

**OFFICE OF THE DISTRICT JUDGE, BALANGIR.**

**ADVERTISEMENT No. 1 of 2022.**

**Dated, Balangir the 22<sup>nd</sup> day of March, 2022**

Applications are invited from the intending candidates for filling up the posts of Junior Clerk-Copyist, Junior Typist & Stenographer Grade-III under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts per month with usual D.A. and other Allowances as admissible from time to time on regular basis in accordance with the provisions contained in "Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010 subject to result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

Sl. No	Category	Scale of Pay	Un-Reserved		S.E.B.C.		S.C.		S.T.		Grand Total
			Men	Women	Men	Women	Men	Women	Men	Women	
1	Junior Clerk-Copyist	Rs. 19900-63,200/- Level-4	Men	12	Men	2	Men	5	Men	8	38
			Women	3	Women	2	Women	2	Women	4	
			<b>Total</b>	<b>15</b>	<b>Total</b>	<b>4</b>	<b>Total</b>	<b>7</b>	<b>Total</b>	<b>12</b>	
2	Junior Typist	Rs. 19900-63,200/- Level-4	Men	2	Men	1	Men	0	Men	3	8
			Women	0	Women	0	Women	1	Women	1	
			<b>Total</b>	<b>2</b>	<b>Total</b>	<b>1</b>	<b>Total</b>	<b>1</b>	<b>Total</b>	<b>4</b>	
3	Stenographer Grade-III	Rs. 25500-81,100/- Level-7	Men	2	Men	0	Men	0	Men	4	8
			Women	0	Women	0	Women	0	Women	2	
			<b>Total</b>	<b>2</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>6</b>	

Applications are also invited from the intending candidates for filling up the posts of Driver under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts per month with usual D.A. and other Allowances as admissible from time to time in accordance with the provisions contained in "Odisha Government Drivers (Light Motor Vehicle) (Method of Recruitment and Conditions of Service) Rules, 2013 and Amendment Rules, 2019 subject to result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

Sl. No	Category	Scale of Pay	Un-Reserved		S.E.B.C.		S.C.		S.T.		Grand Total
			Men	Women	Men	Women	Men	Women	Men	Women	
1	Driver	Rs. 19900-63,200/- Level-4	Men	2	Men	0	Men	1	Men	0	3
			Women	0	Women	0	Women	0	Women	0	
			<b>Total</b>	<b>2</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>1</b>	<b>Total</b>	<b>0</b>	

Applications are also invited from the intending candidates for filling up the posts of Salaried Amin under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts per month with usual D.A. and other Allowances as admissible from time to time in accordance with the provisions contained in "Orissa District Revenue Service (Method of Recruitment and Conditions of Services) Rules, 1983 and amendment Rules, 2011 subject to result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

Sl. No	Category	Scale of Pay	Un-Reserved		S.E.B.C.		S.C.		S.T.		Grand Total
			Men	Women	Men	Women	Men	Women	Men	Women	
1	Salaried Amin	Rs. 21700-69,100/- Level-5	Men	1	Men	0	Men	0	Men	1	2
			Women	0	Women	0	Women	0	Women	0	
			<b>Total</b>	<b>1</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>1</b>	

*N.B.: (1) The No. of above vacancies in different categories of post may increase or decrease. (2) The vacancy reserved for P.H./Ex-Serviceman/Sports person is inclusive of vacancy of respective category to which they belong.*

**2. Eligibility Criteria of the candidates for the posts of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III :**

A candidate in order to be eligible for the posts shall—

- a) have passed at least +2 examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University as the case may be.
- b) have at least passed Diploma in Computer Application from a recognized institute.
- c) be over 18 years and below 38 years of age on the last date fixed for receipt of applications by the District Recruitment Committee.

Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions, for the time being in force for the respective reserved categories.

- d) be able to speak, read and write Oriya and have passed in a test in Oriya equivalent to the M.E. standard :
- e) be of good character :
- f) be of sound health, good physique and free from organic defects or bodily infirmity :
- g) have not more than one spouse living, if married :
- h) have paid the fees prescribed for the examination as set forth Appendix 'A':
- i) For the post of Stenographers Grade -III the candidate shall possess a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.
- j) For the post of Typists the candidate shall possess a minimum speed of 40 words in Typewriting per minute.

**2-A Eligibility Criteria for direct recruitment of the candidates to the post of Driver:**

A candidate in order to be eligible for the post shall—

- i) be a citizen of India
- ii) have attained the age of twenty one years and must not be above the age of thirty eight years

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.

- iii) 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 Government or the Central Government ; or
  - d) passed a test in Odia language in Middle English School Standard conducted by the Government in School and Mass Education Department.
- iv) have passed Higher Secondary School Certificate examination (10+2) or its equivalent from any recognized School, Board or Institution and have possessed-
- a) a valid driving Licence for Light Motor Vehicle ;
  - b) knowledge of motor mechanism ; and
  - c) experience of driving a motor car for at least three years.
- v) not have more than one spouse living, if married :
- 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.
- vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

**2-B Eligibility Criteria for direct recruitment of the candidates to the post of Salaried Amin :**

In order to be eligible for appointment to the post of Salaried Amin by direct recruitment, a candidate must fulfill the following conditions namely :-

- a) He must be a citizen of India ;
- b) He must be below thirty-eight years and over twenty years of age on the first day of January of the year in which applications are invited :

Provided that, the maximum age-limit may be relaxed by five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes and up to five years in case of candidates having actual work-experience in Settlement/ Consolidation, and to such extent in case of candidates of such other categories as Government may, by general or special order, specify from time to time ;

- c) He must have passed a Higher Secondary examination (10+2) conducted by the Council of Higher Secondary Education, Orissa or equivalent thereto from a recognized Board and must possess knowledge in Computer Operation ;
- d) He must have passed the Revenue Inspector Training.
- d) He must be of good character and shall furnish, along with the application a certificate of good character from the Head of the institution in which he last studied;
- e) He must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity and must qualify in the test of physical fitness as specified in rule-7 ;
- A candidate must not be less than 160 centimeters (155 centimeters in case of candidates belonging to Scheduled Castes and Scheduled Tribes) in height and 80 centimeters round the chest ; and
  - must be knowing cycling and swimming.
- f) He must not be having more than one spouse living ; and
- g) He must be able to speak, read and write Oriya and must have passed the High School Certificate examination or equivalent examination through the Oriya medium

**3. Fee for Examination:**

The candidates are required to deposit fees of Rs. 100/- (Rupees one hundred) only in shape of treasury challan under the head "0070-Other Administrative Services-01-Administration of Justice-501-Services and Service fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by Orissa District and Subordinate Courts." The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of examination fees.

The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The candidates who are in Govt. employment are required to apply through proper channel.

**Note :- Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected.**

**For the Post of Junior Clerk-Copyist.**

**4. Scheme of Examination :**

(i)	<u>Written Test consisting of</u>		
(a)	English	100 marks	2 hours
(b)	Arithmetic	100 marks	1 hour
(c)	General Knowledge	100 marks	1 hour
(ii)	Computer Science Test (Practical)	100 marks	1 hour
(iii)	Viva Voce Test	45 marks	

**For the Post of Stenographer Grade-III / Junior Typist.**

**Written Test consisting of**

(i)	English (qualifying in nature)	100 marks	2 hours
(ii) (a)	Shorthand & Typing (for Stenographer)	50 marks	
(b)	Type writing Test (for Typist)	50 marks	
(iii)	Computer Science Test (Practical)	100 marks	1 hour
(iv)	Viva Voce Test	35 marks	

**For the Post of Driver.**

- (1) Direct recruitment to the post of Driver shall be made by way of competitive examination by the Board to be held once a year subject to availability of vacancies.
- (2) There shall be a written examination and Trade Test.
- (3) The date on which and the place(s) at which the examination are to be held shall be fixed by the Board.
- (4) The standard, syllabus and subjects of examination shall be as may be decided by the Board.

