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## HOME DEPARTMENT

### NOTIFICATION

The 27th October, 2021

No.37568—HOME-SE1-CRTN1-0001/2019/SE.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997, namely;—

**1. Short title and commencement:—**(1) These rules may be called that Odisha Secretariat Executive Assistants' and Personal Assistants' (Method of Recruitment and Conditions of Service) Amendment Rules, 2021.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2.** In the Odisha Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997 (hereinafter referred to as the said rules), in rule 1, in sub-rule (1), in the short titles of the said rules, for the word 'Stenographers', the words "Executive Assistants" shall be substituted.

**3.** In the said rules, in rule 2 sub rule (1) clause (h), for the word "Stenographers'", the words "Executive Assistants" shall be substituted.

**4.** In the said rules, for the words 'Junior Stenographer' and 'Senior Stenographer' wherever they occur, the words "Junior Executive Assistant and Senior Executive Assistant" respectively shall be substituted.

5. In the said rules, in rule 6, for the proviso to the said rule, the following proviso shall be substituted, namely:—

Provided that under no circumstances, the total number of Junior Executive Assistants appointed on promotion from group - 'D' employees shall exceed 05% (five percentage) of the total cadre strength of Junior Executive Assistants:

Provided further that in case required number of suitable Group 'D' employees are not available for promotion to the posts of Junior Executive Assistant in a particular year, the unfilled vacancy shall be filled up by the successful candidates of direct recruitment in terms of provisions under rule 20".

6. In the said rules, in rule 7, for clause (g), the following clause shall be substituted, namely:-

"(g) He or she must possess a minimum speed of forty words per minute in English type writing (Self-certification)."

7. In the said rules, in rule 13, in clause (b), the words "and stenography;" shall be omitted.

8. In the said rules, for rule 19, the following rule shall be substituted, namely:-

"19. Method of preparation of the merit list - while preparing the merit list of the successful candidates, the aggregate marks secured by the candidates in Language Test both in English and Odia, Typewriting Test in English, Test in Computer Applications, all taken together, shall be the criterion for preparing the merit list.

**Note:—** In case of two or more candidates securing the same marks in aggregate, the inter-se ranking shall be determined on the basis of seniority in age."

9. In the said rules, in rule 22-A,-

(i) in clause (b), for sub-clause (ii), the following sub-clause shall be substituted, namely:-

*"(ii) He or she must possess a minimum speed of 40 words per minute in english typewriting."*

(ii) for clause (d), the following clause shall be substituted, namely:-

*"(d)An examination shall be conducted by the Committee in Typewriting in English and proficiency in Data Entry and word processing in computer in order to assess the suitability of Group 'D' employees for promotion to the post of Junior Executive Assistant."*

**10.** In the said rules, in rule 26, in sub-rule (1), after clause (b), the following clause shall be inserted, namely:—

*"(c)Passed a test (to be conducted by Odisha Shorthand and Typewriting Institution, Bhubaneswar) in English Shorthand and Odia Shorthand."*

**11.** In the said rules, in rule 27,in sub-rule (2), after clause (c), the following clause shall be inserted, namely:—

*"(d) Refresher course in computer application:- A seven-days Refresher course in computer application (MS Office-Excel, Power Point, etc and Internet or E-mail operations) shall be conducted with the help of professional agencies such as Odisha Computer Application Centre, National Informatics Centre or any other such Agency or Institution approved by the Government."*

**12.** In the said rules, in rule 31, for sub-rule (1), the following sub-rule shall be substituted, namely:-

*"(1) The Committee shall, for the purpose of preparing the list of suitable candidates for promotion to Personal Assistants, consider the cases of such Senior Executive Assistants who have rendered at least 9 (nine) years of continuous service as Senior Executive Assistant on the first day of January of the year in which the committee meets and passed in-service training course specified under rule 27 and have satisfactory record of performance and conduct."*

**13.** In the said rules, for the Schedule appended thereto, the following Schedule shall be substituted, namely:—

**“SCHEDULE**

[See Rule 15 (1)]

[Syllabus and Plan of Examination]

The Recruitment Examination in respect of Junior Executive Assistant shall comprise of the following tests –

**1. (I) Language test in English and Odia (50 marks)**

(a) English -Only working knowledge in English language shall be tested (25 marks)

(b) Odia- Only working knowledge in Odia language shall be tested (25 marks)

To test the working knowledge in English and Odia, the question shall cover correct spelling of words, filling the blanks by most appropriate words, to correct grammatical mistakes in the given sentences, to select the words with opposite meaning from a given group of words and to punctuate a passage.

**(II) Typewriting Test in English (MS word) (50 marks)**

The test shall be held for 10 (ten) minutes at a speed of 40 (forty) words per minute from a printed matter containing 400 words. The candidate shall take a print out of the typed document, sign in on all pages and submit to the examiner.

**(III) Test in Computer Applications (70 marks)**

**(a) Ms Office - Excel (25 Marks)**

The test shall be held for 30 minutes. A printed table with Cell Formatting (such as Bold, Underline, Date, Number) and Formulas (sub-total, total, percentage etc.) to be provided to the Candidates. The candidate has to open MS-Office (Excel) and recreate the provided table to make an excel sheet. The candidate has to write the process of all formatting and formula used to get the resultant table on the print-out copy

taken by him or her. All pages of the print-out need to be signed by the candidate and submitted to the examiner.

**(b) Ms Office - Power Point (25 marks)**

The test shall be held for 20 minutes. A printed copy of Power Point presentation of 5 Slides will be provided to the candidate. The candidate will open MS-Office and prepare the same Power Point Presentation and get 3 types of print out (1 slide per page, 4 slides per page, outline view) of this presentation. All pages of the print-out need to be signed by the candidate and submitted to the examiner.

**(c) Internet and e-Mail (20 marks)**

The test shall be held for 10 minutes. The candidate will use his or her e-Mail ID and send the soft copy of MS-word, MS-Power Point and Ms-Excel prepared by them during the recruitment test, as attachment to a particular e-Mail ID (provided by examiner). The candidate shall write his or her name and roll number on the subject area of the email.”

By Order of the Governor

SANJEEV CHOPRA

Additional Chief Secretary to Government