

GOVERNMENT OF ORISSA

HOME DEPARTMENT

RESOLUTION

No. 57936/13/81-CC.

Bhubaneswar the 7th December 1981

Subject:—Filling up the vacancies in the post of Senior Assistants in Secretariat Departments against 10 per cent reserved vacancies.

In Home Department Resolution No. 20518-CC., dated the 26th April, 1979 read with their Resolution No. 9658-CC., dated the 29th February, 1980 Government have laid down that 10 per cent of vacancies in the posts of Grade-II U. D. Assistants in the Departments of Secretariat shall be kept reserved for promotion from among U. D. Diarists, Recorders and Senior Grade Typists of the Secretariat Departments subject to fulfilment of certain conditions stipulated therein.

Consequent upon the integration of the cadres of Grade-II U. D. Assistants and Grade-I U. D. Assistants into a new cadre of Senior Assistants and re-designation of U. D. Diarist/Recorders as Senior Grade Diarist/Recorders, the matter of refixing this reservation percentage was under consideration of Government. After careful consideration of this matter and in supersession of Home Department Resolutions No. 20518-C.C.-13/79-(L), dated the 26th April 1979 and No. 9658-C.C., dated the 29th February 1980 Government have been pleased to decide that 10 per cent of vacancies in the posts of Senior Assistants in the Departments of Secretariat subject to a maximum of 10 posts in a year shall be kept reserved for promotion from among the Senior Grade Diarist, Recorders and Typists of the Secretariat Departments provided they fulfil the conditions mentioned hereunder:—

- (a) They must possess matriculation as their educational qualification.
- (b) They must have rendered 10 years continuous service inclusive of an officiation of 3 years as Senior Grade Diarist/Recorders/Typists in the Secretariat Departments.

There should be a selection committee consisting of Secretary, Home, Secretary, Finance and Special Additional Secretary, General Administration Department for selection of candidates for promotion to the post of Senior Assistants against the reserved vacancies. The meeting of the Selection Committee shall be held in the month of January each year. The Senior most among the members of the Selection Committee will preside over the meeting. Home Department will maintain the combined gradation list of Senior Grade Diarist/Recorders/Typists.

The Home Department shall collect the required data of eligible candidates from different Departments by 1st January each year and then place the gradation list alongwith other required information before the Selection Committee who shall draw up a Select list of candidates suitable for promotion to the posts of Senior Assistants in the Departments of Secretariat basing on merit and suitability with due regard to Seniority.

The Home Department shall ascertain from various Departments the number of vacancies in the post Senior Assistants against the reserved quota by 1st January each year and shall allot candidates to different Departments as and when necessary for appointment by the concerned Departments. The Select List shall remain valid for a period of one year from the date of drawal of the list by the Selection Committee.