anything contained in any recruitment rule regulating the method of recruitment in Civil Services and / or Civil Posts in Pensionable establishment under the State Government, the upper age limit for entry into Government Service shall be ²[Thirty-two] year except where a higher upper age limit has been prescribed for any such service or post:

³[*]

⁴[Provided further that if for any reason applications have not been invited by the authority competent to conduct examination during any particular year to fill up the vacancies of the year, applicants, who would have been eligible if applications, were invited during that year, shall be eligible to complete at the examination held in the subsequent year. This proviso will also apply to cases where advertisements have already been issued for recruitment to services and posts under Government but the process of recruitment has not commenced.]

⁵[*]

Explanation – The expression "recruitment rules" shall mean the rules framed under the proviso to Article 309 of the Constitution of India regulating the recruitment to any Civil Service or authority for that purpose.

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1. Inserted vide G.A. Department Notification No. 31581-Gen., dated the 31st October 1998- Published in Orissa Gazette and given effect to from the 13th November 1998.
 2. Substituted in 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. deleted vide G.A. Department Notification No.31581-Gen., dated the 31st October 1998.
 4. Inserted vide G.A. Department Notification No. 8402-Gen., dated the 28th April 1994 – 1994-Published in Orissa Gazette and given effect to from the 18th May 1994.
 5. Deleted vide G.A. Department Notification No.31581-Gen., dated the 31st October 1998.

¹[3. The upper age limit prescribed for entry into Government service in rule 2, above shall be relaxed, in case of the following categories of persons, to the extent mentioned against each namely:-

(a)	Scheduled Castes	...	5 Years
(b)	Scheduled Tribes	...	5 Years
(c)	Women	...	5 Years
(d)	Socially & Educationally backward Classes	...	3 Years
(e)	Physically handicapped	...	10 Years]

4. A person who comes under more than one category mentioned in rule 3, shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him / her.

Explanation – A woman candidate belonging to Socially and Educationally Backward Class is eligible for relaxation of upper age limit by 5 years as woman and 3 years as Socially and Educationally Backward person as per rule 3, in such case, she shall be only eligible for 5 years of age relaxation, which is considered more beneficial to her.

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

1. Added vide G.A. Department Notification No. 31581-Gen., dated the 31st October 1998.

PART II – Instructions

(A) LANGUAGE QUALIFICATION

No. 10719-Gen.

GOVERNMENT OF ORISSA
POLITICAL AND SERVICES DEPARTMENT

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RESOLUTION

The 31st August 1961

SUBJECT- Requirement of Domicile and Language Qualifications for entry into Government service.

READ- Home Department Resolution No. 38-Ref., dated the 18th January 1949.

In Home Department Resolution No. 38-Reforms, dated the 18th January 1949, it has been laid down that in matters of Public employment preferences should be given to candidates who satisfy the criteria-

- (1) That he should be permanent resident of the Province of Orissa (permanent resident has been defined as one who or one of whose parents has lived in the Province of Orissa for a minimum period of twelve years); and
- (2) (a) that he is able to speak Oriya ; and
(b) if he is literate person-
(i) is able to read and write it; and
(ii) has also passed a test in Oriya equivalent to the middle standard.

Consequent on the passing by Parliament of the Public Employment (Requirement as to Residence) Act, 1957, the requirement of residential qualification prescribed in Home Department resolution cited above in matters of appointment to the various posts and services under the State Government has become inoperative. Government has, therefore, decided that the domicile qualification shall no longer be a stipulation for entry into public services in the State. Modification of the existing recruitment rules to bring them in conformity with Section 2 of the aforesaid Act may be taken up by the Departments of Government.

2. The criteria of language qualification as contained in Home Department Resolution No. 38-Reforms, dated the 18th January 1949, will henceforward be regulated as follows-

- (i) Generally, the language qualification as at present prescribed shall remain for employment in public services in the State. This should be so particularly as regards permanent posts;
- (ii) For technical posts, whether permanent or temporary, recruitment may be made on the condition that within the prescribed probationary period the candidate selected should pass an examination in Oriya equivalent to the M.E. Standard:

Provided that the language qualification shall not be insisted upon if so desired by Government in specific cases:

- (iii) In certain technical posts, which require special qualifications, Government may relax the condition of language qualification entirely. This will have particular reference to contract posts or temporary posts.

