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GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 23rd November 1993

No. 25673—2R/1-60/93-Gen.—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 to all the Class-III Civil Posts and Services under the State Government which form State Cadre, namely :—

Short title and commencement.

1. (1) These rules may be called the Orissa [Subordinate] Staff Selection Commission Rules, 1993.

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

Definition.

2. In these rules, unless the context otherwise requires:—

- (a) "Collector" means the Collector of the district ;
- (b) "Commission" means ^{the Staff Selection Commission} [the Subordinate Staff Selection Commission] constituted under rule 3 of these rules ;
- (c) "Department of Government" means the administrative Department of Government ;
- (d) "District Superintendent" means the Additional District Magistrate in charge of the District Establishment of a district ;
- (e) "Government" means the State Government of Orissa ;
- (f) "Heads of Department" means the Heads of Department as specified in Appendix-III appended to the Orissa Service Code ;
- (g) "Secretary" means the ^{Secretary of the Commission} [Secretary-cum-Controller of Examinations ;]
- (h) "Scheduled Castes and Scheduled Tribes" means the Castes and Tribes as notified by the President of India under article 341 and 342 of the Constitution of India, respectively from time to time ;
- (i) "State" means the State of Orissa ;
- (j) "Superintendent" means the Sub-Collector of a Revenue Subdivision ;
- (k) "Year" means a calendar year.

Constitution of the [Subordinate] Staff Selection Commission and its function.

3. (1) There shall be a [Subordinate] Staff Selection Commission in the State.

(2) [The Headquarters of the Commission shall be located at Bhubaneswar.]

(3) The Commission shall consist of a Chairman and a member to be appointed by Government.

(4) There shall be a Secretary and such other staff appointed by Government to assist the Commission in its day to day functioning.

1. Substituted vide G.A. Deptt Notification No. 12227, dated 25
2. Substituted vide ~~the~~ G.A. Deptt Notification No. 19439, dated 28
3. Substituted vide G.A. Deptt Notification No. 12227, dated 25.

(5) The rank of the Chairman and Member of the Commission shall be such as may be determined by the Government from time to time.

(6) [The Commission shall be an attached Office of the General Administration Department and function under its administrative control.] ^{function under the Administrative Control of the General Administration Department}

(7) The Chairman of the Commission shall exercise all the administrative and financial powers vested in Heads of Department and the Secretary shall function as the Head of Office.

(8) The Commission shall conduct the recruitment examination for all Class-III Civil Services/Posts under the State Government as mentioned in rule 4 and ensure the declaration of the results of the said examinations.

(9) The Commission shall formulate a set of regulation to regulate the manner for conducting recruitment examinations.

(10) [The Chairman shall nominate expert (s) in particular discipline/trade for each selection wherever necessary from among the State Government Offices and Professors of the Universities of the State established under the Orissa Universities Act, 1989.]

(11) [The Secretary shall be responsible for carrying out the entire process of conducting the recruitment examinations including appointment of the question setters/examiners, obtaining question papers, keeping them in safe custody, ensuring the identity of the candidates, timely supply of question papers to the different centres, proper invigilation, safe custody of answer books, tabulation of marks obtained by the candidates in such examinations and publishing the results in consultation with the Chairman.]

Direct recruitment. 4. The Commission shall conduct direct recruitment through competitive examination in respect of Class-III Civil Posts/Services as listed under Schedule-I:

Provided that the Government may from time to time, include in the list any Services Posts under Schedule-I or exclude any Service/Post from the said list by notification in the Official Gazette.

Intimation to the Commission. 5. The Department of Government/Heads of Departments shall every year in the month of January intimate the Commission indicating the number of vacancies including those anticipated in course of the year in Form-A.

Advertisement of vacancies. 6. On receipt of the intimation of vacancies under rule-4 the Secretary in consultation with the Chairman shall issue advertisement in the leading Local News Papers inviting applications from eligible candidates for appearing in the competitive recruitment examination.

NOTE—The application for the competitive examination may be in such form as may be decided by the Commission.

Eligibility of candidate. 7. (1) A candidate in order to be eligible for appearing at the competitive examination must satisfy the following conditions, namely:—

- (a) He shall be a citizen of India.
- (b) He shall possess requisite qualification prescribed for the post/Service in the recruitment rule or instruction for which examination is being conducted.
- (c) [He shall not be less than eighteen years and more than thirty-two years of age on the 1st day of January of the year in which applications are invited;]

Provided that the maximum age limit shall be relaxable by five years in case of Scheduled Castes and Scheduled Tribes candidates, ten years in case of Physically Handicapped candidates, and to such extent as provided in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 in respect of Ex-Servicemen.

- (d) He shall be of good character.
- (e) He shall be of sound health, good physique and active habits and free from organic defects or bodily infirmity.

