

Government of Orissa
General Administration Department

No.SC/5-18/2011. 19902/Gen, Bhubaneswar, Dated the 12th September 2011

To

All Departments of Government

All Heads of Departments

All Collectors.

Subject – Clarification on appointment under the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 against any post where "**Basic Computer Skill**" is a necessity.

Recruitment to the post of Junior Clerks at District Level is governed under the provisions of the Orissa Ministerial Services (Method of Recruitment to the posts of Junior Clerks in District Offices) Rules, 1985. As per the provision u/r 7(1)(c), minimum qualification is "**Matriculation or any equivalent qualification**". Similarly, Recruitment to the post of Junior Assistant at Heads of Department Level is governed under the provisions of the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994. As per the provision u/r 9(a), minimum qualification is "**+2 in Arts/Science/Commerce or such other qualification equivalent to +2**".

In both the above cases a PAPER on **Basic Computer Skills** has been included in the **SCHEME of Examination** in order to test the Computer Knowledge of the applicant. The **Basic Computer Skills** prescribed in both these rules can be acquired without acquiring any formal qualification in the field. Further, in the last decade, a large number of computer institutions have been established in the State, which provide Basic Computer Courses. Hence it was not felt necessary to prescribe a specific qualification on Computer Knowledge in these rules.

As per the provision under rule 9(2) of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990, the applicant for appointment to a particular post, under

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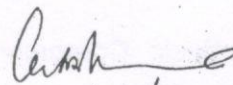
As per the provision under rule 9(2) of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990, the applicant for appointment to a particular post, under

the rehabilitation assistance scheme, must have the requisite qualifications as prescribed in the relevant recruitment Rules, Resolutions or Instructions regulating the recruitment to the said post.

As such references and suggestions were received from different quarters to test the Basic Computer Skills of family members of deceased Government employees, who have applied for appointment under the provisions of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990, against Group 'C' posts like Junior Clerk, Junior Assistant, where Basic Computer Skill is a necessity.

After careful consideration it is clarified as follows-

- (i) Since Basic Computer Skill is purely technical knowledge, persons without having Basic Computer Skills can not be appointed under the provisions of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 against any post, where such knowledge is required under the provisions of the relevant Recruitment Rules, Resolutions or Instructions.
- (ii) The appointing authority, before considering applications for appointment against such posts must satisfy himself that the applicant has acquired the Basic Computer Skills required for the post. He may adopt any method found fit by him to test the Basic Computer Skills of the applicant.
- (iii) If the applicant has not acquired the Basic Computer Skills required for the post, he may be appointed to any other Group 'C' or Group 'D' post for which he may become eligible and where Basic Computer Skill is not a necessity.


12/9/2014

SPECIAL SECRETARY TO GOVERNMENT