**For the Post of Salaried Amin.**

***The date of physical test will be intimated in time***

*Candidates who qualify in the test of physical fitness shall be eligible to appear in the written tests comprising the following papers namely :-*

(a)	Arithmetic	100 marks
(b)	Computer (written test)	50 marks
(c)	Computer (practical test)	50 marks
(d)	Handwriting in Oriya	50 marks

**The date of written tests for all the posts will be intimated later on.**

**Last date of receipt of application :**

Applications along with required documents and self attested copies of certificates must reach by **22.04.2022** through registered post/ speed post and application received in the office after the last date shall be summarily rejected. In case of receipt of large number of applications advertised for the posts of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III, the District Recruitment Committee reserves the right to short list the candidates in accordance with the Rules contained in "**Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010.**"

**5. Candidates applying for the post of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III are required to submit the following documents:**

*The application must be accompanied with self attested copies of :-*

- (i) Certificate of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be with mark sheet.
- (ii) Certificate of H.S.C. or equivalent examination of a recognized Board or University with mark sheet.
- (iii) Certificate and mark sheet relating to Diploma in Computer Application from a recognized institute.
- (iv) Technical certificate in respect of the post of Stenographer Grade-III and Junior Typist.
- (v) Copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (vi) Caste certificate.
- (vii) Employment Exchange Registration certificate.
- (viii) Original Treasury Challan.
- (ix) One declaration regarding marital status showing to have one spouse living, if married.
- (x) Two self address postal envelopes duly stamped.
- (xi) Two attested recent passport size photographs
- (xii) Two original Character Certificates issued by two Gazetted Officer/Medical Practitioner/ Sarpanch etc.

**5-A Candidates applying for the post of Driver are required to submit the following documents:**

*The application must be accompanied with self attested copies of :-*

- (i) Certificate of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be with mark sheet.
- (ii) Certificate of H.S.C. or equivalent examination of a recognized Board or University with mark sheet.
- (iii) Valid driving Licence certificate for Light Motor Vehicle
- (iv) Certificate relating to knowledge of motor mechanism
- (v) Experience certificate of driving a motor car for at least three years.
- (vi) Employment Exchange Registration certificate.
- (vii) Original Treasury Challan.

- (viii) One declaration regarding marital status showing to have one spouse living, if married.
- (ix) Two self address postal envelopes duly stamped.
- (x) Two attested recent passport size photographs
- (xi) Two original Character Certificates issued by two Gazetted Officer/Medical Practitioner/ Sarpanch etc.
- (xii) Caste certificate.

**5-B Candidates applying for the post of Salaried Amin are required to submit the following documents:**

- (a) The candidates applying for the post of Salaried Amin shall furnish application with self attested copies of all relevant certificates and mark sheets including those relating to minimum educational qualifications, Caste Certificate in case of SC, ST and OBC, residence certificate, certificate of work experience in settlement or Consolidation Organisation granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, if any.
  - (b) Self attested copies certificate and mark sheet relating to knowledge in Computer Operation.
  - (c) The candidates shall furnish original certificate at the time of tests failing which he shall be liable to be disqualified
6. The candidates are required to mention the category of the post in bold letters on the top of their respective applications and on the top of the envelopes containing their applications.

Sd/-Sri Lokanath Mohapatra  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Balangir.

APPLICATION FOR THE POST OF \_\_\_\_\_

**FORM – A**  
**FORMAT OF APPLICATION**

1. Name of the Candidate:  
(In Block Letters)
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married / Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth /(age as on \_\_\_\_\_):
8. Educational Qualification: (Attach attested copies of certificates)



Name of the examination passed	Name of the Board/ University	Year of passing	Total Mark	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.						
+2 Arts/Science /Commerce						
Diploma in Computer Application						
Revenue Inspector Training						

9. Category: (SC/ST/SEBC/UNRESERVED/Sports person/Ex-Service man) :  
(Strike out which is not applicable and attach the supporting documents issued by the competent authority):
10. Whether physically/orthopedically handicapped (if yes, attach supporting medical certificates issued by the competent medical authority/Board):
11. Religion:
12. Nationality:
13. Employment Exchange Registration No. :
14. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc. (mention name, designation of the Officers):
15. Details of Treasury Challan with No. and Date:
16. Mobile Number (If any):

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of "Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010" and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**Signature of the Candidate.**



# The Orissa Gazette

EXTRAORDINARY  
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No. 2387, CUTTACK, WEDNESDAY, DECEMBER 31, 2008 / PAUSA 10 , 1930

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LAW DEPARTMENT

NOTIFICATION

The 30th December 2008

No.15823/L.-IIIJ-15/06—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 methods of recruitment and conditions of service of the persons appointed to the Orissa District and Subordinate Courts, Ministerial Services, namely:—

## PART - I

### General

**1. Short title and commencement**—(1) These rules may be called the Orissa District and Subordinate Courts' Non-Judicial Staff Services (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**—In these rules unless the context otherwise requires—

- (a) “**Court**” means the High Court of Orissa;
- (b) “**Departmental Examination**” means the examination held by the District Judge according to the syllabus given in Appendix ‘B’;
- (c) “**District**” means a Judgeship and Sessions Division;
- (d) “**District Court**” means the Court and office of the District Judge;
- (e) “**District Judge**” means the District and Sessions Judge of a Judgeship and Sessions Division;
- (f) “**Ex-Servicemen**” means persons as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) “**Government**” means the Government of Orissa;

- (h) **“Person with Disabilities or Physically Handicapped Persons”** means a person who has been issued a disability certificate in the prescribed format by the competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Orissa Rules, 2003;
- (i) **“Scheduled Castes & 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;
- (j) **“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;
- (k) **“Sports Person”** means a person who holds the identity card as Sports Person issued by Government from time to time;
- (l) **“Subordinate Courts”** means the Courts and offices of the Additional District Judges, Chief Judicial Magistrate, Civil Judges (Sr. Divn.), Civil Judges (Jr. Divn.), Registrars and offices of other Judicial Magistrates; and
- (m) **“Year”** means the calendar year.

**3. Cadre—**(1) The ministerial service of each of the District Courts and all Subordinate Courts thereunder shall constitute one separate cadre consisting of one Post of District Court Sheristadar and such number of Posts of Senior Clerks (Head Clerk Grade), Senior Clerks, Junior Clerks, Typists, Copyists and other special Posts, as the Government may determine, from time to time, after consultation with the Court.

(2) The posts of Stenographers in each District shall constitute an independent cadre consisting of Stenographer Grade-I, Stenographer Grade-II and Stenographer Grade -III:

Provided that, in addition to Stenographer Grade-I, there shall be a Personal Assistant to the District and Sessions Judge. The post shall carry the pay scale of Stenographer Grade-I. The District and Sessions Judge may select his Personal Assistant from the cadre of Grade -I Stenographer.

(3) The Group ‘C’ employees in each District, other than those covered in sub-rules (1) and (2), who are in the next higher scale of pay of the Group ‘D’ employees shall constitute an independent cadre.

