

**GOVERNMENT OF ODISHA**  
**HOME DEPARTMENT**

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**NOTIFICATION**

No. 30941 /D&A., Bhubaneswar, Dated, 13.09.2022  
HOME-DA1-RULE-0013-2021

In exercise of the powers conferred by section 2 of the Police Act, 1861 (Act-V of 1861) and in supersession of the Method of Recruitment and Conditions of Service of Sepoys or Constables in Battalions Rules, 2011 except as respects things done or omitted to be done before such supersession, the State Government do hereby make the following order to regulate the Method of Recruitment and Conditions of Service for appointment to the posts of Sepoys or Constables, Havildars and ASI (Armed) in Battalions under Odisha Police, namely:-

1. Short title and commencement:- (1) These orders may be called the Odisha Battalion Service (Method of Recruitment and Conditions of Service of Sepoys or Constables, Havildars and ASI(Armed)) Order, 2022.  
  
(2) They shall come into force on the date of their publication in the Odisha Gazette.
2. **Definitions.**- (1) In these orders, unless the context otherwise requires,-
  - (a) **“Appointing Authority”** means the Commandant or Deputy Commissioner of Police (Armed) or Deputy Commissioner of Police (Security) of the concerned Odisha Special Armed Police Battalions, Odisha State Armed Police (Special Security) Battalions, Special Security Battalion under Commissionerate of Police, Bhubaneswar-Cuttack, India Reserve Battalions, Specialised India Reserve Battalions and any other Battalion which may be created by Government from time to time as the casemay be;
  - (b) **“Appendix”** means the appendix annexed to these orders;
  - (c) **“Battalions”** unless the context otherwise provides, means and include Odisha Special Armed Police Battalions, Odisha State Armed Police (Special Security) Battalions, India Reserve Battalions, Special Security Battalion under Commissionerate of Police, Bhubaneswar-Cuttack, Specialised India Reserve Battalions and any other Battalion which may be created by Government from time to time;

- (d) **“Board”** means the State Selection Board and the Battalion Level Selection Boards as the case may be constituted under Order-6;
- (e) **“Cadre Change Board”** means the Board constituted for considering change of cadre under sub clause (a) of clause (7) of APPENDIX-A of these orders;
- (f) **“Change of Cadre”** means permanent absorption in a new Battalion Cadre other than the Battalion in which appointed;
- (g) **“Ex-servicemen”** means the person as defined in clause (b) of rule 2 of the Orissa Ex-Servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;
- (h) **“Government”** means the Government of Odisha;
- (i) **“Recruitment year”** means the calendar year during which advertisement for recruitment is actually issued;
- (j) **“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;
- (k) **“SEBC”** means the Socially and Educationally Backward Classes defined as Backward Classes and referred to in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993 as issued from time to time;
- (l) **“Select List”** means the list of successful candidates, prepared by the Board arranged in order of merit, equal to the total number of vacancies notified for recruitment in a particular Battalion; and
- (m) **“Sports men”** means a person, who have been issued identity card as sports man by the Director, Sports as per Resolution No. 24808/Gen., dated the 18th November 1985 of General Administration Department, as amended from time to time;
- (2) All other words and expressions used but not defined in these orders, unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Odisha Service Code.

3. **Constitution of Service.-** (1) The Service shall consist of following grades of posts, namely:-

- (a) Sepoy or Constable;
- (b) Havildar; and
- (c) ASI (Armed).

- (2) The post of Sepoys or Constables, as the case may be, in each Battalion shall constitute a separate cadre for the purpose of recruitment and seniority.
- (3) The Sepoys or Constables appointed in one Battalion shall not be ordinarily shifted or deputed or transferred to any other Battalion on any ground or representation.

However D.G. & I.G. of Police shall have the power in cases of misconduct to transfer or depute any Sepoy or Constable on Administrative grounds without affecting his position in the Parent Cadre:

Provided that the Sepoys or Constables may exercise their option to change their cadre to any other Battalion of their choice subject to their eligibility on permanent absorption basis. Detail guidelines of Change of Cadre shall be as per the provisions outlined under APPENDIX-A annexed to these Orders.

