

The 21st January 1998

✓ No. 3797—S. E.-1-42/97-S T.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Orissa hereby makes the following rules for regulating the recruitment and conditions of service of persons appointed to the Orissa Secretariat Stenographers and Personal Assistants Services, namely :—

CHAPTER 1

PRELIMINARY

Short title and commencement :

1. (1) These rules may be called the "Orissa Secretariat Stenographers' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997".
- (2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions :

2. (1) In these rules, unless the context otherwise requires :

- (a) "Appointing authority" means the Secretary to the Government of Orissa, Home Department;
- (b) "Cadre" means the cadre of the service of the Junior Stenographers, Senior Stenographers and Personal Assistants of the Orissa Secretariat;

- (c) "Committee" means the Departmental Promotion Committee constituted under rules 25 and 30, as the case may be;
- (d) "Department" means a Department of the Government as specified in the First Schedule to the Orissa Government Rules of Business framed under clause (3) of Article 166 of the Constitution of India;
- (e) "Government" means the Government of Orissa;
- (f) "S. E. B. C." means Socially and Educationally Backward Classes of the citizens other than the Scheduled Caste and Scheduled Tribes as may be specified by the State Government from time to time;
- (g) "Scheduled Castes" and "Scheduled Tribes" means such castes and such tribes as notified from time to time by the President of India under Articles 341 and 342 respectively of the Constitution of India;
- (h) "Service" means the Orissa Secretariat Stenographers' and Personal Assistants' Service; and
- (i) "Year" means the calendar year in which the recruitment is made;
- (2) Words and expressions used herein but not defined shall have the same meaning as respectively assigned to them in the Orissa Service Code.

CHAPTER 2

CONSTITUTION OF SERVICE AND METHODS OF RECRUITMENT

Constitution of Service :

3. (1) The service shall consist of the following cadres, namely :—

- (i) Junior Stenographers;
- (ii) Senior Stenographers; and
- (iii) Personal Assistants.

(2) The service shall consist of such numbers of permanent and temporary posts in each cadre, as may be fixed by the Government in the Home Department from time to time and shall include ten per cent of leave, training and deputation reserve posts of the total number of posts in such cadre.

(3) The service shall remain under the administrative control of the Home Department.

Method of Recruitment :

4. Recruitment to the posts in the service shall be as follows, namely :—

- (a) The posts of Junior Stenographers in the service shall be filled up by direct recruitment in accordance with the provisions contained in Chapter 3 of these rules;
- (b) The posts of Senior Stenographers shall be filled up by promotion from among the Junior Stenographers in accordance with the provisions contained in Chapter 4 of these rules;
- (c) The posts of Personal Assistants shall be filled up by promotion from among the Senior Stenographers in accordance with the provisions contained in Chapter 5 of these rules.

Determination of vacancies :

5. The appointing authority shall determine the number of existing vacancies together with the anticipated vacancies arising in the year in each cadre of the service on the first day of January before initiating process of recruitment/promotion to the posts of Junior Stenographers/Senior Stenographers and Personal Assistants, as the case may be.

CHAPTER 3

APPOINTMENT OF JUNIOR STENOGRAPHERS

Advertisement of vacancies :

6. The appointing authority after determining the vacancies, in the cadre of Junior Stenographers, to be filled up by direct recruitment shall issue advertisement in at least two local daily newspapers inviting applications by a specified date from the candidates eligible to appear in the examination.

Condition of eligibility—

7. In order to be eligible to compete for the examination of Junior Stenographers, a candidate must satisfy the following conditions, namely :—

(a) He/She shall be a citizen of India;

(b) He/She shall be able to speak, read and write Oriya and shall have Oriya as a subject in the H. S. C. or an equivalent examination or has been declared to have passed a test in Oriya language equivalent to Middle English School standard conducted by the Education Department of the Government.

