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DRAFT FOR APPROVAL

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GOVERNMENT OF ORISSA
HOME DEPARTMENT.

NOTIFICATION

Bhubaneswar, dated the

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997, namely:-

1. (1) These rules may be called the Orissa Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Amendment Rules, 2002.

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

2. In the Orissa Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997 (hereinafter referred to as the said rules), in sub-rule (1) of rule 2,-

(i) in clause (c), after the word "rules" and before the figure "25", the symbol, letter, figure and comma "22-A," shall be inserted;

(ii) after clause (c) the following clause shall be inserted, namely :-

"(c-1) Group 'D' Employees" means employees of the Orissa Secretariat as classified having regard to the pay scales in the General Administration Department Resolution No.17655/Gen.dt.7.6.99.

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3. In the said rules, for clause (a) of rule 4, the following clause shall be substituted, namely:-

"(a) The posts of Junior Stenographer in the service shall be filled up by way of direct recruitment and promotion from amongst the suitable Group 'D' employees"

4. In the said rules, for rule 6, the following rule shall be substituted, namely:-

"6. The appointing authority shall after determining the total number of vacancies in the cadre of Junior Stenographer under rule 5, intimate 95% of the vacancies to the Commission, who shall thereafter issue advertisement in two widely circulated local daily newspapers inviting applications in the prescribed form for the competitive recruitment examination. The remaining 5% of the vacancies shall be reserved for promotion of suitable Group 'D' employees.

Provided that in case required number of suitable Group 'D' employees are not available for promotion to the posts of Junior Stenographer in a particular year, the unfilled vacancies shall be filled up by the successful candidates of direct recruitment in terms of provision under rule 20".

5. In the said rules, of the rule 22, the following rules alongwith its marginal note shall be inserted, namely :-

"Eligibility 22-A. for promotion".

(a) The promotion from amongst the Group 'D' employees shall be made on the basis of the recommendation of the Departmental Promotion Committee.

(b) No Group 'D' employee shall be eligible for consideration for promotion to the post of Junior Stenographer

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unless, he/she has, as and when called upon and within the specified time, given willingness to that effect in writing and has put in minimum of 10 years of continuous service and has acquired the following qualification.

- i) He/she must possess Bachelor's Degree in Arts, Science or Commerce or possess such other qualification which is equivalent to a Bachelor's Degree ;
 - ii) He/She must possess a minimum speed of 40 words per minute in English typewriting, 20 words per minute in Oriya typewriting and 80 words per minute in Shorthand both in English and Oriya; and
 - iii) He/She must possess proficiency in Data Entry and word processing in computer.
- (c) The selection of Group 'D' employees for promotion to the post of Junior Stenographer shall be based on the following criteria :
- 1) Service record of the employees 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.
- (d) An examination shall be conducted by the Committee in Stenography and Typewriting both in English and Oriya and proficiency in Data Entry and word processing in Computer in order to assess the suitability of Group 'D' employees for promotion to the post of Junior Stenographer.

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(e) There shall be a Departmental Promotion Committee consisting of the following officials to consider the eligible Group 'D' employees for promotion to the post of Junior Stenographer ;

- i) Secretary to Government .. Chairman
Home Department.
- ii) One Officer not below the .. Member
rank of Joint Secretary of
General Administration
Department to be nominated
by the Special Secretary
of that Department.

Note-I-Deputy/Joint Secretary to Government in Home Department in charge of the establishment of Stenographers shall be the Secretary of the Committee but he will not participate in the selection.

Note-II- The Committee shall ordinarily meet once in a year in the month of January.

(f) The select list prepared by the Committee shall remain valid for a period of one year from the date of its publication or till publication of the next select list whichever is earlier."

6. In the said rules, for rule 23, the following rules shall be substituted, namely :-

"23(1) The interse seniority of the candidates appointed as Junior Stenographer by way of direct recruitment shall be determined in accordance with the respective position assigned to them in the merit list drawn up by the Commission.

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(2) The relative seniority of a person promoted to the post of Junior Stenographer shall be determined in the order his/her name appears in the select list prepared by the Departmental Promotion Committee.

Provided that such persons on appointment shall take rank just above the candidates appointed by direct recruitment through Commission in that calendar year."

By order of the Governor

L. M. S.
16.1.03

Principal Secretary to Government.

Memo No 3876 ISE Dt 20/11/03

Copy forwarded to the Director, Printing, Stationery and Publications, Orissa, Cuttack for forward of publication in the next issue of Orissa Gazette.

He is also requested to send 100 (one hundred) printed copies of the Gazette to Home Dept. for official use.

Sd/-
17.1.03
Secretary to Govt.