

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No.511, CUTTACK , SATURDAY, MARCH 16, 2019 / FALGUNA 25, 1940

GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 2nd March, 2019

No._7044 –GAD-SC-RULES-0017-2018/Gen.– In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994, Orders and Instructions, except as respects things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules to regulate the method of recruitment and conditions of service of the person appointed to the posts of Junior Assistants, Assistant Section Officers and Section Officers in the offices of the Heads of Departments, namely:-

PART-I

GENERAL

1. Short title and commencement.- (1) These rules may be called the Odisha Heads of Department (Method of Recruitment and Conditions of Service of Junior Assistants, Assistant Section Officers and Section Officers in the offices of the Heads of Departments) Rules, 2019.

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

2. Definitions.- (1) In these rules, unless the context otherwise requires :-

- (a) 'Appendix' means the Appendix appended to these rules;
- (b) 'Commission' means the Odisha Staff Selection Commission;
- (c) 'Chairman' means the Chairman of the Odisha Staff Selection Commission;
- (d) 'Committee' means the Selection Committee or Departmental Promotion Committee, as the case may be;

- (e) 'Departmental Examination' means the Accounts Training conducted by the Madhusudan Institute of Accounts and Finance and would include a test or examination prescribed at the end of the training;
- (f) Government' means the Government of Odisha;
- (g) 'Heads of Departments' means a Head of Department as defined in Rule 20 of the Odisha Service Code and enlisted in Appendix 3 thereof. Provided that the Office of the Board of Revenue and its constituent Heads of Departments specified hereunder shall constitute a single cadre under the administrative control of the Member, Board of Revenue who shall exclusively function as the Head of the Department of the said constituent Heads of Departments;
- (i) Office of the Special Relief Commissioner;
 - (ii) Office of the Commissioner, Land Records and Settlements;
 - (iii) Office of the land Reforms Commissioner;
 - (iv) Office of the Commissioner, Consolidation I and II;
 - (v) Office of the Commissioner, Consolidation & Settlement ;
 - (vi) Office of the Director of Land Records and Surveys;
 - (vii) Office of the Director of Consolidation;
 - (viii) Office of the Inspect-General of Registration and
 - (ix) Office of the Excise Commissioner.
- (h) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Article 341 and 342 of the Constitution of India, respectively;
- (i) "SEBC" means the Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (j) "Persons with Disabilities" means persons who have been granted with disability certificates by competent authority as per the provisions of the Rights of Persons with Disability Act, 2016;
- (k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as decided by the Government from time to time; and
- (l) "Year" means the calendar year.
- (2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

3. Constitution of Service- (1) The service shall consist of the following posts/grades, namely :-

- (a) Junior Assistants;
- (b) Assistant Section Officers; and
- (c) Section Officers.

(2) Each grade of the service shall constitute a separate cadre.

PART- II

METHODS OF RECRUITMENT

4. Methods of Recruitment- Subject to other provisions made in these rules, the Recruitment to the Posts in the service shall be made by the following methods, namely:-

(1) Recruitment to the posts of Junior Assistants shall be made by the following methods: -

- (i) Direct recruitment through the competitive examination.
- (ii) Promotion from among the Group-D employees.

(2) Recruitment to the posts of Assistant Section Officers shall be made by way of promotion from amongst the eligible Junior Assistants and Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers.

(3) Recruitment to the posts of Section Officers shall be made by way of promotion from amongst the Assistant Section Officers.

5. Reservations.- Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for-

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under; and
- (b) SEBC, Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

PART-III
DIRECT RECRUITMENT

6. Recruitment Procedure-(1) As nearly as but not more than 90% of the vacant post of Junior Assistants in the service shall be filled up by way of competitive examination to be held once a year by the Commission.

(2) The date on which and the places at which the examination are to be held shall be as decided by the Commission.

(3) The standard, syllabus and subjects of examination shall be as set forth in Appendix I.

(4) In the month of January each year, each Heads of Department shall intimate the existing vacancies and anticipated vacancies likely to occur, to the Commission indicating there in the number of posts belonging to different reserved categories as specified under Rule 5:

Provided that the vacancies once reported shall not be filled up otherwise for any reason whatsoever without prior permission of the Chairman.

