

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

NOTIFICATION

Bhubaneswar dated the ~~25th~~ April, 2012

No. JLS-IE-21/2012-~~17294~~/H, In exercise of the powers conferred under sub-section (10) of section 59 of the Prison's Act, 1894(ACT IX of 1894) and in supersession of the Rules /Regulations/Orders/Instructions, except as respective things done or omitted to be done before such supersessions: the State Government have been pleased to make the following rules regulating the method of recruitment and conditions of service of Warden appointed to the Odisha Sub-ordinate jail service.

1. Short Title and Commencement:

- (1) These rules may be called, THE ODISHA SUB-ORDINATE JAILS SERVICE (METHODS OF RECRUITMENT AND CONDITIONS OF SERVICE OF WARDER) RULES, 2012.
- (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) "Board" means the Selection Board constituted under rule 6;
 - (b) "Ex-Servicemen" mean persons as defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
 - (c) "Government" means the Government of Odisha;
 - (d) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under Article 341 and 342 of the Constitution of India, respectively;
 - (e) "SEBC" means the Socially and Educationally Backward Classes of citizens as referred to in clause (e) of section 2 of the Orissa Reservation of Posts and Services (For Socially and Educationally Backward Classes) Act, 2008;
 - (f) "Service" means the Odisha Sub-ordinate Jail Service;
 - (g) "Sportsmen" means persons who have been issued with identity cards as sportsmen by the Director, Sports as per Resolution No. 24808/Gen. dated 18th November 1985 of General Administration Department; and
 - (h) "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 cadre:

- (1) The cadre in the service shall consist of the posts of Warder /Female Warder.
- (2) Warders/Female Warders in each Circle shall constitute a separate Cadre.
- (3) The senior Superintendent of respective circle jail shall be the appointing authority in respect of warder / female warder of his circle.
- (4) The superintendent of circle jails shall have the authority to transfer the warders/female warders from one jail to another jail within their jurisdiction. The I.G. of Prisons can transfer the Warders/Female Warders from one jail to another jail throughout the State.

4. Method of recruitment:

Subject to other provisions made in these rules recruitment to the cadre in the service shall be made by competitive examination to be conducted by the Board in each Circle.

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 Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under;
- (b) SEBC women, sportsmen and Ex-servicemen 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.

6. Selection Board:

There shall be constituted a Selection Board with the following members, namely:-

- | | | |
|---|--------|----------|
| (1) Senior Superintendent, Circle Jail | .. | Chairman |
| (2) Senior most Superintendent of District Jail of the concerned Circle.. | Member | |
| (3) A representative of the Chief District Medical Officer | .. | Member |
| (4) District Welfare Officer | .. | Member |
| (5) District Employment Officer | .. | Member |

7. Notification of vacancies:

- (1) The appointing authority shall in the month of January each year intimate the number of vacancies to the Prisons Directorate required to be filled up indicating the number of vacancies to be reserved for candidates belonging the general, SC, ST, SEBC ,Ex-servicemen ,Sportsmen and Women categories.

- (2) The Prisons Directorate shall then publish the advertisement inviting applications indicating the vacancies reserved for different categories circle-wise at least in two widely circulated vernacular dailies.

8. Eligibility:

- (1) In order to be eligible to appear at the competitive examination, a candidate must satisfy the following conditions:

- (a) He / She must be a citizen of India.
- (b) He / She must not be less than 18 years of age and not more than 25 years of age on the last day of January of the year in which recruitment is made:

Provided that, the upper age limit in case of candidates belonging to SC/ST, SEBC and Women shall be relaxed by 5 years:

Provided, further that the upper age limit in case of a candidate belonging to Ex- servicemen shall be governed by the provision of the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.

- (c) He / She must have passed +2 or equivalent examination, conducted by the Council Of Higher Secondary Education, Odisha or any other recognized institution like ICSE and CBSE and others.
- (d) He / She must be able to read, write and speak Odia and have-
- (i) passed Middle School examination with odia as a language subject; or
 - (ii) passed High School certificate or equivalent examination with Odia as medium of examination in non-language subject; or
 - (iii) passed in odia as a 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 on Odia in Middle English school standard conducted by the School and Mass Education Department of the Government of Odisha.
- (e) He / She must have registered his / her name in any Employment Exchange within the jurisdiction of the circle where recruitment is being held on or before the date of submission of application for the recruitment test.
- (f) He / She must 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 rule.
- (g) He must be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the services. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed to the service.