(4) The Group ‘D’ employees in each District shall constitute an independent cadre consisting of Orderly Peon, Office Peon, Sweeper, Process Server, Night Watchman-*cum*-Sweeper, Malkhana Guard, Malkhana Peon, Treasury Peon, Daftri, Gardener, Jamadar, Record Attendant and Library Attendant.

(5) The posts in the cadres shall be grouped as ‘A’, ‘B’, ‘C’ and ‘D’ in accordance with the provisions of the General Administration Department Resolution No. 17655/Gen., dt.7-6-1999 as modified from time to time.

**PART - II****Recruitment**

**4. Method of Recruitment**—Subject to other provisions made in these Rules recruitment to the posts in the ministerial service of the District Court and Subordinate Courts shall be made in the following manner, namely:—

- (a) in respect of Junior Clerks, Typists, Copyists and Stenographers Grade-III by competitive examination in accordance with rule 6:

Provided that, 25% of posts of Junior Clerks shall be filled up by the Group 'D' employees who possess the requisite qualification in the ratio of 1:2 for Process Servers and other Group-'D' employees respectively as per the method of selection to be decided by the District Recruitment Committee; and

- (b) in respect of other posts by promotion in accordance with rule 11.

**5. Reservations**—Notwithstanding anything contained in these rules reservation of vacancies for—

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the Rules made thereunder.
- (b) SEBC, women, sports persons, Ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

**6. Competitive Examination**—(1) Recruitment to the post of Junior Clerks, Typists and Copyists in the District Courts and the Subordinate Courts of each district shall be made by a competitive examination to be held once in a year. Recruitment to the Posts of Stenographers Grade-III (Junior Stenographers) shall be made by a competitive examination, whenever necessary.

(2) There shall be a District Recruitment Committee for each District consisting of the following:—

- |   |    |          |
|---|----|----------|
| 1. Principal District and Sessions Judge              | .. | Chairman |
| 2. Senior most Additional District and Sessions Judge | .. | Member   |
| 3. Civil Judge (Sr. Division)/C.J.M.                  | .. | Member   |

(3) The competitive examination shall be conducted by the District Recruitment Committee. The date on which and place at which the examination are to be held shall be fixed by the District Recruitment Committee.

(4) A candidate in order to be eligible for the posts as in sub-rule (1) above shall—

- (a) have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- (b) have at least passed Diploma in Computer Application from a recognized institute;
- (c) be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee:

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 reserved categories.

- (d) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E.Standard;
- (e) be of good character;
- (f) be of sound health, good physique and free from organic defects or bodily infirmity;
- (g) have not more than one spouse living, if married ; and
- (h) have paid the fees prescribed for the examination as set forth in Appendix 'A'.

(5) The standard, syllabus, subjects of examination, determination of vacancies, advertisement of vacancies and communication of results shall be as set forth in Appendix 'A'.

(6) In case a vacancy occurs after the list of successful candidates is exhausted and before the announcement of the result of the next examination, such vacancies may be filled up by a successful candidate of the previous years:

Provided that, his age does not exceed the maximum limit laid down in sub-rule (4) and failing that by any candidate who possesses the requisite qualification and is within the prescribed age-limit laid down in sub-rule(4). In the latter event, the appointment of a candidate shall be made temporarily and shall not continue beyond the date when result of the next year's examination is declared, unless he gets selected in the said examination.

**7. Manner of Selection of Candidates—**(1) After receipt of applications for recruitment examination career merit lists for general and reserved categories according to the descending order of total of percentage of marks in H.S.C.Examination and +2 examination or their equivalent examinations shall be prepared.

(2) From each category of career merit list, candidates upto 20 times of actual vacancy in each category shall be called to appear at the written test.

(3) Considering the marks secured in the written test one merit list for general candidates and separate merit list for each of the reserved categories shall be prepared and candidates upto ten times of vacancy in each category shall be called for viva voce test.

(4) On the basis of marks secured in the written test and the viva voce test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks.

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) shall be selected for filling of the vacancy.

(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list.

(7) There shall be a Recruitment Cell for each district to be constituted by the respective District and Sessions Judges for the purpose of collecting information continuously as to the vacancies arising upon retirement, promotion or resignation. The Cell shall assist the District Recruitment Committee and Process applications received for the posts and short list them as per the provisions of these rules.

(8) The recruitment shall take place every year well in advance before the vacancies arise.

**8. Probation and Confirmation**—(1) All appointments to the permanent posts of Junior Clerks, Typists, Copyists and Stenographers Grade-III shall be made on probation for a period of two years from the date of appointment:

Provided that, if during the period of probation a candidate's work or conduct is found unsatisfactory or shows that he is unlikely to become efficient, the District Judge may either discharge him from the service or extend his period of probation for such further period as he may think fit.

(2) No person shall be confirmed in the permanent post of Junior Clerk, Typist, Copyist and Stenographer Grade-III unless he has satisfactorily completed the probationary period as aforesaid.

(3) All temporary appointments are liable to termination without notice and without assigning any cause.

**9. Fixation of Seniority**—(1) The seniority of Junior Clerks, Typists, and Stenographers *inter se* shall be determined in accordance with the position secured by them in the competitive examination held in a particular year. But where a candidate in a particular year could not be appointed in that year and he is selected under sub-rule (6) of Rule-6 for appointment in the subsequent year, he shall, under the circumstances, rank just below the successful candidates of that year in which he is appointed.

(2) The seniority *inter se* of the Senior Clerks and the Senior Clerks (Head Clerk Grade) shall be determined with reference to the date of issue of the order of their promotion to the respective posts:

Provided that, if the date of issue of the order of promotion is the same in respect of two or more such Clerks, their seniority *inter se* shall be determined according to their seniority in the lower rank.

**10. Success in Examination Confers no right to Appointment—**(1) Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.

(2) The name of the candidate who does not accept a post of Junior Clerk, Typist, Copyist or Stenographer Grade-III when so offered, shall be removed from the list.

**11. Promotion to Higher Posts—**Promotion to the higher posts shall be subject to passing of the departmental examination and shall be based on merit and suitability in all respects with due regard to seniority and be made in the following manner, namely:—

- (a) Promotion to the post of Senior Clerks shall be made from amongst the Junior Clerks, who have passed the departmental examination as laid down in Appendix 'B' annexed to these rules; provided that, if no Junior Clerk as aforesaid is available, a Junior Clerk who has put in not less than 5 years of service as such and is otherwise suitable may be promoted to the post of Senior Clerk on temporary basis subject to the condition that he shall not be allowed any increment in the time scale of pay of the said post of Senior Clerk and shall be reverted as soon as a passed Junior Clerk is available:

Provided that, a Typist who has been appointed as Junior Clerk, after passing the departmental examination shall not be required to pass a similar examination again to be eligible for promotion to the post of Senior Clerk.

- (b) Promotion to the posts of Senior Clerk (Head Clerk Grade) shall be made from amongst the Senior Clerks who have passed the Accounts Training Examination laid down in sub-rule (2) of rule 14.
- (c) Promotion to the post of Sheristadar of the District Court shall be made from amongst the Bench Clerks Grade-I.
- (d) Promotion to the posts of Grade-II Stenographer and Grade-I Stenographer shall be made from Grade-III Stenographers and Grade-II Stenographers respectively.
- (e) 50% of the posts of Process Servers shall be made by promotion on the basis of Merit-*cum*-Seniority from amongst Peons/Orderlies and other Group-'D' employees who possess the requisite qualification and rest 50% of the posts shall be made by direct recruitment from open market who have had minimum VIII standard or equivalent qualification.

