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GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION
The 11th April 1994
(Published in the Orissa Gazette on 23.5.1994)

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

PART I
PRELIMINARY

Short title and commencement

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

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

Definitions

2. In these rules unless the context otherwise requires -

(1)(a) "Appendix" means the Appendix appended to these rules ;

(b) "Commission" means the Orissa Staff Selection Commission ;

(c) "Chairman" means the Chairman of the Orissa Staff Selection Commission ;

(d) "Committee" means the Selection Committee/ Departmental Promotion Committee, as the case may be ;

1[(e) "Departmental Examination" means the accounts Training conducted by the Madhusudan Institute of Accounts and Finance and would include a test/examination prescribed at the end of the training;]

(f) "Government" means the Government of Orissa;

(g) "Heads of Department" means an administrative unit having State wide jurisdiction immediately under a Department of Government and includes the offices of Revenue Divisional Commissioners, Commissioner, Land Records and Settlement and Commissioner, Consolidation;

(h) "Scheduled Castes and Scheduled Tribes" mean such castes and tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India ;

1. Substituted vide G.A. Deptt. Notification No.26373/Gen., dt. 30.9.96-Published in Orissa Gazette and given effect to from 30.9.1996.

(i) 'Select List' means the list prepared by the Selection Board/ Departmental Promotion Committee ;

(j) 'Year' means the calendar year.

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

PART II
CONSTITUTION OF CADRE AND METHOD OF RECRUITMENT

Constitution and composition of the cadre.

3. (1) The Service shall consist of the following grades, namely :-

- (a) Junior Assistant ;
- (b) Senior Assistant ;
- (c) Section Officer, Level-II ;
- (d) Section Officer, Level-I.

(2) Each grade of the service shall constitute a separate cadre.

Method of recruitment.

4. 2 [(1) Recruitment to the posts of Junior Assistant shall be made by the following methods:-

(i) Direct recruitment through the competitive examination.

(ii) Promotion from among Group-D employees.]

(2) Recruitment to the posts of Senior Assistant shall be made by promotion from among the eligible Junior Assistants and Senior Grade Typists/Diarists/Recorders/Despatchers.

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

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

PART III
3[DIRECT RECRUITMENT THROUGH COMPETITIVE EXAMINATION]

Competitive Examination.

5. (1) The Competitive Examination shall be conducted once in every year by the Commission on the subjects and syllabus specified under rule 11.

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

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

2&3 Substituted vide G.A. Deptt. Notification No.10978/Gen. dt. 30.3.2001.

Intimation of number of vacancies.

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

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

Notification of vacancies.

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

Holding of the examination.

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

Eligibility of the candidates.

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

- (a) be a citizen of India.
- (b) be passed +2 in Arts/Science/Commerce or possess such other qualification as are equivalent to +2 examination;
- (c) be not less than 18 years and not more than 32 years of age on the 1st day of January of the year ;

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

Preparation of select list and allotment of successful candidates.

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

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

- f) have not more than one spouse living or in the case of lady candidates have not carried a person who has a wife living;

- g) be able to speak, read and write Oriya and have

- (i) passed M.E. School examination with Oriya as language subject;

OR

- (ii) have passed Matriculation or equivalent examination with Oriya as medium of examination in non-language subject;

OR

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

Substituted vide G.A. 13.6.98- Published in Orissa Gazette and given effect from 17.7.1998.

OR

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

Fees

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

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

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

Standard and syllabus of the examination.

11. 4[(1) The examination shall be conducted on the following subjects carrying marks as shown against each-

Subject	Marks
Objective Language	100
Arithmetics	100
General Knowledge	100

Total 300

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

Preparation of select list and allotment of successful candidates.

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

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

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

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

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

Added vide 30.3.2001. (6) Orders of appointment shall be issued by the concerned Heads of Departments.

4. Substituted vide G.A. Deptt. Notification No.14429/Gen., dated 18.6.98- Published in Orissa Gazette and given effect to from 17.7.1998.

