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GOVERNMENT OF ORISSA

HOME DEPARTMENT

RESOLUTION

The 27th October 2006

SUBJECT—Recruitment of Sub-Assistant Jailor in Orissa Jails

Pending framing of the regular recruitment rules under Article 309 of the Constitution of India, State do hereby make the following order to regulate the recruitment to the post of Sub-Assistant Jailor in Orissa, namely :—

PART A

1. Short title and commencement :

- (i) This order may be called “Orissa Prison Service (Conditions of Service and Method of Recruitment of Sub-Assistant Jailor) Order, 2006”.
- (ii) This shall come into force on the date of its publication in the *Orissa Gazette*

2. Definitions :

In this Order, unless the context otherwise requires—

- (a) “Appointing Authority” means the I.-G. of Prisons and D. C. S. , Orissa, Bhubaneswar ;
- (b) “Ex-Serviceman” means a person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 ;
- (c) “Commissioner” means the Orissa Staff Selection Commission ;
- (d) “Recruitment year” means the calendar year during which recruitment advertisement is actually issued ;
- (e) “Scheduled Castes and Scheduled Tribes” means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively ;
- (f) “Select List” means the list of successful candidates, sponsored by Orissa Staff Selection Commission and accepted by the Inspector-General of Prisons and D. C. S., Orissa under the provisions of this Order ;

- (g) "Sportsman" means a person, who would be issued identity card as sportsman 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 ; and
- (h) "SEBC" means Socially and Educationally Backward Classes of Citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time in the list under the "Orissa State Commission for Backward Classes Act, 1993".

3. Cadre :

The Sub-Assistant Jailor shall constitute the State Cadre. The gradation list of the cadre shall be maintained in the Directorate of Prisons and shall be published regularly for general information.

4. Recruitment :

Recruitment to the post of Sub-Assistant Jailor shall be made by the following methods, namely :—

- (a) not less than 50% of the vacancies arising in a recruitment year shall be filled up by way of direct recruitment conducted through the Commission ;
- (b) the remaining vacancies shall be filled up by way of promotion from among the Chief Head Warders. In case adequate number of suitable candidates are not available from among the Chief Head Warders, Head Warders and Warders may also be considered for such promotion, subject to their merit with due regard to seniority.

5. Direct Recruitment :

Direct recruitment shall be done by Staff Selection Commission by open advertisement of vacancies.

6. Reservation of Vacancies :

Notwithstanding anything contained in this order, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder and for candidates belonging to S.E.B.C. category/Ex-Servicemen/Women/Sportsmen to the extent notified by Government from time to time.

Provided that there shall be no reservation for S.E.B.C./Ex-Servicemen/Women/Sportsmen in case of appointment by way of promotion.

Provided further that physically handicapped persons shall not be eligible for recruitment to the post of Sub-Assistant Jailor.

7. Determination of Vacancies :

- (1) Vacancies in the sanctioned posts to be filled up from time to time, in the rank of Sub-Assistant Jailor, shall be determined by the I.-G. of Prisons. This shall include the anticipated vacancies, not exceeding the actual number of Jail Officers superannuating in the higher ranks of the hierarchy up to Senior Superintendent of Circle Jails, by the end of the calendar year.

- (2) The Staff Selection Commission shall be notified with the vacancies for direct recruitment, giving the detailed break up of reservation and the roster point number, beginning which such reservation has been arrived at.
- (3) The Staff Selection Commission shall verify the break up of reservation and satisfy it self that it is in accordance with the rules applicable before advertising the vacancies.
- (4) The Staff Selection Commission shall recruit only for the vacancies to be filled up by direct open recruitment. Promotional vacancies shall be filled up by the Prison Directorate.

PART B

8. Eligibility Criteria for Direct Recruitment :

- (1) Age limit—
 - (a) The Candidate shall not be less than twenty years and more than twenty-five years of age as on the 1st day of January of the year in which open advertisement is published inviting the applications.
 - (b) The upper age limits relaxable by 5 years in respect of the S.C./S.T. candidates and by 3 years in case of S.E.B.C. candidates. For Ex-Servicemen, the relaxation shall be for the entire period of service rendered in the Armed Forces.
- (2) Educational and Professional Qualifications : A candidate must—
 - (a) Be an Intermediate in any discipline from any recognized University or +2 from any recognized Council of Higher Secondary Education or passed 12th standard under C.B.S.E./I.C.S.E.
 - (b) Be a citizen of India
 - (c) Be of good moral character. He should not have been convicted for any criminal offence.
 - (d) Be of sound health and physique. He should be free from any organic defect or body infirmity.
 - (e) Not have more than one spouse living
 - (f) Be able to speak, read and write Oriya
 - (g) Have passed M.E. School or Higher Examinations with Oriya language as a subject, or passed H.S.C. or equivalent examinations with Oriya as a medium of examination in non-language subject, or passed the written test in Oriya in M.E. School standard conducted by the Education Department of the State Government.

