

Annexure-II

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GOVERNMENT OF ORISSA

**The Orissa Subordinate Welfare Service
(Method of Recruitment and Conditions of Service)
Rules, 1992**

TRIBAL WELFARE DEPARTMENT

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TRIBAL WELFARE DEPARTMENT

NOTIFICATION

The 11th December 1992

S. R. O. No. 1465/92— 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 the conditions of service of the persons appointed to the Orissa Subordinate Welfare Service namely :—

PRELIMINARY

Short title & Commencement. 1. (1) These Rules may be called the Orissa Subordinate Welfare Service (Method of Recruitment and Conditions of Service) Rules 1992.

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

2. (1) In these Rules unless the context otherwise requires :—

(a) "Committee" means the Departmental promotion Committee constituted under Rule 9;

(b) "Collector" means the Collector of the District ;

(c) "Director" means the Director Tribal Welfare, and Tribal Welfare Department ;

(d) "Government" means the Government of Orissa in the Tribal Welfare Department ;

(e) "Service" means the Orissa Subordinate Welfare Service ;

(f) "Year" means a calendar year

(2) All other words and expressions which have been used in these Rules but not defined, unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Orissa Service Code.

Constitution of Cadres : (1) The Service shall consist of the following two grades, namely :—

(a) a senior grade comprising the posts of Assistant District Welfare Officers, and such other posts as may be declared equivalent to the posts of Assistant District Welfare Officers by Government; and

(b) a junior grade comprising the posts of Welfare Extension Officers, and such other posts as may be declared equivalent to the posts of Welfare Extension Officer by Government.

(2) Each grade shall have a cadre, the number of posts in each cadre and the scale of pay thereof being such as may from time to time be decided by Government.

METHOD OF RECRUITMENT

Method of recruitment to the service :

4. (1) Appointment to the posts of Assistant District Welfare Officer shall be made by promotion from amongst the Welfare Extension Officers in accordance with Rule-10.

(2) Appointment to the posts of Welfare Extension Officers shall be made by direct recruitment ;

Provided that inservice Sevaks and Teachers of the Tribal Welfare Department having minimum five years experience as such and the requisite Educational qualification are eligible for direct recruitment to the posts of Welfare Extension Officer alongwith others.

DIRECT RECRUITMENT

Conditions of Eligibility for direct recruitment.

5. (1) In order to be eligible for appointment to the posts of Welfare Extension Officer a candidate must fulfil the following condition; namely :—

- (a) He/She must be a citizen of India ;
- (b) He/She must be below thirty two years, and over twenty one years of age on the first day of January of the year in which applications are invited ;

Provided that the maximum age limit shall be relaxed by five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes, ten years in case of physically handicapped persons, five years for Sevaks and Teachers who are serving under the Tribal Welfare Department and for Ex-Servicemen the relaxation shall be as provided under the Orissa Ex-Servicemen (Recruitment to State Civil Services and posts) Rules 1985.

- (c) He/She must have obtained a Bachelor's Degree in Arts, Science or Commerce or an equivalent Examination from any University incorporated by an Act of the Central or a State Legislature in India, or an Educational Institution established by an Act of Parliament or deemed to be a University under Section 3 of the University Grants Commission Act, 1955 or a foreign University approved by the Central Government from time to time.
- (d) He/She must be of good character and shall furnish, along with the application, a certificate of good character from the Head of the Institution in which he/she last studies.
- (e) He/she must be of sound health good physique and active habits and free from any organic defects, physical and mental infirmity.
- (f) He/She must not be having more than one spouse living; and
- (g) He/She must be able to speak, read and write Oriya and must have passed the High School Certificate Examination with Oriya as a principal subject or passed Oriya language test equivalent to M. B-School standard conducted by the Education Department of the Government of Orissa.

(2) The candidate shall furnish with his/her application copies, attested by a Gazetted Officer, of the following documents, namely :—

- (1) Certificate of Bachelor Degree.
- (2) Certificate of High School Certificate Examination.
- (3) Mark-sheet of Bachelor Degree or an equivalent examination.
- (4) Certificate of Character from the Head of the Institution in which the candidate last studies.
- (5) Caste Certificate granted by a competent authority (in case of a candidate belonging to Schedule Castes or Scheduled Tribes)
- (6) Physical handicap certificate if he/she is a physically handicapped person.
- (7) Declaration regarding the Home District,
- (8) Certificate of actual work experience (if any)

(3) The candidate shall be required to produce the originals at the time of the tests, failing which he/she shall be liable to be disqualified.

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Scrutiny and Screening of applications

6 (1) Direct recruitment to the posts of Welfare Extension Officer shall ordinarily be made annually through such agency as Government may decide.

(2) The applications shall be scrutinised to determine the eligibility and to screen the candidates on the basis of the percentage of marks obtained in the Bachelor Degree or an equivalent Examination, if necessary.

Procedure for recruitment

7 (1) Marks obtained in the examinations of University, Board or Council shall be given due weightage. Apportionment of marks shall be 40% for marks secured in the academic examinations and 60% for the written test to be conducted for the purpose of preparation of the merit list. Higher educational qualification than the prescribed one for the post shall not be given any premium.

(2) A written test shall be conducted for selection of suitable meritorious candidates.

(3) The list of successful candidates shall be prepared on the basis of marks secured by the candidates in the written test and under sub-rule (1).

(4) The pannel of successful candidates shall be twice the total number of vacancies including those anticipated to be filled up during the year.

Appointment of candidates

8 (1) Inclusion of the names of the candidates in the merit list shall confer no right to appointment and shall depend, among other circumstances, on actual availability of vacancies.

