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SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS SEPARATE COMPILATION

PART III

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

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th September 1988

S. R. O. No. 619/88.—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, for Regulation of Recruitment and Conditions of Service of persons appointed to the posts in the Orissa Heads of Departments Stenographer Service, namely:—

PART I

PRELIMINARY

Short title
and commence-
ment.

Definition

1. (1) These rules may be called the Orissa Heads of Departments Stenographers Service (Recruitment and Conditions of Services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988.
- (2) They shall come into force on the date of their publication in the *Orissa Gazette*.
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) "Government" means the Government of Orissa;
 - (d) "Head of Department" means a Head of the Department listed in Appendix 3 of the Orissa Service Code and as specified in Appendix 3 of the Orissa Service Code and includes the Office of a Revenue Divisional Commissioner;
 - (e) "Member" means the Member, Board of Revenue;
 - (f) "Revenue Divisional Commissioner" means the person appointed as such under section 3 of the Orissa Revenue Divisional Commissioners Act, 1957;
 - (g) "Scheduled Castes" and "Scheduled Tribes" mean such castes and tribes as are notified by the President of India under Articles 341 and 342, respectively, of the Constitution of India;
 - (h) "Selection Board" means the Selection Board constituted under rule 15;
 - (i) "Service" means the Orissa Heads of Departments Stenographic Service;
 - (j) "Year" means the calendar year.

PART II

CONSTITUTION AND COMPOSITION OF CADRE

Constitution and composition of cadre.

3. (1) The Service shall consist of the cadres as specified hereunder:—

(a) Office of the Board of Revenue and its constituent Heads of Departments specified hereunder shall have a separate cadre—

- (i) Office of the Special Relief Commissioner;
- (ii) Office of the Commissioner, Land Records and Settlements;
- (iii) Office of the Land Reforms Commissioner;
- (iv) Office of the Commissioner, Consolidation I and II
- (v) Office of the Director of Land Records and Surveys;
- (vi) Office of the Director of Consolidation;
- (vii) Office of the Inspector-General of Registration-cum- Excise Commissioner;

(b) the office of each Revenue Divisional Commissioner shall have a separate cadre; and

(c) each Head of Department under Departments other than the Revenue and Excise Department shall have a separate cadre.

(2) Each cadre of the Service shall consist of the posts of Junior Stenographers, Senior Stenographers, Personal Assistants and Private Secretaries.

PART III

RECRUITMENT OF JUNIOR STENOGRAPHERS

Constitution of the Board of Examiners.

4. (1) There shall be constituted 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) Member, Board of Revenue, Orissa Chairman
- (ii) Two Heads of Departments as may be nominated by the Member, Board of Revenue. Member

(2) The Secretary, Board of Revenue, shall be the Secretary of the Board of Examiners.

Direct recruitment 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 Chairman of the Board of Examiners shall be competent to determine the time, date and place of the examination.

Intimation of number of vacancies.

6. (1) In the month of January each year, the Heads of Departments shall intimate to the Chairman of the Board of Examiners the number of vacancies already existing including those likely to occur during the subsequent months of the year of intimation in the *pro forma* given below—

- (i) Number of permanent vacancies
- (ii) Number of temporary vacancies likely to be made permanent;
- (iii) Number of purely temporary vacancies;
- (iv) Total;
- (v) Number of vacancies reserved for Scheduled Caste and Scheduled Tribe candidates;
- (vi) Number of vacancies reserved for physically handicapped persons;
- (vii) Number of vacancies reserved for any other categories of persons.

(2) In the case of the Board of Revenue, the Secretary, Board of Revenue shall furnish the informations under sub-rule (1) in respect of the constituent Heads of Departments as referred to in clause (a) of sub-rule (1) of rule 3 apart from the information in respect of the office of the Board of Revenue.

Advertisement
inviting
applications

Exa7 On receipt of intimations of vacancies under rule 7, the Chairman of the Board of Examiners shall issue advertisements in as many newspapers as may be considered necessary inviting applications for a competitive examination for the posts of Junior Stenographers.

