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PART III

Statutory Rules, Orders, Notifications, Rules, etc., issued by the Governor,
Heads of Departments and High Court

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 7th September 1988

S. R. O. No. 605/88—In exercise of the powers conferred by the proviso to Article 30 of the Constitution of India, the Governor of Orissa is pleased to make the following rules for regulation of recruitment and conditions of service of persons appointed to the posts in the Orissa District and Subordinate Offices Stenographic Service; namely:—

PART-I

PRELIMINARY

Short title &
commence-
ment.

1. (1) These Rules may be called the Orissa District and Subordinate Offices Stenographers' Service (Recruitment and Conditions of Service of Stenographers) Rules, 1988.

(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

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

(b) "Board of Examiners" means the Board of Examiners constituted under rule 4;

(c) "Collector" means the Collector of the district;

(d) "District Office" means an office subordinate to and under the administrative control of a Head of Department;

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

(f) "Head of Department" means a Head of the Department listed in Appendix 3 of the Orissa Service Code.

(g) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as are notified by the President of India under Articles 341 and 342 respectively of the Constitution of India;

(h) "Service" means the Orissa District and Subordinate offices Stenographic Service;

(i) "Year" means the Calendar year.

PART-II

CONSTITUTION AND COMPOSITION OF CADRE

Constitution
and composition
of Cadre.

3. (1) Except as provided in these Rules, there shall be a common cadre for Stenographers of a District Office including offices subordinate thereto.
- (2) Each cadre of the Service shall consist of the posts of Junior Stenographers and Senior Stenographers.

PART-III

RECRUITMENT OF JUNIOR STENOGRAPHERS

Constitution
of the Board
of Examiners.

4. (1) There shall be constituted in each district for the purpose of selection of candidates for recruitment to the posts of Junior Stenographers, a Board of Examiners consisting of the following members, namely:—

- | | | |
|--|----|----------|
| (i) Collector | .. | Chairman |
| (ii) Two other heads of District Offices of the District nominated by the Collector. | | Members |

- (2) The Establishment Officer of the Collectorate shall be the Secretary of the Board of Examiners.

Direct recruit
ment through
competitive
examination.

5. (1) The posts of Junior Stenographers shall be filled up by direct recruitment through competitive examination which shall ordinarily be held annually by the Board of Examiners.

- (2) The time, date and place of the examination shall be as determined by the Board of Examiners which shall also select persons who would set questions, conduct the tests and evaluate answers.

Intimation
of number of
vacancies.

6. (1) In the month of January each year the Head of every District office whose headquarters is within the District shall intimate the Employment Exchanges concerned and the Chairman of the Board of Examiners of that district the number of vacancies including those expected to occur during the subsequent months of the year of intimation.

- (2) On receipt of the intimation referred to in sub-rule (1) the Chairman of the Board shall issue an advertisement in two vernacular newspapers circulating in the State, inviting applications for the competitive examination indicating therein the number of reserved vacancies.

- (3) On receipt of the applications, the Chairman of the Board shall arrange to hold the competitive examination as provided in Rules-5 (2).

Conditions
of eligibility.

7. In order to be eligible for appearing in the examination for recruitment to the posts of Junior Stenographers, candidate must—

- (a) he a citizen of India
- (b) have registered his/her name in any employment exchange in the district on or before the date of submission of application for the competitive examination.
- ✓ (c) not be less than eighteen years and more than twenty eight years of age on the first day of January of the year in which vacancies are notified to the Employment Exchanges
- ✓ Provided that the maximum age limit shall be relaxed by five years in case of candidates belonging the Scheduled Castes and Scheduled Tribes and ten years in case of Physically handicapped persons and to such extent in case of candidates of such other categories as the Government may, by general or special order, specify from time to time.
- ✓ (d) have passed the High School Certificate Examination conducted by the Board of Secondary Education, Orissa or an equivalent examination;
- (e) Not be having more than one spouse living or, in the case of a lady candidate, have not married a person who has a wife living;

Provided that Government may if satisfied that there are special reasons for doing so, exempt a candidate from the operation of this rule;

(f) have passed the Middle English School Examination with Oriya as a language subject;

Or

have passed the High School Certificate Examination of an equivalent examination with Oriya as medium of examination in non-language subjects;

Or

have passed in Oriya as language subject in the final examination of Class VII or above;

Or

have passed a test in Oriya of Middle English School standard conducted by the Education Department; and

(g) possess a minimum speed of forty words per minute in typewriting and eighty words per minute in shorthand in English.