(2) Appointment to the posts of Welfare Extension Officers shall be made by Director Tribal Welfare.

(3) Failure of a candidate to join the post by the specified date, in the absence of any extension of the said date by the appointing authority, shall amount to forfeiture of his claim for such appointment.

RECRUITMENT BY PROMOTION

Departmental Promotion Committee

(1) There shall be constituted a Departmental Promotion Committee for selection of eligible Welfare Extension Officers for appointment to the post of Assistant District Welfare Officer by promotion.

(2) The Committee shall consist of the following Officers, namely:—

- (i) Director, Tribal Welfare Chairman
- (ii) Deputy Secretary to Government, (Tribal Welfare (In-charge of Field Establishment Section) Member
- (iii) An Officer not below the rank of Deputy Secretary from another Department of Government to be selected and invited by the Director Member
- (iv) The Under-Secretary, Field Establishment /Office Establishment Section, in the Tribal Welfare Department Secretary of the Committee

Promotion to the cadre of Assistant District Welfare Officer.

10. (1) Promotion to the posts of Assistant District Welfare Officers shall be made on the basis of seniority subject to fitness from amongst the Welfare Extension Officers who, on the first day of January of the year in which the Committee meets.

(a) have completed at least fifteen years of service as such ; and

(b) have passed such Departmental Examinations/tests as may be prescribed from time to time.

(2) The Departmental Promotion Committee shall meet as and when necessary and prepare a list of eligible welfare Extension Officers to be promoted to the post of Assistant District Welfare Officer after scrutinising the service records of the eligible Welfare Extension Officers for the last 5 years.

sequence
of order to
join Promotional Posts.

11. (1) Appointment to the post of Assistant District Welfare Officer shall be made by the Director in the order in which the names appear in the list prepared under Rules-10.

(2) An Officer who fails to join the post within the stipulated time shall have to forfeit the claim for promotion.

Probation

12. Every person appointed to a post in the Service shall be on probation for a period of two years from the date of his appointment. If during or at the end of the said period he/she is found to be unfit to continue further—

(a) his services shall be terminated if he/she is a direct recruit; or

(b) he/she shall be reverted to his former post if he/she is a promotee.

Seniority

13. The *inter se*-seniority of the persons appointed to the posts in a cadre in any particular year shall be determined in the following manner, namely:—

(a) In case of persons appointed by Promotion in pursuance of Rules 10 and 11 seniority ~~inter se shall be determined~~ shall be determined basing on the position assigned to them in the list prepared under Rule 10.

(b) In case of persons appointed through direct recruitments in pursuance of Rules 5 to 8 *inter se*-seniority shall be determined in accordance with the position secured by them in the merit list;

(c) Persons appointed to the service under the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 shall rank below the direct recruits appointed in that year.

TRAINING AND DEPARTMENTAL EXAMINATION

Departmental Examination and Training.

14. Members of the Service shall be required to undergo such training and/or pass such tests/Departmental Examinations as may be directed by the Government from time to time:

Provided that Government may, by general or specific order, exempt any category of members of the service from the requirement of passing the Departmental Examination, or from undergoing training.

Institutional Training for Welfare Extension Officer.

15. (1) Basic training shall be provided to the Welfare Extension Officers at the Tribal and Harijan Research and Training Institute established by the Government.

(2) The Period of training and the method and syllabus of the training shall be such as may be directed by Government from time to time.

(3) The Director of the Training Institute shall record his remarks in the Confidential Character Rolls of all Welfare Extension Officers deputed for Training at the end of the training. All Welfare Extension Officers deputed for training shall be subject to the control and discipline of the Director, Tribal Harijan and Research Training Institute during the period of training.

Crossing of Efficiency Bar.

16. An Officer shall be allowed to cross the efficiency bar in his scale of pay if his work is considered satisfactory by the appointing authority subject to passing the Departmental Examination and Training, if any.

Confirmation

17. An Officer after satisfactory completion of the probationary period will be eligible for confirmation, provided he has passed the Departmental Examination and Training and subject to availability of a permanent vacancy.

Transfer

18. (1) Transfer of a member of the service shall be effected, as and when considered necessary, by the Director:

Provided that Collector of the District may make internal transfer and posting of Welfare Extension Officer who have completed three years in one particular station and wherever such transfer is considered necessary in cases of personal hardship or on administrative grounds.

Deputation

19. (1) A member of the Service may be deputed to serve under other offices, undertaking or institution, including foreign bodies, as the cases may be, on such terms and conditions as may be decided from time to time.

Reservation

20. Not with standing anything contained in these rules :—

- (i) vacancies shall be reserved for direct recruitment and promotion in favour of candidates belonging to the scheduled castes and the scheduled tribes and shall be filled up according to 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 ;
- (ii) three percent of the vacancies in the posts of Welfare Extension Officers shall be reserved for the orthopedically handicapped persons provided that the handicapped does not hamper the performance of arduous field duties ;
- (iii) three percent of the vacancies in the posts of Welfare Extension Officers shall be reserved for the Ex-Serviceman ;
- (iv) one percent of the vacancies in the post of Welfare Extension Officers shall be reserved for the Sportsman.

Gradationlist

21. There shall be maintained gradation lists of the persons appointed to the service separately for each cadre.

Repeal and Savings.

22. All Rules hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under these rules.

Interpretation

23. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the Tribal Welfare Department for decision.

Relaxation

24. If the State Government are of the opinion that it is necessary so to do they may, by order for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or categories of persons in public interest.

[No. 36366—TW.]

By order of the Governor

Sd./D. P. BHATTACHARYA

Principal Secretary to Government
Tribal Welfare Department