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HOME DEPARTMENT

NOTIFICATION

The 12th April, 2018

S. R. O. No. 139/2018— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and in supersession of all rules, orders or instructions corresponding to these rules in force immediately before the commencement of these rules, except as respect action taken, things done before such supersession the Governor of Odisha hereby makes the following rules for regulating the method of recruitment to Group A and Group B posts of Odisha Civil Defence Service, namely:---

1. Short title and commencement:— (1) These rules may be called the Odisha Civil Defence Group A and Group B officers (Method of recruitment and Condition of Service) Rules, 2018.

(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) "Committee" means the Selection committee constituted under rule 11;
- (b) "Commission" means the Odisha Public Service Commission;
- (c) "OSSC" means Odisha Staff Selection Commission;
- (d) "Committee" means the Departmental promotion committee constituted under rule, 11;
- (e) "Ex-servicemen" means persons as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (f) "Government" means the Government of Odisha;
- (g) "Persons with Disabilities" means persons who have been granted with disability certificates by Competent Authority as per the provision of the persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003;
- (h) "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;

- (i) "SEBC" means the Socially and Educationally Backward Classes of Citizens as defined in clause (a) Section 2 of the Odisha State Commission for Backward Classes Act, 1993.
- (j) "Service" means the Odisha Civil Defence Service;
- (k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution No.24808/Gen., dated the 18th November 1985 of General Administration Department;
- (l) "State" means the State of Odisha ;
- (m) "Select list" means the list finally approved by Government; and
- (n) "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 meaning as respectively assigned to them in the Odisha Service Code.

3. Constitution of service/cadre:— The Service/Cadre shall consist of the following categories of posts, namely:—

(1) Group A,—

- (a) Assistant Director, Civil Defence.

(2) Group B,—

- (a) Deputy Controller, Civil Defence.
- (b) Civil Defence Instructor / Senior Store Inspector, Civil Defence.

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

- (a) In respect of the post of Civil Defence Instructor and Senior Store Inspector, Civil Defence by competitive examination in accordance with rule 6,
- (b) In respect of the posts of Deputy Controller, Civil Defence (Group-B) and Assistant Director, Civil Defence (Group-A) by promotion in accordance with rule 8.

The method of recruitment to the posts in the service in column (a) shall be made as specified in APPENDIX - B.

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

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provision of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder; and

(b) SEBC, women, sportsmen and Ex-servicemen shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

(c) Persons with disabilities will not be eligible for appointment.

6. Recruitment Procedure— (1) Recruitment to the post of Civil Defence Instructor/ Senior Store Inspector, Civil Defence in the service shall be made by way of competitive examination to be held once in a year depending upon vacancies.

(2) The competitive examination shall be conducted by the Odisha Staff Selection Commission. The dates and the places of examination shall be fixed by the Commission.

(3) The syllabus and subjects of examination shall be as set forth in **APPENDIX-B**.

(4) Determination of vacancies, advertisement of vacancies and communication of results shall be as set forth in **APPENDIX- C**.

7. Eligibility criteria for Direct Recruitment.- In order to be eligible for direct recruitment a candidate shall have to satisfy the following conditions, namely:—

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

(2) **Age Limits.-** a candidate must have attained the age of 21 years and must not be above the age of 32 years. On the 1st day of January of the calendar year in which requirement is held:

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 their respective categories.

(3) **Knowledge in Odia.-** he 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 from a school or educational institution recognized by the Government of Odisha of the Central Government; or

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

(4) **Marital Status.-** A candidate if married must not have more than one spouse living:

Provided that the 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.

(5) **Minimum Educational Qualification.**— the candidate must have possessed Bachelors Degree in any discipline from a recognized University incorporated by an Act of the Central or State legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as Universities under section 3 of the University approved by the Central Government from time to time with basic knowledge in Computer Skill.

(6) **Physical Fitness**— a candidate must be of good physique, sound health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate shall have to appear before the Medical board before appointment and after such medical examination, as the Government may prescribe, if not found satisfy these requirements shall not be appointed to the service.