(c) A candidate shall be under thirty-two years and over twenty-one years of age on the first day of January of the recruitment year in which applications are invited :

Provided that in case of candidates belonging to a Scheduled Caste, Scheduled Tribe and Women, the upper age-limit shall be relaxed by 5 (five) years, and in case of candidates of Socially and Educationally Backward Classes, the upper age-limit shall be relaxed by 3 (three) years :

Provided further that in case of Physically handicapped persons and ex-servicemen, the upper age-limit shall be relaxed as per the instructions issued by Government in the General Administration Department.

NOTE :—Evidence of age accepted by Government in Home Department shall be the age which is entered in the H. S. C. Examination or Matriculation or Secondary School Leaving Certificate or a Certificate equivalent thereto.

(d) A candidate must hold a Bachelor's Degree from any Indian University or an Educational Institution established by an Act of Parliament or deemed to be an University under section 3 of the University Grants Commission Acts, 1956 or a Foreign University approved by the Central Government from time to time.

NOTE :—Copies of only Degree Certificate or Provisional Certificates issued by the University duly attested by a Gazetted Officer as a true copy shall be accepted as evidence of educational qualifications. The original shall be produced at the time of appointment.

(e) He/She shall be of good character;

(f) He/She shall not have more than one spouse living; and

(g) He/She must possess a minimum speed of forty words per minute in English typewriting and twenty words per minute in Oriya typewriting and eighty words per minute in shorthand both in English and Oriya.

Eligibility of Government Employees :

8. Government servants whether temporary or permanent shall be eligible to appear at the examination provided they possess the requisite qualifications and are within the prescribed age-limit.

NOTE :—Applications from Government servants shall be rejected unless submitted through proper Channel-I.

Identity :

9. Candidates shall submit two copies of their passport size photographs duly signed by them and attested by a Gazetted Officer, one of which shall be fixed on the first page of the application form, and the remaining one shall be firmly attached to it.

Examination Fee:

10. Candidates, other than those belonging to Scheduled Castes/Scheduled Tribes applying to appear at the examination shall be required to pay a non-refundable examination fee.

NOTE:—The amount of fee and the procedure of payment of such fee shall be as may be determined by the Government from time to time in the advertisement published under rule 6.

Disqualification for admission to examination:

11. Any attempt on the part of a candidate to obtain support for his candidature by any means shall be a disqualification for his/her admission to the Examination, at any stage.

Admission to examination:

12. The decision of the Home Department relating to the eligibility of a candidate for admission to the examination shall be final and candidate to whom a certificate of admission has been issued by the Home Department shall be admitted to the examination.

NOTE:—The application of a candidate shall be summarily rejected if the same is not complete in all respects as provided in these rules, and not received by the last date notified for receipt of application.

Application for the Recruitment Examination:

13. A candidate desirous of appearing at the Recruitment Examination of Junior Stenographer shall be required to submit his/her application with full signatures in the following form, namely:—

APPLICATION FORM:

- (a) Name in full (in block letters) with surname first:—
- (b) Father's/Husband's name:
- (c) Permanent Home Address:
- (d) Present Address:
- (e) Date of birth as recorded in High School Certificate/Matriculation or Higher Secondary Certificate or the Certificate of an equivalent examination:
- (f) Educational Qualification:
- (g) Whether employed in any Government Office and, if so, particulars thereof:
- (h) Whether the candidate is a member of the Scheduled Caste or Scheduled Tribe or S. E. B. C.;
- (i) Whether the candidate has passed a test in Oriya equivalent to Middle English School standard:
- (j) Particulars of Education Fee;
- (k) List of documents enclosed:
- (l) Additional information, if any:

Place

Date

Signature of the candidate in full.

Instructions to the Candidate

The application shall be made in plain paper and shall be accompanied by the following documents namely:..

