



Government of Orissa

**Orissa Secretariat Service
(Method of Recruitment and Conditions of
Service of Assistant Section Officers)**

Rules, 2010.

HOME DEPARTMENT

2010

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**GOVERNMENT OF ORISSA
HOME DEPARTMENT**

NOTIFICATION

Bhubaneswar dated the 6th April, 2010

No.CC-G-03/10. 15678 /CC. 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 regulating the method of recruitment and conditions of service of the persons appointed to the cadre of Assistant Section Officer in the Departments of Government, namely:-

PART I

PRELIMINARY

1. Short title and commencement-

- (1) These rules may be called the **Orissa Secretariat Service (Method of Recruitment and Conditions of Service of Assistant Section Officers) Rules, 2010.**
- (2) They shall come into force on the date of their publication in the *Orissa Gazette.*

2. Definitions-

- (1) In these rules, unless the context otherwise requires,
- (a) "Commission" means the Orissa Public Service Commission;
- (b) "Committee" means the Selection Committee constituted under rule 13;
- (c) "Ex-servicemen" means a person as defined in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (d) "Government" means the Government of Orissa;

Title

Definitions

- (e) "Persons with Disabilities (or Physically Handicapped Persons)" means a person who would be granted a disability certificate by competent authority as per the provisions under rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Orissa Rules, 2003;
- (f) "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;
- (g) "SEBC" means the Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time in the list under the Orissa State Commission for Backward Classes Act, 1993;
- (h) "Service" means the Orissa Secretariat Service (Assistant Section Officer);
- (i) "Sportsman" means a person who would be issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808/Gen. dated 18th November 1985 of General Administration Department; and
- (j) "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 Orissa Service Code.

Service

3. Constitution of Service- The service shall consist of the cadre of Assistant Section Officers in the Departments of Government.

Appointing
Authority

4. Appointing Authority- The Secretary to Government, Home Department shall be the appointing authority in respect of the cadre.

PART II

METHOD OF RECRUITMENT

5. Methods of recruitment- Subject to other provisions made in these rules recruitment to the cadre shall be made by following methods, namely:-

Recruitment

- (a) by means of competitive examination to be held once in a year by the commission.
- (b) by induction from among Senior Grade Typists, Senior Grade Diarists, Recorders and Senior Data Entry Operators of the Departments of Government by way of Promotion/ Selection; and
- (c) by induction from among Group 'D' employees working in Departments of Government by way of Limited Departmental Examination.

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

Reservations

- (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; or any other law or rule in force in the relevant time; and
- (b) SEBC, Women, Sportsmen, Ex-servicemen and Physically Handicapped Persons shall be made in accordance with the provisions made under such Acts, rules, orders or instructions issued in this behalf by the Government from time to time.

Part III

DIRECT RECRUITMENT

7. Competitive Examination- (1) The competitive examination for direct recruitment to the cadre shall be conducted by the Commission.

Competitive
Exam.

(2) The Home Department shall communicate the total number of vacancies, that is, the existing vacancies, if any, and the anticipated vacancies likely to arise during the recruitment year to be filled up by direct recruitment to the Commission in the first week of December, indicating the posts to be reserved for candidates belonging to different reserved categories.

(3) The Commission shall, on receipt of the vacancies from the Government in Home Department, publish the advertisement at the latest by the last week of December in the *Orissa Gazette* and two widely circulated *Oriya dailies*, inviting applications from the candidates eligible to appear at the examination.

(4) The date and the place of the examination shall be decided and notified by the Commission.

(5) The scheme, subjects for the examination and the syllabus shall be as specified in the **Schedule**.

Eligibility

8. Eligibility conditions - (1) Nationality: A candidate must be a citizen of India.

(2) **Age Limits:** A candidate must have attained the age of 21 years and must not be above the age of 32 years on 1st day of January of the year of recruitment.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 6 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.

(3) **Knowledge in Oriya:** The candidate must be able to read, write and speak Oriya; and have-

- (a) passed Middle School examination with Oriya as a language subject; or
- (b) passed Matriculation or equivalent examination with Oriya as medium of examination in non-language subject; or
- (c) passed in Oriya as language subject in the final examination of Class VII or above ;or

(d) passed a test in Oriya in Middle English School Standard conducted by the School and Mass Education Department.

(4) **Marital Status:** A candidate if married, 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.

(5) **Minimum Educational Qualification:** The candidate must possess a Bachelor's Degree in any discipline from a recognized University or possess such other qualification equivalent thereto and must have adequate knowledge in computer application.

9. **Physical and Mental Fitness:** A candidate 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 service. A candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.