## **PART-A**

### **RECRUITMENT**

4. **Method of Recruitment**— (1) The posts of Sepoys or Constables in the Battalion cadres shall be filled up by way of direct recruitment through the open competition, Examination.
- (2) In case of recruitment for India Reserve Battalion, 30% of the vacancies shall be filled up by recruits hailing from districts notified as Extremist or Left Wing Extremist affected.
5. **Eligibility criteria for recruitment**.- (1) subject to other provisions of this order in order to be eligible a candidate must, -
- (a) be a citizen of India;
  - (b) have passed High School Certificate Examination (Matriculation/10th Class pass) conducted by the Board of Secondary Education, Odisha or an equivalent examination conducted by any other recognized Board or Council;
  - (c) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to M.E. standard recognized or conducted by the School and Mass Education Department of Government of Odisha;

(d) have registered his name, in one of the Employment Exchanges of the State, before the earliest date of publication of advertisement for recruitment and he must not have registration in more than one Employment Exchange;

(e) be not less than 18 (Eighteen) years of age and be not more than 23 (Twenty-Three) years of age on the 1<sup>st</sup> day of January of the year in which the advertisement for recruitment is issued:

Provided that the upper age limit in respect of reserved categories of candidates, referred to in clause 7, shall be relaxed in accordance with the provisions of the Acts or rules or orders or instructions in force, for the respective reserved categories.

(f) not have more than one spouse living;

(g) be of good character; and

(h) be of sound health and free from organic defects and physical deformity.

(2) The candidates must have the minimum physical standard of height, weight and chest as follows:-

CATEGORY	HEIGHT	WEIGHT	CHEST	
			UNEXPANDED	EXPANDED
(1)	(2)	(3)	(4)	(5)
Un-reserved or SEBC (Men)	168 Cm	55 Kg	79 Cm.	84 Cm.
Scheduled Caste or Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.

NOTE.- There shall be minimum of 5 cms. difference between unexpanded and expanded chest.

(3) Persons with disability, deformed and women candidates are not eligible for consideration for induction into the Battalions.

(4) Eligibility of the candidates may be verified at any stage of the recruitment process.

#### 6. Constitution of Selection Board.-

(A) (1) There shall be a Board to be constituted by the Government consisting of the following officials, for recruitment of Sepoys or Constables in Battalions, namely:-

(a) One Police Officer in the rank of Special Director General of Police or Additional Director General of Police or Inspector General of Police to be the Chairman of the Board;

(b) One Officer in the rank of Inspector General of Police or Deputy Inspector General of Police who will act as a member; and

(c) One Officer in the rank of Superintendent of Police or Commandant who will act as Member Convenor.

(2) The Chairman of the Board may give requisition for a representative from the S.T. & S.C. Development, Minorities & Backward Classes Welfare Department as special invitee to assist the Board as and when required.

(3) The Chairman of the Board may give requisition for the services of Government Officials or private persons as agencies to assist the Board in the Recruitment process.

(4) The Board shall notify, control, supervise and direct the method & process of recruitment of Sepoys or Constables in Battalions.

(5) D.G. & I.G. of Police shall be vested with powers to supervise the functioning of the Board and Battalion level Selection Board and provide guidance to both the Boards from time to time.

**(B) Battalion Level Selection Board:** (1) There shall be a Battalion Level Selection Board in each Battalion with the following members which will conduct the recruitment test as per instruction of Board, namely:-

(a) One officer in the rank of Commandant - Chairman;  
(to be nominated by D.G. & I.G. of Police )

(b) One Additional Superintendent of Police - Member;  
(to be nominated by D.G. & I.G. of Police )

(c) One Deputy Commandant or Assistant Commandant -Member, and  
(to be nominated by D.G. & I.G. of Police)

(d) District Welfare Officer or his representative as special invitee.

(2) In case of recruitment of Constables for India Reserve Battalions, one representative of the Central Paramilitary Forces not below the rank of Commandant nominated by the Government of India, Ministry of Home Affairs, New Delhi will act as "Member" of the Battalion Level Selection Board.

7. **Reservations.-** (1) (a) Notwithstanding anything contained in these rules, reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made there under or any other law or rule in force at the relevant time; and

(b) SEBCs, Sportspersons and Ex-servicemen shall be made in accordance with the provisions made under such Acts, Rules, Orders or instructions as issued by the Government, from time to time.

(2) The reservation rules shall be followed Battalion cadre-wise.

8. **Advertisement of vacancies for recruitment and inviting of applications.-**

(1) The vacancies for recruitment in each Battalion cadre, to be filled up in a calendar year, shall be determined taking into account the existing vacancies and the anticipated vacancies in the Battalion. The anticipated vacancies shall be limited to number of Sepoys or Constables in the Battalion retiring within the calendar year in which advertisement is issued.

(2) The State Police Headquarters will collect the number of vacancies for recruitment and their category wise break up from all the Battalions and communicate the same to the Board.

