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HOME DEPARTMENT

NOTIFICATION

The 30th December 2008

No. 58248-CC-(DEO)-1/2008— 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 regulating the method of recruitment and conditions of service of persons appointed to the **Orissa Secretariat Data Entry Operators Service**, namely:—

CHAPTER-I

PRELIMINARY

1. Short title and Commencement: (1) These rules may be called the **Orissa Secretariat Data Entry Operators (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 ;

(b) “Cadre” means the cadre constituted under rule 3;

(c) “Commission” means the Orissa Staff Selection Commission;

(d) “Committee” means the Selection Committee constituted under rule 18;

(e) “Government” means the Government of Orissa;

(f) “Scheduled Castes and Scheduled Tribes” means such castes and tribes as notified by the President of India under Article 341 and 342 of the Constitution of India;

(g) "S.E.B.C." means Socially and Educationally Backward Classes of the citizens other than the S.C. and S.T. as may be specified by the State Government from time to time;

(h) "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;

(i) "Service" means the Orissa Secretariat Data Entry Operators Service; and

(j) "Year" means the calendar year.

(2) 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 : (1) The Service shall consist of the following cadres:

(a) Junior Data Entry Operators.

(b) Senior Data Entry Operators.

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

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

CHAPTER – II

DIRECT RECRUITMENT

4. Method of Recruitment: (1) Recruitment to the cadre of Junior Data Entry Operator shall be made by means of competitive examination to be held at such interval as the Government may from time to time determine.

(2) On the first day of January each year the different departments of Government shall communicate to the Home Department the total number of vacancies, both existing and anticipated including the number of vacancies to be specially kept reserved for Scheduled Castes and Scheduled Tribes and S.E.B.C. candidates in the Service.

(3) Home Department after receiving the information of the number of vacancies required to be filled up in the cadre of Junior Data Entry Operator shall request the Commission to make necessary recruitment.

5. Advertisement for filling up of vacancies: The Commission after receipt of the information regarding the vacancies, shall issue advertisement in the two local dailies as may be considered necessary, inviting applications in the proper form to be prescribed by the Commission to appear at the competitive examination.

6. Scrutiny of applications: On receipt of applications the Commission shall scrutinise those and issue letters to the eligible candidates to appear at the examination indicating place, date and time of examination.

7. Eligibility of the candidate: (1) In order to be eligible to appear at the competitive examination for recruitment to the post of Junior Data Entry Operator, a candidate must:-

- (i) be a citizen of India;
- (ii) 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 applications are invited:

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 Class 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;

- (iii) be a graduate in any discipline;
- (iv) have adequate knowledge in computer application;
- (v) have passed the High School Certificate Examination or equivalent examination with Oriya as a subject up to Upper Primary standard or have passed a test in Oriya of Upper Primary standard conducted by the School and Mass Education Department;
- (vi) have paid non-refundable examination fee as specified by the Commission from time to time;

NOTE: The Scheduled Caste and Scheduled Tribe candidates shall be exempted from paying the examination fee. 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.

- (vii) be of good character;
- (viii) be of sound health, good physique and active habits and free from organic defects or bodily infirmity;

NOTE: This provision shall not be applicable in case of physically handicapped candidates.

(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 age limit of 35 years and apply through proper channel. The applicant may send an advance copy of the application to the Commission but the employee has to ensure that such application reaches the Commission in time.

(3) The in-service candidate shall furnish along with his/her application, the attested copy of the following documents, namely: —

- (i) A pass Certificate of High School Certificate or equivalent Examination showing the date of birth of the applicant;
- (ii) A pass certificate of graduation in any discipline;
- (iii) Certificate of good character from the head of the institution in which the candidate last studied / from a group “B” officer /Member of Parliament/ Member of Legislative Assembly;
- (iv) Caste Certificate granted by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;
- (v) Caste Certificate granted by a competent authority in case of candidates belonging to Socially and Educationally Backward Classes as per erstwhile Welfare Department Resolution No.4030/W, dated the 29th January 1994;
- (vi) Physically handicapped identity card issued by the W. & C.D. Department as per erstwhile P & S Department Resolution No.16443/Gen., dated the 24th July 1978 in case of candidates being physically handicapped;
- (vii) Three copies of recent passport size photographs duly attested by a Group B officer;
- (viii) Certificate showing successful completion of at least a six months’ diploma course in Computer Application from any recognized Institution or ‘A’ level from Department of Electronics Accredited Computer Courses;

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

8. 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 has issued 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 secure the minimum marks in the practical test as determined by the Commission, he or she shall be treated as disqualified in the examination; irrespective of the marks he or she secures in theory paper.

(3) If two or more candidates obtain equal marks in aggregate, the order of merit shall be determined in accordance with the marks secured in the practical test for operation of computer.

9. Result of examination & 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 prepare the list of successful candidates in order of merit and forward the same to the Government for necessary approval. The list in no circumstance shall exceed the number of vacancies notified.

(3) The Select list shall remain valid for a period of one year from the date of its approval or replacement of it by another Select List whichever is earlier.