3. Language tests will be held by the Education Department to test candidates by the M.E. Standard in Oriya to enable them to qualify for employment in public service by means of competitive examinations of otherwise. These will be conducted twice every year. Those who have passed Matriculation or an equivalent examination with Oriya as their second language may be exempted from passing the test.

4. The Departments of Government and Heads of Departments etc., are requested to amend their recruitment rules accordingly so as to exclude the residential qualification.

ORDER- Ordered that this resolution should be published in the Orissa Gazette.

Ordered also that copies of the resolution be forwarded to all Departments, all District Officers / all Heads of Departments / Superintendent, Orissa Government Press / Secretary to the Orissa Public Service Commission / Secretary to the Governor for information and communication to all appointing authorities under them.

By order of the Governor
B. R. PATEL
Secretary to Government

No. 21388-Gen.
GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

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RESOLUTION

The 12TH September 1984
(Published in Orissa Gazette on 27th October 1984)

SUBJECT: Language qualification for entry into Government service.

In General Administration Department Resolution No. 31513-Gen., dated the 16th December 1982, it was laid down that a candidate who has not passed the test in the M.E. School standard should be required to pass such a test within a period of one year of service failing which he will not be allowed to draw his second increment.

2. Now it has been decided that all official business shall be transacted in Oriya from the 1st April 1985, it is felt necessary that knowledge in Oriya should be made mandatory for recruitment to all

Government jobs. In super session of the instruction communicated in G.A., Department Resolution No. 31513-Gen., dated the 16th December 1982, Government have therefore been pleased to decide that for all posts with entry qualification of Matriculation and above a pass in Oriya language test equivalent to M.E. standard should be made an essential pre-requisite.

3. Language tests will continue to held twice a year by the Education & Y.S. Department to test candidates by M.E. standard in Oriya to enable them to qualify for employment in public service by means of competitive examination or otherwise as was laid down in erstwhile P & S Department Resolution No. 10719-Gen., dated the 31st August 1961.

ORDER- Ordered that this Resolution be published in an extraordinary issue of the Orissa Gazette for general information and copies be forwarded to all Departments of Government / all information and communication to all appointing authorities under them.

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

No.2783-2 R/1-5/89-Gen.
GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

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The 24TH January 1989

To

All Departments of Government
All Heads of Departments
All Collectors

SUBJECT:- Clarification regarding sanction of second increment of an officer after passing Oriya Language test.

In G.A. Department Resolution No. 21388/Gen., dated the 12th September 1984 it was laid down that for all posts with entry qualification of Matriculation and above, a pass in Oriya language test equivalent to M.E. standard should be an essential pre-requisite. No second increment of an officer who has failed to have a qualification of Oriya language test equivalent to M.E. standard should be sanctioned until the said incumbent passes the aforesaid qualification. Doubts have been arisen as to whether the second increment of an incumbent which was held up disallowed due to non-passing the Oriya language test would be sanctioned from the date of passing the said test or from the actual date of its accrual.

2. In the above circumstance, the undersigned is directed to clarify that in cases prior to 12th September 1984 where the second and subsequent increment of an incumbent which was held up / disallowed due to the aforesaid reason may be sanctioned from the date of passing the said test. Delay, if any caused for passing the language test shall not have the effect of postponing the

increments cumulatively, but arrear incremental dues shall not be allowed. Further, it is clarified that the subsequent increments shall fall due on the next anniversary date of appointment. This disposes of the letter No.574, dated the 5th May 1988 of the I.G.R.-cum-Excise Commissioner, Cuttack.

(ILLEGIBLE)

Under Secretary to Government

(B) ANTECEDENT VERIFICATION

No.34438-2R/1-6/1999-Gen.
GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

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RESOLUTION

The 20TH November 1999

SUBJECT- Verification of the character and antecedents of candidates before appointment to Government service.