10. **Eligibility for Admission:** (1) The decision of the Commission as to the eligibility of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

(2) The application of a candidate shall be summarily rejected (i) if the same is not complete in all respect as provided in the rules, application form and supplementary instructions to the candidates and (ii) if it is not received by the last date notified for the receipt of application.

11. **Preparation of Merit List:** (1) On the basis of the results of the examination, the Commission shall prepare a common list of successful candidates found suitable for appointment in order of merit, subject to reservations for different categories and forward the list to Government. The list shall also be published by the Commission for general information.

(2) The list so prepared under sub-rule (1) shall include the names of successful candidates and shall be equal to the number of vacancies notified by the Commission.

(3) Final ranking of the candidates shall be on the basis of marks obtained in the written examination.

(4) In case of candidates securing same marks in the aggregate the candidate securing higher marks in General Knowledge shall rank above other.

(5) In case the marks secured in General Knowledge is also the same, final ranking shall be determined on the basis of age i.e. the person elder in age shall be placed above the younger.

PART IV PROMOTION

Promotion
to the
Cadre

12. Promotion of Group 'C' employees- 10% of vacancies arising in a year subject to a maximum of 10 posts in the cadre of Assistant Section Officer in the Departments of Government shall be filled up by promotion/ selection of Senior Grade Typist, Senior Grade Diarist, Recorders and Senior Data Entry Operators of the Departments of Government, provided they have rendered at least 10 years of continuous service inclusive of at least 3 years service in the respective rank and possess Bachelor's Degree in any discipline with adequate knowledge in Computer Application.

Selection
Committee

13. Selection Committee-(1) There shall be a Selection Committee consisting of the following members to consider the cases of promotion of eligible Group 'C' employees mentioned under clause (b) of rule 5, namely:-

- (a) Secretary to Government, Home Department ... Chairman
- (b) Special Secretary to Government, General Administration Department or his nominee not below the rank of Deputy Secretary ... Member
- (c) An officer of Scheduled Tribe & Scheduled Caste Development Department, not below the rank of Deputy Secretary nominated by the Secretary of the Department ...Member
- (d) Joint/ Deputy Secretary in charge of Common Cadre, Home Department ...Member Convenor

(2) The recommendation of the Committee shall be valid and can be operated upon notwithstanding the absence of any one 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 members of the Committee attended the meeting.

Procedure
of
selection

14. 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 employees suitable for promotion to the rank of Assistant Section Officer taking into account the existing vacancies, if any, and the anticipated vacancies of the year.

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

- (a) the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under or any other law/rule in force at the relevant time,
- (b) the Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988,
- (c) the Orissa Civil Services (Criteria for Promotion) Rules, 1992, and
- (d) the Orissa Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

PART V

LIMITED DEPARTMENTAL EXAMINATION

Limited
Departmental
examination

15. Limited Departmental Examination- (1) 5% of the vacancies arising in a year subject to a maximum of five posts in the cadre of Assistant Section Officer in the Departments of Government in a particular year shall be filled up from among the Group “D” employees working in different Departments of Government by way of Limited Departmental Examination.

(2) No Group "D" employee shall be eligible for consideration for selection unless he has given willingness to that effect in writing and has put in at least 10 (ten) years of continuous service, possessed a Bachelors degree in any discipline and has adequate knowledge in computer application.

(3) A Limited Departmental examination shall be conducted on the subjects specified in the Schedule by the committee constituted under rule 13.

(4) The minimum qualifying marks in each subject shall be 33%.

(5) The committee shall prepare a common list of successful candidates equal to the number of vacancies in order of merit.

PART VI

OTHER CONDITIONS OF SERVICE

Select list

16. Select List- (1) The list prepared by the Commission under rule 11 and the Committee under rule 14 & 15 shall form the select lists for appointment to the cadre in the service.

(2) The select lists shall ordinarily remain in force for a period of one year from the date of their approval by the Government or until the select lists are prepared afresh, whichever is earlier.

(3) Appointment to the service shall be made in the order of the names of the persons appearing in the Select list.

Inter-se-seniority

17. Inter-se-seniority- (1) The *inter-se* seniority of the officers appointed to the service in a particular year shall be in the order in which their names appear in the select list.

(2) Those appointed by promotion/ selection under clause (b) of rule-5 shall *en-bloc* be senior to those appointed by limited departmental examination under clause (c) of rule-5, who shall in turn *en-bloc* be senior to those appointed by direct recruitment under clause (a) of rule-5.

