

# The Odisha Gazette

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## HOME DEPARTMENT

### NOTIFICATION

The 9th January, 2017

No.1009–HOME-OSS-RULES-0001/2016/HD.— In exercise of the powers conferred by the proviso to Article, 309 of the Constitution of India and in supersession of the Odisha Secretariat Service (Method of Recruitment and Conditions of Service of Assistant Section Officers) Rules, 2010, the Odisha Secretariat Service (Junior) Rules, 1981, the Odisha Secretariat Service ( Group-B) Rules, 1986 and the Odisha Secretariat Service Rules,1980 except as respect things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Secretariat Service, namely :—

## PART I

### GENERAL

#### 1. Short title and commencement :—

- (1) These rules may be called the Odisha Secretariat Service (Method of Recruitment and Conditions of Service) Rules, 2016.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

#### 2. Definitions:—

- (1) In these rules, unless the context otherwise requires—
  - (a) “Commission” means the Odisha Public Service Commission;
  - (b) “Committee” means the Selection Committee constituted under rule 13;
  - (c) “Ex-servicemen” means persons as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules,1985;
  - (d) “Government” means the Government of Odisha;

- (e) "Probationer" means a member of the service appointed on probation;
- (f) "Persons with Disabilities" means a person who have been granted with disability certificate by competent authority as per the provisions of the Persons with Disabilities( Equal Opportunities, Protection of Rights and Full Participation) Odisha Rules, 2003;
- (g) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under articles 341 and 342 of the Constitution of India, respectively;
- (h) "SEBC" means the Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the Government from time to time;
- (i) "Select list" means the list finally approved by the Government under rule 16;
- (j) "Service" means the Odisha Secretariat Service;
- (k) "Sportsmen" means persons who hold the identity card as sportsmen issued by the Director, Sports;
- (l) "Schedule" means the schedule appended to these rules;
- (m) "Year" means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meanings as respectively assigned to them in the Odisha Service Code.

**3. Constitution of the Service:**—The Service shall consist of the following posts, namely:—

- (a) Assistant Section Officer, Group-B;
- (b) Section Officer , Group-B ;
- (c) Desk Officer , Group-B;
- (d) Under Secretary, Group-A (Junior Branch);
- (e) Deputy Secretary, Group-A (Senior Branch);
- (f) Joint Secretary ( Supvertime Scale) and
- (g) Additional Secretary (Superior Administrative Grade).

## PART - II

### METHOD OF RECRUITMENT

**4. Methods of Recruitment:**— Subject to other provisions made in these rules, recruitment to different grades in the service shall be made by the following methods, namely:—

(a) in respect of the post of Assistant Section Officer in Group-B as specified in clause(a) of rule 3 —

- (i) by means of competitive examination to be held at least once in a year by the Commission in accordance with rule 6;
- (ii) by selection from among the Senior Grade Typists, Senior Grade Diarists, Recorders and Senior Data Entry Operators of the Departments of Government and

(b) in respect of the other posts by way of promotion in accordance with these rules.

**5. Reservations:**— Notwithstanding anything contained in these rules, reservation of posts or vacancies, as the case may be, for –

- (a) the candidates belonging to Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha 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) the candidates belonging to SEBC, Women, Sportsmen, Persons with Disabilities and Ex-Servicemen shall be made in accordance with the provisions made under such Acts and rules framed and orders or instructions issued in this behalf by the Government from time to time.

## PART - III

### DIRECT RECRUITMENT

**6. Competitive Examination:**— (1) The direct recruitment to the post of Assistant Section Officer through competitive examination shall be conducted by the Commission.

(2) Subject to the provisions of rule 11, the Home Department shall communicate the total number of vacancies, that is, the existing vacancies, if any, and the anticipated vacancies likely to arise during the recruitment year to be filled up by direct recruitment to

the commission in the first week of December, indicating the posts to be reserved for candidates belonging to different reserved categories.

(3) The Commission shall, on receipt of the vacancies from the Government in Home Department, publish the advertisement at the latest by the last week of December in the *Odisha Gazette* and two widely circulated *Odia Dailies*, inviting applications from the candidates eligible to appear at the written examination.

(4) The date and the place of the written examination shall be as may be decided and notified by the Commission.

(5) The scheme and subjects for the written examination and the syllabus shall be as specified in the Schedule.

(6) Only those candidates who have been short listed after the written test shall be called for the skill test in computer as provided in the schedule which shall be of qualifying nature. One has to secure at least forty percent of the total marks in the skill test to qualify it.