(3) The Board shall on receipt of vacancy position advertise and invite applications from eligible candidates for filling up the Battalion wise vacancies in the rank of Sepoy or Constable. The Board shall decide the modalities of inviting applications and other formalities. The Board may use latest technology and preferably adopt e-application or online application. The Board may preferably use an e-recruitment application software for entire process from application to generation of final merit list. Segregation of Eligible or Ineligible Candidates shall preferably be done electronically.

(4) The last date for receipt of application form all over the State may be the same.

(5) This advertisement, among others, may declare the following,-

- (a) a candidate filling the application form can apply for recruitment to one Battalion only. This option cannot be changed;
  - (b) the amount of application fees payable by the candidates other than Scheduled Caste and Scheduled Tribe and the mode of the payment will be as decided by the Board after approval from the Government and it would be deposited in the treasury and the mode of payment shall be decided by the Board; and
  - (c) no application fees shall be payable by the candidates belonging to Scheduled Caste and Scheduled Tribe.
- (6) Candidature shall be cancelled, if in the opinion of the Board the candidate is not found eligible for consideration according to the eligibility criteria prescribed in this Order.
- (7) No application, except in the case of candidates belonging to Scheduled Castes or Scheduled Tribes shall be considered without payment of the prescribed fees.
9. **Recruitment Process:** (1) The recruitment Process shall comprise of,-
- (a) Written Examination;
  - (b) Physical Measurement Test;
  - (c) Physical Efficiency Test; and
  - (d) Driving Test (Optional).
- (2) The Board will decide the time and venue of Written Examination or Physical Measurement Test or Physical Efficiency Test or Driving Test (Optional) and publicise the same for the information of Candidates.
- (3) CCTV technology may preferably be used to videograph various stages of recruitment and thereby maintain a back up record and also keep track of activities at various recruitment centres functioning across the state. Till arrangements of CCTV are in place, video recording of Recruitment process may be made.
- (4) Candidates may be issued with Hall ticket or admit card as decided by the Board.

**10. Written Examination.-**

**Allotted Marks - 100 (One hundred Marks), Duration -120 Minutes**

- (a) The candidates shall be required to appear at a written examination which shall consist of objective type multiple choice questions only. The examination shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or Computer based written examination or any other

objective modern method of assessment in vogue at the relevant point of time as decided by Board;

- (b) Written examination shall consist of multiple choice questions (MCQ). The questions in the written examination shall comprise of Odia language, English Language, Arithmetic, General Knowledge, Situational Awareness, Logical reasoning and Basic computer knowledge. The standard of the questions shall be such that a student who has passed High School Certificate Examination will be able to answer. Each Question shall be of 1 mark. There shall be negative marking of 0.25 marks for each wrong answer in written examination;
- (c) The medium of written examination shall be in English and Odia, except the questions in Odia language;
- (d) Board shall fix the date, time and venues for holding written test;
- (e) The Candidates not appearing for written test shall be disqualified;
- (f) Selection Board may decide the minimum qualifying marks in the written test for each category of candidates;
- (g) The Board shall prepare Battalion wise list of candidates equal to 7 (Seven) times of category wise vacancies advertised for the Battalion from the candidates who have qualified in the written examination in order of merit . However, all candidates securing the last cut off mark of their category will be included in the list, even though it may result in selecting slightly more than 7 times of category wise vacancies. Such list shall be prepared in decreasing order of aggregate marks secured by the candidates in the written examination. Such candidates whose names appear in the list will be called for appearing in Physical Measurement Test and Physical Efficiency Test;
- (h) The Board shall inform the List of Candidates selected for participation in the Physical Measurement Test. Candidates disqualifying in Physical measurement Test or Physical Efficiency Tests will be indicated the reason of disqualification;
- (i) The candidate shall produce a self certificate regarding his physical fitness declaring that he is fit to participate in different physical efficiency tests and submit it to the Recruiting Board while appearing for the Physical Test; and
- (j) The candidates shall appear the Physical Efficiency Test at their own risk. The Board shall not be responsible for any loss or physical damage of the candidates during the



Physical Efficiency Test or anytime after cause due to appearing Physical Efficiency Test.

11. **Physical Measurement Test for all categories: (Qualifying only).**- (a) The candidates must have the minimum physical standard of height, weight and chest as follows:-

CATEGORY	HEIGHT	WEIGHT	CHEST*	
			UNEXPANDED	EXPANDED
(1)	(2)	(3)	(4)	(5)
Un-reserved/SEBC (Men)	168 Cm	55 Kg	79 Cm.	84 Cm.
Scheduled Caste/ Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.

- (b) There shall be minimum of 5 cms difference between unexpanded and expanded chest;
- (c) The height, weight and chest shall be measured to determine the eligibility; and
- (d) If the Candidate does not possess minimum prescribed physical standard i.e. height or weight or chest, as mentioned above, he will be disqualified and will not be allowed to appear in further recruitment process.

