

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

NOTIFICATION

Dated the 31.03.2022

No. HOME-BE-CASE4-0001-2014 1201 /SGH In exercise of the powers conferred by the proviso to the article 309 of the Constitution of India and in supersession of all orders or instructions except as respect of things done or omitted to have been done before such supersession, the Governor of Odisha hereby makes the following rules regulating the methods of recruitment and conditions of the service of the persons appointed to the different posts in the Establishment of the State Guest House, Bhubaneswar.

PART-I

PRELIMINARY

1. Short title and commencement.—(1) These rules may be called the State Guest House (Method of Recruitment and Conditions of Service) 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 Principal Secretary to Government of Odisha, Home Department;

(b) "Commission" means the Odisha Staff Selection Commission;

(c) "Committee" means the Departmental Promotion Committee constituted under rule 12;

(d) "Department" means the Home Department, Government of Odisha;

(e) "Degree" means Degree course in Hotel Management from a Government recognized Institute;

(f) "Ex-Servicemen" mean persons as defined as such in clause (b) of Rule 2 of the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;

(g) "Government" means the Government of Odisha;

(h) "Persons with Disabilities" mean persons who have been granted with certificate of disability issued by a competent certifying authority as per provisions of the Rights of Persons with Disability Act, 2016 (49 of 2016);

(i) "Select List" means list prepared under sub-rule (1) of rule 8 in case of direct recruitment and under sub-rule (1) of rule 14 in case of promotion;

(j) "Schedule" means the Schedule appended to these rules;

(k) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as 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;

(l) "SEBC" means Socially and Educationally Backward Classes as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(m) "Sportsperson" mean persons who have been issued with an identity card as Sportsperson by the Director, Sports, Odisha as per Resolution No 24808/Gen dated the 18th November 1985 of the General Administrative Department; and

(n) "Year" means the Calender 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-The Service shall consist of such posts as specified in column (2) of the Schedule.

PART-II

METHODS OF RECRUITMENT

4. Methods of Recruitment. – Subject to other provisions made in these rules recruitment to the posts in the service as specified in column (2) of the Schedule shall be such as specified against each in column (3) of the Schedule.

5. Reservations. – (1) Notwithstanding anything contained in these rules, reservation of vacancies or posts, as the case may be for,-

(a) Scheduled Caste 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, Sports persons, Ex-Servicemen and Persons with Disabilities 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.

6. Procedure for Direct Recruitment— (1) Recruitment to the post of Food and Beverage Supervisor, Senior Chef, Store Keeper, Receptionist, Assistant House Keeper, Protocol Assistant and Junior Assistant in the service shall be made by way of competitive examination to be held once in a year.

(2) The competitive examination under sub-rule (1) shall be conducted by the Commission and the date on which and the places at which the examination are to be held shall be fixed and notified by the Commission.

(3) In the month of January of the year of the Recruitment the Department shall communicate the total number of existing vacancies and the vacancies likely to occur in the service post-wise to be filled up by direct recruitment to the Commission.

(4) The Commission shall, on receipt of the vacancies position, publish the advertisement at least in two widely circulated Odia dailies inviting application from eligible candidates to appear at the competitive examination for selection to the posts.

(5) The Commission, after receiving the applications within the stipulated date specified in such advertisement, shall take steps to conduct the written examination.

(6) The standard, syllabus and subjects of examination shall be such as decided by the Commission in consultation with the Department.

7. Eligibility criteria for Direct Recruitment.- In order to be eligible for direct recruitment, a candidate 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 on the 1st day of January of the year of Recruitment:

Provided that the upper age limit in respect of reserved category 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 the respective reserved 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 institutions recognized by Government of Odisha or the Central Government; or

(iv) passed a test in Odia in Middle English School standard conducted by School and Mass Education Department.

(d) not have more than one spouse living, if married;

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.