#### **7. Eligibility Conditions:—**

(1) **Nationality** – A candidate must be a citizen of India.

(2) **Age Limits** – A candidate must have attained the age of twenty one years and must not be above the age of thirty two years on the 1<sup>st</sup> day of January of the year of recruitment:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for the respective categories.

(3) **Knowledge in Odia** – The candidate must be able to read, write and speak Odia; and have —

- (a) passed Middle School examination with Odia as a language subject; or
- (b) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (c) passed in Odia as language subject in the final examination of Class VII or above ;or

(d) Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

(4) **Minimum Educational Qualification** – The candidate must possess a Bachelor's Degree in any discipline from a recognized University or possess such other qualification equivalent thereto and must have adequate knowledge in computer application as specified in the schedule.

(5) **Physical and Mental Fitness** – A candidate must be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service and the candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.

**8. Disqualification:**— No person, —

- (a) Who has entered into or contracted marriage with a person having a spouse living, or
- (b) Who having a spouse living has entered into or contracted a marriage with a person, shall be eligible for appointment to the said post:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule

**9. Eligibility for Admission:**— The decision of the Commission as to the eligibility of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

**10. Preparation of Merit List:**— (1) On the basis of the results of the examination, the Commission shall prepare a common list of successful candidates found suitable for appointment in order of merit, subject to reservations for different categories and forward the list to the Government. The list shall also be published by the Commission for general information.

(2) The list so prepared under sub-rule (1) shall include the names of successful candidates and shall be equal to the number of vacancies notified by the Commission.

(3) Final ranking of the candidates shall be on the basis of marks obtained in the written examination.

(4) In case of candidates securing same marks in the aggregate the candidate securing higher marks in General Knowledge shall rank above others.

(5) In case the marks secured in General Knowledge is also the same, final ranking shall be determined on the basis of age i.e. the person older in age shall be placed above the younger.

## **PART - IV**

### **PROMOTION**

**11. Criteria for Selection:**— (1) 10% of vacancies arising in a year subject to a maximum of 10 posts of Assistant Section Officer in the Departments of Government shall be filled up by selection of eligible and willing Senior Grade Typist, Senior Grade Diarist, Recorders and Senior Data Entry Operators of the Departments of Government mentioned under clause (a)(ii) of rule 4, provided they have rendered at least 10 years of continuous service inclusive of at least 3 years service in the respective rank, are not above 45 years of age and possess Bachelor's Degree in any discipline with adequate knowledge in Computer Application as specified in the schedule.

(2) The willing candidates shall undergo a test in Computer Application as per the syllabus specified in the Schedule.

**12. Criteria for Promotion**— (1) No officer shall be eligible for promotion to the post of Section Officer unless he or she has completed twelve years of continuous service in the post of Assistant Section Officer and has passed training as prescribed under rule- 20 as on the 1st day of January of the year in which the Committee meets.

(2) No officer shall be eligible for promotion to the post of Desk Officer unless he or she has completed at least three years of continuous service in the post of Section Officer as on the 1st day of January of the year in which the Committee meets.

(3) No officer shall be eligible for promotion to the post of Under Secretary unless he or she has completed six years of continuous service in the post of Section Officer and Desk Officer taken together as on the 1st day of January of the year in which the committee meets.

(4) No officer shall be eligible for promotion to the post of Deputy Secretary, Joint Secretary and Additional Secretary from the posts of Under Secretary, Deputy Secretary and Joint Secretary respectively unless he or she has completed at least three years of continuous service in respective feeder grade as on the 1st day of January of the year in which the committee meets.

**13. Constitution of Selection Committee:—** (1) There shall be constituted a Committee for selection of officers for promotion to different posts in the service including the posts filled up under rule 11 except the posts in Superior Administrative Grade with the following members, namely:—

- |  |     |          |
|--|-----|----------|
| (a) Secretary to Government, Home Department   | ... | Member   |
| (b) Secretary to Government, Finance Department  | ... | Member   |
| (c) Special Secretary to Government,<br>General Administration Department.   | ... | Member   |
| (d) An officer of Scheduled Tribe and Scheduled Caste Development Department not below the rank of Deputy Secretary nominated by the Secretary of the Department | ... | Member   |
| (a) Joint Secretary or Addl. Secretary in charge of Odisha Secretariat Service Section, Home Department  | ... | Convener |

(2) The senior most Secretary from among the members shall be the Chairman.