(2) No application shall be considered unless, it is accompanied by a Treasury Challan / Bank Draft of an amount as determined by Government from time to time as fees for application and examination under appropriate Head of Account mentioned in the advertisement for the vacancies by the directorate.

(3) Three self attested passport size colour photograph of the candidate to be submitted along with the application form.

(4) Every application form must be accompanied with self attested copies of the 10th Pass certificate (as proof of age) and +2 pass certificate (as proof of required education qualification), sports certificate, National Cadet Corps Certificate, Home Guard Certificate, Caste Certificate, Unit Discharge certificate in case of Ex-Servicemen duly filled in application forms shall be submitted at notified place of the concerned circle as indicated in the advertisement.

(5) The candidates must have the minimum physical standards of height, weight and chest as follows:

Category	Height	Weight	Chest	
			Unexpanded	Expanded
UR & SEBC (Men)	168 cms.	55 kg.	79 cms	84 cms
UR & SEBC (women)	158 cms	45 kg.
SC / ST (Men)	163 cms	50 kg.	76 cms	81 cms
SC / ST (Women)	153 cms	45 kg.

9. **Recruitment Centers:**

- (1) There shall be recruitment centers at circle jail headquarters.
- (2) Each recruitment centre shall cover one or more districts as per the jurisdiction of the Circle Jail Superintendent. Candidates within such circle jail jurisdiction shall apply to that centre.
- (3) The candidates belonging to those districts shall be tested at the recruitment centre of corresponding circle jurisdiction.
- (4) A candidate shall be deemed to belong to the district from where he had been registered at the District Employment Exchange. SC/ST candidates can also be considered if they are registered at the Bhubaneswar Central Employment Exchange.

10. **Mode of Recruitment of Warder:**

(A) **PHYSICAL EFFICIENCY TEST (PET) FOR ALL THE CATEGORIES:**

The physical test shall be conducted by the Board. A candidate shall present himself for physical measurement test. One who possesses the prescribed physical standard as per sub-rule (5) of rule 8, shall be required to appear at the physical test. The physical test shall be conducted as per the following guidelines.

(i) **FOR MEN:**

The Physical Efficiency Tests shall comprise of the following events with marks indicated against each:

(a) Run — 1.6 Kms.	If covered within	5 Minutes	-	10 Marks
		6 Minutes	-	8 Marks
		7 Minutes	-	6 Marks
		8 Minutes	-	4 Marks
		Beyond 8 Minutes	-	Disqualified

(b) **High Jump** (3 chances) - Qualifying height-1.22 Mtrs.

If cleared in	1 st chance	-	3 Marks
	2 nd chance	-	2 Marks
	3 rd chance	-	1 Mark
	Not able to clear	-	Disqualified

NOTE: Only those, who qualify high jump in the 1st chance, will be allowed to compete in higher jumps. Only one chance shall be allowed successively to clear the heights given below for the award of higher marks as noted against each.

1.38 Mtrs	—	6 Marks
1.50 Mtrs.	—	7 Marks

NOTE: Marks shall be awarded only for the highest jump cleared.

(c) **Broad Jump** - Qualifying length - 3.66 Mtrs.

(Mark shall be given for the best of 3 chances)

If not cleared	3.66 Mtrs.	-	Disqualified
	If cleared	3.66 Mtrs.	- 1 Mark
	4.00 Mtrs	-	3 Marks
	4.35 Mtrs	-	5 Marks
	4.50 Mtrs.	-	6 Marks

- (d) **Cycling - 1.6 Kms.** If covered within
- | | | |
|-----------------------------|---|--------------|
| 2 Minutes 30 Seconds | - | 5 Marks |
| 3 Minutes 30 Seconds | - | 3 Marks |
| 4 Minutes 30 Seconds | - | 1 Mark |
| Beyond 4 Minutes 30 Seconds | - | Disqualified |