(e) have possessed educational qualification as specified in column (4) of the Schedule against the respective posts specified under column (2) thereof;

(f) be of good mental condition and free from any physical defects likely to interfere with the discharge of his duties in the service and if 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;

8. Select list in case of direct Recruitment.- (1) The Commission shall prepare a list of selected candidates arranged in order of merit equal to the number of advertised vacancies on the basis of the marks secured in the written test and the merit list so prepared, after being approved by the Appointing Authority, shall form the select list.

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

9. Appointment of the Candidate. ---No candidate shall be appointed from the select list without,-

- (a) verifying his or her character antecedents;
- (b) submission of his or her medical fitness certificate issued by an authorized Government Doctor; and
- (c) re-verification of original certificates of his or her eligibility for the post, proof of age, caste, category and educational qualification.

PART- III

PROMOTION

10. Eligibility Criteria for Promotion- The eligibility criteria for promotion shall be as specified in column (5) of the Schedule against respective posts mentioned against each in column (2) there of.

11. Combined Gradation List.-(1) For consideration of promotion to the post of Deputy Manager (Food Service), a combined gradation list of Assistant Manager (F&B), Assistant Manager (P & S) shall be prepared on the basis of their date of appointment.

(2) For consideration of promotion to the post of Deputy Manager (Front Office), a combined gradation list of Assistant Manager (Protocol) and Assistant Manager (Housekeeping) shall be prepared on the basis of their date of appointment.

(3) For consideration of promotion to the post of Assistant Manager (F&B), a combined gradation list of Chef de Cuisine and Maitre de Hotel shall be prepared on the basis of their date of appointment.

(4) For consideration of promotion to the post of Senior Receptionist a combined gradation list of Receptionist and Protocol Assistant shall be prepared on the basis of their date of appointment.

12. Constitution of Departmental Promotion Committee.-(1) There shall be constituted a Committee to consider the case of promotion to next higher posts in the service with the following members, namely:-

- | | | |
|-----|---|-----------------|
| (a) | Additional Secretary to Government, Home (Protocol) Department | Chairman |
| (b) | Additional Secretary or Joint Secretary to Government (to be nominated by Principal Secretary to Government, Home Department) | Member |
| (c) | Deputy or Under Secretary to Government, Home (SGH) Department/
Subject Specialist approved by Department | Member |
| (d) | Manager, State Guest House | Member Convener |

Provided that the members so absenting must have been duly invited to attend the meeting of the Committee and the majority of the members of the Committee attended the meeting. (2) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any one of its members other than the Chairman:

13. 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 candidates suitable for promotion to the next higher rank taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the 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;
- (d) The Odisha Civil services (Criteria for selection for Appointment including Promotion) Rules, 2003; and
- (e) The Rights of persons with Disabilities Act, 2016 read with resolution of SSEPD Department dated 5th November, 2017.

14. Select list in case of Promotion. (1) The recommendations of the Committee in respect of reference made to it under sub-rule (1) of rule 11 shall, after being approved by the Appointing Authority form the select list:

Provided that before placing the select list for approval to the Appointing Authority, the Commission shall be consulted wherever required.

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

(3) Appointment to the Posts in the Service shall be made in the order in which the names of officers appear in the select list.

PART- IV

OTHER CONDITIONS OF SERVICE

15. Probation and Confirmation- (1) Every person appointed in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year 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 Government at any time without previous notice during the period of probation including extension of such period, if any, and in case of promotion, after such termination, the employee shall deem to be reverted to his or her former post.

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

16. Inter-se-seniority- (1) The inter-se-seniority of the persons appointed to any post in the service in different cadre in a particular year shall be in the order in which their names appear in the select list.

(2) Those appointed by promotion or selection shall be en-bloc senior to those appointed by way of direct recruitment.

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 Government

PART- V
MISCELLANEOUS

18. Relaxation. - When the Government is of the opinion that it is necessary or expedient so to do in 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 whose decision thereon shall be final.