9. Written Examination :

The Written Examination shall consist of three papers in two sittings as below :

Subject	Maximum marks	Time
General English	50	1 hour
Oriya language	50	1 hour
General Studies and Arithmetic (H.S.C. standard)	200	3 hours

10. Syllabus for the written examinations :

- (1) General English—The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in English. The pattern of questions should broadly include the following with intermediate standard.
 - (i) Comprehension of a given passage
 - (ii) Precis writing
 - (iii) Usage and vocabulary
 - (iv) Short essay writing
 - (v) Questions to test the knowledge of grammar
- (2) Oriya Language—The questions shall be of intermediate standard to test the following :
 - (i) Comprehension of a given passage
 - (ii) Letter/Application/Report writing
 - (iii) Usage and Vocabulary
 - (iv) Short essay writing
 - (v) Translation from English to Oriya
- (3) General Studies—
 - (a) The nature and standard of questions will be such that a well-educated person should be able to answer them without having specialized study of the concerned subjects. The questions shall test general awareness of the candidate of a variety of subjects covering various fields of knowledge as expected from any intermediate. The questions shall be in English and the candidates shall be required to answer in English.
 - (b) The paper on General Studies will include questions covering the following fields of knowledge—
 - (i) General Science and recent scientific/technological developments, questions will test the candidate's awareness in the field of science and technology, including matters of everyday observations and experience.
 - (ii) Current events of national and international importance, questions shall be to test the knowledge of significant national and international events and of the topics of social relevance in the present day India.
 - (iii) History of India from ancient times and Indian National Movement ; Emphasis will be on testing the general understanding of social, economic and political aspects of the Indian 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.
 - (iv) Indian and World Geography ; Emphasis will more be on geography of India. The questions will relate to physical and economic geography of the country. It shall cover the main features of Indian Agriculture and national resources.
 - (v) Mental ability and test of reasoning
- (4) Arithmetic of H.S.C. standard

11. After conducting the written test, the Staff Selection Commission shall, for each reservation category, prepare the merit list on the basis of marks obtained in written tests and candidates numbering three times of the vacancies will be called to participate in the remaining process of recruitment.

12. Marks of the candidates, qualifying in the written tests, shall not be disclosed to anyone till the *Viva Voce* tests are over.

13. All such candidates shall be called for measurement of Physical Standards at the places decided/allotted by the Staff Selcetion Commission. They will be asked to bring along the following documents with them—

- (i) The originals of their all the relevant certificates/testimonials and three self-attested xerox copies of each.
- (ii) Admit Card, which was issued by the Staff Selcetion Commission, for appearing in the written tests, for the purpose or their identification.

14. Only those candidates, who have established their eligibility, shall be allowed to give their physical measurements and be allowed to appear in the physical efficiency tests.

15. The Physical standards qualifying :

The candidates must qualify the physical standards detailed below :

Category	Minimum		Chest	
	Hight	Weight	Unexpanded	Expanded
(1)	(2)	(3)	(4)	(5)
General & S.E.B.C. (Men)	168 Cm.	55Kg.	79 Cm.	84 Cm.
General & S.E.B.C. (Women)	155 Cm.	47.5Kg.
Scheduled Caste/ Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.
Scheduled Caste/ Scheduled Tribe (Women)	150 Cm.	45 Kg.

16. *Viva-Voce* Test :

- (1) The candidates qualifying physical standards and written tests only shall be called for the *Viva Voce* test.
- (2) Maximum marks to be awarded to be awarded in *Viva Voce* test shall be 20 (Twenty)

17. **Marks for N.C.C. Certificates :**

- (1) These marks shall be awarded after due verification of original certificates as below :
- (2) For N.C.C. Certificates (Marks allotted—10)
 - (i) N.C.C. 'A' Certificate—5
 - (ii) N.C.C. 'B' Certificate—7
 - (iii) N.C.C. 'C' Certificate—10

18. Merit List :

- (1) While preparing the Merit List, the Commission will follow its own rules and principles
- (2) Marks of the written test, *Viva Voce* test and N.C.C. Certificates shall be added for preparing the Merit List. The Commission may prepare the reservation categorywise Merit List based on the aggregate marks obtained by each candidate.
- (3) The Ex-servicemen and the sports persons, selected against the vacancies reserved for them, shall claim the reserved seat of the category (S.E.B.C., S.C., S.T.) they may belong to.
- (4) The Commission may merge the aforesaid reservation categorywise Merit List and prepare a combined Merit List, indicating *inter se* merit of all the candidates of all the categories.