Recruitment test.

8. (1) The recruitment examination for the post of Junior Stenographers shall comprise the following tests, namely—

- (a) Typewriting tests in English and Oriya
- (b) Shorthand tests in English and Oriya, and
- (c) Written test in English and Oriya

(2) The standard and syllabus for the tests specified under sub-rule (1) shall be set forth in the Appendix:—

(3) Before finalisation of the list of successful candidates, the Chairman of the Board shall get verified that the names of such candidates were registered with an employment exchange in the district on or before the last date of the application fixed for the competitive examination.

(4) The results of the examination should be placed before the Board for consideration and approval.

(5) A select list of successful candidates containing ordinarily not more than double the number of vacancies intimated under sub-rule (1) of rule 6 shall be drawn up in order of merit and shall be published in such manner as the Government may, from time to time, direct.

Period of validity of the select list.

9. The select list published under sub-rule (4) of rule 8 shall remain valid for a period of one year from the date of its publication or till the publication of the results of the next recruitment examination whichever is earlier.

Conclusion in the select list confers no right of

10. inclusion of names of candidates in the select list confers no right to appointment which shall depend, among other circumstances, on the actual availability

Allotment of candidates for appointment.

11. The Chairman of the Board of Examiners shall allot the successful candidates to the District offices according to their requirement. Appointment orders shall be issued by the concerned appointing authorities.

Production of original certificates by candidates.

12. On receipt of appointment orders, candidates shall produce;

- (a) their High School or equivalent examination certificate,
- (b) a certificate of good character, cast and other certificates, in original as may be necessary for verification of their educational qualifications and the date of birth etc. by the respective appointing authorities at the time of their joining.

Consequence of failure to join assignment.

13. Failure on the part of a candidate to join the assignment by the date specified in the appointment order, shall, in the absence of any extension of the said date by the appointing authority, amount to forfeiture of his claim for such appointment.

PART IV

APPOINTMENT OF SENIOR STENOGRAPHERS

Appointment
of Senior
Stenographer.

14. (1) The post of Senior Stenographers in a cadre shall be filled up by promotion of Junior Stenographers who have successfully completed the probation and are eligible for confirmation as Junior Stenographers.

NOTE—For the purpose of this sub-rule, 'Cadre' shall be deemed to include all posts in all offices in a district under a Head of the Department.

(2) The criterion for promotion to posts of Senior Stenographers shall be seniority with due regard to merit.

PART V

GENERAL

Reservation

15. Notwithstanding anything contained in these rules for direct recruitment and promotion under these rules, vacancies shall be reserved for and filled up by —

- (i) Candidates belonging to Scheduled Castes and Scheduled Tribes 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;
- (ii) Candidates who are physically handicapped, at the rate of three per cent as provided in the Resolution of the Government in the General Administration Department No. 15338-Gen., dated the 4th May 1981;
- (iii) Ex-servicemen, at the rate of three per cent as provided in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (iv) By sportsmen, at the rate of one per cent; as provided in the Resolution of the Government in the General Administration Department No. 24803-Gen., dated the 18th November 1985; and
- (v) candidates of such other categories and at such rate or rates as the Government may from time to time direct:

Provided that the vacancies reserved under this clause in addition to those reserved under clauses (i), (ii), (iii) and (iv) shall, in no case, exceed fifty per cent of the total number of vacancies:

Provided further that, in the absence of candidates eligible to fill the reserved vacancies referred to in clause (iii) or clause (iv), the vacancies will be deemed to have been dereserved and available for other candidates.

Probation

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

- (a) his services shall be terminated if he is a direct recruit;
- (b) he shall be reverted to his former post if he is a promotee;

Provided that in the absence of an order to the effect that the probation has been satisfactorily completed, the period of probation shall be deemed to have been extended till the date of order when issued or the date specified in such order which shall in no case, be more than a year from the date of expiry of the normal period of probation.

Training and
departmental
examinations/
ests.

17. Members of the service shall be required to undergo such training or to pass such tests or departmental examinations as may be prescribed by Government from time to time.

Appointment under Rehabilitation Assistance Scheme.