- (a) Two recent passport size photographs of the candidate duly signed by them and attested by a Gazetted Officer on the reverse, stating full name of the applicant whose Photograph is attested: —

NOTE:—The office seal of the Gazetted Officer should be affixed below his/her signature indicating the designation clearly, in case of attestation;

- (b) Attested copy of the certificate issued by a recognised institute in support of their passing typewriting and Stenography;
- (c) Attested copy of the certificate of High school Certificate/Matriculation examination in support of his/her age and Bachelor's Degree or any other Examination equivalent thereto;
- (d) Examination fee under rule 10;
- (e) Attested copy of the Caste Certificate obtained from the competent authority in proof of the fact that he/she belongs to a Scheduled Caste or Scheduled Tribe (in case of Scheduled Caste/Scheduled Tribe candidates only) or S. E. B. C.;
- (f) Physically handicapped identity card issued by the competent authority as per erstwhile Political and Services Department Resolution No. 16443-Gen., dated the 24th July 1978, if the candidate is a physically handicapped person;
- (g) A self-addressed plain envelope together with postal stamp equivalent to registration fee of the Postal Department.

Scrutiny of application:

14. The Home Department of the Government, on receipt of the applications, shall scrutinise the applications to find out the eligibility of a candidate to appear at the examination as per the conditions laid down under these rules.

Syllabus and Plan of Examination: —

15. (1) This Plan of Examination for recruitment to the post of Junior Stenographers shall be as provided in the Schedule appended to these rules.
- (2) An Examination Committee, consisting of the following three Officers not below the rank of Deputy Secretary, shall be constituted to conduct and supervise the recruitment examination for the post of Junior Stenographers and to prepare the merit list.
- (i) One Officer of the Home Department, not associated with the recruitment process to be nominated by the Secretary, Finance Department.
- (ii) An Officer of the Finance Department to be nominated by the Secretary, Finance Department.
- (iii) An Officer of the General Administration Department to be nominated by the Special Secretary, General Administration Department.

Admission to the examination:

16. After the scrutiny of the applications, the Home Department shall issue intimation by registered post to the eligible candidates for appearing at the examination of Junior Stenographers mentioning the place, date and time of the examination and the time-table thereof alongwith a certificate of admission.

Results of the examination:

17. The decision of the Home Department relating to the result of the Examination shall be final.

Preparation of merit list:

18. On the basis of the result of the examination, the Examination Committee constituted under rule (2) of rule 15 shall prepare a list of successful candidates, belonging to each category, namely:—General, S. C., S. T., Women, S. E. B. C., Ex-Servicemen, Physically handicapped and sportsmen found suitable for appointment in order of merit.

Method of preparation of the merit list and its validity:

19. (1) While preparing the merit list of the successful candidates, the total number of mistakes committed by the candidate in typewriting test and shorthand test both taken together shall be the criterion for assigning his position in the merit list.

NOTE—Merit list shall be published by the Home Department for general information.

(2) The list prepared under rule 18 shall include the names of successful candidates equal to the number of vacancies notified.

(3) The list so prepared shall remain valid for a period of one year from the date of its publication.

Provided that the State Government may, at any time, for grave lapse in the conduct on the part of any person included in the list, remove the name of such person from the list.

NOTE (1) Final ranking of the candidates in the merit list shall be made on the basis of marks obtained in the recruitment examination.

(2) In case of two or more candidates securing the same marks in aggregate, the candidates securing highest marks in shorthand writings in English and Oriya taken will rank above the other.

(3) In case of candidates securing same marks in the Test and also in shorthand writings final ranking shall be determined on the basis of seniority in age.

Consideration for appointment:

20. (1) Candidates shall be considered for appointment subject to availability of vacancies in the order in which their names appear in the merit list.

(2) Mere success in the examination and inclusion of name in the merit list confers no right for appointment.

Penalty:

21. (1) A Candidate found to be guilty of,—

- (i) obtaining support for his/her candidature by any means; or
- (ii) impersonation; or
- (iii) procuring impersonation by any person; or
- (iv) submitting fabricated document or documents which have been tampered with; or
- (v) making statements which are incorrect or false or suppressing material information; or
- (vi) resorting to any other irregular or improper means in connection with his/her candidature for the examination; or
- (vii) using unfair means during the examination; or
- (viii) writing irrelevant matter including obscene language or pornographic matter in the script (s); or
- (ix) misbehaving with the fellow examinees or the invigilator in any manner in the examination hall; shall be liable to disqualification for the said examination either temporarily or for specified period.