- (f) For recruitment to the post of Salaried Amin, a candidate shall,
- (i) have passed the matriculation examination or equivalent examination of a recognized Board; and
  - (ii) have passed the Revenue Inspector Training.
- (g) The salaried Amin shall be appointed by direct recruitment as well as by promotion of Process Servers who possess requisite qualification for such promotion. The percentage between the direct recruitment and promotion shall be determined by the High Court from time to time.

**12. Assured Career Progression Scheme**—Whenever Group-'B', 'C' and 'D' employees do not get promotion to the next higher rank or their pay is stagnated in the same cadre as the case may be, they shall be allowed Assured Career Progression scale of pay to be decided by the Government in every fifteenth year and twenty-fifth year of service.

### **PART-III**

#### **Other Conditions of Service**

**13. Transfer of Clerks**—(1) Any person in the post of Junior Clerk/Senior Clerk, Senior Clerk (Head Clerk Grade), Typist, Copyist and Stenographer Grade-III or Stenographer Grade-II shall ordinarily be transferred to any other office or seat within the administrative control of the District Judge on completion of three years period in any particular office or seat and the District Judge shall be the competent authority to pass such orders of transfer.

(2) The Court shall be competent to pass order of transfer of Sheristadar and the Senior Clerks (Head Clerk Grade) of a District Court to another District Court within the State of Orissa.

**14. Departmental Examination**—(1) The Junior Clerks including Copyists and Typists shall be required to pass the Departmental Examination during the period of probation and those Typists who pass the Departmental Examination shall be eligible for appointment as Junior Clerks.

(2) The Senior Clerks shall be required to pass the Accounts Training within three years from the date of their promotion.

(3) No one shall be exempted from passing the aforesaid examinations.

(4) Where any Junior Clerk including a Copyist or a Senior Clerk fails to pass the Departmental examination or Accounts Training, as the case may be, within the stipulated period, he shall not be given promotion to higher grade.

**15. Gradation list**—(1) There shall be maintained a gradation list of the persons appointed to the posts in the ministerial service of each District Court and Subordinate Courts thereunder and the said list shall be revised by the 15th January every year.

(2) There shall be maintained a combined gradation list of District Court's Sheristadars and Senior Clerks (Head Clerk Grade) of all districts in the High Court and the said list shall be revised by the 15th of January every year.

**16. Failure to join the post on promotion debars from promotion in future**—Without prejudice to any other liability that may be incurred under any of the provisions of these rules, if any, a member of the ministerial service who express his unwillingness to accept a higher post or who being promoted to the higher post fails to join the post within the fixed time without sufficient reason shall be liable to be debarred from being eligible for any such promotion in future.

**17. Recruitment of Bench Clerks**—(1) There shall be three grades of Bench Clerks for three levels of Court viz. (i) Bench Clerk Grade-III, Grade-II and Grade-I for the Courts of Civil Judge (Jr. Division)/Magistrate, Civil Judge (Sr. Division)/C.J.M. and District Judge/Addl. District Judge Courts respectively.

(2) Bench Clerk Grade-III shall be appointed from Senior Clerk (Junior Branch) and Bench Clerk Grade-II shall be appointed from the cadre of Senior Clerk (Head Clerk Grade)/Sheristadars of the subordinate Court Nazir/Accountant/Record Keeper/Bench Clerk Grade-III. Bench Clerk Grade-I shall be promoted from Bench Clerk Grade-II, Head Clerk, Nazir, Sheristadars of subordinate Courts, Accountant, Record Keeper.

**18. 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.

**19. Repeal and Savings**—The Orissa District and Subordinate Court's Ministerial Service(Method of Recruitment and Conditions of Service) Rules, 1969 is hereby repealed:

Provided that any order passed, appointment made, action taken or things done under the Rules so repealed shall be deemed to have been passed, made, taken or done under these rules.

**20. Interpretation**—If any question arises relating to the interpretation of these Rules, it shall be referred to the Government whose decision thereon, after consultation with the High Court shall be final.

## **APPENDIX-A**

### **[See rule 6 (5)]**

1. The District Recruitment Committee after obtaining the information about the number of vacancies in the posts of Junior Clerks, Copyists and Typists to be filled up on the result of the competitive examination held in each year and shall specify such number of vacancies in the advertisement inviting applications for the examination. Such competitive examination shall ordinarily be held in the month of December.

2. A candidate desirous of sitting for the examination shall submit an application to the District Judge stating his/her name, address (both permanent and present address, if any), educational qualifications and date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category. No application shall be considered unless it is accompanied by a challan showing payment into Government Treasury a sum of Rs. 100/- (Rupees one hundred) representing fees for application and examination:



Provided that the candidates belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

NOTE—The amount of fees should be credited under the Head—

“0070—Other Administrative Services—01—Administration of Justice—501—Services and Service fees—9904650—Law Department—9916730—Examination fees for Recruitment conducted by Orissa District and Subordinate Courts.”

3. The examination shall be on the following subjects carrying marks as shown against each—

<u>Subjects</u>	<u>Marks</u>
English	100
Arithmetic	100
General Knowledge	100
Computer Science (Practical)	100
Viva Voce	45

NOTE.—(a) The Standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa.

(b) The candidate shall answer the questions in English unless otherwise directed.

(c) Only those candidates shall be called for viva voce test who have secured not less than 35 per cent marks in the written test.

Provided that the District Judge may in suitable cases, direct that candidates securing 30 per cent marks in the written tests be called for viva voce test when the number of candidates securing 35 per cent or more in the written test is less than the number of vacancies to be filled up in a particular year.

4. Details of syllabus for each subject shall be as follows:—

- |              |   |          |
|--------------|---|----------|
| (i) English- | (a) An essay to be written in English                 | 30 marks |
|              | (b) A letter or application to be written in English. | 20 marks |
|              | (c) One Oriya passage to be translated into English.  | 15 marks |
|              | (d) One English passage to be translated into Oriya.  | 15 marks |
|              | (e) Summary of one English passage                    | 20 marks |

- (ii) Arithmetic— Vulgar fractions and decimals, H.C.F., and L.C.M. Simple and Compound interest, Simple and Compound Practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

NOTE—Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

- (ii) Computer Science (Practical) —Diploma in Computer Application.
- (iv) General Knowledge—Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.
- (v) Viva Voce—The object of the viva voce test is to assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

5. (a) The candidates for the posts of Stenographers Grade-III shall be examined in short hand and typewriting and those for the posts of Typists shall be examined in typewriting. A candidate for the posts of Stenographers Grade-III shall possess a minimum speed of 80 words in short hand and 40 words in typewriting per minute and a candidate for the post of a Typist shall possess a minimum speed of 40 words in typewriting per minute.

(b) Practical knowledge in operating Computer shall also be tested physically.

6. The District Judge shall prepare a list of successful candidates in order of merit and communicate the results of the examination and appoint candidates in the vacancies that have occurred or may occur during the period of one year from the date of first appointment from such list. The decision of the District Judge as to the result of the examination shall be final and in no case shall be liable to be challenged.

