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PART III-A

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

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th September 1982

22216/82—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa hereby makes the following rules to regulate the method of recruitment to the posts of Junior Clerks in the District Offices :—

Title and commencement—

- (a) These rules may be called the Orissa Ministerial Services (Method of Recruitment to the Posts of Junior Clerks in the District Offices) Rules, 1982.
- (b) They shall come into force with effect from the date of their publication in the Gazette.

Interpretation—

In these rules, unless the context otherwise requires

“Appendix” means the Appendix appended to these rules;

“Board” means the Board of Examiners constituted under rule 4;

“District Office” means the Heads of Departments, which have been excluded from the applicability of the Orissa Ministerial Services (Method of Recruitment to Posts of Junior Assistants in the Offices of Heads of Departments) Rules, 1975 and any office under the control of a Head of Department mentioned in Appendix 3 of the Orissa Service Code, but does not include the offices of the Heads of Departments to which the Orissa Ministerial Services (Method of Recruitment to Posts of Junior Assistants in the Offices of Heads of Departments) Rules, 1975, apply;

“Division” means the administrative unit covering the jurisdiction of a Revenue Divisional Commissioner;

“Government” means the Government of Orissa;

“Head of Department” means the Government servants listed out in Appendix 3 of the Orissa Service Code except those, who have been exempted by Government from the applicability of the Orissa Ministerial Services (Method of Recruitment to Posts of Junior Assistants in the Offices of Heads of Departments) Rules, 1975;

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- (g) "Posts" means the posts of Junior Clerks in the District Offices;
- (h) "Scheduled Castes and Scheduled Tribes" means such castes and tribes as are notified by the President of India under Articles 41 and 342 respectively of the Constitution of India;
- (i) "Year" means the calendar year.

Recruitment--

3. Recruitment to the posts shall be made through direct recruitment by means of a competitive examination to be held ordinarily once in a year.

Competitive Examination--

4. (a) The competitive examination for recruitment to the posts of Junior Clerks in the offices of the District Office within a Division shall be conducted by the Board of Examiners consisting of the Revenue Divisional Commissioner as the Chairman and two other Heads of District Offices nominated by the Chairman as members.

(b) Each Revenue Divisional Commissioner will conduct the competitive Examination for all District Offices having their headquarters within his Division.

Intimation of the number of vacancies--

5. Every year in the month of April, the Heads of all District Offices will intimate to the Chairman of the Board the number of vacancies of Junior Clerks already existing or likely to occur during the subsequent months of the year in the following form--

- (i) Number of vacancies already existing,
- (ii) Number of expected vacancies,
- (iii) Total,
- (iv) Number of permanent vacancies out of these,
- (v) Number of temporary vacancies likely to continue on a permanent basis,
- (vi) Number of purely temporary vacancies,

Advertisement inviting applications--

6. On receipt of requisite information from the District Officers, the Chairman of the Board shall issue advertisements in as many newspapers as may be considered necessary inviting applications for a competitive examination for the posts in the District Offices.

Eligibility of candidates--

7. A candidate in order to be eligible for appearing in the competitive examination shall--

- (a) be a citizen of India,
- (b) have passed the Matriculation or equivalent Examination by securing not less than 50 per cent of the aggregate marks,
- (c) not be less than eighteen years and not more than twenty-eight years of age on the 1st day of April of the year in which recruitment is made,
- (d) be of good character,
- (e) be of sound health, good physique, active habits,
- (f) not have more than one spouse living nor married to a person, who has another spouse living,
- (g) be able to speak, read and write Oriya and has--
 - (i) passed the M. E. Examination with Oriya as language subject, or
 - (ii) passed the Matriculation or equivalent examination with Oriya as the medium of examination in non-language subjects, 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

Holding of examination—

8. (1) The Chairman of the Board shall arrange to hold the competitive examination at all District Headquarters within his jurisdiction.

(2) The date, time and place for the examination shall be intimated to the candidates by the Board.

Standard and syllabus of examination—

9. The competitive examination shall consist of a single written test for three hours, which shall consist of objective questions to test the candidate's intelligence, alertness, general knowledge and clear thinking. There shall be no *vivavoce*. The standard of examination shall be equivalent to that of Matriculation and the question paper shall be modelled on the lines indicated in the Appendix to these rules.

