

HOD Typist Rules

REVENUE DEPARTMENT

NOTIFICATION

The 9th November 1982

No. 71021—II E (G)-176/82-R.— 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, namely:—

PRELIMINARY

1. Short Title and Commencement

- (1) These rules may be called the Orissa Typists' Service (Recruitment and Conditions of Service of Typists in the Offices of the Heads of Departments) Rules, 1982.
- (2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions

In these rules, unless the context otherwise requires—

- (a) "Commissioner" means the Revenue Divisional Commissioner of the Revenue Division,
- (b) "Committee" means the Departmental Promotion Committee constituted under sub-rule (1) of rule 12,
- (c) "Government" means the Government of Orissa in the Revenue and Excise Department,
- (d) "Heads of Departments" means the Heads of Departments functioning under the administrative control of Revenue and Excise Departments, including the Board of Revenue, Special Relief Commissioner, Land Reforms Commissioner, Commissioner, Land Records and Settlement, Director, Land Records and Survey, Director of Consolidation, Inspector-General of Registration-cum-Excise Commissioner and Revenue Divisional Commissioners and such other Heads of Departments as may be specified by Government from time to time; and
- (e) "Service" means the Orissa Typists' Service under these rules.

CONSTITUTION AND COMPOSITION OF THE CADRES

3. Constitution and composition of the cadres

- (1) The Typists of each of the offices of the Revenue Divisional Commissioners shall constitute a separate cadre.
- (2) The Typists of the offices of the Heads of Departments other than those mentioned in sub-rule (1) under the control of the Board of Revenue shall constitute a single cadre.
- (3) There shall be such number of posts of Junior Typist, Senior Typist, Head Typist and Superintendent in each cadre in the offices of the Heads of Departments with such time scales of pay as Government may, from time to time, determine.

DIRECT RECRUITMENT OF JUNIOR TYPISTS

4. Direct recruitment through examination

- (1) The posts of Junior Typists of the service shall be filled up by direct recruitment. The recruitment examination shall be held annually or as and when necessary by the Commissioner.
- (2) The Commissioner shall be competent to determine the dates on which and the places at which the examination shall be held.

5. Conditions of Eligibility

(1) In order to be eligible for appearing in the examination for recruitment to the post of Junior Typist, a candidate must fulfil the following conditions, namely:—

- (i) He must be a citizen of India;
- (ii) He must be below twenty-eight years and above twenty-one years of age on the first day of January of the year in which applications are invited;
Provided that the maximum age-limit may be relaxed by five years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes and to such extent in case of candidates of such other categories as Government may by general or special order, specify from time to time;
- (iii) He must have passed the High School Certificate Examination conducted by the Board of Secondary Education, Orissa or an equivalent examination;
- (iv) He must be of good character;
- (v) He must be of sound health and active habits and free from any mental infirmity and shall be required to produce a certificate of fitness from a Chief District Medical Officer or a Medical Officer of equivalent rank;
- (vi) He must not be having more than one spouse living; and
- (vii) He must have paid the non-refundable fee and furnish, along with the application, a challan showing deposit of rupees six only (one rupee and fifty paise in case of candidates belonging to Scheduled Castes and Scheduled Tribes) under the head "068—Miscellaneous General Services—(C)—Other Receipts—(A)—Other Examination Fees".*

(2) The candidate shall furnish with his application copies attested by a Gazetted Officer of the following documents:—(1) Certificate of High School Certificate Examination or an equivalent examination; (2) Mark sheet of High School Certificate Examination or an equivalent examination; (3) Certificate of good character from the Head of the Institution in which the candidate last studied; (4) Caste Certificate granted by a competent Revenue authority (in case of candidate belonging to a Scheduled Caste or Scheduled Tribes); and (5) Certificates (if any) indicating successful completion of a course in Typewriting/Stenography in any of the Industrial Training Institutes or other Government-run institutions. The candidate shall be required to produce the originals at the time of examination, failing which he shall be liable to be disqualified.

6. Scrutiny of applications

The applications shall be scrutinized in order to determine the eligibility and to make a screening of the candidates on the basis of the percentage of marks obtained in the High School Certificate Examination or an equivalent examination. Candidates four times the number of the existing and the anticipated vacancies shall ordinarily be called to appear in the recruitment examination:

Provided that candidates who have successfully completed a course in Typewriting/Stenography in any of the Industrial Training Institutes or other Government-run institutions shall invariably be called to appear in the recruitment examination.

7. Recruitment tests and preparation of the Merit List

(1) The recruitment examination shall comprise the following tests, namely:—

- (a) Typewriting Test, and
- (b) Viva Voce Test

* Substituted in Revenue Department Notification No. 3854-R., dated the 19th January 1984

(2) The Commissioner himself or through a Committee appointed by him shall conduct the examination, scrutinise the answer papers, hold the viva voce test and prepare the list of successful candidates drawn up in order of merit. The list shall not ordinarily exceed double the number of the existing and the anticipated vacancies:

Provided that no candidate who does not have as revealed from the test, the minimum ability of typing out forty words per minute shall be eligible for inclusion in the merit list:

Provided further that the tests may be held concurrently with the tests required to be conducted by the Commissioner in accordance with the provisions of 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.