12. **Physical Efficiency Test (PET) (Qualifying only).**-

- (a) Only the candidates who have qualified in the Physical Measurement Test shall be allowed to participate in the Physical Efficiency Test.
- (b) The Physical Efficiency Test is qualifying in Nature.
- (c) The Physical Efficiency Tests shall comprise of the following events.
  - (i) **Running for 1.6 Kilometers:** Candidates who cover the distance of 1.6 Kms run in 6.00 minutes will be declared as Qualified.  
Candidates covering the distance of 1.6 Kilometers beyond 6.00 minutes will be declared as disqualified.
  - (ii) **Broad Jump: Qualifying length- 4.00 Meters**  
If 4.00 meters is cleared in three (3) attempts will be declared as Qualified.  
If 4.00 meters is not cleared in three (3) attempts will be declared as Disqualified.
  - (iii) **High Jump : Qualifying Height- 1.38 Meters**  
If 1.38 meters height is cleared in three (3) attempts will be declared as Qualified.  
If 1.38 meters height is not cleared in three (3) attempts will be declared as

Disqualified.

Note: If a candidate fails to qualify in any of the above events, he shall be disqualified from the recruitment process

13. **Driving Test: Allotted Marks: 05 :-** (1) All candidates who have claimed in their applications that they are proficient in driving and possess either Light or Heavy Vehicle Driving License for the last six months (excluding learning period) or more from the date of advertisement of vacancies and who have qualified in Written Examination, Physical Measurement Test and Physical Efficiency Test will be called for Driving Test.

(2) The test may be conducted only for those candidates, who claim in their applications that they are proficient in driving and possess either Light or Heavy Vehicle Driving license for the last Six Months (excluding learning period) or more from the date of advertisement of vacancies. The Board will decide the modalities of conducting the driving test and may co-opt expert from Transport Department. Those, who have the Light Vehicle Driving License and pass Light vehicle driving test, shall be awarded 3 marks and those, having Heavy Vehicle Driving License and pass Heavy Vehicle driving test, shall be awarded 05 marks. Those appearing for the test and awarded the marks shall be deemed to have accepted the service condition that if called upon, they shall have to drive the Light or Heavy vehicle, as the case may be, as part of their normal duties and responsibilities. Driving test may not be conducted without verification of validity of the Vehicle Driving License and the date of its issue. Candidate must produce the Original Driving License, which must tally with the details given by him in the Application form

14. **Medical Examination:** (a) A Medical Board shall comprise of two Doctors, one of the doctors who will head the Board shall be in the rank of SDMO or above. Medical test may be conducted at any stage of recruitment process as scheduled by the Board;

(b) The 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. He should have no impediment in speech and hearing

#### 15. **National Cadet Corps Certificate.-**

National Cadet Corps Certificates : Two bonus mark will be awarded to the candidates for possessing one or more NCC Certificate like "A" or "B" or "C".

16. **Select list.**- (1) On completion of the recruitment test, the Board shall draw up a select list of the successful candidates in order of merit, category-wise for each Battalion separately as per the advertisement. The select list shall be prepared in order of aggregate marks secured by them in written examination, driving test and NCC equal to the number of vacancies advertised.
- (2) The select list shall be prepared in the format as decided by the Board.
- (3) The persons getting the higher aggregate marks shall be placed higher in the Select list.
- (4) If the aggregate marks obtained by two or more persons are equal, the person older in age shall be placed above the other in the select List.
- (5) In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List.
- (6) In case the negative marks in the written test is also the same, the Board may decide any other criteria.
- (7) There shall be no reserve or Waiting list.
17. **Appointments:** (1) All the original documents, like those of High School Certificate, Caste Certificate, Sports Identity Card, NCC Certificate, Driving License, Ex-Servicemen etc. in respect of the candidates placed in the select list, shall be re-verified by the respective appointing authorities before the appointment orders are issued to individual candidates. Character and antecedents of selected candidates may be duly verified. Appointment pending verification of character and antecedents, if made, will be subject to satisfactory verification of character and antecedents.
- (2) The appointment letters shall be issued under the seal and signature of the appointing authority.
- (3) The persons appointed shall be on probation for a period of two years.
- (4) Terms & conditions of service and duties & responsibilities of the Sepoys or Constables shall be the same as assigned to them in the Police Act, the rules or orders framed under this Act, Police Manual Rules and in the instructions of the Government issued from time to time.
18. **Training:** (1) Directly appointed Sepoys or Constables shall undergo Sepoys or Constables Basic Course and Advance Course of Training at designated Training Centre as decided by D.G. & I.G. of Police and the Duration, Pattern, syllabus of Basic and

Advance course of Training of Sepoys or Constables shall be such as decided by the Director General and Inspector General of Police.

