

GOVERNMENT OF ODISHA

HOME DEPARTMENT.

NOTIFICATION

PT3-HOME-JAIL -APMT1-0001-2017 10755

Dated 02.04.2022

In exercise of the powers conferred under clause (10) of sub-section (1) of section 59 of the Prisons Act, 1894 (9 of 1894), and in supersession of the Rules or Regulations or Orders and Instructions, except as respect things done or omitted to be done before such supersession, the State Government have been pleased to make the following rules regulating the Method of Recruitment and Conditions of Service of Warder appointed to the Odisha Sub-ordinate Jail Service, namely:-

1. Short Title and Commencement:- (1) These Rules may be called the Odisha Sub-ordinate Jails Service (Method of Recruitment and Conditions of Service of Warder) 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 Senior Superintendent of the respective Circle Jails in respect of Warder;

(b) "Board" means the Recruitment Board constituted under rule 8;

(c) "Circle" means Circle Jail as provided under Rule 37 of Odisha Prisons Rules 2020;

(d) "Committee" means the Departmental Promotion Committee constituted under rule 20;

(e) "Director" means Director General of Police-cum-I.G. of Prisons & Director, Correctional Services, Odisha;

(f) "Examination" means the recruitment examination for the post of Warder (Group-C) of Odisha Sub-Ordinate Jail Service;

(g) "Ex-Servicemen" means the person defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;

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

(i) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively;

(j) "SEBC" means the Socially and Educationally Backward Classes of Citizens other than the Scheduled Castes and Scheduled Tribes defined as Backward classes and referred to in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993 (Odisha Act 16 of 1993);

(k) "Select list" means the list of successful candidates prepared under rule 16 in case of recruitment and in case of promotion, the list prepared for promotional post separately under the provision of these Rules.

(l) "Sportsmen" means a person, who has been issued with identity card as sportsperson by the Director of Sports as per the Resolution No. 24808/Gen., dated the 18th November, 1985 of the 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, respectively, assigned to them in the Odisha Service Code.

3. Constitution of Service:-

The Service shall consist of following posts, namely:-

- (a) Warder ; and
- (b) Chief Warder.

4. **Method of Recruitment:-** (1) Subject to other provisions of these rules, the recruitment to the posts in the Service shall be made by way of direct recruitment through competitive examination to be conducted by the Board in accordance with these rules:

Provided that 10% of the vacancies in each Circle shall be filled up by eligible Home Guards in each recruitment year.

(2) The posts of Chief Warder in the service shall be filled up by way of promotion in accordance with rules 21.

5. **Mode of Examination:-**The recruitment process shall consist of the following Examination tests in the order given below:-

Sl. No.	Test/examination	Maximum marks/qualifying
1.	Written Test	100 Marks
2.	Physical Standard	Qualifying
3.	Physical Efficiency Test	Qualifying
4.	Medical Test	

6. **Eligibility Criteria for Direct Recruitment:-**

(1) In order to be eligible to appear for direct recruitment to the post of Warder a candidate must,-

(a) be a citizen of India;

(b) not be less than eighteen years of age and more than twenty five years of age on the 1st day of January of the year in which the advertisement is published inviting the applications:

Provided that the upper age limit in respect of reserved category of candidates referred to in rule 9 shall be relaxed in accordance with the provisions of the Act, Rules, orders or instructions, for the time being in force, for their respective categories;

(c) have passed Higher Secondary Examination Certificate(+2) conducted by the Council of Higher Secondary Education, Odisha, Bhubaneswar or any other equivalent examination conducted by any other recognized Board or Council;

(d) be able to speak, read and write Odia and have,-

(i) passed M.E. School or Higher Examinations with Odia language as a subject;

(ii) passed H.S.C. or equivalent examinations with Odia as a medium of examination in non-language subject;and

(iii) passed the written test in Odia in M.E. School Standard conducted by the Board of Secondary Education, Odisha.