A detailed procedure for verification of character and antecedents of Government servants before appointment has been laid down in erstwhile Political and Services Department Memo No. 11852 / Gen., dated the 14th September 1957 read with their Memo No. 17139(78)/Gen., dated the 2nd December 1958 and G.A. Department Memo No. 24197, dated the 25th October 1984. It has been indicated therein that detailed verification of character and antecedents is necessary in the following cases:-

- (i) Appointment to Class-I (Group-A) and Class II (Group-B) posts under the State Government
- (ii) Appointment to Ministerial posts in State Secretariat and its attached offices and Heads of Departments.
- (iii) Appointment to Class-III (Group-C) and Class-IV (Group-D) posts where such verification is considered particularly necessary in the interest of security and
- (iv) In case of candidates who are unable to produce character certificates.

2. In other cases, appointment to Class-III (Group-C) and Class-IV (Group-D) posts, may be made on production of two character certificates from two Gazetted (Group-A and Group-B) officers.

3. It has been brought to the notice of the Government that delay in issue of appointment orders to the candidates selected by Orissa Public Service Commission/Orissa, Staff Selection Commission / Selection Committee / Selection Board takes Place invariably due to non-receipt of reports of verification of the character and antecedents of such candidates in time. This causes dislocation in transacting official business in different Government offices.

4. After careful consideration of the problems, Government have been pleased to decide that the appointing authority may issue temporary appointment orders to the candidates in order of merit in the select list subject to verification of their character and antecedents by the appropriate authority. Simultaneously, the appointing authority must seek from the appropriate authority, report on the character and antecedents of the candidate concerned and in case an adverse report is received his services shall be terminated forthwith in accordance with the provisions laid down in

sub-clause (ii) of Clause (h) of Explanation under rule-13 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962. This stipulation should be indicated in the temporary appointment order to be issued to the selected candidate. In case no adverse report is received, the temporary appointment shall be made final from the date the temporary appointment order was issued.

ORDER- Ordered that the Resolution be published in the Orissa Gazette and copies thereof shall be forwarded to all Departments of Government / all Heads of Departments/ all Collectors / Registrar, Orissa High Court / Registrar, Orissa Administrative Tribunal Special Secretary, O.P.S.C./ Secretary, Orissa Staff Selection Commission.

By order of the Governor
S. B. AGNIHOTRI
Special Secretary to Government

(C) UNDERTAKING

No. 22522 (150)-2m-33/94-Gen.
GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

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The 20TH 18TH October 1994

To

All Departments of Government
All Heads of Departments
All Collectors

SUBJECT- Recovery of loan stipend from Government Servants who have availed loan stipend of the Higher Education (L.S.F.) Department.

The undersigned is directed to say that interest free loan stipend is being granted by the Government since 1946 to needy and deserving meritorious students out of the Orissa Loan Stipend Fund to enable them to persecute higher studies in various subjects, both inside and outside the State. The borrowers are required to repay the loan in installments as per the modalities prescribed in the Money Bond, which they execute while availing themselves of loan.

2. It has come to the notice of Government that most of the loanees do not repay the loan as per the terms of the agreement even after securing employment. In some cases neither they intimate their service particulars nor start repayment of loan of their own accord. The Orissa Loan Stipend Fund Committee while reviewing the matter, have expressed their grave concern over the issue and have recommended to take adequate steps for realization of the amount from the loan Stipendees.

3. After careful consideration Government have been pleased to decide that an undertaking in the enclosed form should be obtained from each Government employee at the time of his first appointment to the effect that he has / has not availed of loan stipend and in case he has availed of loan stipend, he should furnish the particulars thereof. On receipt of the above information, the employing organization shall pass on the same to the Loan Stipend Branch which shall help them to follow up recovery. Sanction of 1st increment may be withheld in case of those Government employees who fail to submit the aforementioned undertaking while entering into Government service.
4. These instructions may be meticulously followed.

PRITIMAN SARKAR
Special Secretary to Government

(FORM OF UNDERTAKING TO BE FURNISHED AT THE TIME OF 1ST APPOINTMENT)

I, Shri.....son of Shri
..... VillageP.O.
P.S.....Tahasil,Dist.appointed as
..... in the Department / Office of the declare that I have
availed / not availed loan stipend amounting to Rs. from the Department of Higher
Education (erstwhile Education L.S.F. Department) against loan Ledger No.
.....during my student career for prosecuting higher study in
..... Course during the yearout of which I have already
paid a sum of Rs. leaving a balance of Rs.....

Full name and designation of the employee