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## HOME DEPARTMENT

### NOTIFICATION

The 19th September 2008

No. 42787—CC(T)-8/2008-CC.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following Rules for regulating method of recruitment and conditions of services of persons appointed to the Orissa Secretariat Typist Service in the offices of Departments of Secretariat, namely :—

#### CHAPTER I

##### PRELIMINARY

**1. Short title and commencement**—(1) These rules may be called the Orissa Secretariat Typists (Method of Recruitment and Conditions of Service) Rules, 2008.

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

**2. Definitions**—(1) In these rules, unless the context otherwise requires —

- (a) “Appointing Authority” means the Secretary to Government of the concerned Administrative Department under which the employees of the Typist cadre work ;
- (b) “Appendix” means the Appendix appended to these rules ;
- (c) “Cadre” means the Cadre as constituted under sub-rule (1) of Rule 3 ;
- (d) “Commission” means the Orissa Staff Selection Commission ;
- (e) “Committee” means the Selection Committee constituted under Rule 16 ;
- (f) “Government” means the Government of Orissa ;
- (g) “Secretariat” means the Secretariat of the Government of Orissa ;
- (h) “Offices of the Departments of Secretariat” means and includes the offices and Departments of the Secretariat prescribed in the Rules of Business framed by the Governor under clause (3) of Article 166 of the Constitution ;
- (i) “S.E.B.C.” means Socially & Educationally Backward Classes of the citizen other than the S.C. & S. T. as may be specified by the State Government from time to time;
- (j) “Schedule 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 ;

- (k) "Select list" means the list prepared by the Commission in case of direct recruitment and the list prepared by the Committee in case of promotion ;
- (l) "Service" means the Orissa Secretariat Typists Service; and
- (m) "Year" means the calendar year.

(2) The words and expressions used herein but not defined shall have the same meaning as respectively assigned to them in the Orissa Service Code.

**3. Service & Scale of Pay** —(1) The Service shall consist of the following Cadres with such scale of pay as may be determined by the Government from time to time:—

- (i) Junior Grade Typists.
- (ii) Senior Grade Typists.
- (iii) Superintendent, Level - II.
- (iv) Superintendent, Level - I.

(2) Each grade of the service shall constitute a separate cadre.

(3) The Service shall consist of such number of permanent and temporary posts in each cadre as may be fixed by the Government in the Home Department from time to time.

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

## CHAPTER II

### DIRECT RECRUITMENT

**4. Method of Recruitment** —(1) Recruitment to the cadre of Junior Typist shall be made by means of competitive examination. On the first day of January each year the Departments of Secretariat shall communicate to Home Department the total number of vacancies or posts including the number of vacancies or posts to be specially kept for reserved categories in the service.

(2) The posts of Senior Grade Typist, Superintendent, Level - II and Superintendent, Level - I shall be filled up by promotion from among the eligible Junior Grade Typists, Senior Grade Typists and Superintendent, Level - II, respectively.

**5. Advertisement of vacancies** — (1) Government after assessing the number of vacancies required to be filled up in the cadre of Junior Grade Typist may request the Commission to make necessary recruitment.

(2) The Commission after receipt of the information regarding the vacancies shall issue advertisement in the local daily newspaper as may be considered necessary inviting applications in the prescribed Form for the competitive examination as per Rule 6.

**6. Applications for the competitive examination** — A candidate desirous of appearing at the competitive examination shall be required to submit his/her application to the Commission in the *pro forma* as specified by the Commission.

**7. Scrutiny of application** — The Commission on receipt of the applications shall scrutinise them and issue letters to the eligible candidates to appear at the examination, indicating place, date

and time of examination.

**8. Eligibility of the candidate** — (1) In order to be eligible to appear at the competitive examination for recruitment to the posts of Junior Grade Typists, a candidate shall —

- (a) be a citizen of India;
- (b) not be less than twenty one years and more than thirty-two years of age on the first day of January of the year in which recruitment is made :

Provided that the maximum age limit shall be relaxed by five years in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Women and ten years in case of Physically handicapped persons and by three years in case of Socially and Educationally Backward Classes candidates :

Provided further that the upper age limit in case of ex-Servicemen shall be relaxed in accordance with the provisions of the Orissa ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 ;

- (c) have passed at least Bachelor's Degree Examination in any discipline and also have passed at least a six months Diploma/Certificate course in Computer Application from a recognised institution ;
- (d) have passed, the High School Certificate Examination or an equivalent examination with Oriya as a subject ; or  
have passed a test in Oriya of Middle English School standard conducted by the School & Mass Education Department ;
- (e) have possessed a minimum speed of twenty words per minute in Oriya Typewriting, forty words per minute in English Typewriting with mistakes not exceeding 1½ per cent & the operating speed for word processing (Alfa Numeric) in English & Oriya is 40 (Forty) & 20 (Twenty) words per minute, respectively ;
- (f) have paid non-refundable examination fees, as specified by the Staff Selection Commission from time to time. The S.C. and S. T. candidates shall be exempted from paying the examination fees. The amount of fee and procedure of payment of such fee shall be as may be determined by the Commission from time to time in the advertisement ;
- (g) be of good character ;
- (h) be of sound health, good physique and active habits and free from organic defects or bodily infirmity likely to interfere with the discharge of his duties in the service.