Schedule

Sl No	Name of the Post	Method of Recruitment	Minimum qualification of Direct recruitment	Eligibility criteria for promotion
(1)	(2)	(3)	(4)	(5)
1	Food & Beverage Supervisor	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the existing Waiters:</p> <p style="padding-left: 40px;">Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.</p>	<p>Must have passed intermediate along with Degree or equivalent in Hotel Management from a recognized Institution of Government of Odisha or Government of India and having one year experience in relevant field.</p>	<p>No Waiter shall be eligible for consideration for promotion to the post of Food & Beverage Supervisor unless he has completed at least two years continuous regular service as Waiter as on 1st day of January of the year in which the Board meets and must have the skill or trade knowledge.</p>
2	Senior Chef	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among existing Chef:</p> <p style="padding-left: 40px;">Provided that if the required number of vacancy</p>	<p>Must have passed intermediate along with Degree or equivalent in Hotel Management from a recognized Institution of Government of Odisha or Government of India and having one year experience in relevant field.</p>	<p>No Chef shall be eligible for consideration for promotion to the post of Senior Chef unless he has completed at least two years continuous regular service as Chef as on 1st day of January of the year in which the Board meets and must have the skill or trade knowledge.</p>

		is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.		
3	Receptionist	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the employees of respective field of the State Guest House:</p> <p>Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.</p>	Must have possessed Bachelor's Degree in any discipline from a recognized University along with Degree or equivalent in Hotel Management from a recognized Institution of Government of Odisha or Government of India and having one year experience in Hotel Reception and Book Keeping.	No person shall be eligible for consideration for promotion to the post of Receptionist unless he has completed at least six years of continuous regular service inclusive of at least three years of experience in the respective field of service as on 1st day of January of the year in which the Board meets.
4	Protocol Assistant	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the employees of respective field of the State Guest House:</p> <p>Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.</p>	Must have possessed Bachelor's Degree in any discipline from a recognized University along with Degree or equivalent in Hotel Management from a recognized Institution of Government of Odisha or Government of India and having one year experience in Hotel Reception and Book Keeping	No person shall be eligible for consideration for promotion to the post of Protocol Assistant unless he has completed at least six years of continuous regular service inclusive of at least three years of experience in the respective field of service as on 1st day of January of the year in which the Board meets.
5	Store Keeper	(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the	Must have possessed Bachelor's Degree in any discipline from a recognized University along	No person shall be eligible for consideration for promotion to the post of Store Keeper unless he has

		<p>Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the employees of respective field of the State Guest House:</p> <p>Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.</p>	<p>with Degree or equivalent in Hotel Management from a recognized Institution of Government of Odisha or Government of India with at least two years of work experience in hospitality store keeping</p>	<p>completed at least six years of continuous regular service inclusive of at least three years of experience in the respective field of service as on 1st day of January of the year in which the Boards meets.</p>
6	Assistant House Keeper	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the employees of respective field of the State Guest House:</p> <p>Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.</p>	<p>Must have possessed Bachelor's Degree in any discipline from a recognized University along with Degree in Hotel Management from a recognized Institution of Government of Odisha or Government of India and having one year experience in Housekeeping</p>	<p>No person shall be eligible for consideration for promotion to the post of Assistant House Keeper unless he has completed at least six years of continuous regular service inclusive of at least three years of experience in the respective field of service as on 1st day of January of the year in which the Board meets.</p>
7	Junior Assistant	<p>(i) Fifty percentage of the sanctioned strength shall be filled up by way of direct recruitment by the Commission.</p> <p>(ii) Fifty percentage of the sanctioned strength shall be filled up by way of promotion from among the employees of respective field of the State Guest House:</p>	<p>Must have possessed Bachelor's Degree in any discipline from a recognized University and have basic knowledge in MS Windows, MS Office and usage of internet services</p>	<p>No person shall be eligible for consideration for promotion to the post of Junior Assistant unless he or she has completed six years of continuous regular service inclusive of at least three years of experience in the respective field of service as on 1st day of January of the year in which the Board meets.</p>