PART IV
PROMOTION TO THE POST OF SENIOR ASSISTANT

5 [PART III-A

RECRUITMENT THROUGH PROMOTION

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

(1) 5% of vacancies in the post of Junior Assistant in the office of a Heads of Departments shall be filled up by way of promotion from among the Group-D employees of that office on the basis of recommendation of the Departmental Promotion Committee constituted under rule 16(1).

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

(2) No Group-D employee shall be eligible for consideration for promotion to the post of Junior Assistant unless he has given willingness to that effect in writing and has put in minimum of 10 years of continuous service and has passed +2 Arts/Science/Commerce or possess such other qualification as are equivalent to pass in +2 examination.

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

(i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the Service record the employee concerned shall be treated to have a clean career of service.

(ii) A Viva-voce test shall be conducted by the Departmental Promotion Committee.]

(2) The selection for the posts of Section Officers Level-II shall be made by the Departmental Promotion Committee constituted under rule 14 from among the Senior Assistants.

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

5 Added vide G.A. Deptt. Notification No.10978/Gen. dated. 30.3.2001.

7. Inserted vide G.A. Deptt. Notification No.26373/Gen. dt. 28.1.2004.

8. Deleted vide G.A. Deptt. Notification No.26373/Gen. dt. 28.1.2004.

PART IV
PROMOTION TO THE POST OF SENIOR ASSISTANT

- Percentage of filling up of vacancies. 13. (1) 90% of vacancies in the rank of Senior Assistants in the Office of a Heads of Departments shall be filled up by the eligible Junior Assistants of that office on being selected by the Departmental Promotion Committee.
- (2) No Junior Assistant shall be promoted to the rank of Senior Assistant unless he has put in atleast 3 years of continuous service as such and has been considered fit to perform all the duties of a Senior Assistant and has ⁶[succesfully passed the Departmental Examination.]
- ⁷[Provided that the Junior Assistants who have already passed the final Accounts Examination conducted by the Board of Revenue shall not be required to pass the Departmental Examination provided in Sub-Rule (2).]
- (3) 10% of the vacancies in the rank of Senior assistant in the offices of heads of Departments shall be filled up by recruitment of competent Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers of that office if they have rendered 10 years of continuous service including 3 years in the respective Senior Grades and have possessed Matriculation or equivalent qualification and have been selected by the Departmental Promotion Committee constituted under rule 16.

PART V
PROMOTION TO THE POST OF SECTION OFFICER LEVEL-II

- Promotion to the post of Section Officer Level-II. 14. (1) No Senior Assistant shall be considered for promotion to the post of Section Officer, Level-II unless he has rendered a minimum of twelve years of continuous service including nine years of continuous service as Senior Assistant on the first day of January of the year in which the Departmental Promotion Committee meets. ⁸[**]
- (2) The selection for the posts of Section Officers Level-II shall be made by the Departmental Promotion Committee constituted under rule 16 from among the Senior Assistants,
- (3) If no such candidate with nine years of continuous service as Senior Assistant is available the Departmental Promotion Committee may, as a special case, consider the cases of those Senior Assistants who have rendered not less than seven years of service in that grade, but in no case the total period of service shall be less than twelve years.

6. Substituted vide G.A. Deptt. Notification No.26373/Gen. dt.30.9.1996.

7. Inserted vide G.A.Deptt.Notification No.26373/Gen.dt.30.9.1996.

8. Deleted vide G.A.Deptt. Notification No.26373/Gen.dt.30.9.1996.

PART VI
PROMOTION TO THE POST OF SECTION OFFICER, LEVEL-I

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

15.(1) No Section Officer, Level-II shall be eligible for consideration for promotion to the post of Section Officer, Level-I unless he has completed ⁹[three years] of continuous service as such on the 1st day of January of the year in which the Departmental Promotion Committee meets.

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

Criteria for Promotion

PART VII

GENERAL

Constitution of Departmental Promotion Committee.

