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GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 6th December, 2022

No.34825—GAD-FE-OSSC-0014/2022/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of any Rules or Regulations or Orders or Instructions except as respects things done or omitted to be done before such supersessions, the Governor of Odisha is pleased to make the following rules to regulate the procedure of recruitment and conditions of service of persons appointed to different posts and services in the State Government, namely :—

1. Short title and commencement — (1) These rules may be called the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist Rules, 2022.

(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) “**Appointing Authority**” means the respective authorities specified in the respective recruitment Rules or Resolutions of different services or posts;
- (b) “**Commission**” means the Odisha Staff Selection Commission;
- (c) “**Examination**” means the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist and other posts;
- (d) “**Ex-serviceman**” means a person as defined in clause (b) of rule 2 of Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) “**Government**” means the Government of Odisha;
- (f) “**Merit List**” means list of successful candidates for each service or post as published and recommended by the Commission;

- (g) **“Persons With Disabilities”** means Persons with Disabilities who have been granted with disability certificate by the Competent Authority as per the provisions of the Right of persons with Disability Act, 2016 (49 of 2016);
- (h) **“Schedule”** means the Schedule appended to these Rules;
- (i) **“Scheduled Castes & Scheduled Tribes”** shall have reference of the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Orders, 1950 and the Constitution(Scheduled Tribe) Orders, 1950 as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively;
- (j) **“SEBC”** means Socially and Educationally Backward Classes defined as Backward Classes in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act,1993;
- (k) **“Select List”** means the list of successful candidates in each service or post prepared and sponsored by the Commission and approved by the respective Appointing Authorities;
- (l) **“Sportsmen”** means a person, who has been issued identity card as sportsman by the Director of Sports as per Resolution No.24808/Gen., dated the 18thNovember, 1985 of General Administration Department, as amended from time to time; and
- (m) **“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 respectfully assigned to them in the Odisha Service Code

3. Direct Recruitment — Appointment to Services or Posts mentioned in column (2) of the Schedule-I which are required to be filled up by direct recruitment as per the provisions under the relevant recruitment Rules or Resolutions as mentioned in column (3) thereof shall, notwithstanding anything contrary in such Rules or Regulations, be made in order of merit from out of the candidates recommended by the Commission :

Provided that the Government may include any Service or Posts in Schedule-I for regulating direct recruitment to that Service or Posts or exclude any Service or Posts from the Schedule-I by notification in the official Gazette.

4. Eligibility Conditions —Subject to other provisions of this rule, in order to be eligible for direct recruitment, a candidate must,

- (a) be a citizen of India;

- (b) have a minimum educational qualification and experience as prescribed in the relevant Recruitment Rules or Government Resolution noted in column (3) of the Schedule-I;
- (c) have attained the age as prescribed in the relevant Recruitment Rule or Government Resolution as noted in Schedule-I or as notified by Government from time to time;
- (d) be able to speak, read and write Odia and, must 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 or above ; or
 - (iv) passed a test in Odia in Middle English School Standard conducted by the Board of Secondary Education, Odisha.
- (e) not have more than one spouse living :

Provided that the State 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 order.

5. Holding of Examination – (a)The concerned Heads of Department or Departments of Government shall intimate each year to the Commission vacancy for Posts or Services mentioned in column (2) of Schedule-I required to be filled up by direct recruitment, also indicating the posts reserved for candidates belonging to the categories of Scheduled Caste, Schedule Tribe, Socially and Educationally Backward Classes, Ex - servicemen, Sportsmen, Women, Persons with Disabilities.

(b)The Commission shall on receipt of the vacancy position from the Heads of Department or Departments of Government collate the same and invite application from eligible candidates. The advertisement would usually be issued once a year. However, with approval of Government, Commission can issue another advertisement, if any during a year in public interest and conduct examination:

Provided that, on further receipt of intimation from the Requisitioning Authority, the Commission may increase or decrease the number of vacant posts as and when required, with due intimation to the candidates by notification.

6. Scheme of Examination.-(a) The competitive examination shall consist of four stages namely:—

Stage – I The Preliminary Written Examination shall be of Multiple Choice Questions -- 150 Marks.

Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-II Main Written Examination - Language paper- 100 Marks only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-III

(i) Computer Skill Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(ii) Stenography Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(iii) Typing Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(iv) DEO Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-IV Certificate Verification.

(b) The Commission is authorized to update or revise or elaborate syllabus of Examinations and Tests mentioned in clause (a) of rule 6.

(c) There may be penalty (Negative marking) for wrong answers marked by candidate in examinations consisting of Multiple Choice Questions. There shall be negative marking for each wrong answer and for each wrong answer 0.25 marks shall be deducted from the marks awarded for correct answers.

