

The Orissa Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 5 CUTTACK, THURSDAY, JANUARY 1, 1976/PAUSA 11, 1897

POLITICAL & SERVICES DEPARTMENT

NOTIFICATION

The 1st January 1976

S. R. O. No. 7/76—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is hereby pleased to make the following rules regulating the method of recruitment to the posts of Lower Division Assistants in the offices of Heads of Departments, namely—

1. *Short title and commencement*—(a) These rules may be called the Orissa Ministerial Service (Method of recruitment to posts of Lower Division Assistants in the offices of Heads of Departments) Rules, 1975.

(b) They shall come into force at once.

2. *Definitions*—In these rules unless the context otherwise requires—

(a) "Appendix" means an Appendix appended to these rules;

(b) "Board" means the Board of Examiners constituted under rule 4;

(c) "Government" means the Government of Orissa;

(d) "Head of Department" means the Government servants mentioned in Appendix 3 of Orissa Service Code, provided that Government may exempt any of the Heads of Departments mentioned in the said Appendix from the applicability of these rules;

(e) "Post" means the posts of Lower Division Assistants in the offices of Heads of Departments;

(f) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India; and

(g) "Year" means a calendar year.

3. *Recruitment*—The recruitment to the posts shall be made by means of a competitive examination to be held once in every year.

4. *Competitive Examination*—The Competitive Examination shall be conducted by a Board of Examiners consisting of the member, Board of Revenue, Orissa as Chairman and two other Heads of Departments as Members to be nominated by the Chairman.

5. *Intimation of number of vacancies*—In the month of April each year the Heads of Departments shall intimate the Chairman of the Board in the form given below the existing number of vacancies found at the time or likely to occur during the subsequent months of the year.—

- (i) Number of permanent vacancies.....
- (ii) Number of temporary vacancies likely to be made permanent.....
- (iii) Number of purely temporary vacancies.....

6. *Advertisement inviting applications*—On the receipt of the requisite information, the Chairman of the Board shall issue advertisements in such newspapers as may be considered necessary inviting applications for a competitive examination for the posts of Lower Division Assistants.

7. *Holding of the Examination*—The Competitive Examination shall be held at a Centre or Centres to be announced by the Chairman. The date, time and place for the Examination shall be intimated to the candidates.

8. *Eligibility of candidates*—A candidate shall—

- (a) be a citizen of India
- (b) be a passed Intermediate in Arts/Science or Commerce or possess such other qualifications as are equivalent to a pass in Intermediate Examination.
- (c) be not less than 18 years and not more than 28 years of age on the 1st day of April of the year.
- (d) be of good character
- (e) be of sound health, good physique and [active] habits and free from organic defects or bodily infirmity.
- (f) have not more than one spouse living or in the case of lady candidates have not married a person who has a wife living.
- (g) be able to speak, read and write Oriya and have—
 - (i) passed M. E. School Examination with Oriya as language subject;
 - Or
 - (ii) have passed Matriculation or equivalent Examination with Oriya as medium of examination in non-language subject;
 - Or
 - (iii) passed in Oriya as language subject in the final examination of Class VII or above;

Or

(iv) passed a test in Oriya in M. E. School standard conducted by the Education Department.

9. *Standard and Syllabus of the Examination*—The Examination shall consist of the following subjects carrying marks as shown against each:—

| Subject | Mark |
|---------------------|--------|
| English | .. 100 |
| Arithmetic | .. 100 |
| General Knowledge | .. 100 |
| ☒ Intelligence Test | .. 100 |
| Viva voce | .. 100 |

The syllabus and the standard of examination for each subject shall be as shown in the Appendix.

10. *Allotment of successful candidates*—The Chairman of the Board shall allot the successful candidates eligible for appointment to the Heads of Departments according to the requirement of those offices and formal orders of appointment shall be issued by the concerned Heads of Department.

11. *Filling up vacancies after the list of successful candidates is exhausted*—In case a vacancy occurs after the list of successful candidates maintained by the Board has been exhausted before announcement of the result of the next examination such vacancy may be filled up by a successful candidate of the previous year, provided that his age does not exceed the maximum age-limit laid down in the rules and failing that, by any candidate who has the qualification prescribed in rule 8. In the latter event the appointment shall be made only temporarily and shall not continue beyond the date when the result of the next year's examination is declared.

12. *Probation*—All appointments against permanent vacancies shall be made on probation for a period of two years only, with effect from the date of appointment:

Provided that if during the period of probation a candidate's work or conduct is found unsatisfactory or shown that he is unlikely to become efficient, the Head of the Department may either discharge him from the service or may extend his period of probation for such further period as that authority may think fit.

13. *Seniority*—The relative seniority of each candidate shall be determined with reference to his position in the competitive examination held in a particular year. But where a candidate of a particular year could not be appointed in that year and is selected under rule 11 for appointment in the subsequent year he shall take rank just below the successful candidates of that year in which he is appointed.

14. *Relaxation*—When the Government are of opinion that it is necessary or expedient so to do 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 in public interest.

15. *Special Provisions for reservation*—Nothing in these rules shall affect reservation and other concessions required to be provided for the Scheduled Caste/Scheduled Tribe candidates and any other special category of candidates in accordance with orders issued by the Government from time to time in this regard.

Over-riding Effect—Save as otherwise provided in these rules, the provision of these rules shall have over-riding effect notwithstanding any thing in consistent therewith contained in any other recruitment rules or orders or instructions for the time being in force and applicable to Lower Division Assistants in the offices of Heads of Departments.

17. *Interpretation*—If any question arises relating to the interpretation of these rules it shall be referred to Government in Political & Services Department for decision.

APPENDIX

(Vide rule 9)

STANDARD AND SYLLABUS FOR COMPETITIVE EXAMINATION

- | | |
|---|----------|
| <i>English</i> —(a) An essay to be written in English on one of the subjects mentioned in the question paper. | 30 Marks |
| (b) A letter to be written in English on one of the subjects mentioned in the question paper. | 20 Marks |
| (c) One Oriya, Bengali, Hindi, Urdu or Telugu passage to be translated into English. | 15 Marks |
| (d) One English passage to be retranslated into Oriya, Bengali, Hindi, Urdu or Telugu. | 15 Marks |
| (e) Summary or precis of one English passage mentioned in the question paper. | 20 Marks |

NOTE—The standard shall be equal to that of the Intermediate Examination of the Utkal University.

2. *General Knowledge*—Knowledge of current event and such other matters of everyday observation and experience as may be expected of an educated person.

Arithmetic—“Vulgar fractions and decimals H. C. F. and L. C. M., simple and compound practice, simple and compound interests, percentage, profit and loss, mixtures, partnership, averages rates and taxes, insurance, square and cubic measures, problems on time and work and on time and distance”.

NOTE—The question shall be of Matriculation standard. Problems more easily solvable by algebraical methods need not be required to be solved Arithmetically.

Intelligence test—The object of this paper would be to assess the intelligence, alertness, general outlook and potential qualities necessary for the appointment.

Viva voce test—The object of the viva voce test is to assess suitability of a candidate for the post and in framing their assessment. the Board shall attach particular importance to a candidates alertness general outlook and potential qualities.

[No. 1—2M-49/74-Gen.]

By order of the Governor

R. C. PATRA

Additional Secretary to Government