OTE—This provision shall not be applicable in case of physically handicapped candidate.

1. Substituted vide G.A. Deptt Notification No. 19439, dated 28.6.1999
2. Substituted vide G.A. Deptt Notification No. 19439, dated 28.6.1999.
3. Substituted vide G.A. Deptt Notification ibid.
4. Substituted vide ibid.

(f) He must have passed Middle School Examination with Oriya as Language subject,

or

have passed Matriculation or equivalent examination with Oriya as medium of examination in non-language subject,

or

have passed in Oriya as Language subject in the final examination of Class-VII and above.

or

have passed a test in Oriya in M. E. School standard conducted by the Education Department.

(g) He must have the required physical standard/other technical qualifications in respect of any Service/Post, if any, specified under relevant recruitment rules/instructions.

(h) He must fulfill any other special condition as may be specified under relevant recruitment rules/instructions.

(2) No person who has more than one spouse living shall be eligible for appearing at the competitive examination.

NOTE:—If the Competitive examination could not be conducted by the Commission in any particular year and the likely vacancies for that year are combined with the likely vacancies of the subsequent year, the candidates eligible to appear at the examination for the year for which examination could not be held shall be entitled to appear at the examination held in the subsequent year.

Admission of candidate for examination.

8. The decision of the Chairman as to the eligibility or otherwise of a candidate for admission to any examination shall be final.

Preference for the posts by the candidate.

9. A candidate is required to indicate the order of preference for the post for which he intends to appear at the combined competitive examination and the Service in which he wants to be appointed, if selected, in his application form, in case the Commission decides to conduct an examination for common category of posts,

Examination fees and remuneration to examiners.

10. (1) No application for admission to any examination shall be considered unless it is accompanied by a Treasury challan showing payment in the Government Treasury, the examination fees as specified in the advertisement:

Provided that the candidates belonging to Scheduled Castes and Scheduled Tribes shall not pay any such examination fee.

(2) No claim for refund of the fees shall be entertained in any circumstances

(3) The Commission shall decide the rates of remuneration payable to different examiners staff/Officers/invigilators engaged in connection with the examination.

Competitive Examination

11. (1) Competitive Examination shall be held at a centre or centres to be announced by the Commission considering the number of the candidates appearing for the said examination.

(2) The Commission may fix up such centres at district or Subdivisional headquarters, if necessary, in consultation with the Collector. The date, time and place for the examination shall be intimated to the candidates at least one month before the examination *[and the same shall be published sufficiently ahead in two leading local newspapers.]*

Arrangement for and conduct of the examination.

12. (1) The District Superintendent or the Superintendent, as the case may be, shall conduct the written examination under the guidance and direction of the Commission.

(2) The District Superintendent shall in consultation with the Commission appoint as many as Deputy Superintendents from among the Gazetted Officers under his jurisdiction in order to ensure smooth conduct of the said written examination in the district.

[For the buildings belonging to the State Government/
Public Sector Undertakings or the like.]

(3) The District Superintendent and the Superintendent shall have power for requisitioning the local educational buildings for the purpose of conducting the examination.

(4) The examination shall be held preferably on any public holidays so that the education of the students does not suffer.

(5) The District Superintendent shall have power to appoint required number of invigilators from among the gazetted or responsible non-gazetted Officers under his jurisdiction.

(6) The District Superintendent or the Superintendent, as the case may be, shall make necessary sitting arrangements for the candidates admitted for the examination.

(7) The District Superintendent/Superintendent shall have the power to recommend any penalty under Rule 18 of these Rules to the Commission and orders of the Commission in this respect shall be final.

(8) The District Superintendent/Superintendent shall ensure safe custody and despatch of all confidential matters relating to the examination.

(9) Whenever necessary the District Superintendent/Superintendent may seek advice of the Collector and the Collector may give instructions in the interest of impartiality and fair play in conducting the examination.

(10) Setting of questions and evaluation of answer papers shall be done centrally
(11) Invigilators and Supervisors of the written examination shall be appointed from outside the Subdivisions as far as practicable.

Plan of Examination.

(13) The Commission shall conduct the recruitment examination as per the syllabus specified in the Schedule appended to these Rules.]

Selection of candidates.

(14) The following guidelines shall be followed in conducting recruitment to various posts and services by the Commission, namely:—

- (i) There shall be a written test for every category of recruitment.
- (ii) In addition to the written test vivavoce test may be conducted by the Commission if it is satisfied that such test is necessary to select candidates for the post for which examination is held :
- (iii) Method of central evaluation of answer papers shall be such as may be decided by the Commission :
- (iv) If two or more candidates have obtained equal marks in the aggregate, the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic career and if the marks thus secured are equal then the merit shall be decided according to their seniority in age ;
- (v) Any other standard and syllabus prescribed by the Government, if any, for any particular post/Service from time to time shall be adopted.