Conditions
of
Eligibility.

5. (1) In order to be eligible for appearing in the competitive examination for recruitment to the posts of Junior Stenographers, a candidate must—

- (a) be a citizen of India;
- (b) 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 applications are invited.

Provided that the maximum age-limit shall be relaxed by five years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, ten years in case of physically handicapped persons 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.

- (c) have passed the High School Certificate Examination conducted by the Board of Secondary Education, Orissa or equivalent examination;
- (d) 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, if satisfied that there are special reasons for doing so may exempt a candidate from the operation of this rule.

- (e) have passed Middle English School examination with Oriya as a language subject;

or

have passed the High School Certificate examination or as 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;

- (f) Possess a minimum speed of forty words per minute in type writing and eighty words per minute in shorthand in English and Oriya; and
- (g) have paid a non-refundable fee of rupees six and furnish alongwith the application the challan showing payment of such fee into a Government Treasury under the head "III—Miscellaneous Deposit—6—Miscellaneous—A—Examination fees".

(2) The candidate shall furnish with his application true copies, duly attested by a Gazetted Officer (s) of the following documents, namely:—

- (i) Certificate of the High School Certificate examination or an equivalent examination,
- (ii) Mark sheet of the High School Certificate examination or as the case may be, and equivalent examination,
- (iii) Certificate of good character from the head of the Institution in which the candidate last studied.
- (iv) Caste certificate granted by a competent Revenue Authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;
- (v) Physically handicapped identity card, issued by the Director, Community Development & Rural Reconstruction Department as per erstwhile Political & Services Department Resolution No. 16443-Gen. dated the 24th July 1978, if the candidate as a physically handicapped person.

(vi) Certificate indicating successful completion of a course in Stenography in any Industrial Training Institutes or other Government-run or Government recognised institutions.

Note—The candidate shall be required to produce the originals at the time of examination failing which he shall be liable to be disqualified.

Scrutiny of application 9. The applications shall be scrutinised to determine the eligibility of the candidates to the posts of Junior Stenographers.

Recruitment test. 10. (1) The recruitment examination for the posts 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 as set forth in the Appendix.

(3) The result of the examination shall be placed before the Board for consideration and approval.

(4) A select list of successful candidates containing ordinarily not more than double the number of total 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. 11. The select list published under sub-rule (3) of rule 10 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.

Inclusion in select-list confers no right to appointment. 12. Inclusion of names of candidates in the select list confers no right to appointment which shall depend, among other circumstances, on the actual availability of vacancies.

Allotment of candidates for appointment. 13. The Chairman of the Board of Examiners shall allot the candidates included in the select list to the offices of Heads of Departments according to their requirement. Appointment orders shall be issued by the concerned Heads of Departments.

Production of Original certificates by candidates. 14. On receipt of appointment orders, candidates shall produce—

- (a) Their High School or equivalent examination;
- (b) Certificates of good character, from two Gazetted officers not below the rank of Class-II;
- (c) Caste and other certificates in original as may be necessary for verification of their educational qualification and the date of birth, etc. by the respective appointing authorities at the time of their joining.

Consequence of failure to join the assignment. 15. Failure on the part of a candidate to join the assignment by the date specified in the order of his appointment, in the absence of any extension of such date by the appointing authority, shall amount to forfeiture of his claim for such appointment.

PART IV

APPOINTMENT TO POSTS OTHER THAN JUNIOR STENOGRAPHERS

Appointment
to Posts other
than Junior
Steno graph-
ers.

16. (1) Appointment to the posts of Senior Stenographers, Personal Assistants and Private Secretaries in a cadre shall be regulated in the following manner, namely:—

(a) the posts of Senior Stenographers in a cadre shall be filled up by promotion of Junior Stenographers in that cadre who have successfully completed the probation and are eligible for confirmation;

(b) the posts of Personal Assistants in a cadre shall be filled up by promotion of Senior Stenographers in the cadre who have successfully completed the probation and are eligible for confirmation as Senior Stenographers;

(c) the posts of Private Secretaries in a cadre shall be filled up by promotion of Personal Assistants in that cadre who have rendered at least ten years of service as Senior Stenographers and Personal Assistant taken together.