(3) There shall be constituted a Committee for selection of officers for promotion to the post of Additional Secretary in Superior Administrative Grade of the Service with the following members, namely: —

- |  |     |          |
|--|-----|----------|
| (a) Chief Secretary  | --- | Chairman |
| (b) Development Commissioner   | --- | Member   |
| (c) Secretary to Government, Home Department                                     | --- | Member   |
| (d) A Secretary to Government, nominated by the Chief Secretary                  | --- | Member   |
| (e) Joint Secretary or Addl. Secretary in charge of OSS Section, Home Department | --- | Convener |

(4) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any of its member other than the Chairman:

Provided that the member or members so absenting must have been duly invited to attend the meeting and the majority of the members constituting the Committee are present in the meeting.

**14. Procedure for Selection by the Committee:—** (1) The Committee shall ordinarily meet at least once in a year preferably in the month of January to prepare a list of officers, as are held by them, suitable for promotion to the next higher grade taking into account the existing and anticipated vacancies for the year.

(2) The Committee while considering the cases for promotion of suitable officers, shall follow the provisions of —

- (a) the Odisha Civil Services (Zone of Consideration for Promotion) Rules,1988,
- (b) the Odisha Civil Services (Criteria for Promotion) Rules,1992 and
- (c) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules,2003,
- (d) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under and
- (e) any other law, rule or instructions in the matter in force at the relevant time shall also be followed.

**15. Consultation with the Commission:—**(1) The recommendations of the Committee under sub-rule (4) of rule 13 shall be referred to the Commission where consultation with the Commission is necessary, along with service particulars in respect of all officers included in the list for its concurrence including those whose cases have not been recommended, being found unsuitable.

(2) The Commission shall consider the lists received alongwith service particulars and furnish its recommendations to the Government.

**16. Select List:—** (1) The recommendations of the Commission in respect of reference made to it under sub-rule (1) of rule 15 shall be considered by the Government and the list approved by the Government shall form the Select List for appointment to different posts in the service.



(2) The list referred to under sub-rule (1) shall ordinarily be in force for a period of one year from the date of its approval by the Government or until another Select List is prepared afresh, whichever is earlier.

**PART - V**  
**OTHER CONDITIONS OF SERVICE**

**17. Inter-se-Seniority:—** (1) The *inter-se-seniority* of the Assistant Section Officers of the service in respect of a particular recruitment year shall be in the following manner, namely:—

(i) the promotee officers shall be ranked *inter-se* in the order in which their names appear in the select list.

(ii) the direct Recruit officers shall be ranked *inter-se* in the order in which their names appear in the merit list prepared by the Commission.

(iii) the officers appointed by selection under sub-clause (ii) of clause (a) of rule-4 shall *en-bloc* be senior to those appointed by direct recruitment under sub-clause (i) of clause (a) of rule-4.

(2) The *inter-se-seniority* of the officers in grades other than the Assistant Section Officer in the service shall be in the order in which their names appear in the approved select list formed under rule 16.

**18. Appointment to the Posts in the Service:—** (1) Appointment to the posts in the service by direct recruitment shall be made in the order in which the names of the persons appear in the merit list furnished by the Commission.

(2) Appointment to the posts in the service by promotion shall be made in accordance with the rules framed and procedure outlined by the Government from time to time.

**19. Probation and Confirmation:—**(1) On appointment against a substantive vacancy, an officer shall be placed on probation for a period of two years, if he or she is a direct recruit and one year, if he or she is a recruit by promotion, from the date of joining the post :

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

Provided further that such period of probation shall not include the period of. —

- (a) extraordinary leave;
- (b) unauthorised 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 the Government at any time without previous notice during the period of probation including extension of such period, if any, and in case of a probationer appointed by way of promotion, after such termination, the officer shall be deemed to be reverted to his or her former cadre or post.

(3) On successful completion of probationary period and on passing the prescribed training under rule 20, an officer shall be eligible for confirmation subject to availability of substantive post in the service.

**20. Departmental Training:**— Every person appointed to the service under clause (a) of rule 4, shall, during the period of probation undergo Secretariat Training as prescribed in the Odisha Secretariat Instructions or as may be prescribed by the Government from time to time:

Provided that the Government may, if so think fit for reasons to be recorded in writing, exempt any person or class of persons from passing the Secretariat Training.