(e) have registered his name in any Employment Exchange within the jurisdiction of the Circle where recruitment is being conducted on or before the date of submission of application for the recruitment test;

(f) be of a good moral character and should not have been convicted for any criminal offence;

(g) 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;

(h) not have more than one spouse living:

Provided that the 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;and

(i) have the minimum physical standard of height, weight and chest as follows namely:-

Category	Height	Weight	Chest	
			Unexpanded	Expanded
Un -reserved/ SEBC(Men)	168 cms.	55kg.	79Cm.	84Cm.
Un -reserved/ SEBC (Women)	158 cms.	47.5 kg.	-	-
Schedule Caste/Scheduled Tribe (Men)	163Cm.	50kg.	76Cm.	81Cm.
Schedule Caste/Scheduled Tribe (Women)	153 cms.	45 kg.	-	-

(2) Self attested passport size colour photograph, testimonials or certificates of the candidate to be submitted along with the application form. shall be deemed to be the conclusive proof of the fact of submission of such testimonials or certificates by such candidates for the recruitment.

(3) Persons with disabilities are not eligible for consideration for recruitment into the Warders.

(4) Eligibility of candidates shall be verified with reference to their original certificates.

(5) A Home Guard in order to be eligible for consideration to the post of Warder must,-

(i) have completed three years of enrolment without any interruption on the date of which the advertisement for recruitment is published and must possess the enrolment certificate issued by Commandant, Home Guards of the District-cum-Superintendent of Police or Deputy Commissioner of Police (D.C.P.);

(ii) have undergone the basic course of training for Home Guards and possess basic training course completion certificates prior to the date of advertisement;

(iii) not be more than 30 years of age on the 1st day of January of the year in which the advertisement for recruitment will be published;

(iv) 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 Guards Certificate, Caste Certificate, Unit Discharge certificate in case of Ex-Servicemen duly filled in application forms shall be submitted at notified place as indicated in the advertisement.

7. Written Examination and Recruitment Centre.- The Board may decide to have as many centres as deemed necessary for the purpose of holding the written test and there shall be no bar on collection of the applications by the recruiting agency at different places as mentioned in the advertisement from time to time, but when candidates are short-listed after written test, the Board at its discretion may hold the physical standard and efficiency tests at any place or places as decided by the Board.

8. Recruitment Board.- (1) There shall be constituted a Board consisting of the following members for recruitment to the post of Warders, namely:-

- | | |
|---|--------------|
| (a) An Officer not below the rank of I.G of Prisons. | Chairperson. |
| (b) An Officer not below the rank of
Senior Superintendent of Jails | Member |
| (c) An Officer not below the rank of Commandant to be
nominated by D.G. of Police, Cuttack | Member |
| (d) C.D.M.O. or his nominee not below the rank of A.D.M.O. | Member |
| (e) District Welfare Officer, in his absence
Addl. District Welfare Officer | Member |

(2) All the decision during the process of recruitment shall be taken by the Board by consensus under signatures of all the members present.

(3) After giving advance notice in writing to all the members, three members present shall form the quorum for Board Meeting in which at least one outside member should always be present.

(4) The Chairperson of the Board may make requisition for the services of Prisons personnel or other Departments to assist the Board in the recruitment process.

(5) The Board shall have the responsibility to ensure adherence to the reservation law and rules.

9. Reservation of vacancies.-

Notwithstanding anything contained in these rules, reservation of posts, as the case may be, for candidates belonging to,-

(a) Scheduled Castes 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 for direct recruitment as well as promotion.

(b) SEBCs shall be in accordance with the provisions made under such Act, Rules, Orders of the Government from time to time for direct recruitment only.

(c) Sportsmen and Ex-servicemen shall be in accordance with the provisions made under such Act, Rules, Orders or Instructions issued in this regard by the Government, from time to time for direct recruitment only.

(d) Rule of reservation in posts and services shall be followed Circle Cadre wise.

(e) There shall be 10% reservation of vacancies in the rank of Warder for Home Guards in each recruitment year and such persons when selected shall be adjusted against the categories to which they belong.

10. Examination Fees.- (1) A candidate is required to pay a non-refundable and non-adjustable fees and the amount of examination fees shall be decided by the Board in consultation with the Government in the Home Department.

(2) The fees paid shall not be refunded under any circumstance nor can the fee be adjusted or held in reserve for other examination or recruitment but the candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from payment of examination fees.

(3) The candidates applying for the recruitment shall deposit the required Fees in the prescribed head of account as notified in the advertisement.

11. Advertisement of vacancies for recruitment and inviting applications.-(1) The appointing authority shall in the month of January each year intimate the number of vacancies and anticipated vacancies likely to occur in the service in that year to the Prisons Directorate required to be filled up indicating therein the number of posts belonging to different reserved categories as specified under rule 9.