(2) The criterion for promotion referred in this rule shall be merit and suitability in all respects with due regard to seniority, subject to passing of such departmental examinations and tests as may be prescribed by Government from time to time.

(3) Cases of promotion to the posts of Senior Stenographers, Personal Assistants and Private Secretaries shall be subject to scrutiny of the Selection Board.

Constitution
of Selection
Board.

17. (1) There shall be constituted, for the purpose of scrutinising the cases of promotion to the posts of Senior Stenographers, Personal Assistants and Private Secretaries under the rules, a Selection Board for each Head of Department excepting the Board of Revenue, and its constituent Heads of Departments, consisting of the following members, namely:—

- | | | |
|---|----|-----------|
| (a) Head of Department concerned | .. | Chairman |
| (b) Two senior officers to be nominated by the Head of Department concerned. | | Members |
| (c) Administrative Officer/Establishment Officer in the Office of the Head of Department or the officer in-charge of the Establishment, as the case may be. | | Secretary |

2. (2) The Secretary shall not participate in the deliberation.

(3) In the case of the Board of Revenue and its constituent Heads of Department referred to in clause (a) of sub rule (1) of rule 3, the Selection Board shall be constituted with the following Members—

- | | | |
|--|----|-----------|
| (a) Member, Board of Revenue or the Senior-most Head of the Department of the constituent Heads of Department as would be nominated by the Member. | .. | Chairman |
| (b) Two other Heads of Departments of the constituent Heads of Departments to be nominated by the Member. | | Members |
| (c) Secretary, Board of Revenue | .. | Secretary |

(4) The Selection Board shall meet as and when vacancies are anticipated and prepare a select list of candidates for promotion, which shall be declared in such manner as the Selection Board may determine. The list shall remain valid for a period of one year from the date it is declared or till the next list is published whichever is earlier.

PART V

GENERAL

Reservation of vacancies.

18. 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) sportsmen, at the rate of one per cent as provided in the Resolution of the Government of Orissa 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 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 in any year;

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 reserved and available for other candidates.

Probation

19. 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 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 the order when issued or the date specified in such order, which shall, in case, be more than a year from the date of expiry of the normal period of probation.

Training and Departmental Examinations Tests.

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

Appointment under Rehabilitation Assistance Scheme.

21. 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 intimation of vacancies under sub-rule (1) of rule 6, with an explanatory note to that effect.

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

22. 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 of select list of the next examination, such vacancies 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 8. In the latter event, the appointment shall be purely temporary and shall terminate beyond the date when the select list of the next year's examination is published.

Seniority

23 (1) The relative seniority of each Junior Stenographer in his cadre shall be determined with reference to his position in the select list published under sub-rule (3) of rule 10. Candidates appointed under rules 20, 21 and 23 shall, subject to the provisions in sub-rule (2), take their Seniority below the Junior Stenographers recruited in that year under rule 13.

(2) The candidates appointed under rule 21 shall rank above those appointed under rule 20 who, in turn, shall rank above those appointed under rule 23 in the same recruitment year.

Relaxation

24. When it is considered by the Government that it is 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.

Repeal and Savings

25. 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 Stenographers Recruitment Rules, 1983 and any other Rules or executive instruction issued by different Departments of Government, so far as they regulate the recruitment and conditions of service of Junior Stenographers, Senior Stenographers, Personal Assistants and Private Secretaries in the offices of Heads of Departments, are hereby repealed:

Provided that any thing done or any action taken under the provisions of the rules and instructions so repealed shall be deemed to have been done or taken under the provisions of the rule.

Interpretation.

26. If any Question arises relating to the interpretation of the rules it shall be referred to Government in the General Administration Department for decision.