10. Consequence of failure to join the assignment: If a candidate fails to join within the stipulated time mentioned in the appointment order, such order shall stand automatically cancelled.

11. 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.

12. Allotment of candidates: The Government in Home Department shall allot the successful candidates in order of merit for appointment to different Departments keeping in view the vacancies reported by the Departments under sub-rule (2) of rule 4.

13. Inter-se-seniority of Data Entry Operators: The *inter-se*-seniority of the candidates appointed as Junior Data Entry Operators shall be as their names appear in the Select List.

CHAPTER –IIIPROMOTION TO THE RANK OF SENIOR DATA ENTRY OPERATOR

14. Eligibility Criteria: The Junior Data Entry Operators who have completed at least three years of continuous service as such shall be eligible for promotion to the post of Senior Data Entry Operator and the Committee constituted for the purpose under rule-15 shall consider their eligibility and suitability for promotion.

15. Constitution of the Selection Committee: (1) There shall be a Selection Committee consisting of the following officers to consider the suitability of eligible employees for promotion to the rank of Senior Data Entry Operator.

- | | | |
|--|-----|-----------------|
| (a) Secretary to Government, Home Department | ... | Chairman |
| (b) An officer of Finance Department not below the rank of Deputy Secretary to be nominated by the Secretary, Finance Department | ... | Member |
| (c) An officer of S. T. & S.C. Development Department not below the rank of Deputy Secretary/Joint Secretary to be nominated by the Secretary, S. T. & S.C. Development Department | ... | Member |
| (d) Deputy Secretary/ Joint Secretary /Additional Secretary, Home Department in charge of Common Cadre. | ... | Convener |

(2) The Committee shall ordinarily meet at least once a year in the month of January to consider the suitability of eligible employees for promotion to the rank of Senior Data Entry Operator and prepare the Select List of the employees found suitable for promotion to the said rank.

16. Preparation of Select List for promotion: (1) The Select List for promotion to the rank of Senior Data Entry Operator shall be in accordance with the provisions contained in the Orissa Civil Service (Criteria for promotion) Rules, 1992, Orissa Civil Services (Zone of consideration for promotion) Rules, 1988.

(2) The Committee shall follow the instruction of sealed cover procedure issued by the G.A. Department.

(3) The Select List shall remain valid for an year or till another Select List is drawn up afresh, whichever is earlier.

CHAPTER- IVGENERAL

17. Probation and confirmation: (1) Every person on appointment to the cadre on promotion shall be on probation for a period of one year and two years in case of direct recruitment with effect from the date of his/her joining in the cadre. If during or at the end of the said period he/she is found unsuitable for the post, the Appointing Authority may extend the period of probation for a further period of one year/terminate his/her service.

(2) Every person appointed in the cadre shall be confirmed by the Appointing Authority after the probation period is over subject to availability of permanent vacancy.

18. Disciplinary Authority: (1) The Secretary of the Department concerned under whom the employees work shall act as Disciplinary Authority in respect of them.

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

19. Scale of pay: The Junior Data Entry Operators and the Senior Data Entry Operators shall be in the scale of pay of Rs.3050-75-4590/- and Rs.4,000-100-6,000/- respectively with usual D.A. and Other allowances as declared by the Government from time to time.

20. Reservation of Vacancy: Notwithstanding anything contained in these rules, the reservation of vacancies or posts, as the case may be for Scheduled Castes and Scheduled Tribes, Physically Handicapped, Sportsmen, Ex-Servicemen, Other Backward Classes and women shall be as provided under the Orissa Reservation of Vacancies in the Services and Posts (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed there under, and such other relevant rules and orders made by government from time to time in respect of any such class.

21. Relaxation: When Government are of opinion 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 these rules in respect of any class or category of persons in the interest of public service.

22. Interpretation: If any question arises relating to the interpretation of these rules, it shall be referred to the Government for decision.

APPENDIX**DISTRIBUTION OF WEIGHTAGE FOR MARKING OF THE RECRUITMENT
EXAMINATION PAPERS FOR DATA ENTRY OPERATORS**

1. Test on Computer Fundamental (Theory)	...	40 marks
2. Test on Computer (practical)	...	40 marks
3. Technical <i>Viva Voce</i>	...	20 marks

Qualifying Mark in the Test - 50% Marks**QUESTION PATTERN FOR THE THEORY & PRACTICAL TEST PAPER FOR
DATA ENTRY OPERATORS.****(A) Theory: Objective Questions 40 x 1 marks = Total 40 marks****Duration ... 40 Minutes**

Subjects: Computer Fundamentals	:	5 marks
Internet & Email	:	5 marks
Windows OS	:	5 marks
Ms-Word	:	10 Marks
Ms-Excel	:	10 Marks
Ms-PowerPoint	:	5 marks

(B) Practical :**Total... 40 Marks****Duration... 30 Minutes**

Ms-Word	:	10 Marks
Excel	:	10 Marks
Windows	:	10 marks
PowerPoint	:	5 marks
Internet & Email	:	5 marks

By order of the Governor

ADITYA PRASAD PADHI

Principal Secretary to Government