8. Eligibility Criteria for promotion:— The eligibility criteria for promotion to the rank of Deputy Controller, Civil Defence and Assistant Director, Civil Defence will be as follows, namely:—

- (1) The Civil Defence Instructor/Senior Store Inspector, Civil Defence for consideration for promotion to the rank of Deputy Controller, must have rendered a minimum period of continuous service of 5 Years on or before the 1st day of January of the year in which the committee meets.
- (2) A Deputy Controller, Civil Defence, who has rendered 2 years of continuous service as such on the 1st day of January of the year in which the D.P.C meets, shall be eligible for promotion to the post of Assistant Director, Civil Defence.

9. Preparation of Gradation list for the purpose of promotion:— When promotion is to be made from posts of Civil Defence Instructors/ Senior Store Inspectors, Civil Defence, it is necessary to prepare a combined gradation list as on 1st day of January of that year for the purpose of consideration by the committee on the basis of the select list recommended by the Commission.

10. Constitution of Promotion Committee— (1) There shall be two different Departmental Promotion Committees consisting of the following members to consider the cases of promotion from the posts namely:—

- (a) From Civil Defence Instructor/ Senior Store Inspector, Civil Defence to the post of Deputy Controller, Civil Defence (Group B) namely:—
 - (i) Director, Civil Defence, Odisha - Chairman
 - (ii) Inspector General/ Deputy Inspector General of Police, Fire Service/ Home Guards, Odisha - Member
 - (iii) Assistant Director, Civil Defence - Member Convener

(b) From the post of Deputy Controller, Civil Defence to the post of Assistant Director, Civil Defence (Group A) namely :—

- | | |
|--|-------------------|
| (i) Director, Civil Defence, Odisha | - Chairman |
| (ii) Inspector General/ Deputy Inspector General of Police,
Fire Service/ Home Guards, Odisha | - Member |
| (iii) Chief Fire Officer, Odisha | - Member Convenor |

(2) The recommendation of the Committee, as the case may be shall be valid and can be acted upon notwithstanding the absence of any one of its members other than the Chairman:

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

11. Procedure for selection by the Committee:— (1) The Committee shall 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 vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the promotion cases of suitable officers/ employees and preparation of the list shall follow the provisions:—

- (a) the Odisha Reservation of Vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder;
- (b) the Odisha Civil Services (Criteria for Promotion) Rules, 1992;
- (c) the Odisha Civil Services (Zone of Consideration for promotion) Rules, 1998;
- (d) the Odisha Civil Services (Criteria for selection for Appointment including Promotion) Rules, 2003, and
- (e) the circular Letter No.11124/SSD., dated the 19th March, 2007 of ST and SC Development Department.

12. Consultation with the Commission:— (1) The recommendations of the committee shall be referred to the Commission for concurrence along with a list of all eligible candidates, including those who have not been recommended together with the service particulars,

(2) The commission shall consider the list along with the service particulars received under sub-rule (1) and shall furnish its recommendations to the Government.

13. Select List— (1) The recommendations of the commission in respect of reference made to it under sub-rule (1) of rule 11 shall after being approved by Government form the select list.

(2) The lists 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.

(3) Appointment to any post in the service shall be in the order in which their names appear in the select list.

14. 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 for another year:

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

- (a) Extraordinary leave ;
- (b) Period of unauthorized absence ; and
- (c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer may, for good and sufficient reasons and after being 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.

15. Training and Departmental Examination:— (1) Every person appointed to any post in the service, after recruitment, shall undergo such training at local/ State or at National level and appear such examination during the period of probation or after, as decided by the Government from time to time.

(2) Every person appointed to any post has to undergo the level and type of training with regards to the service and qualify thereto which is not covered under these rules shall be the same as are or as may from time to time be prescribed by the Government.

16. Inter-se-seniority—The *inter-se*-seniority of the persons appointed to a post in the service in a particular year shall be in the order in which their names appear in the select list.

17. 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 State Government.