(d) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary Examination as fixed by Commission for next stage of Main Written Examination. Different minimum qualifying marks may be fixed for different services or posts, if criterion for preparation of Merit List is different. However, same qualifying marks will fixed, if criterion for preparation of Merit List is same. Commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.). Minimum Six (6)

times number of vacancy may be called for Main Written Examination, or Stage-III as the case may be.

(e) For those services or posts which are required to take Main Written Examination, candidates will be shortlisted for Stage-III based on performance in Main Written Examination. Remaining Candidates will be short listed on the basis of performance in Preliminary Written Examination for Stage-III. In such case minimum six (6) times number of vacancy may be called for Stage-III.

(f) Based on performance in Stage-II and Stage-III Examinations and Tests candidates will be shortlisted for document verification.

7. Options, Merit List and Sponsoring of candidates by the Staff Selection Commission –

(a) Candidate will specify clearly in his application the service(s) for which he wishes to be considered in order of his preference. Where application is invited for vacancies of different Heads of Department or Department for the same Services or Posts, a candidate will also indicate his order of preference for Service or Posts of such Heads of Department or Departments, Commission will decide whether and till when such preference can be modified. Candidates should give preference only for such post or service for which they are eligible.

(b) Marks obtained in Examination and Tests shall be tabulated for preparing the Combined Merit List as detailed in Schedule-II. Allotment to post or service will be made on the basis of merit cum preference. If allotted to a Service or Post where vacancies of different Heads of Department or Departments are collated, allotment to particular Heads of Department or Departments will also be made on the basis of merit cum preference. A merit list shall be prepared for each post or service. A Common Merit List may be prepared for more than one Service or Post, if there is Common criteria for preparation of Merit List for such Service or Post. The names of candidates shall be arranged in the order of merit.

(c) The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.

(d) If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of men candidates in that category.

(e) In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved,-

- (i) Marks in Preliminary examination;
- (ii) Date of birth, with older candidate placed higher; and
- (iii) Alphabetical order in which the names of the candidate appear.

(f) On acceptance of the list of candidates by the appointing authority the same will become the select list for the purpose of appointment of candidates.

(g) Appointment of candidates from the select list by Appointing Authority shall be made after, re-verification of original certificates of his eligibility for the post. This will include certificates of age, caste or category, educational qualifications, certificates of special categories Certificate of Experience etc.

(h) The antecedents of the candidates shall be verified soon after their joining the posts in the respective services. In case of receipt of adverse report of antecedents, the person shall be discharged from the service forthwith.

8. Overriding effect —These rules shall have overriding effect on all the recruitment rules or resolutions or executive instructions or orders issued by the Administrative Departments governing the method of recruitment procedure.

9. Relaxation — Where the Government, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of this order with respect to any class or category of persons.

10. Interpretation — If any question arises relating to the interpretations of this order, it shall be referred to Government in the General Administration & Public Grievance Department for decision.

SCHEDULE-I

[see rule 3, 4(c) and 5(a)]

SL. NO.	Name of the Post Departments	Recruitment Rules or Resolution or Executive Instruction
(1)	(2)	(3)
(1)	Junior Stenographer under all HOD	These rules may be called the Odisha Heads of Department Stenographers' Service (Recruitment and condition of service of Private Secretaries, Personal Assistants and Stenographers) Rules 1988 & Amendment Rules, 2013. .
(2)	Junior Typist under all HOD	Orissa Typist Service (Recruitment and condition of service of Typists in the office of the Heads of the Department)Rules1982

(1)	(2)	(3)
(3)	Junior Clerk cum Typist under Odisha State Legal Services Authority.	Odisha State Legal Services Authority Rules, 1996, Amendment Rules-2016 and Executive instructions guiding Method of Recruitment and conditions of Service of the (Odisha Secretariat Law Department) Ministerial Officers of the Legislative Wing and the Language Branch of the Law Department.
(4)	Typist cum Scribe Assistant under Law Department	Executive instruction guiding Method of Recruitment and condition of service of the (Odisha Secretariat Law Department) Ministerial Officers of the Legislative Wing and the Language Branch of the Law Department.
(5)	Junior Typist cum Junior Store keeper Under Director of Information and Public Relations Department	Odisha Information and Public Relation Technical and Non-Technical Service (Method of recruitment and condition of service) Rules 2015.
(6)	Data Entry Operator in Different Heads of the Department	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(7)	Junior Data Entry Operator in State Secretariat under Home Department.	Orissa Secretariat Data Entry Operator (Method of Recruitment and condition of service) Rules, 2008
(8)	Clerk cum Librarian Under Director of Information and Public Relations Department.	Odisha Information and Public Relation Technical and Non- Technical Service (Method of recruitment and condition of service) Rules 2015.
(9)	Junior Store keeper Under Director of Information and Public Relations Department.	Odisha Information and Public Relation Technical and Non-Technical Service (Method of recruitment and condition of service) Rules 2015.