- (2) During the training course, there will be an examination and those who fail in the examination, shall be given another chance to clear it without undergoing the training again and they fail again, they shall be discharged from the service.
- (3) The annual increments will not be allowed unless and until the aforesaid examination is passed by the appointed candidates.

#### **19. Inter Se Seniority:-**

- (1) The inter se seniority of the candidates appointed as Sepoy or Constable by way of direct recruitment as per these orders, during a particular recruitment year shall be determined in accordance with the aggregate marks obtained by each candidate in the recruitment test conducted by the Board and aggregate marks obtained by each candidate in the Basic and Advance Training Course examinations conducted by the Training Institute in the ratio of 1:2.
- (2) Those who pass the Examination in subsequent chance will be junior to the candidates who clear the examination in the first chance and will be placed below them in the final inter-se-seniority list. However, they will be placed above the subsequent batch recruits.

### **PART-B PROMOTION**

**20. Promotion to Higher post in Service.-** The following are the promotional posts in the service:-

- (i) Havildar; and
- (ii) ASI (Armed).

#### **(A) PROMOTION OF SEPOYS OR CONSTABLES TO HAVILDAR.-**

- (1) **Eligibility.-** In order to be eligible to appear in the Selection Test for promotion to the rank of Havildar, the Sepoys or Constables of Odisha Special Armed Police/ Odisha State Armed Police (Special Security) Battalion /Indian Reserve Battalion/ Specialised India Reserve Battalion/Special Security Battalion, Bhubaneswar under the Commissionerate of Police, Bhubaneswar-Cuttack shall satisfy the following eligibility criteria:-

- (a) **Service rendered:** The Sepoys or Constables of OSAP/OSAP (SS) Battalions or Indian Reserve Battalion/ Specialised India Reserve Battalion or Special Security Battalion under the Commissionerate of Police, Bhubaneswar-Cuttack must have completed at least 7 years of continuous regular service from the date of appointment and must have successfully completed the Basic and Advanced course of training as on 1<sup>st</sup> January of the year for which the selection is to be made.
- (b) **Age:** Must not be less than 30 years of age as on 1<sup>st</sup> January of the year for which the selection is to be made.
- (c) **Service Record:** The Candidates should have a good service record and must not have any adverse report or any major punishment or more than 05 (five) minor punishments to their discredit during preceding 5 (five) years. Candidates having departmental proceeding or Vigilance or Criminal Case or HRPC related case pending against them, shall not be selected for promotion to the rank of Havildar.
- (2) **Selection.-** The Special Armed Police Headquarters, Odisha, Bhubaneswar will call for Nominations of willing and eligible Sepoys or Constables of OSAP or OSAP (SS) Battalions or Indian Reserve Battalion or Specialised India Reserve Battalion or Special Security Battalion under the Commissionerate of Police, Bhubaneswar-Cuttack during November each year and the concerned Commandants shall submit the nominations of eligible candidates along with their willingness for appearing in the Selection Test for consideration of their promotion as Havildar
- (3) **Selection Board:** A Selection Board will be constituted, consisting of the following Officers, for conducting the Selection Test:-

(i)	Head of SAP Hdqrs./ Addl. D.G.P., SAP/ I.G. of Police, SAP/ D.I.G of Police, SAP (To be nominated by the DGP, Odisha)	• <b>Chairman</b>
(ii)	Two Commandants of any Battalion (To be nominated by the DGP, Odisha)	• <b>Member</b>

<b>(iii)</b>	One Superintendent of Police (To be nominated by DGP, Odisha)	• <b>Member</b>
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**(4) Test.-**

- (a) After obtaining the list of willing and eligible candidates, the Selection Board shall conduct the Selection Test at a designated Armed Police Battalion. Nominations Rolls of eligible and willing Candidates called for, shall not be less than three times of the vacancies in case of Un-reserved category and seven times of vacancies in case of Scheduled Caste or Scheduled Tribe categories as per "Zone of Consideration" Rules.
- (b) The selection Board will conduct the Selection Test in the following subjects for total of 100 (one hundred) marks. The test shall be of qualifying nature. The minimum pass marks shall be 50% in individual subjects and 50% in aggregate for all candidates.