- (2) (i) for any misconduct specified in clauses (i) to (ix) of sub-rule (1), the Government may debar a candidate from appearing in any examination or selection held by them; or
- (ii) for entering into any employment under the Government; or
- (iii) if he is already in service under Government, disciplinary action under the appropriate rules may be initiated against him:

Provided that no penalty under this rule shall be imposed except after,—

- (i) giving the candidate an opportunity of making such representation to the Government in writing as he may wish to make in that behalf; and
- (ii) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him by the Government.

Appointment of Junior Stenographers to the Service:

22. Before a candidate from the merit list is appointed as a Junior Stenographer, the Government in the Home Department shall get the antecedents verified and issue appointment orders by registered post out of the merit list in order of preference giving a reasonable period to join their appointments by a specified date. If any candidate fails to join within the stipulated time, it shall be open to the Home Department to cancel the appointment.

Inter se seniority of Junior Stenographers:

23. The *Inter se* seniority of the candidates appointed as Junior Stenographers shall be determined in accordance with the respective position assigned to them in the merit list drawn up by the Home Department.

CHAPTER 4

APPOINTMENT OF SENIOR STENOGRAPHERS BY PROMOTION

Appointment of Senior Stenographers:

24. Vacancies in the posts of Senior Stenographers of the service shall be filled up by way of promotion from among the Junior Stenographers in accordance with the recommendations of the Departmental Promotion Committee.

D. P. C. for Senior Stenographers:

25. (1) There shall be a Departmental Promotion Committee to consider the cases of eligible Junior Stenographers for promotion to the posts of Senior Stenographers.

(2) The Committee shall consist of the following members, namely:—

- (i) Secretary to Government, Home Department

Chairman

- (ii) One officer not below the rank of Joint Secretary, General Administration Department to be nominated by the Special Secretary of that Department.

Member

Note—I. Deputy/Joint Secretary to Government in the Home Department in charge of the establishment of the Stenographers shall be the Secretary of the Committee, but he will not participate in the selection.

Note—II. The Committee shall ordinarily meet once in a year in the month of January.

Eligibility for appointment as Senior Stenographers:

26. (1) The Committee shall, for the purpose of preparing the list of suitable candidates for promotion to Senior Stenographer, consider the cases of such Junior Stenographers who have,—

- (a) rendered at least three years of continuous service as Junior Stenographer on the first day of January of the year in which the Committee meets and have satisfactory record of performance and conduct; and
- ✓(b) passed the in-service training course specified under rule 27.

(2) While considering the suitability of eligible Junior Stenographers for promotion, the Departmental Promotion Committee shall follow the provisions envisaged in the Orissa Civil Services (Criteria for Promotion) Rules, 1992, Orissa Civil Services (zone of consideration for promotion) Rules, 1988 and all other instructions issued from time to time in this regard.

In-service Training Course for Junior Stenographers:

✓27. (1) In order to be eligible for promotion to the posts of Senior Stenographer, the Junior Stenographers shall have to undergo a full-time in-service training course for a duration of one month in batches to be conducted by the Orissa Shorthand and Typewriting Institute, Bhubaneswar.

(2) Course contents of the in-service training shall be as follows, namely:—

(a) Speed Class in Typewriting—

- (i) Typing out an English passage containing 450 words in ten minutes @ 45 words per minute. Allowed mistakes would be seven words.
- (ii) Typing out an Oriya passage containing 250 words in ten minutes @ 25 words per minute. Allowed mistakes would be eight words.

(b) Speed Class in Shorthand—

- (i) English Shorthand dictation for five minutes @ 90 words per minute. The dictation shall be transcribed in the Typewriter in 25 minutes. Allowed mistake would be 5 per cent of the total number of words dictated.
- (ii) Oriya Shorthand dictation for four minutes @ 85 words per minute. The dictation shall be transcribed in the Typewriter in 34 minutes. Allowed mistakes would be 8 per cent of the total number of words dictated.

(c) Errors—

Each of the following shall be counted as an error in the in-service training course.