(2) Candidates who are already in Government service shall be eligible to appear at the competitive examination if they have paid the prescribed fees and are within the prescribed age limit. Such candidates may submit their applications direct to the Commission under intimation to the employer and the employer may ensure that such application reaches the Commission in time.

(3) The candidate shall furnish along with his/her application, copies of the following documents, namely :—

- (i) A pass certificate of High School Certificate Examination showing the date of birth of the applicant and Bachelor's Degree Examination or an equivalent examination.
- (ii) Mark sheets of the High School Certificate Examination, +2 Examination, Bachelor's Degree Examination or an equivalent examination, as the case may be.
- (iii) Caste Certificate granted by a Competent Authority in case of candidates belonging to Scheduled Caste or Scheduled Tribe.
- (iv) Caste Certificate granted by a Competent Authority in case of candidates belonging to Socially & Educationally Backward Classes.
- (v) Physically handicapped Identity Card issued by the concerned District Social Welfare Officer in case of candidate belonging to physically handicapped category.
- (vi) Three copies of recent passport size photographs duly attested by a Group 'B' Officer.
- (vii) Certificate showing successful completion of at least a six month Diploma/ Certificate Course in Computer Application.

(4) No person who has more than one spouse living shall be eligible for appearing at the competitive examination :

Provided that the State Government may, if satisfied that there are special reasons for doing so, exempt him from operation of this clause.

**9. Conduct of Examination—** (1) The decision of the Commission relating to the eligibility of a candidate for admission to the examination shall be final and the candidate to whom the Commission will issue a certificate of admission shall be admitted to the examination.

(2) the examination shall be held in accordance with the Appendix appended to these rules and the subjects specified therein. If a candidate fails to type out the printed matter (English & Oriya) within the specified time shall be disqualified.

**10. Result of Examination and period of validity of the select list —** (1) The decision of the Commission relating to the result of the examination shall be final .

(2) The Commission shall transmit a list of successful candidates to the Government arranged in order of merit and categorywise. The list in no circumstances shall exceed the number of vacancies notified. The Commission shall also send the applications of successful candidates to Government in Home Department.

(3) The select list so made available by the Commission to the Home Department shall be placed before the Government for approval. The list shall remain valid for a period of one year from the date of its approval or until another select list is prepared, whichever is earlier.

**11. Appointment of candidates—**The appointments shall be made in the order in which the names appear in the select list. Inclusion of the names in the select list confer no right for appointment.

**12. Consequence of failure to join the assignment** — If a candidate fails to join within the stipulated time mentioned in the appointment order, such order stands automatically cancelled. Government, however, reserve the right to consider any representation for extension of time.

**13. Verification of antecedents** — The Government shall take immediate steps to verify the antecedents of the successful candidates and the names of such candidates as are adversely reported upon shall be struck off from the list.

**14. Allotment of candidates** — Home Department shall allot the successful candidates in order of merit for appointment in the Departments of Secretariat.

### CHAPTER III

#### PROMOTION TO THE POST OF SENIOR GRADE TYPISTS, SUPERINTENDENT LEVEL - II AND SUPERINTENDENT, LEVEL- I

**15. Eligibility** — (1) the posts of Senior Grade Typists shall be filled up by promotion from amongst the Junior Grade Typists who have completed at least eight years of continuous service as Junior Grade Typists.

(2) The posts of Superintendent, Level-II shall be filled up by promotion from amongst the Senior Grade Typists who have completed at least ten years of continuous service in the rank of Senior Grade Typist or 18 (Eighteen) years of continuous service in the rank of Junior Grade Typist and Senior Grade Typist taken together.

(3) The posts of Superintendent, Level-I shall be filled up by promotion from amongst the Superintendents Level-II who have completed at least one year of continuous service as such.

**16. Constitution of the Selection Committee**—(1) There shall be constituted a Selection Committee to consider the suitability of eligible candidates for promotion to different posts specified under Rule 15.

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

- |   |     |          |
|---|-----|----------|
| (a) Secretary to Government, Home Department  | ... | Chairman |
| (b) An officer of Finance Department not below the rank of Deputy Secretary nominated by Secretary, Finance Department.   | ... | Member   |
| (c) An officer of General Administration Department not below the rank of Deputy Secretary nominated by Special Secretary, General Administration Department.     | ... | Member   |
| (d) An officer of S.T. & S.C. Development Department not below the rank of Deputy Secretary nominated by the Secretary of the S.T. & S.C. Development Department. | ... | Member.  |

- (e) Deputy/Joint/Addl. Secretary, Home Department ... Convenor  
in-charge of Common Cadre.