## **APPENDIX-B**

**[See Rule 11(a)]**

### **Syllabus for the Departmental Examination**

1. All Junior Clerks, Typists and Copyists shall have to pass the departmental examination consisting of the following subjects, and for the said examination there shall be one paper for each subject, namely:—

- (i) High Court's General Rules and Circular Orders (Civil) and the Code of Civil Procedure—Order I, III, IV, V, VII, VIII, IX, XIII, XVI, XX, XXI, XXII, XXVI, XXXII, XXXIII and XXXIV in the First Schedule.
- (ii) High Court's General Rules and Circular Orders (Criminal) and the Code of Criminal Procedure, 1973-[Chapters II, III, VI, VII, (excluding Sections 93 to 103), VIII (excluding Section 107) IX, XV, XVI, XVIII, XIX, XX, XXI, XXII, XXIII, XXIX, XXX, XXXII, and XXXVI.]

(iii) The Court-fees Act, 1870.

(iv) Indian Stamp Act, 1899 (Sections 10 to 16, 33 to 42 and the Schedule I only)

2. The Departmental examination shall be held once every year by the District Judge or such other officer as he may direct and the examination shall be with books.

3. The examination will test in particular whether a Junior Clerk, Typist and Copyist has acquired a fair knowledge of the High Court's Circular Orders, the Civil and Criminal Procedure Code, Stamp Act and the Court-fees Act so as to enable him to discharge the day to day business of the Court.

4. The minimum pass marks in each of the subjects specified in Para 1 above shall be 50 per cent.

By order of the Governor

B. K. NAYAK

Principal Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 128, CUTTACK, FRIDAY, JANUARY 17, 2014/PAUSA 27, 1935

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## GENERAL ADMINISTRATION DEPARTMENT

### NOTIFICATION

The 16th January, 2014

No. 1001-GAD-SC-RULES-0012-2013/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the orders and instructions issued in this respect, if any, except as respects things done or omitted to be done before such supersession, the Governor of Odisha is pleased to make the following rules regulating the method of recruitment and conditions of service of the posts of Drivers of Light Motor Vehicle in the Departments of Government, Heads of Department, District and sub-ordinate offices, namely:—

#### 1. Short title and Commencement:

(1) These rules may be called the Odisha Government Drivers(Light Motor Vehicle) Group 'C' (Method of Recruitment and Conditions of Service) Rules, 2013.

(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) "Board" means the Selection Board constituted under rule 8;
- (b) "Driver" means Driver(Light Motor Vehicle);
- (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) "Light Motor Vehicle" means light motor vehicle as defined in clause (21) of Section 2 of the Motor Vehicles Act, 1988(59 of 1988);

- (f) "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;
- (g) "SEBC" means the Socially and Educationally Backward Classes referred to in clause (e) of Section 2 the Orissa Reservation of Posts and Service (for Socially and Educationally Backward Classes) Act, 2008(Orissa Act 6 of 2009);
- (h) "Service" means Odisha Government Drivers(Light Motor Vehicle) service;
- (i) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution of the Government in the General Administration Department vide No. 24808/Gen. dated the 18th November,1985; and
- (j) "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 cadres:**

(1) The service shall consist of the posts of Driver and Senior Driver.

(2) The posts of Driver and Senior Driver in each Department of Government, Heads of Department, District and sub-ordinate offices shall form separate cadres.

(3) The Driver and Senior Drivers working in the Departments of Government, Heads of Department, District and sub-ordinate offices, on the date of commencement of these rules shall be deemed to have been appointed to the posts in the Scales of Pay corresponding to those which they were holding on regular basis on the date of the initial constitution.

### **4. Methods of recruitment:**

Subject to other provisions made in these rules, the appointment to the Post of—

- (a) Driver shall be made by way of direct recruitment; and
- (b) Senior Driver by way of Promotion.

**5. Reservations:**

(1) 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 provisions 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 Government from time to time.

(2) There shall not be any reservation for persons with disabilities.

**6. Recruitment Procedure:**

(1) Direct recruitment to the post of Driver shall be made by way of competitive examination by the Board to be held once a year subject to availability of vacancies.

(2) There shall be a written examination and Trade Test.

(3) The date on which and the place(s) at which the examination are to be held shall be fixed by the Board.

(4) The standard, syllabus and subjects of examination shall be as may be decided by the Board.

**7. Eligibility Criteria for Direct Recruitment:**

In order to be eligible for the competitive examination under sub-rule (1) of rule 6, a candidate must —

(i) be a citizen of India.

(ii) have attained the age of twenty one years and must not be above the age of thirty two years:

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.

- (iii) 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 Government or the Central Government ;or
  - (d) passed a test in Odia language in Middle English School Standard conducted by the Government in School & Mass Education Department.
- (iv) have passed Higher Secondary School Certificate examination(10+2) or its equivalent from any recognised School, Board or Institution and have possessed–
- (a) a valid driving Licence for Light Motor Vehicle;
  - (b) knowledge of motor mechanism; and
  - (c) experience of driving a motor car for at least three years.
- (v) not have more than one spouse living, if married:
- 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.
- (vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

### **8. Constitution of Selection Board:**

(1) There shall be constituted a Selection Board consisting of four members including the Motor Vehicle Inspector of Local Road Transport Office (RTO) and the senior most member of the Department, Heads of Department, District and sub-ordinate offices, as the case may be, shall be the Chairman.

(2) The Appointing Authority shall nominate the Board members.

(3) No member shall be below Group A Cadre.

### **9. Preparation of Merit List:**

(1) After the written examination and Trade Test are over, the Board shall prepare a list of successful candidates, which shall be equal to the number of vacancies advertised by the Board, in accordance with the merit of the candidates.

(2) The recommendation of the Board 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 the meeting of the Board and the majority of members of the Board attended the meeting.

### **10. Eligibility Criteria for Promotion:**

In order to be eligible for consideration, by the Board, for promotion to the post of Senior Driver under clause (b) of rule 4, a Driver must—

(i) completed at least nine years regular service in the post of Driver, and

(ii) be subjected to the following Trade Test—

(a) ability read English numerals and figures;

(b) having good knowledge to traffic regulations;

(c) ability to locate faults and carry out minor running repairs; and

(d) ability to change and correctly inflate tyres.

(iii) have successfully completed the probation period in the grade of Driver.

### **11. Constitution of Board:**

The Selection Board constituted under rule 8 shall judge the suitability of eligible Driver for promotion to the post of Senior Driver.

### **12. Procedure for Selection by the Board:**

(1) The Board shall meet at least once in a year preferably in the month of January to prepare a list of candidates suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Board while considering the promotion shall follow the provisions of—

(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 (Zone of Consideration for Promotion) Rules, 1988,

(c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992, and

(d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

### **13. Select List:**

(1) The merit list drawn up by the Board under sub-rule (1) rule 9 and sub-rule (1) of rule 12 after being approved by the Appointing Authority shall 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 Appointing Authority or until another select list is prepared afresh whichever is earlier.

(3) Appointment shall be made in the order in which their names appear in the select list.

### **14. Probation and Confirmation:**

(1) Every person appointed to 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 one year more:

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 in case of a Driver and be reverted to his former post in case of a Senior Driver at any time without previous notice during the period of probation including extension of such period, if any.

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

**15. *Inter se*-seniority:**

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

**16. 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 Government.

**16. Relaxation:**

When it is considered by Government that it is necessary or expedient so to do 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.

**18. Interpretation:**

If any question arises relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department whose decision thereon shall be final.