APPENDIX

STANDARD AND SYLLABUS

[See Sub-rule (2) of rule 10]

TYPEWRITING AND SHORTHAND TESTS

I. Typewriting Test-English-50 Mark.

- (a) The test will be held for 10 minutes at a speed of (40) words per minute from a printed matter (40) 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 (20 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 shorthand 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.

LANGUAGE TEST (30 marks)

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

- | | | |
|-----|---|----------|
| I | Translation of passage from English to Oriya | 5 marks |
| II | Translation of a Passage from Oriya to English | 5 marks |
| III | An 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 spelling 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. 26327-Gen.]

By order of the Governor

R. K. NAYAK

Special Secretary to Government

The Orissa



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No. 1134 CUTTACK, THURSDAY, SEPTEMBER 22, 1994/BHADRAB 31, 1916

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 31st August 1994

No. 18503—2 R/1-5/94-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 amend the Orissa Heads of Departments Stenographers Service (Recruitment and Conditions of Services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988, namely:—

1. (1) These rules may be called the Orissa Heads of Departments Stenographers Service (Recruitment and Conditions of services of Private Secretaries, Personal Assistants and Stenographers) (Amendment) Rules, 1994.

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

2. In the Orissa Heads of Departments Stenographers Service (Recruitment and Conditions of Service of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988 (hereinafter referred to as the "said rules"), in rule 2,—

(i) In rule 2 of the said rules sub-rule (b) shall be substituted, namely:—

“(b-i) ‘Commission’ means the Orissa Sub ordinate Staff Selection Commission constituted vide G. A. Department Notification No. 25673 dated the 23rd November 1993 in respect of recruitment of Junior Stenographers and ‘Commission’ means Orissa Public Service Commission in respect of promotion.”

(ii) In clause (h) of rule 2 of the said rules for figure “15” the figure “17” shall be substituted.

3. In the said rules, for clause (c) of sub-rule (1) of rule 3, the following clauses shall be substituted, namely:—

“(c) the office of the Chief Engineer, Roads and Buildings and his constituent Heads of Departments specified here under shall constitute a single separate cadre, namely:—

(i) Chief Engineer, Buildings-I

(ii) Chief Engineer, Buildings-II

(iii) Chief Engineer, Research, Development and Quality Promotion

(iv) Chief Engineer, Design, Planning, Investigation and Research ;”

“(d) except the cadre of offices specified in clauses (a), (b) and (c) each Heads of Departments functioning under the Administrative control of any Department of Government shall have a separate cadre.”

4. In the said rules, for rule 4 the following rule shall be substituted, namely:—

“Rule 4. Selection of candidates for recruitment to the post of Junior Stenographers shall be conducted by the Orissa Sub-ordinate Staff Selection Commission.”

5. In the said rules, for rule 6 the following rule shall be substituted, namely:—

- (i) "Rule 6. (1) In the month of January each year, the Heads of Department shall intimate to the Employment Exchange and the Chairman of the Staff Selection Commission, the vacancies already existing including those likely to occur during the subsequent months of intimation in the *pro forma* prescribed under rule 5 of the Orissa Sub-ordinate Staff Commission Rules, 1993."
- (ii) "Rule 6. (2) In case of the office of Board of Revenue and its constituent Heads of Department, the Secretary, Board of Revenue and in the case of the Office of Chief Engineer, Buildings and its constituent Heads of Departments, the Chief Engineer, Roads shall furnish the informations under sub-rule (1) in respect of their constituent Heads of Departments and the informations in respect of their own offices."

6. In the said rules, in rule 7, for the figure "7" the figure "6" shall be substituted.

7. In the said rules, in rule 8, in sub-rule (1)

- (i) in clause (b), for the words "twenty-eight", the words "thirty-two" shall be substituted;
- (ii) in the first proviso to clause (b), after the words "in case of" occurring in the first line, and comma "women candidates and," shall be inserted;
- (iii) for clauses (f) and (g), the following clauses shall be substituted, namely:—
- "(f) possess a minimum speed of forty words per minute in Typewriting in English and a minimum speed of eighty words per minute in Typewriting in Oriya and a minimum speed of eighty words per minute in shorthand both in English and in Oriya.
- (g) have paid a non-refundable fee of rupees twenty and shall furnish alongwith the the treasury challan showing payment of such fee into a Government Treasury appropriate head of account as may be specified by Government from time to time."

