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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 7th January, 2023

No.723—GAD-SC-RULES-0006/2019/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules further to amend the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and Offices Sub-ordinate thereto) Rules, 2019; namely:-

1. Short title and commencement.— (1) These rules may be called the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and Offices Sub-ordinate thereto) Amendment Rules, 2022.

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

2. In the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and Offices Sub-ordinate thereto) Rules, 2019 (hereinafter referred to as the said rules), in rule 6, in sub-rule (1), after the figure, expression, and word “90% of” and before the words “the post”, the word “vacancies in” shall be inserted.

3. In the said rules, in rule 8,—

(i) for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) No Group D employees 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 the Matriculation or equivalent examination with knowledge of Computer skill.”

(ii) in sub-rule (3), for sub-clause (ii), the following sub-clauses shall be substituted, namely:-

“(ii) Computer skill test shall be conducted by the Departmental Promotion Committee. The test shall be of qualifying in nature.

(iii) The selection shall be based on suitability with due regard to seniority.”

4. In the said rules, for APPENDIX-I, the following APPENDIX-I shall be substituted, namely.—

APPENDIX -I

[See Rule 6 (3)]

Scheme and Subjects for the Examination

Subjects	Maximum Marks	Time
Written Test		
Language Test (English & Odia)	75 (English-40 marks, Odia-35 marks)(objective)	3 hours
General Knowledge (Objective)	35	
Mathematics (Objective)	35	
Basic Computer Skills(Objective)	35	
TOTAL:	180	
Practical Skill Test		
Basic Computer Skills	35 marks	1 hour

- NOTE:**
- (i) The standard of examination shall be equivalent to that of Secondary School Examination.
 - (ii) Those who will qualify the written test shall be called for the practical skill test.
 - (i) The practical skill test shall be of qualifying nature.
 - (ii) In the Written Test there shall be negative marking for each wrong answer and for each wrong answer 1/4th mark (i.e. 0.25 mark) shall be deducted from the marks awarded for correct answer.

SYLLABUS

1. Language Test (English and Odia).

A. English Language Test: —**(40 marks)**

- (i) Verbs, Tenses, Modal, Active and Passive voice, Subject-verb Agreement.
- (ii) Connectors, Types of Sentences, Direct and Indirect speech, Comparison.
- (iii) Articles, Noun, Pronouns, Prepositions.
- (iv) Unseen passage (400-450 words in length) with a variety of comprehension questions.

B. Odia Language Test: —**(35 marks)****(a) GRAMMAR**

- (i) Transformation of sentences:
(Affirmative, Negative, Interrogative, Exclamatory Simple, Compound, Complex)
- (ii) Transformation of words:
(noun to adjective and adjective to noun)
- (iii) Sandhi
- (iv) Samasa
- (v) Antonyms and Synonyms
- (vi) Correction of common errors in words
- (vii) Idioms and Phrases
- (viii) Taddhita and Krudanta
- (ix) Punctuation marks

(b) COMPOSITION

Translation (from English to Odia of objective type)

(c) COMPREHENSION OF AN UNSEEN PASSAGE

Five short questions to be asked.

2. General knowledge: —**(35 marks)**

In this category, there should be a series of 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, and
- (g) Matching questions of miscellaneous type.

3. Mathematics:—**(35 marks)**

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots
- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- (vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

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: —**(35 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: —

(35 marks)

- (I) WINDOWS operating system

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

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

(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 document(s) should be attached with the answer sheet.”

By Order of the Governor

SURENDRA KUMAR

Additional Chief Secretary to Government