(2) Circle wise Vacancies in the sanctioned post of Warder to be filled up in a calendar year shall be determined by the Director, Prisons Directorate with the approval of the Government taking into account the existing vacancies and anticipated vacancies likely to occur in that recruitment year.

(3) on the receipt of the intimation, the vacancies shall be advertised by the Board following due procedure at least two dailies having a wide circulation in the State.

(4) It shall be the responsibility of the Directorate where a written examination or recruitment centre is established, to extend all the necessary assistance to the Board and the District Superintendent of police or D.C.P or Commandants or Battalions shall render necessary infrastructural and manpower assistance wherever requested by the Board.

12. Selection Process.-(1) There shall be a written Test for the post of Warder consisting of the following papers as given below, namely:-

Category of posts	Subject	Maximum Marks	Time
(1)	(2)	(3)	(4)
Warder	English & Odia language, General studies, Computer fundamentals & IT skills	100	120 minutes

(2) The written test shall consist of objective type-multiple choice questions only which shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or computer based test or any other objective modern method of assessment in vogue at relevant point of time and there shall be negative marking of 0.25 marks for each wrong answer in written test.

(3) For Physical Standard and Efficiency Test candidates not more than three times of the total advertised vacancies following circle wise and category-wise, who qualify in written test shall be short listed in descending orders of marks secured in written test. The Physical Standard and Physical Efficiency Test would be held circle wise for preparation of final select list.

13. Syllabus for the Written Test.- The syllabus for written test shall be as given below, namely:-

(a) General English,- The pattern of the questions with +2 standard shall include the following , namely:-

- (i) Comprehension of a given passage;
- (ii) Usage and vocabulary;and
- (iii) Questions to test the knowledge of Grammar.

(b) Odia Language,-

- (i) Comprehension of a given passage;
- (ii) Usage and vocabulary;and
- (iii) Questions to test the knowledge of Grammar.

(c) General Studies- (i) The nature and standard of questions is such that a well-educated person shall be able to answer them without having specialized study of the concerned subject.

(ii) The questions shall test the general awareness of the candidates of a variety of subjects covering various fields of knowledge as expected from any +2 candidates.

(iii) The question shall be in English.

(iv) The General Studies paper shall include questions covering the following fields of knowledge, namely:-

(a)General science and recent scientific technological developments: Questions shall test the candidate's awareness in the field of science and technology including matter of everyday observations and experience;

(b) Current events of national and international importance: Question shall be to test the knowledge of significant national and international events and of the topics of social relevance in the present day India.

(c) History of India from ancient times and Indian National Movement: Emphasis shall be on testing of the general understanding of social, economic and political aspects of the India History. Questions on Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism, attainment of Independence and role of leading personalities in the freedom movement.

(d) Indian and World Geography : Emphasis shall be on testing of the general understanding of social, economic and political aspects of the India History. Questions on Indian National Movement will relate to the nature and character of the nineteenth century resurgence.

(e) Indian Polity & Economy: Questions on Indian Polity shall be on political system, constitution of India, Panchayati Raj Administration, principal features and characteristics of Indian Economy, planning and economic development of India.

(f) Mental Ability and Test of Reasoning.

(g) Numerical Ability and Arithmetic of HSC Standard.

(h) Computer Fundamentals and IT Skills.

14. Physical Efficiency Test .-(1) Save as otherwise provided in these rules, the physical efficiency test for all categories shall comprise of the following events, namely:-

(a) **Run 1.6 KM:(For Men)**

If covered within 07 Minutes Qualified

Beyond 07Minutes Disqualified.

Run 1. KM:(For Women)

If covered within 09 Minutes Qualified

Beyond 09 Minutes Disqualified.

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(b) **Broad Jump:**

Minimum **Qualifying length-** 3.66 meters (For Men) in 3 attempts -
qualified failing which he will be disqualified.

Minimum **Qualifying length-** 2.75 meters (For Women)in 3 attempts -
qualified failing which she will be disqualified.

Three chances will be allowed to qualify

Note:- If a candidate fails to qualify in any of the events, his/her candidature shall
be rejected and he/she shall not be allowed to participate in the next event.