- (e) **Swimming - 40 Meters**
- | | | | |
|-------------------|------------|---|--------------|
| If covered within | 10 Minutes | - | Qualified |
| Beyond | 10 Minutes | - | Disqualified |

(ii) **FOR WOMEN: (All categories)**

- (a) **Run - 1 Km.** If covered within
- | | | |
|-------------------|---|--------------|
| 7 Minutes | - | 10 Marks |
| 8 Minutes | - | 8 Marks |
| 9 Minutes | - | 6 Marks |
| 10 Minutes | - | 4 Marks |
| Beyond 10 Minutes | - | Disqualified |

- (b) **100 Meters - Low Hurdles (70 cm)** run involving 10 jumps:
If covered within
- | | | |
|-------------------|---|--------------|
| 16 Seconds | - | 7 Marks |
| 20 Seconds | - | 5 Marks |
| 25 Seconds | - | 3 Marks |
| 30 Seconds | - | 1 Mark |
| Beyond 30 Seconds | - | Disqualified |

- (c) **Broad jump - Qualifying length - 2.75 Meters**
Best of 3 chances shall be marked:
- | | | | |
|----------------|-------------|---|--------------|
| If not cleared | 2.75 Meters | - | Disqualified |
| If cleared | 2.75 Meters | - | 1 Mark |
| | 3.00 Meters | - | 3 Marks |
| | 3.40 Meters | - | 5 Marks |
| | 3.50 Meters | - | 6 Marks |

- (d) **Cycling - 1.6 Kms.**
- | | | |
|------------------------------|---------|--------------|
| If covered within 5 Minutes— | 5 Marks | |
| 6 Minutes | - | 3 Marks |
| 7 Minutes | - | 1 Mark |
| Beyond 7 Minutes | - | Disqualified |

- (e) **Swimming – (40 Meters) – Only to qualify**
If covered within 15 Minutes - Qualified
Beyond 15 Minutes - Disqualified

NOTE: Failure in any of these tests shall lead to disqualification and the candidate so disqualified in any of these tests will not be allowed to compete in further test in the written examination.

(B) WRITTEN TEST: ALLOTTED MARKS: 100 (ONE HUNDRED) :

The candidate shall be required to appear at a written test which consist of objective type multiple choice questions only. The test will be preferable in OMR/OCR or any other format decided by the Board. Till such arrangement are made alternative format may be used if necessary.

- (a) Written test shall consist of multiple choice questions in Odia language, English language, Arithmetic, General Knowledge, Aptitude and Logical reasoning etc. The standard of questions shall be such that a student who has passed +2 Examinations will be able to answer. Different sets of question papers may be prepared, each having the same question which will be differently serial numbered.
- (b) The candidate not appearing for written test shall be disqualified.
- (c) The Board may decide the minimum qualifying marks in the written test in consultation with the I.G of Prisons & D.C.S, Odisha.
- (d) The whole process of setting of question paper and revaluation of answer sheet may be out sourced, if considered necessary by the I.G.P & D.C.S., Odisha.

(C) VIVA VOCE TEST:

The Board shall conduct viva voce test of the candidates, who qualify in the written test. The viva voce test shall have 10 marks. There shall be no minimum qualifying mark for viva voce test.

(D) EDUCATIONAL ACHIVEMENT: Allotted Marks (07)

Career marking for academic qualification shall be made in the following manner :

Sl No.	Academic Qualification	Division	Marks
1.	+ 2	61% & above	07
2.	+ 2	51% & above	05
3.	+ 2	41% & above	04
4.	+ 2	Compartmental / Supplementary / Less than 41%	No marks

NOTE: Marks shall be awarded if the examination has been cleared in 1st attend. No marks shall be awarded for higher academic qualification.

(E) NATIONAL CADET CORPS CERTIFICATES:

- | | |
|--|---------|
| (i) National Cadet Crops 'A' certificate | 1 mark |
| (ii) National Cadet Crops 'B' certificate | 3 marks |
| (iii) National Cadet Crops 'C' certificate | 5 marks |

Marks for educational achievement, and NCC certificates shall be awarded, in accordance of this order only.