By Order of the Governor

NITEN CHANDRA  
Special Secretary to Government

# The Odisha Gazette

EXTRAORDINARY  
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## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

### NOTIFICATION

The 12th February, 2019

No.4523–GAD-SC-RULES-0061/2018/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha has been pleased to make the following rules to amend the Odisha Government Drivers (Light Motor Vehicle) Group 'C' (Method of Recruitment and Conditions of Service) Rules, 2013, namely:—

**1. Short title and commencement:**— (1) These rules may be called the Odisha Government Drivers (Light Motor Vehicle) (Method of Recruitment and Conditions of Service) Amendment Rules, 2019.

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

**2.** In the Odisha Government Drivers (Light Motor Vehicle) Group 'C' (Method of Recruitment and Conditions of Service) Rules, 2013 (herein after referred to as the said rules), in rule 1, in sub-rule (1), in Short title, the word and letter "Group 'C' " shall be omitted.

**3.** In the said rules, in rule 3,—

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

*“(1) The service shall consist of the following posts, namely:—*

- (a) Driver,*
- (b) Senior Driver and*
- (c) Head Driver.*

*Note: One post of Head Driver and one post of Senior Driver shall be permitted in the Department of Government, Heads of Department, District and Sub-ordinate Offices where the establishments are having four posts in Drivers' Cadre.”*

(ii) for sub-rule (2), the following sub-rule shall be substituted, namely:—

*“3 (2). The posts of Driver, Senior Driver and Head Driver in each Department of Government, Heads of Department, District and subordinate offices shall form separate cadres”.*

4. In the said rules, for rule 4, the following rule shall be substituted, namely:—

*“4. Methods of recruitment: Subject to other provisions made in these rules, the appointment to the post of:—*

*(a) Driver shall be made by way of direct recruitment;*

*(b) Senior Driver shall be filled up by way of Promotion from among the posts of Driver; and*

*(c) Head Driver shall be filled up by way of promotion from among the posts of Senior Driver.”*

5. In the said rules, for rule 10, the following rules shall be substituted, namely:—

*“10. Eligibility Criteria for Promotion: (1) In order to be eligible for consideration, by the Board, for promotion to the post of Senior Driver under clause (b) of rule 4, a Driver must: —*

*(a) have completed at least nine years of regular service in the post of Driver, and*

*(b) be subjected to the following Trade Test—*

*(i) ability to read English numerals and figures;*

*(ii) having good knowledge of traffic regulations;*

*(iii) ability to locate faults and carry out minor running repairs; and*

*(iv) ability to change and correctly inflate tyres.*

*(c) have successfully completed the probation period in the grade of Driver.”*

*(2) In order to be eligible for consideration, by the Board, for promotion to the post of Head Driver under clause (c) of rule 4, a Senior Driver must have completed fourteen years of continuous regular service in the post of Driver and Senior Driver taken together.”*

6. In the said rules, for rule 11, the following rule shall be substituted, namely:—

*“11. Constitution of Board: The Selection Board constituted under rule 8 shall judge the suitability of eligible Driver and Senior Driver for promotion to the post of Senior Driver and Head Driver respectively.”*

7. In the said rules, in rule 14, in sub-rule (2), after the words “*Senior Driver*” and before the words “*at any time*”, the words “*and Head Driver*” shall be inserted.

By Order of the Governor

GIRISH S.N.

Special Secretary to Government



GOVERNMENT OF ORISSA

**THE ORISSA DISTRICT REVENUE SERVICE  
(METHOD OF RECRUITMENT AND CONDITIONS  
OF SERVICE) RULES, 1983**

**REVENUE DEPARTMENT**

## REVENUE DEPARTMENT

### NOTIFICATION

The 8th September 1983

S. R. O. No. 488/83—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 to regulate the method of recruitment and the conditions of service of the persons appointed to the post of Revenue Supervisors, Revenue Inspectors, Amins and Collection Moharirs, namely :—

### THE ORISSA DISTRICT REVENUE SERVICE (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1983

#### PRELIMINARY

Short title & commencement.

1. (1) These rules may be called the Orissa District Revenue Service (Method of Recruitment and Conditions of Service) Rules, 1983.

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

Definitions

2. In these rules, unless the context otherwise requires—

(a) 'Board of Revenue' means the Board of Revenue constituted under the Orissa Board of Revenue Act, 1951 ;

(b) 'Collector' means the Collector of the District ;

(c) 'Commissioner' means the Revenue Divisional Commissioner of the Revenue Division;

(d) 'Committee' means the Departmental Promotion Committee constituted under sub-rule (1) of rule 9 ;

(e) 'Government' means the Government of Orissa in the Revenue Department ;

(f) 'Service' means the District Revenue Service ; and

(g) 'Year' means a calendar year.

#### COMPOSITION OF THE CADRES

Cadres in the District Revenue Service.

3. The service of each District shall comprise the following cadres, namely :—

(a) the cadre of Revenue Supervisors ;

(b) the cadre of Revenue Inspectors ;

(c) the cadre of Amins ; and

(d) the cadre of Collection Moharirs ;

Provided that Government shall be competent to order inclusion in or exclusion from these cadres any category of posts as considered necessary.

#### METHOD OF RECRUITMENT

Method of recruitment to the service.

4. (1) Recruitment to the posts in the cadre of Revenue Supervisors shall be made by promotion from amongst the Revenue Inspectors in accordance with rule 12.

(2) Recruitment to the posts in the cadre of Revenue Inspectors shall be made by the following methods, namely :—

(a) by direct recruitment to the extent of fifty per cent (of the vacancies arising in a year in accordance with rules 6 and 7, and

(b) by promotion from the cadres of Amins and Collection Moharirs to the extent of fifty per cent of the vacancies arising in a year in accordance with rule 11 ;

Provided that if adequate number of candidates suitable for promotion are not available in a particular year the vacancies earmarked for promotion shall be filled up by direct recruitment.

(3) Recruitment to the posts in the cadres of Amins and Collection Moharirs shall be made by the following methods, namely :—

- (a) by direct recruitment to the extent of 66 $\frac{2}{3}$  per cent of the vacancies arising in a year in accordance with rules 6 and 7, and
- (b) by promotion from among the Class IV employees of the Collectorate and the subordinate offices under the administrative control of the Collector to the extent of 33 $\frac{1}{3}$  per cent of the vacancies arising in a year in accordance with rule 10.

Provided that if adequate number of candidates suitable for promotion are not available in a particular year the vacancies earmarked for promotion shall be filled up by direct recruitment.

#### DIRECT RECRUITMENT

Conditions of eligibility for direct recruitment.

5. (1) In order to be eligible for appointment to the post of Revenue Inspector, Amin or Collection Moharir by direct recruitment, a candidate must fulfil the following conditions, namely :—

- (a) He must be a citizen of India;
- (b) He must be below twenty-eight years and over twenty years of age on the first day of January of the year in which applications are invited;

Provided that the maximum age-limit may be relaxed by five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes and up to five years in case of candidates having actual work-experience in Settlement/Consolidation, and to such extent in case of candidates of such other categories as Government may, by general or special order, specify from time to time;

- (c) He must have passed the High School Certificate Examination conducted by the Board of Secondary Education, Orissa or an equivalent examination;
- (d) He must be of good character and shall furnish, along with the application a certificate of good character from the Head of the institution in which he last studied;
- (e) He must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity and must qualify in the test of physical fitness as specified in rule 7;
- (f) He must not be having more than one spouse living; and
- (g) He must be able to speak, read and write Oriya and must have passed the High School Certificate Examination or an equivalent examination through the Oriya medium.