- (i) Omissions, wrong spellings, irregular spacing between lines and words, striking off correct characters over incorrect ones, in case of typewriting.
- (ii) Omissions, wrong spellings, striking off correct characters over incorrect ones, wrong use of word instead of the word dictated in case of shorthand.
- (iii) As regards punctuation marks, omission of fullstop ~~only will be counted~~ as an error.

(3) Examination for the Junior Stenographers—

On completion of the training course, the Junior Stenographers shall have to appear at an examination to be conducted by an Examination Committee constituted for the purpose. The Examination Committee shall consist of the Joint Secretary/Deputy Secretary to Government in the Home Department in-charge of Steno. Establishment, Superintendent and *ex-officio* Deputy Secretary to Government, Home Department and a nominee of General Administration Department not below the rank of Deputy Secretary.

Note:—The Examination Committee shall set the questions for the examination, conduct the examination and submit the results of the same to the Secretary to Government, Home Department within the time decided by him for the purpose.

- (4) The Junior Stenographers who will come out successful without mistakes in the examination shall be declared to have passed with distinction and shall be eligible to earn one advance increment in the pay scale.
- (5) The unsuccessful candidates shall be given two more chances subsequently to appear at the examination.
- (6) Junior Stenographers who will not clear the examination consecutively in three chances shall not be eligible for promotion to the post Senior Stenographer.
- (7) Home Department shall issue a pass certificate to the successful Junior Stenographers basing on the results published.

Seniority of Senior Stenographers:

28. (1) The *inter-se* seniority of Senior Stenographers shall be in accordance with their respective position in the select list.
- (2) An up-to-date gradation list containing the names of all Senior Stenographers, arranged in order of their seniority shall be maintained by the Home Department. A copy of such gradation list shall be issued to all the Senior Stenographers.

CHAPTER 5

APPOINTMENT OF PERSONAL ASSISTANTS BY PROMOTION

Appointment of Personal Assistants:

29. Vacancies in the posts of Personal Assistants of the services shall be filled up by way of promotion from among the Senior Stenographers in accordance with the recommendations of the Departmental promotion committee.

Departmental Promotion Committee:

30. (1) There shall be Departmental Promotion Committee to consider the cases of eligible Senior Stenographers for promotion to the posts of Personal Assistants.
- (2) The Committee shall consist of the following members, namely:—

(i) Secretary to Government, Home Department	Chairman
(ii) One officer not below the rank of Joint Secretary of General Administration Department to be nominated by the Special Secretary of that Department.	Member
(iii) One Additional Secretary of the Home Department to be nominated by the Chairman.	Member
- (3) The Committee shall ordinarily meet once in a year in the month of January.
- (4) Deputy/Joint Secretary, Home Department in charge of the Personal Assistant establishment shall function as the Secretary of the Committee, but he shall not participate in the deliberations of the meetings.

Eligibility for appointment as Personal Assistant:

31. (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 Stenographers who have rendered at least 9 (nine) years of continuous service as Senior Stenographer on the first day of January of the year in which the Committee meets and have satisfactory record of performance and conduct.
- (2) While considering the suitability of eligible Senior Stenographers for promotion, the Departmental Promotion Committee shall follow the provisions envisaged in the Orissa Civil Services (Criteria for Promotion) Rules, 1992, the Orissa Civil Services (zone of consideration for promotion) Rules, 1988 and all other instructions of G. A. Department issued from time to time in this regard.

Diverse seniority of Personal Assistants and their gradation list :

32. (1) The *interse* seniority of Personal Assistants shall be in accordance with their respective position in the select list.

(2) An up-to-date gradation list containing the names of all personal assistants, arranged in order of their seniority, shall be maintained by the Home Department. A copy of such gradation list shall be issued to all the Personal Assistants.

CHAPTER 6

GENERAL

Relaxation:

33. When it is considered by the Government that it is necessary or expedient to do so 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 employees in the service.

Reservation for S. C./S. T., Sportsmen, Ex-Servicemen, S. E. B. C., Physically Handicapped persons and Women.

