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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 29th October, 2022

No.30621-GAD-FE-OSSC-0011/2022/Gen.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules to regulate the methods of recruitment and conditions of service of different posts and services in the State Government, namely :-

1. Short title and commencement.—(i) These rules may be called the Combined Graduate Level Recruitment Examination for Group-B and Group-C of different State Cadre Posts or Services Rules, 2022.

(ii) They shall come in to force on the date of their publication in the *Odisha Gazette*.

2. Definitions.— (1) In these rules, unless the context otherwise requires,—

- (a) “**Appointing Authority**” means the respective authorities specified in the respective recruitment Rules or Resolutions of different services or posts;
- (b) “**Commission**” means the Odisha Staff Selection Commission;
- (c) “**Examination**” means the Combined Graduate Level Recruitment Examination for Group-B and Group-C of different State Cadre Posts or Services;
- (d) “**Ex-servicemen**” means a person as defined in clause (b) of rule 2 of the Odisha Ex- servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) “**Government**” means the Government of Odisha;
- (f) “**Schedule**” means the Schedule appended to these rules;
- (g) “**Scheduled Castes & Scheduled Tribes**” shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950 as the case may be, made under articles 341 and 342 of the Constitution of India, respectively;

- (h) **“SEBC”** means Socially and Educationally Backward Classes defined as Backward Classes and referred to in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (i) **“Select List”** means the list of successful candidates in each service or post prepared and sponsored by the Commission and approved by the respective Appointing Authorities;
- (j) **“Sportsmen”** means a person, who has been issued identity card as sportsman by the Director, Sports as per Resolution No.24808/Gen., dated the 18th November 1985 of General Administration Department, as amended from time to time;
- (k) **“Merit List”** means list of successful candidates for each service or post as published and recommended by the Commission;
- (l) **“Persons with Disabilities”** means a person who have been granted with disability certificate by the Competent Authority as per the provisions of the Right of persons with Disability Act, 2016 ; and
- (m) **“Year”** means the calendar year.

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

3. Direct Recruitment.— Appointment to Services or Posts mentioned in column (2) of the Schedule-I which are required to be filled up by direct recruitment as per the provisions under the relevant recruitment Rules or Resolutions as mentioned in column (3) thereof shall, withstanding not anything contrary in such Rules or Regulations, be made in order of merit from out of the candidates recommended by the Commission :

Provided that the Government may include any Service or Posts in Schedule-I for regulating direct recruitment to that Service or Posts or exclude any Service or Posts from the Schedule-I by notification in the official Gazette .

4. Eligibility Criteria for recruitment.— Subject to other provisions of this rule, in order to be eligible to appear in the competitive examination a candidate must,-

- (a) be a citizen of India;
- (b) possess a minimum educational qualification and experience as prescribed in the relevant Recruitment Rule or Government Resolution noted in Column (3) of the Schedule-I;
- (c) be of age as prescribed in the relevant Recruitment Rule or Government Resolution as noted in Schedule-I or as notified by Government from time to time;

- (d) be able to speak, read and write Odia and must have,-
- (i) passed Middle School examination with Odia as a language subject; or
 - (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non - language subject ; or
 - (iii) passed in Odia as language subject in the final examination of Class - VII or above ; or
 - (iv) passed a test in Odia in Middle English School Standard conducted by the Board of Secondary Education, Odisha .

(e) not have more than one spouse living :

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this order.

5. Holding of Examination.—

- (a) The concerned Departments of Government or Heads of Department shall intimate each year to the Commission vacant posts for Posts or Services mentioned in column (2) of Schedule-I required to be filled up by direct recruitment, also indicating the posts reserved for candidates belonging to the categories of Scheduled Caste, Schedule Tribe, Socially and Educationally Backward Classes, Ex-servicemen, Sportsmen, Women, Persons with Disabilities.
- (b) The Commission shall on receipt of the vacancy position from the Department of Government or Heads of Department collate the same and invite application from eligible candidates. The advertisement for examination would usually be issued once a year. However, with prior approval of Government.
- (c) On further receipt of intimation from the Requisitioning Authority, Commission may increase or decrease the number of vacant posts as and when required, with due intimation to the candidates by notification.

6. Scheme of Examination.— (1) The competitive examination shall consist of three stages namely:-

Stage – I Preliminary Written Examination, Multiple Choice Questions -150 Marks.

Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage – II Main Written Examination-Two papers-200 Marks. Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules:

Provided that Computer Skill Test shall be held only for Posts or Services specified in Schedule-II, Indicative Syllabus in Schedule-II

Provided further that Mathematics shall be held only for the Posts or Services specified in Schedule-II, Indicative Syllabus in Schedule-II

Stage-III Certificate Verification.

(2) The Commission is authorized to update or revise or elaborate syllabus of Preliminary Written Examination, Main Written Examination, Computer Skill Test and Mathematics Test.

(3) There may be negative marking for wrong answers marked by candidate in examinations consisting of Multiple Choice Questions, Quantum of penalty or negative marking will be decided by the Commission.

(4) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary Written Examination as fixed by this Commission in their discretion, for next stage of Main Written Examination. Commission may fix different minimum qualifying marks for different category candidates such as UR, SC, ST, SEBC etc. Minimum Five times number of vacancy may be called for Main Written Examination.

(5) Qualifying marks in Computer Skill Test as well as Mathematics Test will be 50% of total.

(6) Based on performance in Two Papers of Main Written Examination, candidates will be shortlisted for document verification.

7. Options, Merit List and Sponsoring of candidates by the Staff Selection Commission.—

(1) Candidate will specify clearly in his or her application the service(s) for which he or she wishes to be considered in order of his or her preference. Where application is invited for vacancies of different Department or Heads of Department for the same Posts or Services, candidate will also indicate his order of preference for Posts or Services to such Departments or Heads of Department, Commission will decide whether and till when such preference can be modified. Candidates should give preference only for such post or service for which they are eligible.

(2) Marks obtained in Main Written Examination shall be tabulated for preparing the Combined Merit List. Those who fail to qualify in Computer Skill Test and Mathematics Test will not be considered. Allotment to post or service will be made on the basis of merit cum preference. If allotted to a Post or Service where vacancies of different Departments or Heads of Department are collated, allotment to particular Departments or Heads of Department will also be made on the basis of merit cum preference. A merit

list shall also be prepared for each post or service. The names of candidates shall be arranged in the order of merit.

(3) The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.

(4) If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of male candidates in that category.

(5) Resolution of Tie Cases: In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved, namely:-

(i) Marks in Preliminary Examination;

(ii) Date of birth, with older candidate placed higher; and

(iii) Alphabetical order in which the names of the candidate appear.

(6) On acceptance of the list of candidates by the appointing authority the same will become the select list for the purpose of appointment of candidates.

(7) Appointment of candidates from the select list by Appointing Authority shall be made after, re-verification of original certificates of his eligibility for the post. This will include certificates of age, caste or category, educational qualifications, certificates of special categories Certificate of Experience etc.

(8) The antecedents of the candidates shall be verified soon after their joining the posts in the respective services. In case of receipt of adverse report of antecedents, the person shall be discharged from the service forthwith.

8. Overriding effect.— These rules shall have overriding effect on all the recruitment rules or resolutions or executive instructions or orders issued by the Administrative Departments governing the method of recruitment procedure.

9. Relaxation.— Where the Government, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of this order with respect to any class or category of persons.

10. Interpretation.— If any question arises relating to the interpretations of these rules, it shall be referred to Government in the General Administration & Public Grievance for decision.

SCHEDULE-I

SL NO	Name of the Post and Department	Recruitment Rules / Resolution / Executive Instruction
(1)	(2)	(3)
(1)	Inspector of Supplies under Food Supplies & Consumer Welfare Department	Method of Recruitment and Condition of Services of Inspector of Supplies Rules, 2016
(2)	Small Savings & Financial Inclusion Officer under Director of small savings, Finance Department.	Odisha Small Savings & Finance Inclusion service (Method of Recruitment and Condition of Services) Rules-2001.
(3)	Gram Panchayat Extension Officer under Panchayati Raj Department.	Odisha Gram Panchayat Extension Officers & Progress Assistant (Method of Recruitment & Conditions of Service) Rules,2002, Amendment Rule,2010
(4)	Progress Assistant under Panchayati Raj Department.	Odisha Gram Panchayat Extension Officers & Progress Assistant (Method of Recruitment & Conditions of Service) Rules, 2002, Amendment Rule, 2010.
(5)	Estate Supervisor under General Administration & Public Grievance (Rent) Department.	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(6)	Inspector of Textile under Directorate of Textile	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall decide the syllabus and pattern of

		examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(7)	Welfare Extension Officer under Director (ST), ST & SC Development, Minorities & Backward Classes Welfare Department.	Odisha Sub-ordinate Welfare Service (Method of Recruitment & Condition of Service) Rules, 1992, Amendment Rule 2008.2021.
(8)	Junior Correctional Officer under directorate of prisons & correctional services (Home Department)	Odisha Sub-ordinate Correctional Service Rules, 1992, Amendment Rules-2009.
(9)	ACTO under Commissioner of commercial taxes.	Orissa Sub-ordinate finance Service (Commercial Tax Branch) Recruitment and Condition of Service Rules 1988, (Amendment Rules 2010 & 2012)
(10)	(a) Auditor(LFA) under Directorate of LFA. (b) Auditor under Directorate of Employees State Insurance Scheme. (c) Auditor under Finance Department. (d) Auditor in other Department.	1-Orissa Sub-Ordinate finance Service (Local Fund Audit Rules, 1995) Amendment Rule 2016, Amendment Rule-2017. 2-Odisha Auditors Services (Method of Recruitment & Condition of Service) Rules-1987
(11)	Junior Assistants under Heads of the Department.	Odisha Heads of Department (Method of Recruitment & Conditions of Services of Junior Assistant, ASOs, Section Officers in the Offices of Heads of Department) Rules, 2019.
(12)	Computer Operator cum Store keeper under Director of Teacher Education and SCERT.	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall

		decide the syllabus and pattern of examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(13)	Junior Employment Officer under State Director of Employment.	Orissa Junior Employment Officer Service Rules 1975
(14)	Junior Accountant under Director of Legal Metrology.	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(15)	Junior Clerk under Odisha State Legal Service Authority	Orissa State Legal Services Authority Rules 1996.
(16)	Handicraft Promotion Officer under Director of Handcrafts, Handloom Textiles & Handcraft Department	Odisha sub-ordinate Handcrafts Services (Method of Recruitment and Condition of Services) Rules-2021.
(17)	Inspector Co-operative societies under Registrar of Cooperative Societies Odisha	Odisha Sub-Ordinate Co-Operative Service (Method of Recruitment and Condition of Services) Rules-1992 & Amendments rule 2011.
(18)	Inspector of Endowments under Commissioner of Endowment.	Odisha Hindu Religious Endowments service (Method of recruitment and condition of service of Class III employees in the office of the Commissioner of Endowments, Odisha, Bhubaneswar) Rules 1974.

SCHEDULE –II**Combined Graduate Examination****(a) Indicative Syllabus of Preliminary Written Examination**

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

(b) Indicative Syllabus of Main Written Examination:**Paper-I: Language (Odia & English)**

- Odia Language Comprehension -10th Standard.
- English Language Comprehension - Plus Two Standard).
- Precis Writing (Odia as well as English).
- Usage and Vocabulary (Odia as well as English).
- Translation from English to Odia and vice-versa.

Paper-II (General Studies)

- General Studies. (Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change – Plus Two Standard).

(c) Indicative Syllabus of Computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing (MS Word)
- Spread Sheet (MS Excel)
- Presentation/Slide ware (MS Power Point)
- Data base (MS Access)
- Usage of Internet, Services available on Internet
- Basic Networking Concepts, Communication Technology

(d) Candidates of following Services or Posts are required to qualify the Computer Skill Test.

- (i) Inspector of Supplies under Food Supplies & Consumer Welfare Department

- (ii) Estate Supervisor under General Administration (Rent) Department.
- (iii) Auditor (LFA) under directorate of Local Fund & Auditor under directorate of employees state insurance scheme.
- (iv) Junior Assistants under Heads of the Department.
- (v) Computer Operator cum Store keeper under Director of Teacher Education and SCERT.
- (vi) Junior Accountant under Director of Legal Meteorology.
- (vii) Junior Clerk under Odisha State Legal Service Authority.
- (viii) Inspector of Endowments under Commissioner of Endowment.

(e) **Indicative Syllabus for Mathematics:**

- Arithmetics
- Algebra
- Statistics & Probability
- Mensuration
- All Secondary School Level

(f) **Candidates of following Services/Posts are required to qualify the Mathematics test.**

- (i) Auditor (LFA) under Directorate of Local Fund, Auditor under Directorate of Employees State Insurance Scheme, Auditor under Financial Department, All other Auditors.

By Order of the Governor
SURENDRA KUMAR
Principal Secretary to Government