(2) The candidate shall furnish with his application copies, attested by a Gazetted Officer of the following documents (1) Certificate of High School Certificate Examination or an equivalent examination, (2) Mark sheet of High School Certificate Examination or an equivalent examination, (3) Certificate of character from the Head of the Institution in which the candidate last studied, (4) Caste Certificate granted by a competent Revenue authority (in case of a candidate belonging to Scheduled Caste or Scheduled Tribes), (5) Declaration regarding the home district, (6) Certificate of actual work experience (if any), in Settlement/Consolidation granted by the Settlement Officer/Deputy Director, Consolidation, and (7) Certificate (if any) indicating successful completion of All-India Trade Test in Surveyor trade conducted by the National Council for Training in Vocational Trades. The candidate shall be required to produce the originals at the time of the tests, failing which he shall be liable to be disqualified.

NOTE—Candidates working in the Settlement and Consolidation organisation shall submit their Contd. Applications through the Settlement Officer/Deputy Director, Consolidation.



Scrutiny and  
Screening of  
Applications.

6. (1) Direct recruitment to the cadres of Revenue Inspectors, Amins and Collection Moharirs for the district shall ordinarily be made annually by the Collector, who shall invite applications from the candidates of the district through advertisement in the newspapers of the State.

(2) The candidates applying in response to the advertisement shall be required to specify, in their application, whether they desire to be considered for the post of Amin or Collection Moharir, if they are not selected for the post of Revenue Inspector.

(3) The applications shall be scrutinised to determine the eligibility and to make a screening of the candidates on the basis of the percentage of marks obtained in the High School Certificate Examination or an equivalent examination. Candidates three times the number of the vacancies shall ordinarily be called upon to appear in the recruitment tests :

Provided candidates who have rendered not less than five years of actual service (in the regular establishment and/or Job contract establishment) in the rank of Amin or in ranks equivalent or higher thereto in Settlement or Consolidation organisation and candidates who have passed the All-India Trade Test in Surveyor trade conducted by the National Council for Training in Vocational Trades shall invariably be called upon to appear in said tests.

Conduct of  
tests  
Drawal  
Merit list.

7. (1) The Collector himself or through a Committee appointed by him shall and conduct the tests on such dates and at such place or places as may be determined by him.

(2) In order to qualify in the test of physical fitness, a candidate—

(a) must not be less than 160 centimetres (155 centimetres in case of candidates belonging to Scheduled Castes and Scheduled Tribes) in height and 80 centimetres round the chest ; and

(b) must be knowing cycling and swimming.

(3) Candidates who qualify in the test of physical fitness shall be eligible to appear in the written test comprising of the following papers, namely :—

(a) Arithmetic	..	100 marks
(b) Handwriting in Oriya	..	50 marks

(4) The list of successful candidates, drawn up in order of merit on the basis of the performance in the written test, shall not ordinarily exceed double the number of the vacancies.

(5) The merit list shall remain valid for a period of one year or till the drawal of a fresh merit list, whichever is earlier.

Appointment  
of candi-  
dates.

8. (1) Inclusion in the merit list confers no right to appointment which shall depend, among other circumstances, on actual availability of vacancies.

(2) Candidates in order of merit shall be appointed against the available vacancies in the following order, namely :—

- (a) Revenue Inspectors
- (b) Amins
- (c) Collection Moharirs

(3) Failure of a candidate to join the post by the specified date in the absence of any extension of the said date by the appointing authority, shall amount to forfeiture of his claim for such appointment.

## RECRUITMENT BY PROMOTION

9. (1) The Departmental Promotion Committee shall comprise the Collector or Additional District Magistrate as Chairman and the Subdivisional Officers of the district as members. The officer in charge of Revenue Field Establishment in the Collectorate shall act as the Secretary of the Committee.

(2) The Committee shall meet once a year or as often as may be necessary and furnish its recommendations.

(3) The names of the persons recommended for promotion shall be arranged in the selection list in order of merit.

10. Promotion to the cadres of Amins and Collection Moharirs shall be made, on the basis of merit and suitability in all respects, from among the class IV employees of the district, who—

(a) have passed at least M. E. School Certificate Examination or an equivalent Examination, and

(b) have, on the first day of January of the year in which the Committee meets, rendered not less than five years of service :

Provided they possess the required physical fitness and come out successful in the written test conducted in accordance with rule 7 by obtaining at least thirty-five per cent of the marks.

11. Promotion to the cadre of Revenue Inspectors shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from among the Amins and Collection Moharirs of the District who, on the first day of January of the year in which the Committee meets—

(a) have completed at least five years of service as such and

(b) have passed such Departmental examinations/tests as may be prescribed from time to time:

Provided that the percentage of promotion of the Amins and Collection Moharirs to the rank of Revenue Inspector shall as nearly as possible, be proportionate to the total strength of such employees continuing on regular basis in the district.

12. Promotion to the cadre of Revenue Supervisors shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from among the Revenue Inspectors of the district, who, on the first day of January of the year in which the Committee meets.

(a) have completed at least five years of service as such and

(b) have passed such Departmental Examinations/tests as may be prescribed from time to time.

13. A member of the service, who on being promoted to a higher post in accordance with the provisions of these rules fails within such time as may be allowed in that behalf to join the new post shall be liable to be debarred from being eligible for any such promotion in future either permanently or for a specified period.

## SPECIAL MODE OF RECRUITMENT

14. Notwithstanding anything contained in these rules, vacancies in the post of Amins and Collection Moharirs may be filled up in deserving cases, on the recommendation of the Committee constituted under the provision of sub-rule (1) of rule 9, by appointment of member of the family of a Government servant working in the Revenue hierarchy who dies or is permanently incapacitated while in Government service, provided he possesses the required physical fitness and the educational qualification prescribed for the said posts.

## PROBATION AND SENIORITY

Probation

15. Every person appointed to a post in the service shall be on probation for a period of two years from the date of his appointment. If during or at the end of the said period he is found unfit to continue further,

(a) his services shall be terminated if he is a direct recruit, or

(b) he shall be reverted to his former post if he is a promotee :

Provided that in the absence of an order of confirmation indicating that the probation has been satisfactorily completed, the probation shall be deemed to have been extended till the date of the order or the date specified in the said order, as the case may be.

Seniority

16. Seniority in respect of persons appointed to the posts in cadre in any particular year should be determined in the following manner, namely :—

(a) In case of persons appointed by promotion in pursuance of rules 10, 11 and 12 seniority *inter se* shall be determined basing on the position assigned to them in the selection list.

(b) In case of persons appointed through direct recruitment in pursuance of rules 6 and 7, *inter se* seniority shall be determined in accordance with the position secured by them in the merit list.

(c) As between the candidates referred to in clauses (a) and (b) above, the promotees of a particular year shall rank above the direct recruits appointed in that year; and

(d) Persons appointed by special recruitment in pursuance of rule 14 shall rank below the direct recruits appointed in that year in pursuance of rules 6 and 7.

## TRAINING AND DEPARTMENTAL EXAMINATION

Departmental Examination and Training.

17. (1) Members of the Service shall be required to undergo such training and/or pass such tests/Departmental Examinations as may be prescribed by Government or the Board of Revenue from time to time :

Provided that Government may, by a general or a special order, exempt any category of members of the service from the requirement of passing the Departmental Examination or undergoing training :

Provided further that Revenue Inspectors, who have completed not less than twenty years of service as such shall be deemed to have been exempted from the requirement of passing the Departmental Examination or undergoing training.