18. Relaxation:— When it is considered by the Government that it is necessary or expedient to do so in the 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 the employees.

19. Interpretation:— If any question arises relating to the interpretation of these rules, it shall be referred to Government in Home Department whose decision thereon shall be final.

APPENDIX - A
[See rules 3, 4, 7 (5) and 8]

Sl No	Name of the post/Category (Group A/Group B)/ Appointing Authority	Method of Recruitment	Minimum qualification for Direct Recruitment	Eligibility Criteria for Promotion
1	2	3	4	5
1	Assistant Director, Civil Defence (Group A) State Cadre Service	Promotion from the rank of Deputy Controller, Civil Defence	-	Two years continuous service as Deputy Controller, Civil Defence.
2	Deputy Controller, Civil Defence (Group B) State Cadre Service	Promotion from Civil Defence Instructor/ Senior Store Inspector, Civil Defence		Five years Continuous service as Civil Defence Instructor/ Senior Store Inspector, Civil Defence.
3	Civil Defence Instructor/ Senior Store Inspector, Civil Defence. (Group B) State Cadre Service (Appointing authority: Director, Civil Defence, Odisha)	Direct Recruitment	Must be a graduate in any discipline or equivalent from any recognized University with basic knowledge in Computer Skill.	

APPENDIX- B
[(see rule 6 (3))]
STANDARD, SYLLABUS AND SUBJECTS OF EXAMINATION

1. The competitive Examination shall comprise as follows:—

- (i) Preliminary Test;
- (ii) Physical Test;
- (iii) Written Test; and
- (iv) Viva voce-*cum*-psychology Test.

2. The preliminary test.- The preliminary test shall consist of one paper of 100 marks having one hour duration. Candidates those who apply shall have to appear in the Preliminary Test and to qualify in the same. The qualifying marks in the preliminary test shall be such as may be fixed by the Commission. The question shall be of objective type with multiple choices to be answered in Optical Mark Reader sheet. The question shall be set proportionately from general science, current events of national and international importance, history of India and Odisha, fundamentals of English grammar, arithmetic of High School Certificate standard, problem solving and reasoning. The marks obtained in the preliminary test shall not be counted for ranking.

3. The Physical Test.- Candidates who will qualify in the preliminary test shall be called by the Commission for Physical Test. The candidates must qualify the physical standards first as detailed below, namely :—

(A) The physical standards

CATEGORY	HEIGHT	WEIGHT	CHEST	
			UNEXPANDED	EXPANDED
1	2	3	4	5
UR & SEBC (Men)	168cm	55kg	79cm	84cm
UR & SEBC (Women)	155cm	47.5kg		
Scheduled Caste/Scheduled Tribe (Men)	163cm	50kg	76cm	81cm
Scheduled Caste/Scheduled Tribe (Women)	150cm	45kg		

(B) The physical Efficiency Tests: The candidates must qualify the physical efficiency Tests, namely:—

(i) For Men of all categories.–

- (a) Running of 1.6 Kms in 8 minutes;
- (b) Cycling of 1.6 Kms in 5 minutes;
- (c) Long jump of 3.66 Meters in length in three attempts;
- (d) Cross-Country –5Kms within 40 minutes;
- (e) Running over low hurdles of 77Cms heights, 100 meters with 10 flights in 25 seconds;
- (f) High Jump 1.22 meters in three chances;
- (g) Swimming 100 meters;
- (h) Rope climbing-climb up to a height of 6 meters from the ground level using his hands only in 3 chances; and
- (i) Test for detecting acrophobia by ladder climbing up to 8 meters from the ground level in three chances.

(ii) For Women of all categories, namely :—

- (a) Running of 1.6 Kms in 10 minutes;
- (b) Cycling of 1.6 Kms in 7 minutes;
- (c) Long jump of 2.77 Meters in length in three attempts;
- (d) Cross-Country –4Kms within 40 minutes;
- (e) Running over low hurdles of 77Cms heights, 80 meters with 10 flights in 25 seconds;
- (f) High Jump 1.00 meters in three chances;
- (g) Swimming 100 meters;
- (h) Rope climbing-climb up to a height of 5 meters from the ground level using her hands only in 3 chances; and
- (i) Test for detecting acrophobia by ladder climbing up to 8 meters from the ground level in three chances.