11. Select List:

- (1) On completion of the recruitment test, the Board shall draw-up a merit list of the successful candidates in order of merit category wise separately as per the advertisement. The merit list shall be prepared in decreasing order of aggregate marks in accordance with the vacancies in which the total persons shall not exceed the number of vacancies advertised
- (2) If the aggregate marks obtained by two or more persons are equal, the person older in age shall be placed above the other in the merit list.
- (3) If the date of birth is also the same, the candidate securing higher marks in Physical Efficiency test, shall be placed above the other in the merit list.
- (4) If the marks in Physical Efficiency test are also same, the candidate securing higher marks in written test shall be placed above the other in the merit list.
- (5) On preparation of the list, the Circle Jail Superintendent shall send it immediately to the Prisons Directorate, which shall form the select list after being approved by the I.G. of Prisons & D.C.S. Odisha..
- (6) The select list shall remain valid for a period of one year from the date of its approval or till another select list is prepared afresh, whichever is earlier.

12. Medical Examination:

Every candidate after being selected by the Board shall be required to undergo Medical Examination by two Medical Officer not below the rank of Assistant Surgeon for appointment. Candidates must not have knock knee, bow legs, flat foot, and varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities. He shall have no impediment of hearing.

13. Appointment:

- (1) All the original certificate like those of High School /+2 or equivalent, Caste/Class, Sports achievement , Home Guard, Ex- Serviceman, etc, in respect of the candidates placed in the select list, shall be re-verified by the respective appointing authorities before the appointment orders are issued to individual candidates. Character and antecedents of selected candidates may be duly verified. Appointment pending verification of character and antecedents, if made, shall be subject to satisfactory verification of character and antecedents.
- (2) The appointment letters shall be pasted with the photographs of the candidates concerned. The seal and signature of the appointing authority shall be given across the photograph which will be pasted in the Service Book.
- (3) Appointment shall be made in the order in which the names of persons appear in the select list prepared under sub- rule (5) of rule 11.

14. Training

The candidates selected for appointment shall undergo such training as prescribed for a Warder.

15. Probation and Confirmation :

- (1) Every person appointed to the cadre in the service shall be on probation for a period of two years from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include-

- (a) extraordinary leave;
 - (b) period of unauthorised absence; or
 - (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 the appointing authority at any time without previous notice during the period of probation including extension of such period, if any.

- (3) A probationer after completing the period of probation and successful completion of the training under rule 14 to the satisfaction of appointing authority shall be eligible for confirmation subject to the availability of permanent vacancy in the cadre.

16. **Inter-se-seniority:**

The inter-se seniority of the employees appointed to the service in a particular year shall be in the order in which their names appear in the select list.

17. **Promotion:**

The promotion of Warders/Female Warders to the next higher rank of Head Warder shall be considered on the basis of seniority, CCRs, keeping in view the promotion of SC/ST/OBC candidates as per rule in force.

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 the employees.

19. **Interpretation:**

If any question arises relating to the interpretation of these rules; it shall be referred to the Government whose decision thereon shall be final.

20. **Power to issue instruction:**

The Government may also issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

By order of the Governor


U.N.Behera

Principal Secretary to Government

Memo No. 17295 Dated 25.4.12

Copy forwarded to the Director, Printing, Stationery & Publication, Odisha, Madhupatna, Cuttack for publication of the Notification in the next issue of Odisha Gazette.

An S.R.O No. may please be allotted.


Additional Secretary to Government.

Memo No. 17296 Dated 25.4.12

Copy forwarded to All Departments of Government/ All Heads of Department/All Collectors for information.


Additional Secretary to Government.


Memo No. 17297 Dated 25.4.12

Copy forwarded to the Inspector General of Prisons & D.C.S., Odisha, Bhubaneswar for information and necessary action. He is requested to circulate this Notification among all the Jails of the State.


Additional Secretary to Government.

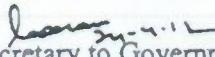
Memo No. 17298 Dated 25.4.12

Copy forwarded to all Sections of Home Department/ Guard File (20 copies) for information.


Additional Secretary to Government.

Memo No. 17299 Dated 25.4.12

Copy forwarded to the Co-coordinator, NIC, Home Department for placement of Notification in the Department website.


Additional Secretary to Government.