

# The Orissa Gazette

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## HOME DEPARTMENT

### NOTIFICATION

The 2<sup>nd</sup> December 1981

No.56790/A.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules for regulating the recruitment to the Orissa Secretariat Service ( Junior ) , namely

### THE ORISSA SECRETARIAT SERVICE ( JUNIOR ) RULES, 1981

Short title and commencement.

- 1 ( ) These rules may be called "The Orissa Secretariat Service (Junior) Rules, 1981."
- (2) They shall come into force at once.

Definition.

2. In these rules, unless the context otherwise requires
  - (a) 'Committee' means the Selection Committee constituted under Rule 6 ;
  - (b) 'Department' means a Department of the Secretariat as prescribed in the Rules of Business framed under clause (3) of Article 166 of the Constitution;
  - (c) 'Government' means the Government of Orissa;
  - (d) 'Service' means the Orissa Secretariat Service (Junior);
  - (e) 'Select List' means the list prepared under rule 9 ;
  - (f) A 'Senior Assistant' means an assistant belonging to the cadre constituted in pursuance of the Resolution of Government in Finance Department No.18035 dated 07.04.1981 as amended from time to time.
  - (g) 'Year' means the calendar year.

Constitution of Cadre.

3. The cadre of the service shall consist of the post of Section Officers of different Departments and such other post or posts as the Government may from time to time, by a Resolution, direct.

<sup>1</sup> Substituted vide Orissa Secretariat Service ( Junior ) ( Amendment ) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

Cadre strength.

4. The cadre of the Service shall consist of such number of permanent and temporary posts of the categories specified in rule 3, as the Government may from time to time direct in this behalf.

Eligibility to the service.

5. (1) The posts of Section Officers in the cadre of the service shall be filled up by promotion from among the permanent and officiating Senior Assistant working in the different Department.

<sup>1</sup>(2) No Senior Assistant, who has not completed nine years of service as such on or before the 1<sup>st</sup> January of the year in which the Committee meets, shall be eligible to be considered for promotion to the service.

<sup>2</sup>Explanation : (a) Service as Senior Assistant shall include service as a Grade-I or Grade-II Assistant or as both prior to formation of the cadre of Senior Assistants;

(b) For the purpose of computing nine years of service as Senior Assistant, the actual date or deemed date of promotion as the case may be, to such post shall be taken into consideration.

Constitution of Selection Committee.

6. (1) There shall be constituted a Selection Committee for selection of Senior Assistants for promotion to the service.

(2) The Committee shall consist of :-

(i) The Secretary to Government, Home Department ... Chairman

(ii) The Special Secretary or Additional Secretary,  
General Administration Department. ... Member

(iii) The Committee may co-opt one or more Secretary or Secretaries of the Departments as a member or members of the Committee.

<sup>4</sup>(iv) The concerned Joint Secretary or Deputy Secretary of Home Department act as non-Member Secretary of the Committee.

<sup>1</sup> Substituted vide Orissa Secretariat Service ( Junior ) ( Amendment ) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

<sup>2</sup> Inserted vide O.S.S. ( Junior ) ( Amendment ) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

<sup>3</sup> Substituted vide O.S.S. ( Junior ) ( Amendment ) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

<sup>4</sup> Inserted vide O.S.S. ( Junior ) ( Amendment ) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

Meetings  
of the  
Committee.

7. The Committee shall meet at intervals ordinarily not exceeding one year to transact its business provided that the Committee may meet more than once in a year if the list has been exhausted or for any other good and sufficient reasons to be recorded in writing.

Supply of  
particulars of  
service and  
records by  
Departments.

8. <sup>1</sup>(1) Ordinarily by the 1<sup>st</sup> May of each calendar year the Department shall communicate to the Home Department in the form set forth in Appendix-I to these rules the total number of vacancies in the service found at the time or likely to occur during the period of twelve months commencing from the said date.

By the 1<sup>st</sup> June of each calendar year the Home Department shall prepare a common gradation list of Senior Assistants in order of their seniority containing the names and other service particulars in the form set forth in Appendix-II to these rules who have not officiated as Section Officers on the recommendation of the Committee.

(3) In the request of Home Department the Department shall also furnish up-to-date confidential character rolls of all eligible Senior Assistants together with four attested copies of each of the same.

Preparation  
of list by the  
Selection  
Committee  
of Senior  
Assistants  
suitable for  
promotion  
to service.

9. (1) For preparation of the list of Senior Assistants fit for promotion to the Service as Section Officers, the Committee shall take into consideration the cases of Senior Assistants, four times the number of vacancies included in the consolidated list placed before it under sub-rule (2) of rule 8 and prepare a list of Senior Assistants found fit for promotion to the Service.

(2) Selection of Senior Assistants for inclusion in the list prepared by the Committee under sub-rule (1) shall be based on merit and suitability with due regard to seniority.

(3) Names of Senior Assistants considered fit for promotion to the service shall ordinarily be arranged in the order of their respective position in the gradation list as referred to in sub-rule (2) of rule 8 :

<sup>1</sup> Modified vide Orissa Secretariat Service (Junior) (Amendment) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

<sup>2</sup> Substituted vide O.S.S. (Junior) (Amendment) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

<sup>3</sup> Substituted vide O.S.S. (Junior) (Amendment) Rules, 1985 published in the Orissa Gazette No.50, on 13<sup>th</sup> December, 1985.

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Provided that any Senior Assistant who is of exceptional merit may be assigned a place higher than that of such Assistant Senior to him in the said gradation list.

(4) The Committee shall set forth briefly the reasons for not recommending or for superseding a Senior Assistant.

(5) The Committee shall, subject to availability of Senior Assistants having minimum continuous service specified in sub-rule (2) of Rule 5, having regard to the criteria for selection laid down, recommend not less than double the expected number of vacancies to the posts in the service during the year:

Provided that the Committee may recommend less than double the number of expected vacancies, if adequate number of officers suitable for promotion are not available or for reasons to be recorded in writing, they consider it inexpedient to recommend double the number of expected vacancies as aforesaid.

Approval of  
the list by  
Government.

10. (1) The list prepared by the Committee under sub-rule (1) of Rule 9 shall be placed before the Government for approval and after such approval the list shall become final and shall be called as the select list :

(2) The select list shall remain in force for a period of one year from the date of its approval by the Government or till the preparation of the next select list whichever is earlier.

Appointment  
to the service

11. (1) Appointment to post in the service shall be made by Secretary, Home in order in which the names appear in the select list prepared.

(2) When the select list is not in force or has been exhausted and it is necessary to make appointment urgently, appointment may be made to the service on *ad hoc* basis till the finalisation on the basis of the gradation list referred to in sub-rule (2) of Rule 8.

Probation

12. Every officer appointed to the service shall be on probation for a period of one year.