Sl. No.	Events	Full Marks	Pass Marks
1	Physical Training Tables (with & without apparatus & BOAC)	10	50% in individual subjects and 50% in aggregate
2	Squad & Platoon Drill	10	
3	Arms Drill	10	
4	Lathi Drill & Riot Drill	10	
5	Tear Smoke and non-lethal weapons	10	
6	Weapons Training & Firing	20	
7	4 Kms. Cross Country in 30 Minutes	10	
8	Instructional Ability & Field Craft	20	
	<b>Total</b>	<b>100</b>	<b>50</b>

- (5) All the above mentioned tests shall be of practical type (not written) consisting of individual demonstration, commanding the squad, taking classes and Personal Interview etc.

(6) conducting the Selection process, the Selection Board, shall prepare the Merit List for each category of vacancies in case of Odia Candidates according to the following principles:-

(a) The names of successful candidates shall be arranged in order of their seniority based on their date of appointment. In order to judge the seniority of individual candidates:-

(i) If the date of appointment of candidates in different Battalions in their equivalent grades happens to be the same then the candidate older in age shall be placed higher; and

(ii) If all these two criteria are same, then seniority has to be determined by the marks secured by the Candidates in the Selection Test.

(b) Separate lists of successful candidates of Odia and Gurkha Candidates shall be prepared after the test as per the above principles.

The Select list shall be prepared equal to exact number of vacancies (Existing and Anticipated) till 31<sup>st</sup> December of the next calendar year for each category. The candidates who have qualified in the selection test, but could not find place in the select list keeping in view of the vacancy position of that year, shall not have any right to claim selection as Havildar against any vacancies of subsequent years. The Merit list so prepared by the Selection Board after being approved by the D.G. & I.G. of Police shall form the Select list and shall be sent to the Head of the SAP Headquarters for imparting training and issue of promotion order

(7) **Probation.-** All persons appointed as Havildar shall be on probation for a period of two (2) years from the dates of their joining in the rank of Havildar. Havildar (on probation), if found unfit for permanent appointment to the service, during the period of probation, shall be reverted back to feeder grade, after obtaining orders of the Head of the SAP Headquarters.

(8) **Training.-** The selected Sepoys or Constables of OSAP or OSAP (SS) Battalions or IR Battalions or SIR Battalions or Special Security Battalion under Commissionerate of Police, Bhubaneswar-Cuttack shall undergo Drill Instructor

Course of Training for a period of not less than Sixty (60) working days at a Training Centre as may be decided by the D.G. & I.G. of Police, The syllabus and pattern of examination shall be decided by the D.G. & I.G. of Police. After successful completion of training and passing the examination, they shall be promoted to the rank of Havildar. The failed candidates shall have to undergo fifteen (15) days of further training to pass the course before leaving the training centre.

In case the selected Candidate fails in the second chance, then he shall not be given promotion

**(B) PROMOTION OF HAVILDAR TO ASI(ARMED).-**

- (i) A Havildar with at least 5 years of qualifying service as such as on 1<sup>st</sup> January of the year for which the selection is to be made, will be eligible for consideration for promotion to the rank of ASI(Armed).
- (ii) There will be a "Drill Test" for promotion of Havildar to the rank of ASI(Armed).
- (a) The Drill Test will be conducted by a Board of Examiners consisting of the

following members,-

(i)	Head of SAP Hdqrs. or Addl. D.G.P., SAP or I.G. of Police, SAP or D.I.G of Police, SAP (To be nominated by the DGP, Odisha)	• <b>Chairman</b>
(ii)	Two Commandants of any Battalion (To be selected by the Head of SAP Headquarters)	• <b>Member</b>

(b) The test will be held in the following subjects,-

Sl. No.	Events	Full marks	Pass marks.
1	Weapon Training	15	50% of marks in each individual subject and 50% in aggregate of all the
2	Field Craft & SOP on Camp/ Armory Security & Road Journey	15	
3	Riot Drill & Medium Lathi Drill	10	



4	Map Reading & Use of Compass & GPS	15	subjects
5	Firing (Pistol, Revolver & 7.62 mm AK 47)	15	
6	Written Test on the above outdoor subjects.	30	
	<b>Total</b>	<b>100</b>	<b>50</b>

(c) to be declared passed, a candidate must secure 50% of marks in each individual subject and 50% in aggregate of all the subjects.

(d) every year the gradation list of Drill Test passed Havildars will be prepared by SAP Headquarters considering their date of passing the Drill Test.

(e) if the date of passing Drill Test is same in respect of two or more Havildars the senior in service shall be placed higher in the gradation list.