(5) On receipt of the requisite information, the Chairman shall issue advertisements inviting applications for appearing in the competitive examination for the posts of Junior Assistants in such newspapers as may be considered necessary.

(6) The application forms, the manner of submission of application, the documents required to be accompanied with the application form, fee required and scrutiny of applications shall be such as may be decided by the Commission.

7. Eligibility criteria for Direct Recruitment- A candidate, in order to be eligible for direct recruitment, must, -

(a) be a citizen of India.

(b) have attained the age of 21 years and must not be above the age of 32 years as on 1st January of the year in which advertisement is made by the Commission.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories.

(c) be able to read, write and speak Odia; and have-

- (i) passed Middle School examination with Odia as a language subject; or
 - (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (iii) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
 - (iv) passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.
- (d) not have more than one spouse living, if married:
- Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (e) have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer skill.
 - (f) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

PART-IV

RECRUITMENT THROUGH PROMOTION TO THE POST OF JUNIOR ASSISTANT

8. Percentage of filling of vacancies and eligibility criteria- (1) As nearly as but not less than 10% of vacancies in the post of Junior Assistant in the office of a Heads of Departments shall be filled up by way of promotion from amongst the Group D employees of that office on the basis of recommendation of the Departmental Promotion Committee constituted under Sub-rule (1) of Rule 11:

Provided that in case required number of Group D employees are not available for promotion to the posts of Junior Assistant in a particular year, these vacancies shall be filled up by candidates recruited under Clause (i) of Sub-rule (1) of Rule 4 .

(2) No Group D employee shall be eligible for consideration for promotion to the post of Junior Assistant unless he has given willingness to that effect in writing and has put in minimum of 10 years of continuous service as on 1st day of January of the Year in which the Committee meets and has passed +2 Arts/Science/Commerce or possess such other qualification as are equivalent to pass in +2 examination with knowledge of Computer skill.

(3) The selection of Group D employees for promotion to the post of Junior Assistant shall be based on the following criteria :-

- (i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record, the employee concerned shall be treated to have a clean career of service.
- (ii) A basic Computer Skill Test *and viva voce* test shall be conducted by the Departmental Promotion Committee.

PART-V

PROMOTION TO THE POST OF ASSISTANT SECTION OFFICER

9. (1) As nearly as but not more than 90% of vacancies in the rank of Assistant Section Officers in the Office of a Heads of Departments shall be filled up by the eligible Junior Assistants of that office on being selected by the Departmental Promotion Committee.

(2) No Junior Assistant shall be promoted to the rank of Assistant Section Officer unless he has put in at least 3 years of continuous regular service as such as on 1st day of January of the year in which the Committee meets and has been considered fit to perform all the duties of a Assistant Section Officer and has successfully passed the Departmental Examination:

Provided that the Junior Assistants who have already passed the final Accounts Examination conducted by the Board of Revenue shall not be required to pass the Departmental Examination provided in Sub-rule (2).

(3) As nearly as but not less than 10% of the vacancies in the rank of Assistant Section Officer in the offices of Heads of Departments shall be filled up by recruitment of competent Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers of that office if they have rendered 10 years of continuous regular service including 3 years in the respective Senior Grades as on 1st day of January of the year in which the Committee meets and have possessed Matriculation or equivalent qualification and have been selected by the Departmental Promotion Committee constituted under Rule 11.

PART-VI

PROMOTION TO THE POST OF SECTION OFFICER

- 10. Eligibility Criteria for Promotion.-** (1) No Assistant Section Officer shall be considered for promotion to the post of Section Officer, unless he has rendered a minimum twelve years of continuous regular service including nine years of continuous regular service as Assistant Section Officer as on 1st day of January of the year in which the Committee meets.
- (2) The selection for the posts of Section Officer shall be made by the Committee constituted under Rule 11 from amongst the Assistant Section Officers.
- (3) If no such candidate with nine years of continuous regular service as Assistant Section Officer is available, the Committee may, as a special case, consider the cases of those Assistant Section Officer who have rendered not less than seven years of continuous regular service in that grade but in no case the total period of service shall be less than twelve years as on 1st day of January of the year in which the Committee meets.