16.¹⁰ [(1) There shall be a Departmental Promotion Committee to consider the eligible Officers for Promotion to the posts of Junior Assistant/Senior Assistant/Section Officer, Level-II and Section Officer, Level-I consisting of the followings,-

(a) Head of Department concerned Chairman

(b) Additional/Joint/Deputy Director of the Heads of Department and in absence of any such Officer Deputy/Joint Secretary of the

(a) concerned Administrative Deptt. nominated by the Secretary of
(b) the Admn. Department.

(c) Deputy Secretary of any Department of Secretariat other than the Administrative Department nominated by the Secretary of the concerned Department.

(d) Establishment Officer or any other Officer not below the rank of Class-II dealing with Office Establishment of the concerned Heads of Department.] Secretary

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

Seniority

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

⁹. Substituted vide G.A. Deptt. Notification No.19063/Gen. dt.25.5.2000- Published in Orissa Gazette and given effect to from 9.6.2000.

¹⁰ Substituted vide G.A. Deptt. Notification No.10978/Gen. dt. 30.3.2001.

- Select List 17. (1) The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Assistants and by the Departmental Promotion Committee in case of promotion to the posts of ¹¹[Junior Assistants,] Senior Assistants, Section Officer, Level-II and Section Officer, Level-I shall form the Select Lists upon publication for general information.
- (2) The Select Lists shall remain valid for a period of one year from the date of its publication.
- Criteria for Promotion 18. The criteria for promotion to the posts of ¹²[Junior Assistants/]Senior Assistants/Section Officers, Level-II and Section Officer, Level-I shall be in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992.
- Relaxation
- Probation ¹³[19. (1) All persons appointed to a post in the service shall be on probation for a period of two years in case of Direct Recruitment and one year in case of promotion which shall be counted from the date of joining the post.
- Confirmation
- Repeal and Savings 24. Provided that the period of probation shall not include the following :-
- (a) Extra-ordinary leave,
 - (b) period of unauthorised leave,
 - (c) any other period held to be not being on actual duty.
- (2) The appointing authority may extend the period of probation or terminate the services of a person appointed on probation (in case of the direct recruit) or revert a person to his previous post (in case of a promote) during or at the end of his period of probation, if the work and conduct of such person is not found to be satisfactory.
- Interpretation
- Issuance of instructions
- (3) The date of completion of the period of probation in each case shall be notified by an office order and shall also be recorded in the Service Book.]
- Seniority 20. (1) The relative seniority of each person appointed to a particular cadre of the service in a particular year shall be determined with reference to his position in the respective select list.
- (2) The persons appointed in a year under sub-rule 3 of rule 13 shall take rank below those appointed under sub-rule(1) thereof.

11&12 Inserted vide G.A. Deptt. Notification No. 10978/Gen. dated 30.3.2001

¹⁴ Added vide G.A. Deptt. Notification No. 10978/Gen. dt.

13. Substituted vide G.A. Deptt. Notification No.26373/Gen.

¹⁵ dt.30.9.1996. vide G.A. Deptt. Notification No.26373/Gen. dt.30.9.1996.

- 14[(3) The persons appointed in a year under rule 12.A of Part-III A shall take rank below those appointed under rule 12(6)].
- Reservation of vacancies. 21. Notwithstanding anything contained in these rules, vacancies shall be reserved -
- (a) for candidates belonging to Scheduled Caste and Scheduled Tribe in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder;
- (b) for physically handicapped/ex-servicemen/Sportsmen/Women candidates to such extent as may be determined by the Government from time to time.
- Relaxation 22. Where the State Government are of the opinion that it is necessary or expedient so to do in the public interest, they may, by order, relax any of
- Confirmation 23. After successful completion of probation, a person shall be confirmed in his post if a permanent post is available.
- Repeal and Savings. 24. All rules, orders and instructions corresponding to these rules and in force, immediately before the commencement of these rules, are hereby repealed:
- Provided that any order or appointment made, action taken or things done under the rules, orders or instructions so repealed shall be deemed to have been made taken or done under the corresponding provisions of these rules.
- Interpretation. 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.
- Issue of instructions 26. The State Government may issue such instructions, not inconsistent with the provisions of these rules, as they consider necessary to regulate matters not specifically covered by the provisions of these rules.
- 15[PART - VIII]
TRAINING
27. (1) The required attendance during the training syllabus for the training and the level of performance in the test/examination for passing the same shall be as determined by the Madhusudan Institute of Accounts and Finance in consultation with the General Administration Department.

