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## GENERAL ADMINISTRATION DEPARTMENT

### NOTIFICATION

The 25th July, 2011

No.14296-SC(R)-14/2011/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 further to amend the Orissa District and Subordinate Offices Stenographers' Service (Recruitment and Conditions of Service of Stenographers) Rules, 1988; namely:—

1. (1) These rules may be called the Orissa District and Subordinate Offices Stenographers' Service (Recruitment and Conditions of Service of Stenographers) Amendment Rules, 2011.

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

2. In the Orissa District and Subordinate Offices Stenographers' Service (Recruitment and Conditions of Service of Stenographers) Rules, 1988, (here-in-after referred to as the "said rules"), in rule 2,—

(i) after clause (d), the following clause shall be inserted, namely:—

“(d-i)“Ex-servicemen” means persons as defined in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;”;

(ii) after clause (f), the following clauses shall be inserted, namely:—

“(f-i) “Persons with Disabilities(or Physically Handicapped Persons)” means persons who have been granted disability certificates by the competent authority under rule 4 of the Persons with

Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Orissa Rules, 2003;

“(f-ii) “SEBC” means the Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be defined in clause (a) of Section 2 of the Orissa State Commission for Backward Classes Act, 1993;” and

(iii) after clause (h), the following clause shall be inserted, namely:—

“(h-i) “sportsmen” means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808/Gen. dated the 18th November, 1985 of General Administration Department; and”.

3. In the said rules, in rule 7,

(i) clause (c) shall be substituted by the following clause, namely:—

“(c) must have attained the age of 18 years and must not be above the age of 32 years:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 15 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for the respective categories;”

(ii) clause (g) shall be substituted by the following clause, namely:—

“(g) possess a minimum speed of eighty words per minute in shorthand.”; and

(iii) after clause (g) the following clause shall be inserted, namely:—

“(h) must have knowledge on Basic Computer Skills.”.

4. In the said rules, in rule 8, in sub-rule (1), clause (a) shall be deleted.

5. In the said rules, in rule 15,—

(i) in clause (iv), the word “and” appearing at the end shall be deleted;

(ii) after clause (iv), the following clause shall be inserted, namely:—

“(iv.a) Candidates belonging to Socially and Educationally Backward Classes in accordance with the provisions of the Orissa

Reservation of Posts and Services (For Socially and  
Educationally Backward Classes) Act, 2008,”

(iii) clause (v) shall be deleted; and

(iv) the first proviso shall be deleted.

6. In the said rules, in **APPENDIX**, Para. **A.** shall be substituted by the following  
Para, namely:—

**“A. Skill Test**

- |    |                        |   |
|----|------------------------|---|
| I. |                        | 50 marks                                      |
|    | (a) Dictation:         | 10 minutes @ 80 words per 25 marks<br>minute. |
|    | (b) Transcription:     | 65 minutes(English) 25 marks                  |
|    | (On manual Typewriter) | 75 minutes (Oriya)                            |

**OR**

- |     |                               |  |
|-----|-------------------------------|--|
|     | (b) Transcription:            | 50 minutes(English)  |
|     | (On Computer)                 | 65 minutes (Oriya)   |
| II. | Basic Computer Skill (Theory) | (i) MS-Windows: 50 marks   |
|     | Objective and Multiple        | Introduction of Windows.   |
|     | Choice type                   | (ii) MS-OFFICE: MS Word,<br>MS Power Point, MS<br>Excel, MS Access.                  |
|     |                               | (iii) Internet: Services<br>available on Internet,<br>Using MS Internet<br>Explorer. |
|     |                               | (iv) ISM (ORIYA).”   |

By order of the Governor

UPENDRA NATH BEHERA  
Special Secretary to Government