PART-VII

11. Constitution of Committee- (1) There Shall be a Departmental Promotion Committee consisting of the followings members to consider the case of promotion of eligible officers to the posts of Junior Assistants, Assistant Section Officers and Section Officers, namely –

- | | |
|--|-----------------|
| (a) Heads of Departments concerned | Chairman |
| (b) Additional/Joint/Deputy Director of the Heads Department and in absence of any such officer Deputy/Joint Secretary of the concerned Administrative Department nominated by the Secretary of the Administrative Department. | Member |
| (c) Deputy Secretary of any Department of Secretariat other than the Administrative Department nominated by the Secretary of the concerned Department. | Member |
| (d) Establishment Officer or any other officer not below the rank of Establishment Officer dealing with the Office Establishment of the Concerned Heads of Department. | Member convenor |

(2) The Department Promotion Committee shall consider the suitability of eligible

officers for promotion to the higher grade and accordingly prepare a list of such officers. The list prepared by the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman:

Provided that the member so absenting was duly invited to attend the meeting of the Committee and the majority of the members of the Committee attended the meeting.

12. Procedure for Selection by the Committee-(1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of officers, as are held by them, suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2)The Committee while considering the promotion cases of suitable officers and preparation of the list shall follow the provisions of –

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and
- (d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.
- (e) the Odisha Rights of Persons with Disability Rules, 2018.

13. Select List-(1) The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Assistants and by the Committee in case of promotion to the posts of Junior Assistants, Assistant Section Officers and Section Officers shall form the select list upon publication of general information.

(2) The lists referred to under sub-rule (1) shall ordinarily be in force for a period of one year from the date of its publication or until another select list is prepared afresh whichever is earlier.

(3) Appointment to any post in the service shall be in the order in which their names appear in the select list.

PART-VIII
OTHER CONDITIONS OF SERVICE

14. Probation and Confirmation.-(1) All persons appointed to the post in the service shall be on probation for a period of two years in case of direct recruitment and one year in case of promotion which shall be counted from the date of joining the post;

Provided that the period of probation shall not include the following:-

- (a) Extra-ordinary leave,
- (b) Period of unauthorized leave,
- (c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his/ her former post, if he/she is a promotee.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

15. Inter-se-seniority- (1) The relative seniority of each person appointed to a particular cadre of the service in a particular year shall be determined with reference to his/her position in the respective select list.

(2) The persons appointed in a particular year under Sub-rule (3) of Rule 9 shall take rank below those appointed under Sub-rule (1) thereof.

(3) The persons appointed in a particular year under Clause (ii) of Sub-rule (1) of Rule 4 shall take rank below those appointed under Clause (i) of Sub-rule (1) of Rule 4.

16. Training- (1) The required attendance during the training syllabus for the training and level of performance in the test/examination for passing the same shall be as determined by the Madhusudan Institute of Accounts and Finance in consultation with the General Administration & Public Grievance Department.

(2) All the Assistant Section Officers appointed in accordance with the sub-rule (3) of Rule 9 and all the Junior Assistants of the offices of different Heads of Departments shall be deputed in turn to the Madhusudan Institute of Accounts and Finance, Bhubaneswar for attending the training course in order of their seniority:

Provided that where a Junior Assistant selected for training could not be relieved in the interest of public service and completes the said training successfully subsequently his/her seniority in gradation list shall be maintained and his date of passing the prescribed examination shall be antedated. In case promotion is due and the Junior Assistant otherwise qualified for promotion, has not undergone training or no fault of his/her, he/she should get promotion as usual, according to his/her seniority to the post of Assistant Section Officer. However, in the rank of Assistant Section Officer, he/she shall have to undergo training and after successful completion of training he/she will be confirmed in the rank of Assistant Section Officer.

(3) The Madhusudan Institute of Accounts and Finance shall issue a certificate to each trainee, who successfully completes the Training Course. The Madhusudan Institute of Accounts & Finance shall also submit separately a list of persons successfully complete the training to the General Administration and Public Grievance Department and to the concerned Heads of Department at the end of each such course. It shall also, indicate, whether the trainee concerned has failed in attendance or in the test/examination.

(4) The General Administration and Public Grievance Department shall be the Nodal Department for deputing the Assistants for training. The concerned Heads of Department shall recommend the names of the Junior Assistants and the Assistant Section Officers to the General Administration and Public Grievance Department strictly in order of their seniority.