(3) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members:

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Committee were present in the meeting.

(4) The Committee shall ordinarily meet at least once a year in the month of January to consider the suitability of eligible candidates, on the basis of their performance for promotion to different grades and prepare select list of candidates found suitable for promotion to each grade separately.

**17. Preparation of select lists—**(1) The selection of persons for inclusion in the Select lists for promotion to different grades shall be in accordance with the provisions contained in the Orissa Civil Service (Criteria for Promotion) Rules, 1992.

(2) The zone of consideration shall be as provided in the Orissa Civil Service (Zone of Consideration for Promotion) Rules, 1988.

(3) The instruction of sealed cover procedure issued by the General Administration Department from time to time shall be followed by the Committee.

(4) The size of the select list for promotion to each grade of the service shall be as per the rules prescribed in the Orissa Civil Services (Criteria for Selections including Promotion Rules, 2003.

(5) The Select list shall remain valid for a period of one year from the date of approval by the Competent Authority or till another Select List is drawn up, whichever is earlier.

## CHAPTER IV

### GENERAL

**18. Probation and Confirmation—**(1) Every person appointed to any grade/post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of joining the post :

Provided that the appointing authority may, if think fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include—

- (a) extraordinary leave;
- (b) period of unauthorized absence; or
- (c) any other period held to be not being on actual duty.

(2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period

of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his /her former cadre/post, if he/she is a promotee.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

**19. Seniority**—The seniority of the persons in different cadres of the service shall be determined in the order their names appear in the respective select lists.

**20. Training and Departmental Examination**— Member of the service shall be required to undergo such training or to pass such tests or Departmental Examinations as may be prescribed by Government from time to time.

**21. Reservation**—(1) Notwithstanding anything containing in these rules, vacancies shall be reserved for the Scheduled Castes and Scheduled Tribes candidates in accordance with the provisions of the Orissa Reservation of Vacancies in the Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and rules made thereunder, or any other law or rule in force at the relevant time.

(2) Vacancies shall be reserved for the Socially and Educationally Backward Classes, Physically Handicapped, Ex-Servicemen, Sportsmen and Women in respect of the posts of Junior Grade Typist to such extent as may be determined by the Government of Orissa from time to time.

**22. Disciplinary Authority**—(1) The Secretaries of the Departments under whom the persons work shall act as Disciplinary Authority in respect of them under Sl. No.3(a)(i) & (ii) of the Schedule appended to the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.

(2) The Secretary, Home Department shall act as Disciplinary Authority in respect of a person during the period of his transfer from one Department to the other.

**23. Appointment under Rehabilitation Assistance Scheme**— Appointment made in the post of Junior Grade Typist of the service under the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 shall be deemed to be a regular appointment made under these rules subject to prior approval of Home Department :

Provided that the Junior Grade Typist appointed under Rehabilitation Assistance Scheme shall rank below the persons appointed in the Cadre during that year.

**24. Transfer**—The services of all the employees and officers appointed under these rules shall be transferable from one department to another.

**25. Relaxation**—Where the Government are of the opinion that it is necessary or expedient so to do in the public interest, they may, by order, for reasons to be recorded in writing, relax any of provisions of these rules in respect of any class or category of persons.

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

## APPENDIX

[ See Sub-rule (2) of Rule of 9]

## STANDARD AND SYLLABUS

## A. English

## 1. Typewriting Test .. English — 15 Marks

(a) The test will be held for 10 (ten) minutes at a speed of 40 (forty) words per minute from a printed matter (400 words approximately).

(b) While assessing the accuracy of reproduction, 3 (three) marks will be deducted for each mistake in the typed script. A candidate whose script reveals more than 6 (six) mistakes will be eliminated as disqualified.

## 2. Typewriting Test .. Oriya — 15 Marks

(a) The test will be held for 10 (ten) minutes at a speed of 20 (twenty) words per minute from a printed matter (200 words approximately)

(b) While assessing the accuracy of reproduction, 3 (three) marks will be deducted for each mistake in the typed script. A candidate whose script reveals more than 6 (six) mistakes, will be eliminated as disqualified.

## 3. Computer Test (English &amp; Oriya) — 30 Marks

The typing speed for Word Processing (Alfa Numeric) in English and Oriya is 40 (forty) & 20 (Twenty) words per minute respectively .

Failure in any one of the three tests mentioned above will disqualify the candidate for selection.

## 4. Career Marking — 40 Marks

Career Marking shall be made out of 10 marks in respect of the following levels :—

(A) H. S.C. Examination	..	$\frac{X \times 10}{100}$	} X-percentage of marks secured in the examination.
(B) +2 Examination	..	$\frac{X \times 10}{100}$	
(C) Bachelor's Degree	..	$\frac{X \times 10}{100}$	
(D) Computer Applications	..	$\frac{X \times 10}{100}$	

By order of the Governor

T. K. MISHRA

Principal Secretary to Government