(2) **Marks for NCC Certificates:-** The following marks shall be awarded for
NCC Certificates after due verification of original certificates, namely:-

(i) N.C.C. 'B' Certificate ...01 marks

(ii) N.C.C. 'C' Certificate ...02 marks

15. Medical Screening Test :- The medical screening test shall be made in
the following manner, namely:-

(a) A Medical Officer not below the rank of Sub Divisional Medical Officer (SDMO)
may conduct the test at any stage of recruitment process as scheduled by the Board
towards verification of deformity with the following medical examination.

(b) Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in
eyes, poor vision, colour blindness, inability to flex the fingers properly and any other
obvious deformities and also he should have no impediment in speech and hearing.

(c) The candidate shall produce a self declaration certificate regarding his physical fitness
that he is fit to participate in different physical efficiency tests and submit it to recruiting
Board while appearing for the physical test.

(d) The candidates shall appear in the physical Efficiency Test at their own risk. The
Board shall not be responsible for any loss or physical damage of the candidate during
the Physical Efficiency Test or any time after caused due to appearing in the Physical
Efficiency Test.

16. Select List. - (1) After completion of the recruitment test, the Board shall draw up the merit list of successful candidates for post of Warder as per reservation principle prevalent at that point of time.

(2) If the written test marks obtained by two or more persons are equal, the candidate older in age shall be placed above the other in the select list.

(3) The Director shall review the merit list prepared as above by the Board. He shall compare it with the break-up of vacancies, which were advertised with the Board and seek clarification, if any.

(4) After receipt of clarification, if any, he will approve the merit list for publication and after his acceptance, it will become the select list for the purpose of appointment of candidates in various Circles.

(5) There shall be no waiting list.

(6) The select list shall remain valid for one year from the date of its publication.

17. Appointment.-(1) Appointment orders shall be issued by the respective appointing authority in the order the names appear in the select list.

(2) Before giving appointment, all requirements regarding educational qualification, age, applicant's fitness and character antecedent must be examined.

(3) The terms and conditions of the service and the duties and responsibility of Warders shall be the same as assigned to them in the Odisha Prisons Rules-2020 and rules framed thereunder and the instructions of Government issued from time to time.

18. Training - (1) A candidate, after being selected has to complete the Basic Course of Warder training of nine months duration conducted at Mahatma Gandhi Academy of Prisons & Correctional Services, Odisha, Bhubaneswar.

(2) If a candidate fails to complete the training or is found physically unfit during the period of said training or declared failed in the final examination of said training shall be given two chances to appear in the examination after one month from the date or previous examination and if the candidate again fails in two chances, he shall be removed from the service.

(3) The annual increments shall not be allowed unless and until the candidate passes the aforesaid training.

19. Inter-se-Seniority.- The inter-se-seniority of Warder appointed by way of direct recruitment during a particular recruitment year shall be determined Circle wise in accordance with marks obtained in both the recruitment and in the final examination of wader training in the ratio of 1:2. (33.33 percentage mark in written test and 66.66 percentage mark in training be taken together).

20. Constitution of Departmental Promotion Committee.-(1) There shall be constituted a Committee consisting of the following members to consider the promotion to the posts as specified under rule 4 (2), namely:-

- (a) An officer not below the rank of Sr.Suptd. of Circle Jail - Chairperson.
- (b) An officer not below the rank of senior most Supdt. of Dist. Jails - Member.
- (c) An officer not below the rank of Assistant Jailor of concerned Circle Jail - Member Convenor

(2) The Chairperson of the Departmental Promotion Committee may co-opt member of any other wing wherever required.

21. Promotion to the post of Chief Warder.-(1) The posts of Chief Warder shall be filled up by way of promotion from the posts of Warder in the manner as follows, namely:-

(a) Vacancies in the rank of Chief Warder shall be filled up Circle wise by way of promotion from eligible Warder on the basis of seniority and suitability.

(b) For promotion to the post of Chief Warder, in the service Warder must,-

(i) have completed 5(five) years of qualifying service in the rank of warder after completion of Basic Course of Warders Training;

(ii) have good service record;

(iii) be free from vigilance and criminal cases; and

(iv) be physically fit and mentally sound.

(2) The Prisons Academy shall hold a pre-promotional test to test knowledge and proficiency (both demonstrative and instructional) of all eligible Warder who shall appear the written test and after being qualified in the written test, they shall be allowed to appear the physical test, the details of which are given below, namely:-

- (a) Written Test - 50 Marks (1 hr 30 mins)
- (b) Running a distances of 1.6 kms (For Male) in 08 (Eight) minutes - Qualifying; and
- (c) Running a distances of 1 km (For Women) in 10 (Ten) minutes - Qualifying

(3) The module and pattern of the Pre-Promotional Test shall be as decided by the Director of Academy and in order to pass the written test a Warder must have secure to forty per centum marks out of the total marks.

