

**Government of Odisha
Home Department**

NOTIFICATION

No. HOME-SE1-CRTN1-0001-2019/ 26054 /SE, Dated 29.07.2022

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 Executive Assistants' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997, namely.-

1. Short title and commencement: - (1) These rules may be called the Odisha Secretariat Executive Assistants' and Personal Assistants' (Method of Recruitment and Conditions of Service) Amendment Rules, 2022.
(2) They shall come into force on the date of their publication in the Odisha Gazette.
2. In the Odisha Secretariat Executive Assistants' and Personal Assistants' (Method of Recruitment and Conditions of Service) Rules, 1997 (hereinafter referred to as the said rules), in rule 19, the words "Language Test both in English and Odia" appearing after the words "candidates in".and before the word "Typewriting" shall be deleted.
3. 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 -

1MU

(1) (a) Language test in English and Odia (100 marks)-60 Minutes

- i) English -Only working knowledge in English language shall be tested (50 marks)- 30 minutes
- ii) Odia- Only working knowledge in Odia language shall be tested (50 marks)- 30 minutes

(b) To test the working knowledge in English and Odia, the question shall cover correct spelling of words, filling in 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. The Language Test in English and Odia shall be of MCQ (Multiple Choice Questions) type with 30 minutes duration of each paper.

(c) The marks obtained in the Language test in English and Odia shall not be counted for ranking. The candidates who obtain such minimum qualifying marks in this test, as may be fixed by the Commission at their discretion, shall be shortlisted to the Typing Test in English.

(2) Typing Test in English (MS word) (50 marks) -10 minutes

(a) The typing test shall be held for 10 (Ten) minutes at a speed of 40 (forty) words per minute from a printed matter containing 400 words and candidate who fails to type 400 words shall be disqualified.

(b) One (1) mark shall be awarded for every eight correctly typed words and minimum qualifying marks in the typing test shall be 20 (Twenty) marks.

(c) A candidate who shall not appear in the typing test shall not be allowed to appear the Test in Computer Application.

(3) Test in Computer Applications (70 marks) - 60 Minutes

(a) Ms Office - Excel (25 Marks)

The candidates shall be asked questions relating to working knowledge of MS Office-Excel such as Cell Formatting (such as Bold, Underline, Date, Number etc.) and Formula (sub-total, total, percentage etc.). They shall have to work out the same by using MS-Office (Excel).

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


The candidates shall be asked questions relating to working knowledge of MS Office-Power Point and they shall have to work out the same by using MS-Office (Power point).

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

The candidates shall be asked questions on basic functions and features of internet and e-mail and the same is to be answered by using MS Office-word.

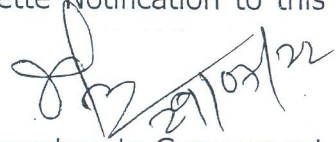
After completion of the Test in Computer Application, all the worksheets shall be submitted by the examinees for evaluation".

By order of the Governor


29/07/2022
Principal Secretary to Government

Memo No. 26055 / SEDated 29.07.2022

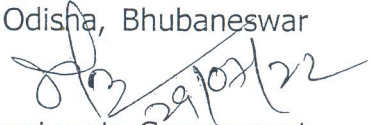
Copy forwarded to the Gazette Cell, Commerce and Transport (Commerce) Department for publication of the said Notification in the next issue of the Extraordinary Odisha Gazette immediately and supply 100 copies of the Gazette Notification to this Department at an early date.



Deputy Secretary to Government

Memo No. 26056 / SEDated 29.07.2022

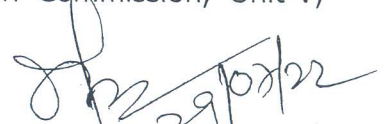
Copy forwarded to the Accountant General (A&E/Audit), Odisha, Bhubaneswar for information and necessary action.



Deputy Secretary to Government

Memo No. 26057 / SEDated 29.07.2022

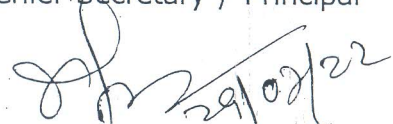
Copy forwarded to the Secretary, Odisha Staff Selection Commission, Unit-V, Bhubaneswar for information and necessary action.



Deputy Secretary to Government

Memo No. 26058 / SEDated 29.07.2022

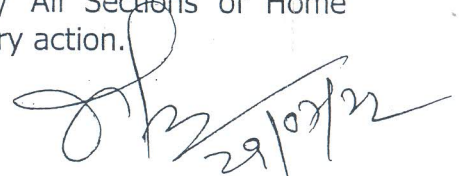
Copy forwarded to Private Secretary to Hon'ble Chief Minister, Odisha / Private Secretary to Chief Secretary, Odisha / Private Secretary to Principal Secretary, Home Department for kind information of Hon'ble Chief Minister / Chief Secretary / Principal Secretary, Home Department.



Deputy Secretary to Government

Memo No. 26059 / SEDated 29.07.2022

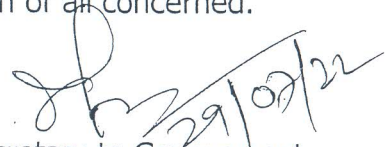
Copy forwarded to all Departments of Government / All Sections of Home Department / Guard file (5) copies for information and necessary action.



Deputy Secretary to Government

Memo No. 26060 / SEDated 29.07.2022

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