Notes: Failure in any of the physical measurement/ test shall lead to disqualification for further Test of the recruitment examination.

- 4. Written Test.-** The candidates qualifying in the Physical Test will be allowed by the Commission to appear in the written Test which shall comprise of three papers carrying three hundred marks in the subject as prescribed hereunder.

Paper	Subject	Maximum Marks	Time
Paper -I	General English	50	1 ½ Hours
Paper –II	Oriya Language	50	1 ½ Hours
Paper –III	General Studies	200	3 Hours
Total Marks		300	

- (A) General English (Paper I).-** The aim of the paper is to test the candidate's ability to read & understand serious discursive prose and to express his/ her ideas clearly and correctly in English. The pattern of questions will broadly include the following with graduation standard, namely :—

- (i) comprehension of a given passage;
- (ii) précis Writing;
- (iii) usage and Vocabulary;
- (iv) short Essay Writing; and
- (v) question to test the knowledge of grammar.

Note: The questions will be of descriptive type in which question *cum* answer book will be used.

(B) **Odia Language (Paper II).**- the question shall be graduate standard to Test the following, namely :-

- (i) Comprehension of a given passage;
- (ii) Letter/ Application / Report Writing;
- (iii) Usage and vocabulary;
- (iv) Short Essay writing; and
- (v) Translation from English to Odia.

Note: The questions will be of descriptive type in which question *cum* answer book will be used.

(B) **General Studies (Paper III).**- 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 the general awareness of the candidates of a variety of subjects covering various fields of knowledge as expected from any graduate. The question shall be in English and the candidates shall be required to answer in English only. The questions in the paper will be objective type with multiple choices of answers to be answered in Optical Mark Reader sheet.

The paper on General studies will include questions covering the following fields of knowledge, namely :—

- (i) General Science and recent scientific/ technological development;
- (ii) Current events of National and international importance;
- (iii) History of India and Indian National Movement;
- (iv) India & World Geography;
- (v) Indian polity and economy;
- (vi) Mental ability and test of reasoning; and
- (vii) Numerical ability test and arithmetic of High School Certificate standard.

5. Computer Skill Test.- Computer Skill Test shall be in qualifying nature.

6. Viva- Voce-*cum*-Psychological Test.- candidates, who obtain such minimum qualifying marks in the written part as may be fixed by the Commission at their discretion, shall be called for the Viva voce-*cum*-psychological Test. The test shall carry thirty marks, with no minimum qualifying marks.

APPENDIX - C
[See rule 6 (4)]

**DETERMINATION OF VACANCIES, ADVERTISEMENT OF VACANCIES AND
COMMUNICATION OF RESULTS**

1. During first week of January of each year, gradation list of each category of officers/employees of Odisha Civil Defence Services Cadre shall be prepared by the Appointing Authority, taking 1st day of January of that year as effective date.
2. Vacancies in each category of posts of Odisha Civil Defence Service cadre shall be determined by the Appointing Authority as on 1st day of January of that year taking into account existing vacancies, anticipatory vacancies due to retirement and consequential vacancies due to promotion to higher grade.
3. Vacancies so determined shall be forecasted by the Appointing Authority to the OSSC each year.
4. OSSC will advertise the vacancies.
5. OSSC will also conduct the Preliminary Test, Physical Test, Written Test and Viva voce-cum-psychology Test.
6. After completion of all the tests OSSC shall prepare a common merit list and submit it to the requisitioning authority (Appointing Authority) containing the names of candidates equal to the number of vacancies forecasted by the Appointing Authority.

[No. 16658–HOME-CD-RULE-0014/2016/CD.]

By Order of the Governor

ASIT TRIPATHY

Additional Chief Secretary to Government