Select list and its validity

15. (1) The Commission shall prepare the select list of the successful candidates in order of merit on the basis of the recruitment examination which shall be equal to the number of vacancies for which requisitions are received.

(2) The select list shall be published in the notice board of the Commission in the form of Notification under intimation to the appropriate appointing authority if any specified in the respective recruitment rules, ^{3 [and on two leading local newspapers]}

(3) The select list for each recruitment examination shall be valid for one year from the date of its publication or till the publication of the result of the next recruitment examination whichever is earlier.

Allotment of Candidates and seniority

16. (1) The Commission shall allot candidates in the order in which their names appear in the select list to Departments of Government and Heads of Departments as per their vacancy position intimated under rule 4. At the time of allotment due consideration shall be given to the preference indicated by the candidates in their applications. But the Commission reserves the right to assign any candidates to any Service/Post with due regard to his merit. Formal orders of appointment shall be issued to such allotted candidates by the appointing authorities concerned.

(2) The relative seniority to a candidates appointed to a post in a particular grade or Service by the appointing authority in a particular year shall be determined with reference to his position in the select list from which he is appointed.

1. Inserted vide G.A. Deptt Notification No. 19439, dated 28-6-79
 2. To be inserted vide ibid.
 3. ~~vide~~ vide ibid.

(3) In case of failure of any selected candidate to join in the post, the appointing authority may request the Commission for furnishing a supplementary list of the successful candidates and in that case the Commission shall furnish a supplementary list of successful candidates.

Relaxation

17. Where the Government are of opinion that it is necessary or expedient to do so, they may by order and for reasons to be recorded in writing, relax any of the provision of these rules in respect of any class or category of persons in public interest.

Penalty

18. A candidate who is, or has been, declared by the Commission to be guilty of—
- (i) Obtaining support for his candidature by any means; or
 - (ii) impersonation; or
 - (iii) procuring impersonation by any person; or
 - (iv) submitting fabricated documents, or documents which have been tampered with, or
 - (v) making statements which are incorrect or false or suppressing material information; or
 - (vi) resorting to any other irregular or improper means in connection with his candidature for the examination; or
 - (vii) adopting unfair means during the examination or
 - (viii) writing obscene language or pronographic matter, in the scripts; or
 - (ix) misbehaving with the fellow examiners or the invigilators in any manner in the examination hall; or
 - (x) harassing or causing bodily harm to the staff employed/engaged by the Commission for the conduct of the examination, or
 - (xi) Violating any of the instructions contained in the admission certificates, or
 - (xii) attempting to committe or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses shall be liable—
 - (a) to be disqualified by the Commission from the examination for which he is candidate; or
 - (b) to be debarred, either permanently or for a specified period—
 - (i) by the Commission, from appearing in any examination or selection held by them; or
 - (ii) by the State Government, from entering to any employment under them; or
 - (c) If he is already in service under Government, to disciplinary action under the appropriate rules:
- Provided that no penalty under this rule shall be imposed except after—

- (i) giving the candidate an opportunity of making such representation to the Commission or Government, as the case may be, in writing as he may wish to make in that behalf; and
- (ii) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him by the Commission or the Government, as the case may be.

Rules not applicable to staff of certain Offices.

19. These rules shall not apply to recruitment of the Staff of the High Court, the District and Subordinate Courts, the officers of Orissa Public Service Commission, Orissa Legislative Assembly and Governor's Secretariat.

Over riding effect

20. Save as otherwise provided, the provisions of these rules shall have over riding effect on the provisions of other recruitment rules regulating direct recruitment to the Class III Civil Services/Posts constituting State cadre.

Interpretation.

21. If any question arises relating to the interpretation of these rules, it shall referred to Government in the General Administration Department for decision.

By order of the Governor

PRITIMAN SARKAR

Special Secretary to Government

[SCHEDULE I]

List of Civil Posts/SERVICES

(See rule 4)

| Sl. No. | Name of the Department | Name of the Posts/Services |
|---------|----------------------------------|---|
| (1) | (2) | (3) |
| 1. | Agriculture Department | 1. Junior Soil Conservation Officer (Specially declared Gazetted) 2. Junior Engineer (Specially declared as Gazetted) 3. Soil Conservation Assistant 4. Soil Conservation Sectional Officer 5. Soil Conservation Technical Assistant 6. Junior Soil Conservation Assistant 7. Junior Agriculture Officer (Specially declared Gazetted). 8. Junior Engineer (Agriculture) 1. Inspector of Co-operative Societies |
| 2. | Co-operation Department | 1. Senior Surveyor (Specially declared Gazetted) |
| 3. | Department of Steel & Mines | 2. Junior Instructor of Mines (Specially declared Gazetted). 3. Junior Surveyor, Class III 4. Assistant [Geologist 5. Geological Assistant 6. Assistant Chemist 7. Senior Laboratory Assistant 8. Laboratory Technician 9. Laboratory Attendant 10. Light Vehicle Driver 11. Heavy Vehicle Driver |
| 4. | Energy Department | 1. Junior Verifier |
| 5. | Forest Department | 1. Ranger |
| 6. | Food & Civil Supplies Department | 1. Inspector of Supplies 2. Marketing Intelligence Inspector 3. Inspector of Weights and Measures. |