(2) Subject to the provisions of sub-rule (1), Revenue Inspectors continuing as such on the date of commencement of these rules shall not in future be eligible for confirmation, crossing of the Efficiency Bar or promotion to higher ranks unless they pass the required Departmental Examination.

Institutional training for Revenue Inspectors.

18. (1) Institutional training shall be provided to the Revenue Inspectors at the Revenue Inspectors Training Institute maintained by the Government.

(2) The period of training and the method and syllabus of the training shall be prescribed by the Board of Revenue from time to time.

(3) The result of the examination conducted in the Training Institute shall be published in the *Orissa Gazette* by the Principal under the following groups, namely:—

(a) Those who have passed the examination completely ;

(b) Those who have passed the practical test only ; and

(c) Those who have passed the theoretical test only.

(4) The Revenue Inspectors coming under groups (b) and (c) of sub-rule (3) need not undergo training again, but shall appear at the subsequent examinations at the Training Institute at their own expense.

(5) The Principal of the Training Institute shall record his remarks in the confidential character rolls of the Revenue Inspectors deputed for training at the conclusion of the training. All Revenue Inspectors deputed for training shall be subject to the control and discipline of the Principal during the period of training.

Special Examination in Oriya for existing Revenue Inspectors.

19. All the Revenue Inspectors who have not passed the High School Certificate Examination or an equivalent examination in the Oriya medium, shall have to pass a test in Oriya equivalent to High School standard to be conducted by the Board of Revenue, failing which they shall not be eligible for promotion to higher rank.

#### MISCELLANEOUS

Transfer

20. (1) Transfer of a member of the service shall be effected, as and when considered necessary, by the Tahsildar, within the Tahsil by the Subdivisional Officer from one Tahsil to another within the Subdivision and by the Collector from one Subdivision to another within the district :

Provided that Amins and Collection Moharirs may not ordinarily be transferred outside the Subdivision unless warranted by the exigencies of public service.

(2) Revenue Inspectors and Revenue Supervisors may be transferred from one district to another within the Division by the Commissioner and within the State by the Member, Board of Revenue only in the exigencies of public service :

Provided that the seniority of the Revenue Inspectors and Revenue Supervisors in the cadres of the Districts to which they are transferred shall be fixed below the recruits of the year in which they had originally been recruited to the service.

Deputation

21. A member of the service may be deputed to serve under other offices, undertakings or institutions, including foreign bodies, as the case may be, on such terms and conditions as may be decided from time to time.

Reservation

22. Notwithstanding anything contained in these rules—

(i) vacancies shall be reserved for direct recruitment and promotion in favour of candidates belonging to the Scheduled Castes and the Scheduled Tribes and shall be filled up as prescribed in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules thereunder, and

(ii) not less than three per cent of the vacancies in the posts of Collection Moharirs, Amins and Revenue Inspectors shall be reserved for the orthopaedically handicapped persons, as stipulated in General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981, as amended from time to time, provided they have the ability for cycling, walking and writing.

Gradation List.

23. There shall be maintained gradation lists of the persons appointed to the service separately for each cadre and the lists shall be revised by the 31st day of July each year.

Repeal and Savings.

24. All rules and orders hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed :

Provided that any order made or action taken under the rules or orders so repealed shall be deemed to have been made or taken under these rules.

Interpretation.

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

[ No. 58381-R. ]

By order of the Governor

RAJENDRA KISHORE PANDA

Additional Secretary to Government

# The Orissa Gazette

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REVENUE & DISASTER MANAGEMENT DEPARTMENT

NOTIFICATION

The 1st November 2011

No. 45157—NGE-A-II-E-(G)-52/2011-R&DM.—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 further to amend the Orissa District Revenue Service (Method of Recruitment and Conditions of Service) Rule, 1983, namely :—

1. (1) These rules may be called the Orissa District Revenue Service (Method of Recruitment and Conditions of Services) Amendment Rules, 2011.

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

2. In the Orissa District Revenue Service (Method of Recruitment and Conditions of Service) Rules, 1983 (hereinafter referred to as the said rules), in Rule 4, in sub-rule (1), following proviso shall be inserted thereto namely :—

“Provided that if adequate numbers of eligible Job Contract Employees are not available in a particular year, the remaining vacancies shall also be filled up by promotion from amongst the eligible Revenue Inspectors”.

3. In the said rules, in Rule-5 :—

(i) in sub-rule (1), for clause (c), the following clause shall be substituted, namely :—

“(c) He must have passed a Bachelors degree examination in Arts, Science or Commerce including Bachelor in Business Administration or Bachelor in Computer Application or equivalent thereto from a recognised University and must possess knowledge in computer operation in case of Revenue Inspector and must have passed a Higher Secondary Examination (10+2) conducted by the Council of Higher Secondary Education, Orissa or equivalent thereto from a recognised Board and must possess knowledge in Computer Operation in case of Amin and Assistant Revenue Inspector”.

(ii) for sub-rule (2) the following sub-rule shall be substituted, namely :—

“(2) (a) The candidate shall furnish application with self attested copies of all relevant certificate and mark sheets including those relating to minimum educational

qualifications, caste certificate in case of S.C., S.T. and O.B.C., residence certificate, certificate of work experience in Settlement or Consolidation Organisation granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training if any;

(b) The candidate shall furnish original certificate at the time of tests failing which he shall be liable to be disqualified.”

4. In the said rule, in Rule-6

(i) for sub-rule (2) the following sub-rule shall be substituted, namely :—

“(2) candidates applying for the posts of Amin and Assistant Revenue Inspector will also indicate their first and second preference for these posts in the application failing which it will be deemed that their first preference is for the post of Amin; and

(ii) sub-rule (3), the words “on the basis of percentage of marks obtained in the High School Certificate Examination” shall be substituted by the words “on the basis of percentage of marks obtained in High School Examination (class ten) and percentage of marks obtained in Higher Secondary Examination (plus two), giving equal weightage” and the words “number of the vacancies” appearing therein, shall be substituted by the words “combined number of vacancies of Revenue Inspector, Assistant Revenue Inspector and Amin”.

5. In the said rule, in Rule 7 in sub-rule (3), for the existing items “(a)” and “(b)”.

(3) the following items shall be substituted, namely :— candidates who qualify in the test of physical fitness shall be eligible to appear in tests comprising the following papers namely :—

“(a) General Awareness (for Revenue Inspector only)	..	100 marks
(b) Arithmetic	..	100 marks
(c) Computer (written test)	..	50 marks
(d) Computer (practical test)	..	50 marks
(e) Handwriting in Oriya	..	50 marks” ; and

(ii) in sub-rule (4), the words “shall not ordinarily exceed double the number of vacancies”, shall be substituted by the “words shall be equal to the number of vacancies advertised”.

6. In the said rule, in Rule 8, for sub-rule (2), the following sub-rule shall be substituted, namely :—

“(2) Two separate merit lists shall be drawn up, one for the post of Revenue Inspector and another for the posts of Amins and Revenue Inspectors”.

7. In the said rules, in Rule 10, clause (a) shall be substituted by the following clause, namely :—

“(a) have passed at least High School Examination (class ten) or an equivalent examination”.

8. In the said rule, in Rule 20 shall be deleted

9. In the said rules, Rule 20-A shall be re-numbered as Rule 20 thereof and the words “Rule 20 of ” in the first sentence thereof shall be deleted.

By order of the Governor

R. K. SHARMA

Commissioner-*cum*-Secretary to Government