8. In the said rules, in rule 9, after the word "scrutinised" and before the word "determined" "to" shall be inserted.

9. (i) In the said rules, in sub-rule (3) of rule 10 for the words 'Board' the word 'Commission' shall be substituted.

(ii) In the said rules, in sub-rule (4) of rule 10 for the words "ordinarily not more than double" word "equal" shall be substituted.

10. In the said rules, in rule 11, the words "or till the publication of the results of the next examination, whichever is earlier" shall be omitted.

11. In the said rules, in sub-rule (1) of rule 16—

- (i) in clause (a), after the words "that cadre" and before the words "who have", the words "who have completed three years of service as such and" shall be inserted;
- (ii) in clause (b), after the words "the cadre" and before the word "who have", the words "who have completed nine years of service as such and" shall be inserted;
- (iii) in clause (c), for the words "ten years of service as Senior Stenographers and Personal Assistants taken together", the words "five years of service as Personal Assistant", shall be substituted.

12. In the said rules, for rule 17, the following rule shall be substituted, namely:—

"17. (1) (a) Except the cadres specified in clauses (a) and (c) of sub-rule (1) of rule 3, there shall be two separate Selection Boards for each cadre to consider the case of promotion of eligible officers under these rules;

(b) The Selection Board for the purpose of promotion to the post of Senior Stenographer and Personal Assistant shall consist of the following, namely:—

- (i) Head of the Department .. Chairman
- (ii) Two senior officers nominated by the Head of the Department .. Members
- (iii) Administrative Officer/Establishment Officer/Officer in charge of the Establishment in the office of the Heads of the Department. .. Secretary

(c) The Selection Board for the purpose of the promotion to the post of Private Secretary shall consist of the following, namely:—

- | | | |
|---|----|-----------|
| (i) Secretary to the Administrative Department controlling the Hands of the Department. | .. | Chairman |
| (ii) Head of the Department | .. | Member |
| (iii) Under/Deputy Joint Secretary-in-charge of the Establishment | .. | Secretary |

(2) (a) In respect of the cadres constituted under clauses (a) and (c) of sub-rule (1) of rule 3 there shall be two separate Selection Boards in each cadre to consider the cases of promotion of eligible officers under these rules;

(b) The Selection Board for the purpose of promotion to the posts of Senior Stenographer and Personal Assistant shall consist of the following, namely:—

- | | | |
|---|----|-----------|
| (i) Senior most Head of the Department of the Constituent Heads of the Department. | .. | Chairman |
| (ii) Two other Heads of Department of the constituent Heads of the Departments to be nominated by the Chairman. | .. | Members |
| (iii) Administrative Officer/Establishment Officer/Officer in-charge of Establishment of the Board of Revenue or Chief Engineer, R & B, as the case may be. | .. | Secretary |

(c) The Selection Board for the purpose of promotion to the post of Private Secretary shall consist of the following, namely:—

- | | | |
|--|----|-----------|
| (i) Secretary of the Administrative Department | .. | Chairman |
| (ii) Two other Head of Department of the constituent Heads of Departments to be nominated by the Chairman. | .. | Members |
| (iii) Joint/Deputy/Under-Secretary-in-charge of the Establishment of the Administrative Department. | .. | Secretary |

(3) No Secretary of any Selection Board shall participate in its deliberation

(4) (i) In case of promotion to the posts of Senior Stenographer/Personal Assistant the Selection Board shall meet as and when vacancies arise including those anticipated during the year to consider the cases of all eligible Officers and prepare select list of candidates found suitable for promotion on the basis of seniority with due regard to merit. The Select list shall be published in such a manner as the Selection Board may deem appropriate. The select list shall remain valid for a period of one year from the date of its publication;