Probation and confirmation

18. Probation & Confirmation - (1) Every person appointed to the service shall be on probation for a period of two years:

Provided that the appointing authority may, if it thinks 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 unauthorized 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 Government at any time without previous notice during the period of probation including extension of such period.

(3) A probationer after completion of the period of probation to the satisfaction of Government and successful completion of training during the period shall be eligible for confirmation against a substantive post in the cadre.

19. *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 Government.

PART VII

MISCELLANEOUS

Relaxation

20. *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 provision of these rules in respect of any class or category of the employees .

Repeal
and
savings

21. *Repeal and Savings-* (1) The Orissa Ministerial Service(Method of Recruitment and Conditions of Service of Junior Assistants in the Offices of Departments of Secretariat) Rules,1951, regulations, instructions or orders in force immediately before the commencement of these rules in respect of matters relating to the service and covered by these rules are hereby repealed:

Provided that any order or appointment made, action taken or things done under the rules, regulations, instructions or orders so repealed shall be deemed to have been made, taken or done under these rules.

Interpretation

22. 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.

SCHEDULE

Scheme and Subjects for the Examination

(see sub-rule-5 of rule 7)

The examination shall consist of the following subjects carrying marks as shown against each.

Sl. No	Subject	Marks
1.	English	100
2.	Mathematics	100
3.	Essay	
	i) English within 350 words	25
	ii) Oriya within 350 words	25
4.	General Awareness	100
5.	Test of Reasoning /Mental ability	100
6.	Computer Application	
	i) Theory	100
	ii) Skill test in computer (Practical)	50
	Total	600

Note: (1) The candidate shall answer the question papers in English unless otherwise directed.

(2) Only those candidates who have been short listed after the written test shall be called for the skill test in computer which shall be of qualifying nature.

The standard, syllabus, duration and question papers shall be as mentioned detailed below:

Detailed Syllabus.

1. ENGLISH :- This section is designed to test the language abilities and understanding of English Grammar. Questions shall be asked mainly from the following categories-

- i. Verb
- ii. Preposition
- iii. Adverb
- iv. Subject Verb Agreement
- v. Error Correction/Recognition
- vi. Tenses
- vii. Sentence Rearrangement
- viii. Fill in the Blanks with Articles etc
- ix. Comprehension
- x. Answering questions based on Unseen Passages
- xi. Vocabulary
- xii. Synonyms
- xiii. Antonyms

2. MATHEMATICS :

This section tests the quantitative and Mathematical Skills of the Candidate. Questions will be asked mainly from the following Categories. Questions shall be of Secondary School Standard-

- i. Arithmetic
- ii. Algebra
- iii. Mensuration (2D & 3D)
- iv. Statistics & Probability

3. ESSAY:

There will be two essays, one each in English and Oriya.

4. GENERAL AWARENESS:

This section checks whether the candidate keeps himself/ herself up-to-date about the world around them. Questions will be asked mainly from the following categories. Questions will be such that they do not require any special study of any discipline-

- (i) Current Affairs (National & International)
- (ii) Major financial/ economic news
- (iii) Budget & Five year Plans
- (iv) Who's Who
- (v) Sports
- (vi) Books and Authors
- (vii) Awards and Honours
- (viii) General Science
- (ix) Abbreviations
- (x) Important days
- (xi) International & National Organisations
- (xii) History
- (xiii) Geography
- (xiv) Civics
- (xv) Culture

5. TEST OF REASONING AND MENTAL ABILITY:

This section usually tries to test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories-

A: VERBAL

- (i) Number Series
- (ii) Alphabet Series
- (iii) Test of Direction Sense
- (iv) Coding-decoding
- (v) Number Ranking
- (vi) Arithmetic Reasoning
- (vii) Problem of Age Calculation
- (viii) Analogy
- (ix) Decision Making, etc.

B: NON-VERBAL

- (i) Non-verbal series
- (ii) Mirror Images
- (iii) Cubes & Dice
- (iv) Grouping Identical Figures
- (v) Embedded figures, etc.

6. COMPUTER APPLICATION.

A : Computer Fundamentals

B: Windows (MS-Windows)

C: MS-OFFICE:

- (i) Word Processing (MS Word)
- (ii) Spread sheet (MS Excel)
- (iii) Presentation Knowledge(MS Power Point)
- (iv) MS Access.

D: Usage of internet services available on Internet.

E Communication Technology, Networking Concepts.

7. The test on each subject shall be of one hour duration.

8. The questions shall be of multiple choice type. All the questions shall be compulsory without any negative marking.

By order of the Governor

Sd/-

(A. P. Padhi)

Principal Secretary to Government