8. Period of validity of the Merit List

The merit list shall remain valid for a period of one year or till the publication of the results of the next recruitment examination whichever is earlier.

9. Inclusion in Merit List confers no right of appointment

Inclusion in the merit list confers no right to appointment, which shall depend among other circumstances on the actual availability of vacancies.

10. Allotment of candidates

(1) Subject to any preferences expressed by the candidates in their application, candidates, in order of their merit, shall be allotted by the Commissioner to the different offices in the following order—

(a) the office of the Commissioner, and

(b) the offices of other Heads of Departments situated within the Division;

(2) The candidates allotted under sub-rule (1) shall be appointed by the Heads of Department concerned.

11. Consequences of failure to join the assignment

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

11-A. Special mode of Recruitment

Notwithstanding anything contained in these rules, vacancies in the posts of Junior Typists may be filled up in deserving cases, by appointment of a member of family of a Government servant who while working in the Revenue hierarchy dies or permanently incapacitated while in Government service provided he possesses the required educational qualification and the minimum ability of typing as specified in the first part of sub-rule (2) of rule 7:

Provided that a person appointed in pursuance of this rule shall rank below direct recruits appointed in that year of recruitment.

PROMOTION TO HIGHER POSTS IN THE SERVICE

12. Departmental Promotion Committee

(1) There shall be a Departmental Promotion Committee comprising the following members—

(i) in respect of the offices functioning under the administrative control of Board of Revenue, the Secretary, Board of Revenue, Director, Land Record Survey, Director of Consolidation and Inspector-General of Registration Excise Commissioner (the senior most among them acting as Chairman) the Joint or Deputy Secretary, Board of Revenue as Secretary, and

(ii) in respect of the offices of the Revenue Divisional Commissioner, the Secretary to Revenue Divisional Commissioner (Chairman), the Additional Secretary to Revenue Divisional Commissioner and the Under-Secretary to Revenue Divisional Commissioner (Member-Secretary).

(2) The Committee shall ordinarily meet at intervals not exceeding one year and prepare lists of candidates suitable for promotion to higher grades.

(3) The lists shall ordinarily remain valid for a period of one year or till the preparation of the new lists whichever is earlier.

13. Promotion to the post of Senior Typist

Promotion to the post of Senior Typist shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from amongst the Junior Typists of the cadre who must have completed at least three years of service as such on the first day of January of the year in which the Committee meets:

Provided that the eligibility for promotion may be subject to passing of such Departmental examinations and/or tests as may be prescribed from time to time.

14. Promotion to the post of Head Typist

Promotion to the post of Head Typist shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from amongst the Senior Typists of the cadre who must have completed at least two years of service as such on the first day of January of the year in which the Committee meets:

Provided that the eligibility for promotion may be subject to passing of such Departmental examinations and/or tests as may be prescribed from time to time.

15. Promotion to the post of Superintendent

Promotion to the post of Superintendent shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from amongst the Head Typists of the respective cadre.

GENERAL

16. Probation

Every person appointed to a post in the service shall be on probation 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—

(i) his services shall be terminated if he is a direct-recruit, or

(ii) he shall be reverted to his former post, if he is a promotee:

Provided that in the absence of an order of confirmation indicating that the probation has been satisfactorily completed, the probation shall be deemed to have been extended till the date of the order or the date specified in the said order, as the case may be.

17. Deputation

A member of the service may be deputed to serve under other offices, undertakings or institutions including foreign bodies as the case may be, on such terms and conditions as may be decided from time to time.

18. Training and Departmental Examination

Members of the service shall be required to undergo such training and/or to pass such tests, Departmental Examination as may be prescribed by Government or the Board, of Revenue from time to time.

* Added vide Revenue Department notification No. 3851 R., dated the 19th January, 1984

19. Reservation

Notwithstanding anything contained in these rules—

- (i) vacancies shall be reserved for direct recruitment and promotion in favour of candidates belonging to Scheduled Castes and Scheduled Tribes and the same shall be filled up in accordance with the provisions contained in the Orissa Reservation of Vacancies in the Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1976 and rules made thereunder;
- (ii) not less than three per cent of the vacancies in the posts of Junior Typists shall be reserved for the orthopaedically handicapped persons, deaf persons and deaf and dumb persons as stipulated in General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981, as amended from time to time; and
- (iii) vacancies in the post of Junior Typist may also be reserved to such extent in respect of such other categories of candidates, as Government may from time to time, decide so however that the vacancies reserved under this rule shall not exceed fifty per cent of the total number of vacancies.

20. Repeal and Savings

All earlier instructions issued, in so far as they are inconsistent with the provisions of these rules, are hereby repealed.

Provided that any order of appointment made or action taken under the provisions so repealed shall be deemed to have been made or taken under the provisions of these rules.

21. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to Government for decision.

By order of the Governor
RAJENDRA KISHORE PANDA
 Additional Secretary to Government

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