

Government of Orissa  
General Administration Department  
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No. SC/6-121/2004/

30173

/Gen., dt. 19/11/2004.

To

All Departments of Government /  
All Heads of Department.

Sub:

Clarification regarding filling up the vacancies in the posts of Senior Assistants in the Offices of the Heads of Departments against 10% of the vacancies meant for Senior Grade Typist, Senior Grade Diarist, Senior Grade Recorders and Senior Grade Despatchers of that Office.

In sub-rule-3 of rule 13 of Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994, it is provided that "10% of the vacancies in the rank of Senior Assistants in the Offices of Heads of Departments shall be filled up by recruitment of competent Senior Grade Typist, Senior Grade Diarist, Senior Grade Recorders and Senior Grade Despatchers of that Office if they have rendered 10 years of continuous service including 3 years in the respective Senior Grades and have possessed Matriculation or equivalent qualification and have been selected by the Department promotion committee constituted under rule 16".

2. References are being received from various quarters seeking clarification as to whether the above provision of the said rules envisages filling up 10% of the vacancies in the post of Senior Assistants by the competent Senior Grade Typist, Senior Grade Diarist, Senior Grade Recorders and Senior Grade Despatchers or filling up the 10th vacancy in the roster maintained for the post of Senior Assistants by the competent Senior Grade Typists etc.

3. After careful consideration, it is clarified that filling up the 10th vacancy in the roster of Senior Assistants is a working principle adopted on the basis of provision u/r 13(3) of the OMS Rules, 1994. This is with a view to ensuring 10% representation of Senior Grade Typists etc. in the rank of Senior Assistants. If the principle of percentage is literally followed, there may be occasions where Senior Grade Typists etc. may be debarred from being promoted to the rank of Senior Grade Assistant. Citing an example, if the number of vacancies in a particular year is 4, no post can be earmarked to be filled up on promotion by Senior Grade Typists etc. If the process continues for 3 years no Senior Grade Typists etc. will have any berth in the rank of Senior Assistants although in the meantime 12 posts would have been filled up on promotion. Hence, reservation of 10th vacancy in the roster earmarked for Senior Grade Typists etc., is in consonance with the provisions of Rule 13(3) of the OMS Rules, 1994.

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4. References are also being received for seeking clarification about manner of selection from among the Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers for filling up 10% of the Vacancies in the posts of Senior Assistants. It is, therefore, clarified that since there is no common gradation list among the above 4 grades of employees, select list shall be prepared in accordance with the second proviso under rule 3 of the Orissa Civil Services (Criteria for promotion) Rules, 1992.

*Gandey*

Special Secretary to Government

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15/11/04

Deputy Secretary to Government

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