**21. Other Conditions of Service:**— The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the Government.

## PART-VI

### MISCELLANEOUS

**22. Relaxation:**— When it is considered by the Government that it is necessary or expedient so to do in public interest, 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 officers in consultation with the Commission.

**23. Interpretation:**— If any question arises relating to interpretation of these rules, the same shall be referred to the Government in General Administration Department whose decision thereon shall be final.

<b>SCHEDULE</b>				
<b>Scheme and Syllabus of the Examination</b>				
[ See sub rule (5) of Rule - 6 ]				
<u><b>SCHEME</b></u>				
<b>Papers</b>	<b>Subject</b>	<b>Marks</b>	<b>No. of Questions</b>	<b>Duration</b>
I	General Awareness	100	100	1 ½ hrs.
II	(A) Test of Reasoning & Mental ability	50	50	1 ½ hrs.
	(B) Mathematics (10 <sup>th</sup> Standard Level)	50	50	
III	Language			2hrs.
	(a) English	100	100	
	(b) Odia	100	100	
IV	Skill Test in Computer Application (practical)	50	05	1 hr.
<b>NOTE :</b>				
1	Except the Skill Test in Computer Application (Practical), the questions in all other subjects shall be of multiple choice type and all questions will carry equal marks i.e. 01.			
2	For each wrong answer 0.25 marks shall be deducted from the marks awarded for correct answers.			
3	The candidates shall answer the questions in English except Odia language paper or otherwise specified in the question paper itself.			
4	Only those candidates who have been shortlisted after the Written Test shall be called for Skill Test in Computer by the Commission which shall be of qualifying nature.			
<u><b>Detailed Syllabus</b></u>				
Paper- I	General Awareness	(a) Current national events,		
		(b) Current international events,		

		(c) History of British Rules in India and Freedom Struggle,		
		(d) Indian Constitution,		
		(e) Salient features of World Physical Geography ,		
		(f) Physical Geography of India & Odisha ,		
		(g) Important aspects of Governance, Transparency & Accountability , e-governance, Role of Civil Service in democracy, Indian Economy and issues relating to Planning, growth , Development and employment ,Poverty Alleviation, Resource Mobilisation and Inflation		
		(h) Defence & Indian Armed Forces,		
		(i) Scientific Inventions and use of Science in everyday life, issues of environmental, ecology, Biodiversity & Climate Change,		
		(j) Important National & International Institutions, Organizations and fora - their Structure, mandate etc.		
Paper- II	(a) Test of Reasoning & Mental Ability	A: VERBAL	(a) Number Series	
			(b) Alphabet Series	
			(c) Test of Direction Sense	
			(d) Coding-decoding	
			(e) Number Ranking	
			(f) Arithmetic Reasoning	
			(g) Problem of Age Calculation	
		B. NON- VERBAL	(a) Non-verbal series	
			(b) Mirror Images	
			(c) Cubes & Dice	
			(d) Grouping Identical Figures	
			(e) Embedded figures, etc	
	(b) Mathematics		(a) Arithmetic	
			(b) Algebra	
		(c) Mensuration (2D & 3D)		
		(d) Statistics & Probability		

Paper- III	Language			
	(A) English	(i)	Grammar : Verb, Preposition, Adverb, Subject Verb Agreement, Error Correction / Recognition, Tenses, Fill in the Blanks with Articles etc , Vocabulary, Synonyms, Antonyms.	
		(ii)	Comprehension	
		(iii)	Sentence Rearrangement	
	(B) ଓଡ଼ିଆ			
		(i)	ବ୍ୟାକରଣ : କ୍ରିୟା,ଭ୍ରମ ସଂଶୋଧନ / ଚିହ୍ନଟ, କାଳ ( ଅତୀତ / ବର୍ତ୍ତମାନ/ଭବିଷ୍ୟତ), ଭାଷାଜ୍ଞାନ, ପ୍ରତିଶବ୍ଦ, ବିପରୀତ ବୋଧକ ଶବ୍ଦ,କ୍ରିୟା ବିଶେଷଣ, କର୍ତ୍ତା- କ୍ରିୟା ସମ୍ବନ୍ଧ,	
		(ii)	ଅନୁଛେଦ	
		(iii)	ବାକ୍ୟ ପୁନର୍ବିନ୍ୟାସ	
Paper- IV	Skill Test in Computer Application (Practical)		Windows ,MS Office ( Word, Excel, Power Point), MS Access, Usage of Internet Services	

By Order of the Governor

ASIT TRIPATHY

Principal Secretary to Government