SCHEDULE – II

[see rule 6(a) and rule 7(b)]

Stage-I

(a) Indicative Syllabus of Preliminary Written Examination:

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer or Internet Awareness.

Stage-II

(b) Indicative Syllabus of Main Written Examination:

Language Paper (Odia & English)

- (a) Odia Language Comprehension -10th Standard.
- (b) English Language Comprehension - Plus Two Standard.
- (c) Precis Writing (Odia as well as English)- 10th Standard.
- (d) Usage and Vocabulary (Odia as well as English)- Plus Two Standard.
- (e) Translation from English to Odia and vice-versa. Plus Two Standard.

(c) Applicants of following Services/Posts are required to write the Main

Written Examination Language Paper:

- (i) Junior Stenographer under all HOD.
- (ii) Junior Typist under all HOD.
- (iii) Junior Clerk cum Typist under Odisha State Legal Services authority.
- (iv) Typist cum Scribe Assistant under Law Department.
- (v) Junior Typist cum Junior Store keeper under Director of Information and Public Relations Department.
- (vi) Clerk cum Librarian under Director of Information and Public Relations Department.
- (vii) Junior Store Keeper under Director of Information and Public Relations Department.

Stage-III

(d) Indicative Syllabus of Computer Skill Test:

- (i) Computer Fundamentals

- (ii) MS Windows
- (iii) Office Software
- (iv) Word Processing (MS Word)
- (v) Spread Sheet (MS Excel)
- (vi) Presentation/Slide ware (MS Power Point)
- (vii) Data base (MS Access)
- (viii) Usage of Internet, Services available on Internet
- (ix) Basic Networking Concepts, Communication Technology

(e) All Applicants who reach Stage-III are required to appear in the Computer Skill Test:

(f) Indicative Syllabus for Stenography Test:

- (i) Dictation in English for 5 minutes approximately @80 words per minute to be transcribed on computer within 25 minutes.
- (ii) Dictation in Odia for 5 minutes approximately @80 words per minute to be transcribed on computer within 35 minutes.

(g) Syllabus for Typing Test:

- (i) Transcription in English of a passage of around 500 words in 10 minutes.
- (ii) Transcription in Odia of a passage of around 500 words in 25 minutes.

(h) Following Services or Posts who reach Stage-III are required to qualify the Typing Test:

- (a) Junior Stenographer under all HOD.
- (b) Junior Clerk cum Typist under Odisha State Legal Services Authority.
- (c) Typist cum Scribe Assistant under Law Department.
- (d) Junior Typist cum Junior Store keeper under Directorate of Information and Public Relation Department.

(i) Indicative Syllabus for Data Entry Operator Test:

'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be evaluated on the basis of the correct entry of words/key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2100-2200 key-depressions would be given to each candidate who would enter the same in the Computer.

(i) **Applicants of followings Services who reach Stage-III are required in take data Entry Operator Test:**

- (a) Data Entry Operator in Different Heads of the Department.
 (b) Junior Data Entry Operator in State Secretariat under Home Department.

(k) **Preparation of Merit List for various posts or services will be as noted below:**

(a) Merit list “Junior Stenographer under all HOD” will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Stenography Test	-		50 Marks
		Total	200 Marks

(b) Merit list of “Junior Typist under all HOD, Junior Clerk *cum* Typist under Odisha State Legal Services Authority, Typist cum Scribe Assistant under Law Department, Junior Typist cum Junior Store Keeper Under Director of Information and Public Relations Department” will be prepared by adding marks of following :

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Typing Test	-		50 Marks
		Total	200 Marks

(c) Merit list of “Data Entry Operator in Different Heads of the Department, Junior Data Entry Operator in State Secretariat under Home Department will be prepared by adding marks of following examination or tests :

Data Entry Operator Test	-		50 Marks
Computer Skill Test	-		50 Marks
		Total	100 Marks

- (d) Merit list of Clerk cum Librarian Under Director of Information and Public Relations Department, Junior Store Keeper Under Director of Information and Public Relations Department will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
		Total	150 Marks

By Order of the Governor
SURENDRA KUMAR
Principal Secretary to Government