(4) The Committee shall scrutinize the service records of only those Warders who have successfully passed the pre-promotional test (both written and physical) and submit their proceedings to the Director and the select list shall be prepared on the basis of seniority which shall be equal to the existing vacancies and anticipated vacancies pertaining to that particular year in which the Committee is held.

(5) The list so prepared shall be valid for a period of one year from the date of its approval by the Director and there shall be no waiting list.

(6) The promoted Chief Warders shall undergo and pass the induction Course of Training in one hundred twenty working days duration at the Mahatma Gandhi Academy of Prisons and Correctional Services, Odisha , Bhubaneswar or at any other location as may be decided by the Director.

22. Probation and confirmation.-(1) Every person appointed to the post 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 or date of passing the final examination of their respective course of training whichever is later.

Provided that the Director may, if think fit in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation. And if the candidate fails to pass the training under these rules, the period of probation shall be deemed to have been extended:

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 on prior approval of the Directorate of Prisons & DCS, Odisha at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall be deemed to be reverted to his former cadre/post, if he is a promotee.

23. Other conditions of Service.-(1) All Warders can be transferred to any station or offices in the jurisdiction of the Circle in exigency of public service or for administrative reasons or otherwise, without any change of their position in the cadre to which they belong and they shall be deemed to have accepted this condition of their appointment to the posts in the service.

(2) The Senior Superintendent of Circle Jails shall have the authority to transfer the Warder from one Jail to other Jail within their jurisdiction. The D.G. of Prisons & D.C.S., Odisha shall have the authority to transfer the Warder from one Jail to another Jail throughout the State.

(3) The conditions of service of members of the service with regard to matters not covered by these rules, shall be applicable under the relevant rules issued from time to time by the Government.

24. Relaxation.-Where Government by its own motion or otherwise are satisfied that it is necessary or expedient may by order, and for the reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of employees in the interest of public service.

25. Interpretation.- If any question arises relating to the interpretation of these rules, it shall be referred to the Government in Home Department whose decision shall be final.

26. Power to issue instruction.- The Government may also issue instructions from time to time not inconsistent with the provisions of these rules as they may consider necessary, to regulate the matters not specifically covered under these rules.

By order of the Governor


31.3.2022
Additional Chief Secretary to Government

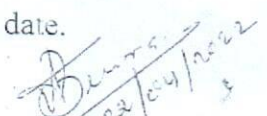
21/10/22

Memo No. 10756/JAILS

Date 02.04.2022

Copy forwarded to the Gazette Cell, Commerce and Transport Department for publication of the said Notification in the next issue of the extra ordinary Odisha Gazette immediately and supply 500 copies of the Gazette Notification to this Department at an early date.

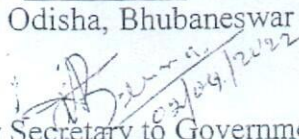
This is statutory and shall bear SOR number and date.


Deputy Secretary to Government

Memo No. 10757/JAILS

Date 02.04.2022

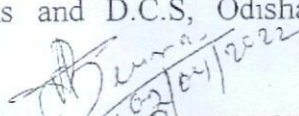
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Deputy Secretary to Government.

Memo No. 10758/JAILS

Date 02.04.2022

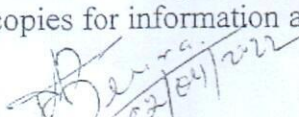
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Deputy Secretary to Government.

Memo No. 10759/JAILS

Date 02.04.2022

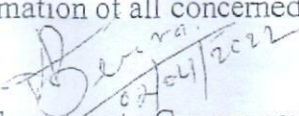
Copy forwarded to all Departments of Government /all Heads of Department/all Collectors/all Sections of Home Department/Guard file (5) copies for information and necessary action .


Deputy Secretary to Government.

Memo No. 10760/JAILS

Date 02.04.2022

Copy forwarded to N.I.C Coordinator, Home (IMU) Department with a request to launch this Notification in the Departmental website for information of all concerned.


Deputy Secretary to Government.