

The Orissa



Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

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 the Employment Exchange and the Chairman of the Staff Selection Commission, the number of vacancies already existing including those likely to occur during the subsequent months of the year of intimation in the *pro forma* prescribed under rule 5 of the Orissa Sub-ordinate Staff Selection Commission Rules, 1993."
- (ii) "Rule 6. (2) In case of the office of Board of Revenue and its constituent Heads of Departments, the Secretary, Board of Revenue and in the case of the Office of Chief Engineer, Roads and 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 apart from 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, the words "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 twenty 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 application the treasury challan showing payment of such fee into a Government Treasury under the 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 "determine", the word "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 the", the 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 recruitment 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 Assistant 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:—

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| (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:—

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| (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:—

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| (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 in 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 11. 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 3 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 Governor

PRITIMAN SARKAR

Special Secretary to Government

Printed and Published by the Director, Printing, Stationery and Publication, Orissa, Cuttack-10

Ex. Gaz. 720—216+500