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Government of Orissa,  
General Administration Department.

RESOLUTION.  
Dated Bhubaneswar the 27/12 Feb'85.  
27.2.85

[Non-Plan]
Expenditure for 1977-78
Non-recurring
4

Sub: Procedure to be followed for recruitment to non-gazetted posts/ services.

NO 5248/K. In order to eliminate malpractices in the matter of recruitment to nongazetted 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 officer incharge 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 post.

(iii) The Selection Board is to conduct these tests.

Cont'd..2.

Amount of TRS. 7,40 is

[Non-Plan]
Expenditure for 1977-78
Non-recurring
4

TRs.

(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 extra-ordinary 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

Memo No. 5249/Gen., dated, 27.2.85

Copy 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 for information and necessary action.

*[Signature]*  
26.9.85  
Deputy Secretary to Government

Memo No. 5250/Gen., dated, 27.2.85

Copy forwarded to the Director of Printing Stationery and Publication, Orissa, Cuttack for publication in an extra-ordinary issue of the Orissa Gazette and supply of 200 printed copies to this Department for use.

*[Signature]*  
26.2.85  
Deputy Secretary to Government

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