

No.2R/1-50/87. 91671 /Gen.,

Government of Orissa,  
General Administration Department.

RESOLUTION.

Dated, Bhubaneswar the 17<sup>th</sup> Sept, 1987.

Sub:- Procedure for recruitment of non-gazetted posts/services at the Divisional/Range and District levels.

A procedure for selection of personnel for non-gazetted posts and services at the level of Heads of Departments was prescribed in Resolution No.5248/Gen., dated 27.2.85. It is felt necessary that, in the same parlance, a regular procedure is adopted in respect of non-gazetted posts and services at the level of Divisional/Range and District levels in order that proper representation of candidates from the respective districts is facilitated and a uniform manner of selection is adopted in respect of all field offices under the Heads of the Departments. Government have been pleased to prescribe the following procedure for selection of personnel in respect of non-gazetted posts and services at Range, Divisional and District levels which are not governed by any regular cadre rules framed under Article 309 of the Constitution.

There shall be a Selection Board consisting of the following Members to conduct recruitment to the non-gazetted posts and services.

- a) Collector of the district. Chairman.
- b) Head of the Office concerned Member
- c) Two officers of the other offices located in the district, who would be outside members to be selected by the Chairman. Member
- d) Officer incharge of the Establishment Section of the office concerned. Member-Secretary.

In case the Collector is unable to attend the Selection Board he will nominate an Officer of A.D.M rank to represent him in the Board. In such event the Collector will nominate one of the members to be the presiding officer of the Board. In case the Head of the Office concerned

27

is himself the Officer in-charge of the establishment, he will function as the Member-Secretary.

2. The selection shall be out of the candidates sponsored by the Employment Exchange(s) of the District. In case the Selection Board decides to invite applications for posts through open advertisement only such candidates as are registered in the Employment Exchanges in the district on or before the date of application shall be eligible to apply. The Head of the office shall intimate the vacancy to the Chairman in April every year or at least one month prior to the expected date of vacancy.

3. The following tests shall be conducted by the Selection Board.

1) A written test including test on technical acumen when the post/service is technical in nature.

ii) A viva-voce test.

4. Questions for the written test shall be set by a Senior Class-I Officer who is not a Member of the Selection Board. Valuation of answer papers shall be done by such examiners who are not members of the Selection Board. It shall be the responsibility of the Head of the Office concerned to ensure safe custody of the question papers and answer papers. As far as possible objective type of questions should be set for the written test. Descriptive questions shall be avoided.

5. Allocation of marks for different tests will be as follows:-

a) 50% of the total marks shall be allotted for the written test.

b) 10% of the total marks shall be allotted for the Viva-voce test.

(c) 30% of the total marks shall be allotted for academic qualification.

d) 10% of the total marks shall be allotted for physical and endurance test. Where such tests are not necessary the written examination will carry 60%.

6. Persons possessing higher qualification than the minimum prescribed for a particular post will receive no weightage for such higher qualification. The marks set apart for educational qualification shall be awarded entirely on the

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basis of performance in the examination for the minimum requisite qualification.

7. Only those securing thirty per cent or more in the written test shall be called for the subsequent tests.

8. Invigilators for the written examination shall be drawn from other Offices and date of examination and viva-voce shall be intimated by the Head of the Office.

9. The Board shall prepare a list of successful candidates which shall not be more than one and a half times the number of vacancies. This will obviate the necessity of making adhoc appointments.

10. The Selection Board shall meet as and when required, but ordinarily, once a year.

The Administrative Departments and Heads of Departments are requested to amend or revise the instructions or orders issued in the past wherever necessary by incorporating these provisions.

ORDER :- Ordered that this Resolution be published in the extraordinary issue of the Orissa Gazette and copies thereof forwarded to all Departments/All Heads of Departments/ All District Offices.

BY ORDER OF THE GOVERNOR

M. P. MODI

SPECIAL SECRETARY TO GOVERNMENT.

Memo No. 21672 /Gen.,Dt. 17.9.87

Copy forwarded to all Departments of Government/All Heads of Departments/All District Offices for information and necessary action.

Memo No. 21673 /Gen.,Dt. 17.9.87

Copy forwarded to Director of Printing, Stationery & Publication, Government Press, Cuttack with a request to publish the same and supply 500 copies of the Resolution to this Department for use in this Department.

Deputy Secretary to Government.

MJ. 17/9

Handwritten signatures and dates: 17.9.87, 17.9.87, 17.9.87