34. Notwithstanding anything contained in these rules, reservation of vacancies for Scheduled Castes/Scheduled Tribes, Sportsmen, Ex-Servicemen, Physically Handicapped persons, Women and S. E. B. C. shall be made under the Orissa Reservation of Vacancies in the Services and Posts (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder, and under such other rules, orders or instructions issued by Government from time to time.

Probation:

35. (1) Every category of employees in the service shall, on appointment to a post, be on probation for a period of two years in case of appointment made by direct recruitment and one year in case of appointment made by promotion/selection which shall be calculated from the date of actual joining in the post.

(2) The probation period shall not include the following:—

- (a) Extraordinary leave ;
- (b) Period of unauthorised ^{leave} absence ;
- (c) any other period not on actual duty.

(3) The appointing authority may terminate the services of a person appointed on probation in case of direct recruitment or revert him/her to his/her previous post in case of a person appointed by promotion during or at the end of the period of his/her probation if the work and conduct of the person is found unsatisfactory.

(4) The date of completion of probation period in each case shall be notified by an Office Order and shall be recorded in the Service Book.

Confirmation:

36. A Person appointed to a post in any cadre of the service, on successful completion of the probation and training and subject to availability of substantive vacancies, shall be confirmed in the service, if he is considered suitable in all respects.

Interpretation:

37. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in the Home Department for decision.

SCHEDULE

[See Rule 15 (1)]

(Syllabus and Plan of examination)

The Recruitment Examination in respect of Junior Stenographer shall comprise of the following tests:—

(I) Language Test both in English and Oriya

60 marks

This test shall aim at evaluating candidate's knowledge both in English and Oriya language. There shall be a common question paper. It shall be designed as follows :—

(a) An Essay in Oriya

10 marks

(b) Translation of a passage from English to Oriya

10 marks

(c) Translation of a passage from Oriya to English

10 marks

(d) Questions aimed at assessing the candidates' working knowledge of the English and Oriya language.

30 marks

(Question shall cover correct spelling of words to select from given words and phrases, the most appropriate for filling in blanks in sentences, to correct grammatical mistakes in given sentences, to select from a given group of words those with opposite meanings and to punctuate a passage).

A candidate securing less than 33 per cent of marks in the above language test shall be disqualified for appearing at the Typewriting test.

(II) Typewriting Test in English

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. While assessing the accuracy of re-production 5 marks will be deducted for each mistake in the typed script. A candidate whose script reveals more than 6 mistakes shall be disqualified to sit for the Shorthand Test.

(III) Shorthand Test in English

50 marks

The test shall comprise dictation from a printed matter (240 words) for three minutes at the rate of 80 words per minute. Time allowed for transcription shall be fifteen minutes.

The apportionment of marks for evaluation of answer scripts shall be as follows :—

(a) Dictation in Shorthand Script

25 marks

While assessing the ability to take down dictation in Shorthand script, one mark will be deducted for each mistake.

(b) Transcription

25 marks

While assessing the ability to transcribe, one mark shall be deducted for each mistake. A candidate committing more than 24 mistakes shall be disqualified.

(IV) Typewriting Test in Oriya

50 marks

The test shall be held for 10 (ten) minutes at a speed of 20 (twenty) words per minute from a printed matter containing 200 words. While assessing the accuracy of reproduction 5 marks will be deducted for each mistake in the typed script. A candidate whose script reveals mistakes more than 6 shall be disqualified.

(V) Shorthand Test in Oriya

50 marks

The test shall comprise dictation from a printed matter containing 240 words for three minutes at the rate of 80 words per minute. Time allowed for transcription shall be 24 minutes.

The apportionment of marks for evaluation of answer scripts shall be as follows:—

(a) Dictation in Shorthand Script

25 marks

While assessing the ability to take down dictation in Shorthand script, one mark shall be deducted for each mistake.

(b) Transcription

25 marks

While assessing the ability to transcribe, one mark shall be deducted for each mistake. A candidate committing more than 24 mistakes shall be declared disqualified.

By order of the Governor

S. C. HOTA .

Principal Secretary to Government