		Provided that if the required number of vacancy is not filled up by way of promotion, the same shall be filled up by way of Direct recruitment.		
8	Maitre-de-Hotel	By way of Promotion from the post of Food & Beverage supervisor	---	Two years continuous regular service as Food & Beverage supervisor as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
9	Chef-de-Cuisine	By way of Promotion from the post of Senior Chef	---	Two years continuous regular service as Senior Chef as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
10	Senior Receptionist	By way of Promotion from the post of Receptionist or Protocol Assistant	---	Two years continuous regular service as Receptionist or Protocol Assistant as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
11	Senior Store Keeper	By way of Promotion from the post of Store Keeper	---	Two years continuous regular service as Store Keeper as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
12	House Keeper	By way of Promotion from the post of Assistant House Keeper		Two years continuous regular service as Assistant House Keeper as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge

13	Senior Assistant	By way of Promotion from the post of Junior Assistant	---	Two years continuous regular service as Junior Assistant as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
14	Assistant Manager (Protocol)	By way of Promotion from the post of Senior Receptionist	----	Two years continuous regular service as Senior Receptionist as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
15	Assistant Manager (P&S)	By way of Promotion from the post of Senior Store Keeper	---	Two years continuous regular service as Senior Store Keeper as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
16	Assistant Manager (House Keeping)	By way of Promotion from the post of House Keeper	----	Two years continuous regular service as House Keeper as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
17	Assistant Manager(F&B)	By way of Promotion from the post of Chef-de-Cuisine or Maitre- de-Hotel	---	Two years continuous regular service as Chef de Cuisine or Maitre de Hotel as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge
18	Deputy Manager (Front Office)	By way of Promotion from the posts of Assistant Manager (Protocol) & Assistant Manager (Housekeeping)	---	Two years continuous regular service as an Assistant Manager as on 1st day of January of the year in which the Board meets and must have skill or trade

				knowledge
19	Deputy Manager (Food Service)	By way of Promotion from the posts of Assistant Manager (F&B) & Assistant Manager (P&S)	---	Two years continuous regular service as an Assistant Manager as on 1st day of January of the year in which the Board meets and must have skill or trade knowledge

By order of the Governor

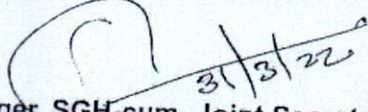


31.3.2022

Addition Chief Secretary to Government

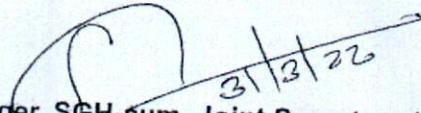
Memo No 1202 /SGH Dt 31.03.22

Copy forwarded to to A.G. (A&E) Odisha , Bhubaneswar/ A.G. (Audit) Odisha Bhubaneswar/ Secretary to Governor, Odisha/ Secretary to Odisha Legislative Assembly, Bhubaneswar/ all Departments of Government / P.S. to Hon'ble Chief Minister, Odisha/ P.S. to all Ministers, Odisha/ P.S to Chief Secretary, Odisha/ all Heads of Departments/ all Collectors for information and necessary action.


31/3/22
Manager, SGH-cum- Joint Secretary to Government

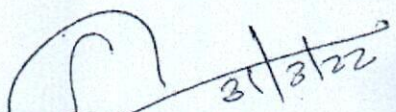
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Copy forwarded to the Director, Printing Stationery & Publication, Odisha, Cuttack/ The Gazette Cell , Commerce & Transport (Commerce) Department with a request to publish the Notification in the next issue of Extraordinary Odisha Gazette and provide 500(Five Hundred) copies to Odisha State Guest House, Bhubaneswar at an early date.


31/3/22
Manager, SGH-cum- Joint Secretary to Government

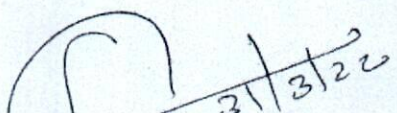
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31/3/22
Manager, SGH-cum- Joint Secretary to Government

Memo No 1205 /SGH Dt 31.03.22

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31/3/22
Manager, SGH-cum- Joint Secretary to Government