14 Addred vide G.A. Deptt. Notification No.10978/Gen. dt. 30.3.2001

15. Inserted vide G.A. Deptt. Notification No.26373/Gen. dt.30.9.1996.

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

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

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

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

(5) A person deputed for training shall be treated as on duty and he shall get the duty pay. The duty pay shall, however, be admissible only for the duration of one term of the training course. If a person fails in completing successfully the training due to the failure in the test/examination only, he may be allowed two more chances to undertake the test/examination part of the subsequent training courses, for taking such test/examination, the person concerned shall have to take leave for this purpose. In case a person fails due to the shortage of attendance for reasons whatsoever, he may be nominated again for the training course and he shall undergo the full course of training afresh. In case of re-nomination to the training course, while the person shall be treated as on duty, the financial benefits of the duty pay shall not exceed the duration of one term of the training course. The duty pay paid for the extra duration shall be recovered at the rate of 1/3rd of the monthly salary beginning from the

16. Substituted
d. 18.6.1998
com. 17.7.19

month immediately succeeding the re-nominated training course.

APPENDIX-I
(See Rule 6)

- (i) Number of vacancies already existing -
 - a) Permanent
 - b) Temporary - likely to be permanent
 - c) Purely temporary
- (ii) Number of expected vacancies likely to occur during the year -
 - a) Permanent
 - b) Temporary - likely to be permanent
 - c) Purely temporary.
- (iii) Total
- (iv) Vacancies reserved for -
 - a) Scheduled Caste
 - b) Scheduled Tribe
 - c) Ex-Servicemen
 - d) Sportsmen
 - e) Physically handicapped.
 - f) Women

APPENDIX- II
(See Rule 11)
Standard and Syllabus

¹⁶[1. Objective Language Test :-
[50+50=100 marks (English & Oriya) 3 hours duration]

(1) Question to test English : 50 Marks

- a) Letter writing 15 marks
- b) One Oriya passage to be translated into English 15 marks
- c) English Grammar 20 marks
 - (i) Correct use of tense
 - (ii) Correct use of Preposition
 - (iii) Correct use of articles
 - (iv) Correct use of verbs and its agreement

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

(2) Question to test Oriya 50 marks

- (i) Oriya Grammar (Objective Type) 20 marks
- (ii) Translation (one English Passage to be translated into Oriya) 15 marks
- (iii) Essay writing 15 marks

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

¹⁶. Substituted vide G.A. Deptt. Notification No.14429/Gen. dt.18.6.1998- Published in Orissa Gazette and given effect to from 17.7.1998.

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

17[3. Arithmetics
(Matriculation Standard)- 3 hours 100 marks duration

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

By order of the Governor
Pritiman Sarkar
Special Secretary to Government.

17. Substituted in G.A. Deptt. Notification No.14429/Gen. dtd.18.6.1998.

SC\SRules\SR013

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(b) 'Commission' means the Orissa Staff Selection Commission. *****

(c) 'Chairman' means the Chairman of the Orissa Staff Selection Commission.

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(1)(a) 'Departmental Examination' means the accounts training conducted by the Madhusudan Institute of Accounts and Finance and would include a test/examination prescribed at the end of the training.

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(a) 'Heads of a Department' means an administrative unit having State wide jurisdiction immediately under a Department of Government and includes the offices of Revenue, Divisional Commissioners, Commissioners, Land Records and Settlement and Commissioner Consolidation.

(b) 'Scheduled Caste and Scheduled Tribes' mean such caste and tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India.

Substituted vide G.A. Deptt. Notification No.26373/Gen., dt. 30.9.96-Published in Orissa Gazette and given effect to from 30.9.1996.