19. Sponsoring of candidates by the Staff Selection Commission :

- (1) The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it. The names of such candidates shall be arranged in the order of merit.
- (2) In the list of sponsored candidates, those claiming the reserved vacancies shall not exceed the number of vacancies reserved for that category and notified in the recruitment advertisement. However, if enough suitable women candidates are not available, the shortfall can be made up by increasing correspondingly the men candidates of that category.
- (3) There shall be no reserved or waiting list

20. No candidate shall be appointed from the Select List, without—

- (i) Verifying his/her character and antecedents
- (ii) Submission of his Medical Fitness Certificate issued by an authorised Government Doctor.
- (iii) Reverification of original certificates of his eligibility for the post. This will include certificates of Age, Caste, Category, Educational Qualifications, etc.

PART C

21. Eligibility criteria for recruitment by Promotion to Sub-Assistant Jailor :

- (1) Prisons Directorate will maintain the State wise Gradation List of Chief Head Warders as they constitute the State Cadre and also main feeder rank to the promotion.

In case sufficient eligible candidates are not available in the rank of Chief Head Warders, the Prison Directorate will maintain Statewise Gradation List of Head Warders. The Gradation List of all Circle Jails will be merged at Directorate and a Gradation List be prepared on the basis of date of joining as Head Warder in seniority basis. This will help to nominate required number of Head Warders on the basis of seniority-*cum*-suitability for promotion to Sub-Assistant Jailor.

In case sufficient eligible candidates are not available in the rank of Head Warders then a combined seniority list be prepared at Prisons Directorate for Warders basing on the date of appointment in respective Circle Jails and candidates be nominated as per seniority-*cum*-suitability for promotion to Sub-Assistant Jailor.

- (2) Chief Head Warder, Head Warder or Warder shall be eligible for consideration for promotion provided that he must have passed successfully the basic training of Warder. He must have passed Matriculation or equivalent certificate examination from a recognized Board.
- (3) Promotion to the rank of Sub-Assistant Jailor shall be by selection on the basis of suitability with due regard to seniority. In this respect, all the relevant rules, instructions and circular issued by the Government as amended from time to time shall be followed.
- (4) Provisions of the ORV Act and Rules and the Model roster shall be followed for determination and filling of vacancies reserved for the members of Scheduled Castes and Scheduled Tribes.
- (5) The other service documents, to be perused for consideration of promotion, shall mean papers, of whatever nature, having a bearing on the performance and conduct of the persons, coming within the zone of consideration, provided those had been prepared after giving the opportunity of being heard to such persons but not reflected in their C.C.Rs.
- (6) A person will not be eligible for promotion if he has any major penalty against him during his career.
- (7) A person will not be eligible if there is adverse C.C.R. communicated to him within 3 years of date of D.P.C. or is awarded with minor penalty within 3 years of date of D.P.C.
- (8) A nomination roll shall be prepared by the Jail Superintendent where the eligible candidate is working in prescribed form duly prepared by the Directorate reflecting his entire career and opinion of Jail Superintendent and Circle Jail Superintendent on his physical and mental fitness and showing his rewards and punishment, etc.
- (9) Board shall look into the Service Book, C.C.R. and nomination rolls while promoting a person and any other relevant documents.

22. Composition of D.P.C. :

It shall consist of the following persons :—

- (i) I.-G. of Prisons and D.C.S., Orissa—Chairman
- (ii) Deputy Inspector-General of Prisons—Member
- (iii) A representative of Home Department not below the rank of Deputy Secretary—Member.

23. The merit list will be prepared by the Departmental Promotion Committee

PART D

24. Probation :

All the persons appointed as Sub-Assistant Jailor, directly or by promotion, shall be on probation for a period of two years from the dates of their joining.

25. *Inter se* seniority :

- (1) The *inter se* seniority of the Sub-Assistant Jailors, appointed by way of direct recruitment during a particular recruitment year shall be determined in the order of their names appearing in the select list.

- (2) All the persons appointed to the rank of Sub-Assistant Jailor by way of promotion shall be assigned relative position as per the merit list prepared by D.P.C. but they shall enblock the senior to all the Sub-Assistant Jailors appointed during the year by way of direct recruitment.

26. Training of Sub-Assistant Jailors :

The Sub-Assistant Jailor directly appointed or promoted shall undergo the basic training as prescribed by the Government from time to time.

27. Repeal and Savings :

The provisions of this order shall supersede anything to the contrary contained either in the Orissa Jail Manual Rule or other relevant instructions for the time being in force.

28. Relaxation :

Where the Government, on a reference made by the I.-G. of Prisons and D.C.S., Orissa or otherwise, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of this order with respect to any class or category of persons.

ORDER—This be published in the Extraordinary Gazette of Orissa

By order of the Governor
TARUN KANTI MISHRA
Principal Secretary to Government