(ii) In case of promotion to the posts of Private Secretary—

- (a) The Selection Board shall meet as and when vacancies are anticipated and prepare a list of candidates for promotion;
- (b) The Selection, for inclusion of names in the list, shall be based on merit and suitability in all respects with due regard to seniority;
- (c) The names of the Personal Assistants included in the list shall be arranged in order of their seniority;
- (d) The list prepared by the Selection Board shall be forwarded to the Commission for concurrence by the Government together with C. C. Rs of all Personal Assistants whose cases were considered for promotion and a copy of the proceedings of the Selection Board;
- (e) The Commission shall consider the list prepared by the Selection Board along with other documents received from the Government and unless they consider any change necessary, approve the list. The Commission shall follow the principles set out in clause (b) in making their recommendation. If the Commission recommends supersession of any senior person by any of his juniors they shall assign specific reasons for the same;

- (f) The recommendations of the Commission shall be placed before the Government and after approval by the Government with modification, if any, shall form the Select List which shall remain valid for a period of one year from the date of its approval by the Government."
13. In the said rules, rule 18 shall be renumbered as sub-rule (1) thereof and after sub-rule (1) is so renumbered the following sub-rule shall be inserted namely:—
- "(2) Notwithstanding anything contained in these rules, reservation for women shall be made in accordance with the Resolution of the Government of Orissa, G. A. Department No. 43328-Gen., dated the 23rd December 1992."
14. In the said rules, for rule 21, the following rule shall be substituted, namely:—
- "21. Nothing in these rules shall apply to appointment of Junior Stenographers made under the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990, as amended from time to time."
15. In the said rules, for rule 23, the following rule shall be substituted, namely:—
- "23. (1) The relative seniority of each Junior Stenographer in his cadre shall be determined with reference to his position in the Select List as referred to in rule 21. Candidates appointed under rules 21 and 22 shall, subject to the provision of sub-rule (2), take their seniority below the Junior Stenographers appointed in that year under rule 13.
- (2) The Junior Stenographers appointed under rule 21 shall rank above those appointed under rule 22 in that year."
16. In the said rules, in the Appendix, for heading "LANGUAGE TEST" along with entries made thereunder, the following headings, items and entries shall be substituted, namely:—
- III. Type-writing test (Oriya) = 50 marks
- (a) The test will be held for 10 minutes at a speed of 20 words per minute from a printed matter (200 words approximately).
- (b) While assessing the accuracy of reproduction, 5 marks will be deducted for each mistake in typed script. A candidate whose script reveals mistakes more than 5 per cent will be eliminated as disqualified.
- IV. Shorthand test (Oriya) — 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 shall be 10 words per minute by type writer. A candidate whose script reveals errors more than 10 per cent of the words dictated will be eliminated as disqualified.
- (a) Dictation in shorthand 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.
- V. Language test 40 marks
- This test shall aim at evaluating candidates knowledge in English and Oriya Languages. There will be common question paper. It shall be designed as follows:—
- | | | |
|---|----|----------|
| (a) Translation of a passage from English to Oriya | .. | 10 marks |
| (b) Translation of passage from Oriya to English | .. | 10 marks |
| (c) An essay in Oriya | .. | 10 marks |
| (d) Question aimed at assessing candidates working knowledge in English Language. | .. | 10 marks |
- (The question may require the candidates to give correct spelling of words, to select from given word and phrases, the most appropriate for filling in blanks in sentence to correct grammatical mistakes in given sentences, to select from a given group of words those with opposite meaning and to punctuate a passage).
17. In the said rules the words 'Board of Examiners' appearing in rules 5, 6, 7, 13 and proviso to rule 21 shall be substituted by the words 'Subordinate Staff Selection Commission'.

By order of the Go
 PRITIMAN SARKA
 Special Secretary to

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