1. Substituted vide G.A. Deptt Notification No. 19539, dated 27.7.1998.

(1) (2)
7. Home Department

- (3)
1. Junior Correctional Officer (Specially declared Gazetted)
 2. Prison Welfare Officer (Specially declared Gazetted)
 3. Sub divisional Probation Officer (Specially declared Gazetted)
 4. After Care Officer (Specially declared Gazetted)
 5. Scientific Officer (Specially declared Gazetted)
 6. Sub-Inspector of Police
 7. Surgent
 8. Constable
 9. Laboratory Assistant
 10. Sub-Assistant Jailor
 11. Warder

8. Housing & Urban Development Department

1. Junior Engineer (S. V. P.)

9. Harijan & Tribal Welfare Department

1. Assistant Teachers
2. Welfare Extension Officer
3. Auditors

10. Health Department

1. Pharmacist
2. Staff Nurse.
3. Para-Medical Worker (Lab.)
4. Laboratory Technician
5. Public Health Nurse
6. Sister Tutor
7. Lady Health Visitor
8. M. P. H. W. (Female)
9. Multi Purpose Health Worker
10. Dy. Mass Education Information Officer
11. Statistical Investigator
12. Block Extension Educator
13. Refrigerator Machanic
14. Artist-cum-Photographer.
15. Projectionist.
16. Biologist (Specially declared Gazetted)
17. Assistant Malaria Officer (Specially declared Gazetted)
18. Assistant Malaria (NG)

11. Information & Public Relations Department

1. Radio Inspector
2. Assistant Operator
3. O. I. S. (Jr. Branch)

12. Industries Department

1. Industrial Promotion Officer

| (1) | (2) | (3) |
|---|-----|--|
| 13. Labour & Employment Department | | 1. Assistant Labour Officer 2. Rural Labour Inspector |
| 14. Revenue and Excise Department | | 1. Excise Inspector 2. Excise Sub-Inspector] |
| 15. Panchayati Raj Department | | 1. Progress Assistant 2. G. P. O. 3. Social Education Organiser. |
| 16. Tourism Department | | 1. Assistant Tourist Officer. |
| 17. Transport Department | | 1. Junior Inspector of Motor Vehicles 2. Traffic Inspector |
| 18. Works Department | | 1. Junior Engineer |
| 19. Planning & Co-ordination Department | | 1. Statistical Investigator 2. Statistical Assistant 3. Primary Investigator |
| 20. Sports and Culture Department | | 1. District Sports Officer (Specially declared Gaze 2. Coaches (Specially declared Gazetted) 3. District Culture Officer |

[SCHEDULE-II]

FORM-A

(See rule 5)

1. Name of the Posts/Services
2. Number of vacancies already existing
3. Number of expected vacancies, likely to occur during the year
4. Total number of vacancies (2+3).
5. Number of permanent vacancies
6. Number of temporary vacancies likely to continue on permanent basis
7. Number of purely temporary vacancies
8. Number of vacancies reserved for—
 - (a) Scheduled Caste
 - (b) Scheduled Tribes
 - (c) Physically Handicapped
 - (d) Ex-Servicemen
 - (e) Sportsmen
 - (f) Women
9. Special provision provided under the relevant recruitment rules or instructions, if any
10. Any other information, if any

Signature

Date

1. Substituted vide G.A. Deptt Notification No. 19439, dated 28.6.1999.

2. Substituted

[SCHEDULE III]

See rule 13

PLAN OF EXAMINATION

1. There shall be a written test carrying 120 marks and an evaluation of the academic career of the candidate carrying 80 marks.

2. The written test shall consist of a test on general knowledge in two parts each carrying 60 marks.

(a) The first part of the written test shall relate to matters about which any Graduate is expected to be fairly well-informed like matters relating to national and international political development, Indian history and culture major events in world history, current economic situations, important turning points in political and religious thought, Indian and world geography, freedom movement of India, application of science in every day life. the Constitution of India etc. The questions in this part will be of objective type.

(b) The second part of the written test shall have questions pertaining to any of the areas mentioned in clause (a) requiring the candidate to give a more elaborate and essay type response.

Note—Apart from knowledge on the subject, the answer will be evaluated in terms of the capacity of the candidate for correct use of the language.

1. Deleted vide G.A. Deptt. Notification No. 19439, dated 28.6.1955