Allotment of successful candidates—

10. (1) The Chairman of the Board shall ensure completion of evaluation of question papers and preparation of the list of successful candidates ordinarily within two months from the date of examination. The candidates names shall be arranged in the list according to the marks secured by them in the examination conducted by the Board.

(2) The Chairman shall allot candidates from the list prepared under sub-rule (1) to the District Offices according to the requirement intimated by them. Formal orders of appointment shall be issued by the appointing authorities concerned. Once appointed as a ministerial officer in a District Office, a candidate shall not be transferred outside the jurisdiction of his appointing authority, except for administrative reasons or in public interest.

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

11. In case a vacancy occurs after the list of successful candidates for the year has been exhausted and before announcement of the results 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 satisfies the condition laid down in rule 7. In the latter event the appointment shall be purely temporary and shall not continue beyond the date when the results of the next year's examination are declared.

Probation—

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

(2) The appointing authority may terminate the services of a candidate or extend his probation for such further period as he may consider necessary if during the period of probation the candidate's work or conduct is found to be unsatisfactory or there is reason to believe that the candidate may not become efficient.

Relaxation—

13. When the Government are of opinion that it is necessary or expedient to do so it may be 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.

Seniority—

14. 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 the year and is selected under rule 11 out of the previous years' list for appointment in the subsequent year he shall take rank just below the successful candidates of the year in which he is appointed, while candidates appointed under rule 13 shall rank below those appointed under rule 3 and rule 11.

Special provisions for reservation—

15. Nothing in these rules shall effect reservation and other concessions required to be provided to the Scheduled Caste or Scheduled Tribe candidates in accordance with the provisions of the Orissa Reservation of vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder and for physically handicapped persons in accordance with General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981.

Rules not applicable to staff of the High Court and District and Subordinate Courts—

16. These rules shall not be applicable to the staff of the High Court and the staff of the District and Subordinate Courts to whom the Orissa District and Subordinate Courts Ministerial Services (Method of Recruitment and Conditions of Service) Rules, 1969 apply.

Over-riding effect—

17. Save as otherwise provided in these rules, the provisions of these rules shall have over-riding effect notwithstanding anything inconsistent therewith contained in any other requirement rules or orders or instructions for the time being in force and applicable to Junior Clerks in the District Offices.

Removal of doubt—

18. For the removal of doubt it is hereby declared that nothing contained in these rules shall apply to the recruitment to the Class III posts in the office of the Commissioner of Endowments and the office attached to it.

Interpretation—

19. If any question arises relating to the interpretation of these rules it shall be referred to Government in the General Administration Department for a decision.

APPENDIX**(1) Objective English :****(a) Question to test—**

- (i) Correct use of Tense
- (ii) Correct use of preposition
- (iii) Correct use of Articles

(iv) Correct use of Verb and its agreement. (These question would consist of a series of sentence with blanks and a group of Verbs, Prepositions, etc., against each sentence and the candidate would be required to tick off the correct Verb, Preposition, Article, Tense as the case may be)

(b) Questions to test vocabulary—

(These questions would be of three types—Sentences with blanks for which the correct word/phrase has to be chosen from a group of words/phrases shown against each sentence; group of words which describes something for which a single word would be chosen from the group shown against each word/phrase, words/phrases with reference to which words/phrases of opposite meaning has to be chosen from the group of words/phrases shown against each word/phrase)

(2) Objective General Knowledge :

In this category, there should be a series of matching questions of different categories like—

- (a) Matching Historical events with dates, personalities and places
- (b) Geographical facts with places
- (c) States, countries and institutions with headquarters
- (d) Books and authors
- (e) Scientific facts and discoveries with dates, persons and uses
- (f) Current events with places and personalities
- (g) Matching questions of miscellaneous type

(3) Objective Mathematics :

Under this, there will be a series of questions in Practical Mathematics required for day-to-day questions would be such as to test candidates' ability to work out fractions, decimals, percentages and with quickness and accuracy.

Note—For each group 100 marks should be allotted making an aggregate of 300 marks.

By order of the Government
C. NARAYANASWAMI
Special Secretary to Government