18. Nothing in these rules shall apply to initial appointment of Junior Stenographers under the Rehabilitation Assistance Scheme envisaged in the Resolution of Government in the General Administration Department:

Provided that all cases where vacancies are filled up under the said Scheme, shall be intimated to the Chairman of the Board of Examiners at the time of sending the annual information of vacancies under sub-rule (1) of rule 6 with an explanatory note to the effect.

Filling up vacancies after the list of successful candidates is exhausted.

19. In case a vacancy occurs in the cadre of Junior Stenographers after the list of successful candidates for the year has been exhausted and before the publication, announcement of select list of the next examination, such vacancy may be filled up by a successful candidate of the previous year, who is within the maximum age-limit prescribed under these rules and failing that by any candidate who satisfies the conditions laid down in rule 7. In the latter event, the appointment shall be purely temporary and shall not continue beyond the date when the select list of the next year's examinations is published.

Seniority

20. (1) The relative seniority of each Junior Stenographer in a cadre shall be determined with reference to his position in the Select list published under sub-rule (4) of rule 8. Candidates appointed under rules 18, 19 and 21 shall, subject to sub-rule (2), take their seniority below the Junior Stenographers recruited in that year under rule 11.

(2) The candidates appointed under rule 19 shall rank above those appointed under rule 18 who, in turn, shall rank above those appointed under rule 21 in the same recruitment year.

Relaxation

21. When it is considered by the Government that if necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of persons.

Restriction on transfer.

22. A person, who has been appointed as a Stenographer under these rules to any cadre may be, in public interest or on administrative grounds transferred to another cadre in the same district, but no such transfer shall be made from a district office under one Head of the Department to a district office under another.

Rules not applicable to staff of the District & Subordinate Courts.

23. These rules shall not apply to the staff of the District and Subordinate Courts to whom the Orissa District and Subordinate Courts' Ministerial Services (Method of Recruitment and Conditions of Service) Rules, 1969 apply.

Repeal and savings.

24. The Orissa Stenographic Service (Recruitment and Conditions of Service of Personal Assistants and Stenographers in the offices of the Heads of Departments and District Offices Rules, 1982 framed by Revenue and Excise Department, the Orissa Works Department Subordinate Stenographer's Recruitment Rules, 1983 and any other Rules or executive instructions issued by different departments of Government, so far as they regulate the recruitment and conditions of service of Junior Stenographers and Senior Stenographers in District Offices are hereby repealed:

Provided that anything done or any action taken under the provisions of the rules and instructions so repealed till the date of enforcement of these rules shall be deemed to have been done or taken under the 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.

APPENDIX

STANDARD AND SYLLABUS

[See Sub-rule (2) of Rule 8]

A. Typewriting and Shorthand Tests—

I. Typewriting test—English .. 50 Marks

- (a) The test will be held for 10 minutes at a speed of 40 words per minute from a printed matter (400 words approximately).
- (b) While assessing the accuracy of re-production, 5 marks will be deducted for each mistake in the typed script. A candidate whose script reveals more than 6 mistakes will be eliminated as disqualified.

II. Shorthand test—English .. 50 Marks

The test will comprise dictation from a printed matter (240 words approximately) for 3 minutes at the rate of 80 words per minute. Time allowed for transcription will be 15 minutes. The apportionment of marks for the evaluation of answer scripts will be as follows :—

(a) Dictation in Short-hand - Script .. 25 Marks

While assessing the ability to take down dictation in shorthand script, one mark will be deducted for each mistake.

(b) Transcription .. 25 Marks

While assessing the ability to transcribe, one mark will be deducted for each mistake.

B. Language Test .. 30 Marks

This test should aim at evaluating candidates' knowledge of the English and Oriya languages. There will be a common question paper. It will be designed as follows :—

- I. Translation of a passage from English to Oriya .. 5 Marks
- II. Translation of a passage from Oriya to English .. 5 Marks
- III. Any essay in Oriya .. 10 Marks
- IV. Questions aimed at assessing the candidate's working knowledge of the English language. 10 Marks

(The question may require the candidate to give correct spellings of words; to select, from given words and phrases, the most appropriate for filling in blanks in sentences; to correct grammatical mistakes in given sentences; to select from a given group of words, those with opposite meanings, and to punctuate a passage.)

[No. 25788-Gen.]

By order of the Governor

R. K. NAYAK

Special Secretary to Government