(iii) The Drill test will be held once in a year i.e. preferably in the month of May or June

(iv) The service records of Drill Test passed Havildar whose Nomination Rolls are called for, will be scrutinised by the Board for selection on the basis of suitability in all respects with due regard to seniority for promotion to the rank of Havildar-Major. A list of Selected Candidates will be drawn up by the Central Selection Board

**(C) Seniority.-** Inter-se-seniority of the Havildars and ASI (Armed) shall be in accordance with the position assigned to them in the Select list during a particular year.

**(D)** The Gradation List of Sepoy or Constable, Havildar and ASI (Armed) for the purpose of promotion to the higher rank shall be prepared by Special Armed Police(SAP) Headquarters in the month of August every year

21. **Relaxation.-** Where the Government on a reference made by the Director General and Inspector General of Police or otherwise, are satisfied that it is necessary or expedient so to do in the public interest, it may by order, for reasons to be recorded in writing, relax any of the provisions of these Order in respect of any class or category of employees.

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

## APPENDIX-A

(Vide Order 3)

**Change of Cadre.-** (1) In each year preferably in the month of January, the Special Armed Police Headquarters shall publish @ 10% of available vacancies in the rank of Sepoys or Constables in different Battalions and invite applications of willing and eligible Sepoys or Constables of Battalions for change of their cadre to another Battalion in the same calendar year.

- (2) Willing and eligible Sepoys or Constables of Battalions will apply in Annexure-1 as appended to these orders to their respective Appointing Authorities for change of their cadre.
- (3) The Appointing Authorities after furnishing required information in the prescribed columns of Annexure-1 along with their views shall forward it to the Special Armed Police Headquarters for necessary consideration.
- (4) Applications received in any other means shall not be considered for change of cadre.
- (5) Eligibility: Sepoys or Constables of Battalions to become eligible for consideration of

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Change of Cadre to other Battalion must have:

- (a) Completed Ten (10) years of service as on 1<sup>st</sup> Day of January in the year in which Change of Cadre is considered.
- (b) He must have completed minimum Eight (8) years of service in his Parent Cadre in which he is appointed as on 1<sup>st</sup> Day of January in the year in which Change of Cadre is considered.
- (c) The mandatory Eight (8) years of service in his Parent Cadre shall include the period spent on deputation to SOG or SIW, if the Sepoy or Constable has ever been posted in SOG or SIW.
- (6) The Sepoy or Constable applying for change of Cadre must have good service record. He must not have any Major punishment or more than five (5) minor punishments to his discredit during his entire service career and no Departmental Proceeding or Criminal Proceeding or Vigilance case or Human Rights Protection Cell related case shall be pending against him.
- (7) Cadre Change Board.-

- (a) There will be a Cadre Change Board with the following composition to examine the eligibility of the Sepoys or Constables and their suitability for consideration of their change of Cadre.
- |     |   |                   |
|-----|---|-------------------|
| (1) | Special D.G. of Police, SAP/ Addl. D.G. of Police, SAP/ I.G. of Police, SAP<br>(To be nominated by D.G. & I.G. of Police) | • Chairman        |
| (2) | One Officer in the rank of D.I.G. of Police<br>(To be nominated by D.G. & I.G. of Police)                                 | • Member          |
| (3) | One Officer in the rank of Commandant<br>(To be nominated by D.G. & I.G. of Police)                                       | • Member convenor |
- (b) In each calendar year, preferably in the month of February the Cadre Change Board will meet to examine all applications received from the respective appointing authorities to recommend the cases of Sepoys or Constables for Change of Cadre to other Battalion(s). Each application shall be examined on the basis of eligibility criteria as mentioned in Clause (5) of this Appendix-A and the Cadre Change Board may recommend the cases suitable as against 10 % vacancy of the Battalion(s) calculated as per Clause (1) of this Appendix-A. Change of Cadre shall be considered as per the seniority of the Sepoys or Constables of different Battalions taking into account their date of appointment. When date of appointment of two Sepoy or Constables is same the older in age shall be preferred for change of cadre over the younger Sepoy or Constable.
- (c) The Cadre Change Board will recommend the names of Sepoys or Constables to the D.G. & I.G. of Police for their change of cadre to the Battalions as per option exercised by them.
- (d) Upon receipt of the recommendation of the Cadre Change Board, the D.G. & I.G. of Police will approve the select list, which will be published in shape of Office Order in Special Armed Police Headquarters.
- (e) In case any Sepoy or Constable fails to join in the new Battalion within two months period (unless extended by D.G. & I.G. of Police), his change of cadre will deemed to be cancelled automatically. For next three years, he will not be allowed to apply for change of cadre.