(5) A person deputed for training shall be treated as on duty and he/she shall get the duty pay. The duty pay shall, however, be admissible only for the duration of one term of the training course. If a person fails in completing successfully the training due to the failure in the test/examination only, he/she may be allowed two more chances to undertake the test/examination part of the subsequent training courses, for taking such test/examination, the person concerned shall have to take leave for this purpose. In case a person fails due to the shortage of attendance for reasons whatsoever, he/she may be nominated again for the training course and he/she shall undergo the full course of training afresh. In case of re-nomination to the training course, while the person shall be treated as on duty, the financial benefits of the duty pay shall not exceed the duration of one term of the training course. The duty pay paid for the extra duration shall be recovered at the rate of one-third of the monthly salary beginning from the month immediately succeeding the re-nominated training course.

17. Other conditions of service- The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

PART-IX
MISCELLANEOUS

18. Relaxation- When it is considered by the Government that it is necessary or expedient so to do in the public interest, 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 employees.

19. Interpretation- If any question arises relating to the interpretation of these rules, it shall be referred to the Government in G.A. & P.G. Department whose decision thereon shall be final.

APPENDIX –I
[See Rule 6 (3)]
Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
Paper I	Language Test (English & Odia)	100	2 hours
Paper II	General Knowledge (Objective)	100	1 hours
Paper III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills(Objective)	100	
TOTAL:		400	
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hour

NOTE: (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii) Those who will qualify the written test shall be called for the practical skill test.

(iii) The practical skill test shall be of qualifying nature.

SYLLABUS

1. Language Test (English and Odia).

A. English Language Test: — (50 marks)

(a) GRAMMAR (20 marks)

(i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

(ii) Sentence Structure: Connectors, Types of sentences, Types of Phrases and Clause, Direct and Indirect speech, Comparison.

(iii) Other Areas: Determiners, Pronouns, Prepositions

(b) READING (10 marks)

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c) WRITING (20 marks)

(i) Essay writing on familiar topics (within 250 words) (10 marks)

(ii) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (10 marks)

B. Odia Language Test : — (50 marks)

(a) GRAMMAR (20 marks)

(1) Transformation of sentences (02 marks)

(i) Affirmative, Negative, Interrogative, Exclamatory

(ii) Simple, Compound, Complex

(2) Transformation of words (noun to adjective and adjective to noun) (02 marks)

(3) Sandhi (02 marks)

(4) Samasa (03 marks)

(5) Antonyms and Synonyms (02 marks)

(6) Correction of common errors in words (03 marks)

(7) Idioms and Phrases (02 marks)

(8) Taddhita and Krudanta (02 marks)

(9) Punctuation marks (02 marks)

(b) COMPOSITION (20 marks)

(1) Essay writing on familiar topics and personality (10 marks)
(within 250 words)

(2) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)

- (3) Translation (One English passage of around
100 words to be translated into Odiya) (05 marks)

(c) **COMPREHENSION OF AN UNSEEN PASSAGE 5 x 2 =** (10 marks)

Five short questions to be asked

2. General knowledge: — In this category, there should be a series of questions of different categories like - (100 marks)

- (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, and
- (g) Matching questions of miscellaneous type.

3. Mathematics:— (100 marks)

- (i) Fractions and Decimals
- (ii) Percentage
- (iii) Average
- (iv) Simple Interest and Compound Interest
- (v) Rates and Taxes, Insurance
- (vi) Profit, Loss and Discount
- (vii) Mixtures
- (viii) Partnership
- (ix) Problems on Time and Work
- (x) Problems on Time and Distance
- (xi) Ratio and Proportion
- (xii) Statistics

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills: — (100 marks)

- (i) MS Windows: Introduction of Windows
- (ii) MS Office: MS Word, MS Power Point, MS Excel and MS Access

5. Practical Skill Test: — Topics for practical test: — (50 marks)

(I) WINDOWS operating system

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete
- Using Clipboard

(II) MS WORD

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting text and paragraph
- Page and Paragraph Set up
- Inserting pictures and Word Art

(III) MS POWER POINT

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides

(IV) MS EXCEL

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting cells and data
- Functions & Formulas (Relative, absolute and Mixed reference)

(V) MS ACCESS

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database
- Setting the primary key

* Printouts of the documents(s) should be attached with the answer sheet."

By order of the Governor

GIRISH S.N.
Special Secretary to Government