(8) Conditions of Service.-

- (a) All Sepoys or Constables while applying for their change of cadre must submit an undertaking to forgo their past service, training undertaken in the old Battalion for consideration of Promotion to the rank of Havildar in the new Cadre.
- (b) Upon joining in new Battalion on change of cadre he will be permanently absorbed in the new Battalion Cadre. His eligibility for promotion to the rank of Havildar in the new Battalion shall be counted from the date of his joining in the new Cadre.
- (c) His seniority in the New cadre will be fixed below the last Sepoy or Constable recruited and appointed in the new Battalion.
- (d) From the date of absorption in new Battalion, he will be the member of the new Battalion Cadre.
- (e) When two or more Sepoys or Constables join in a new Battalion on change of cadre, their inter-se-seniority shall be fixed as per their service rendered in the old cadre(s).
- (f) Change of Cadre of Sepoys or Constables is the discretion of the D.G. & I.G. of Police. Change of Cadre cannot be claimed by any Sepoy or Constable as a matter of right.
- (g) Change of Cadre of any Sepoy or Constable is full and final. He cannot claim for repatriation to old cadre in future.
- (h) The last pay drawn by the Sepoy or Constable in old cadre shall be protected in the new Cadre. His annual increments will remain unchanged without prejudice of any other rule applicable to him.
- (i) The existing Sepoys or Constables of the Battalion, though placed senior to the cadre change Sepoy or Constable, cannot claim stepping up of pay with the Sepoys or Constables joining the Battalion on cadre change, in case they are drawing less pay.

By order of the Governor

Additional Chief Secretary to Government

**ANNEXURE-1**

**APPLICATION FOR CHANGE OF CADRE FOR SEPOYS OR CONSTABLES IN BATTALIONS**

1. Name of the applicant : \_\_\_\_\_
2. Rank & Number : \_\_\_\_\_
3. Parent Cadre : \_\_\_\_\_
4. Home District : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Date of joining the service : \_\_\_\_\_
7. Date of joining the Battalion : \_\_\_\_\_
8. Whether any Criminal case is pending : \_\_\_\_\_
9. Reasons for change of Cadre (with supporting Document)

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- 
10. Choices for cadre to which to be absorbed:
    - i)
    - ii)
    - iii)

11. I hereby undertake that on the event my absorption in the new cadre, I will lose my seniority in the old cadre and my seniority in new cadre will be counted from the date of my joining the new cadre. Qualifying service required for promotion to the rank of Havildar will be counted from the date of joining the new cadre and any test I have passed in the old cadre won't be counted for promotion to the rank of Havildar in the new cadre.

(Signature of applicant with date)

**(TO BE FILLED UP BY CADRE CONTROLLING AUTHORITY)**

1. Name of the applicant : \_\_\_\_\_
2. Rank and Number : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of joining in the service : \_\_\_\_\_
5. Date of joining in the Battalion : \_\_\_\_\_
6. Whether he has completed 10 years of service as on 1<sup>st</sup> January of the year he is applying : \_\_\_\_\_
7. Whether he has completed 8 years in the parent cadre and SOG/SIW as on 1<sup>st</sup> January of the year in which he is applying : \_\_\_\_\_

8. Posting record.	Organisation	From	To
1.			
2.			
3.			
4.			
5.			

9. Whether any criminal case is pending: \_\_\_\_\_
10. Whether any disciplinary proceeding pending:
11. Number of Punishment earned: Minor : \_\_\_\_\_ Major : \_\_\_\_\_
12. Recommendation/Views of Commandant/ DCP(Armed/ Security):

Signature of Commandant/ DCP(Armed/ Security)

with date and seal

30942  
Memo No: /D&A Date: 13.09.2022

Copy forwarded to the Incharge, Gazette Cell, C&T Department for information and necessary action. He is requested to publish this Notification in the next issue of the Extra-Ordinary issue of Odisha Gazette and supply the Home Department with 50 copies.

  
13/09/2022  
Deputy Secretary to Government


30943  
Memo No: /D&A Date: 13.09.2022

Copy forwarded to the DG & IG of Police, Odisha, Cuttack/ Additional DG, Fire Service & CG, HG, Odisha, Cuttack/ Additional DG-cum-IG, Prisons & Director, Correctional Services, Odisha, Bhubaneswar/ all Revenue Divisional Commissioner/ Commissioner of Police, Bhubaneswar/ all Range DIGs of Police/ all District Magistrate/ all Superintendent of Police/ all Police Sections of Home Department/ Home (IMU) Department/ D&A Section of Home Department for information and necessary action.

  
13/09/2022  
Deputy Secretary to Government

30944  
Memo No: /D&A Date: 13.09.2022

Copy forwarded to the Scientist, NIC Coordinator, Home Department for information and necessary action.

  
13/09/2022  
Deputy Secretary to Government

