

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

Notification

No. HOME-JAIL-RULE-0003-2021 ^{17.08.2021} 29030 dated -In exercise of powers conferred by clause (10) read with clause(28) of sub-section (1) of section 59 of the Prisons Act,1894 (9 of 1894) and in supersession of the Odisha Jail Service(Method of Recruitment and Conditions of Service) Rules,2012 and all other rules, Orders, instructions relating to the service covered by these rules except as respect things done or omitted to be done before such supersession, the State Government do hereby make the following rules to regulate the method of recruitment and conditions of service of Group A and Group B officers of the Odisha Jail Service, namely:-

PART-A

1.Short title and commencement.-(1) These rules may be called "The Odisha Jail Service (Method of Recruitment and Conditions of Service of Group A and Group B Officers) Rules, 2021".

(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 Odisha Police Recruitment Board constituted under the Combined Competitive Recruitment Examination for Group B Posts of Odisha Police Service, Odisha Prison Service and Odisha Fire Service Orders,2021;
- b. "Commission" means Odisha Public Service Commission;
- c. "Committee" means the Departmental Promotion Committee constituted under rule 19 of these rules;
- d. "Ex-serviceman" means a person as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules,1985;
- e. "Government" means the Government of Odisha;
- f. "Recruitment year" means the calendar year during which advertisement for recruitment is issued;
- g. "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, respectively, made under article 341 and 342 of the Constitution of India;
- h. "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 in the list under the Odisha State Commission for Backward Classes Act,1993(Odisha Act 16 of 1993);



Your Signature will appear here.

- i. "Select List" means the list of successful candidates sponsored by the Board and as approved by the State Government;
- j. "Sports Person" means a person, who has been issued with identity card as sports man by the Director, Sports as per Resolution No. 24808/Gen., dated the 18th November 1985 of General Administration Department, as amended from time to time; and
- k. "Service" means the Odisha Jail Service constituted under rule 3.

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

3. Composition of services.-(1) The service shall consist of the following categories of posts:-

- (a) Assistant Jailor;
- (b) Jailor;
- (c) Superintendent of District Jails;
- (d) Senior Superintendent of Circle Jails; and
- (e) Deputy Inspector General of Prisons.

(2) The Posts specified in clauses (a) (b) and (c) of sub-rule (1) shall be in Group B and all other posts specified in clauses (d) & (e) of the said sub-rule shall be Group A.

(3) The gradation list of the Assistant Jailor and Jailor of the cadre shall be maintained in the Directorate of Prisons and for the remaining posts the gradation list shall be maintained in the Home Department.

4. Method of Recruitment.- Subject to the provisions made in these rules, recruitment to the posts in the service shall be made by the following methods, namely:-

(a) In respect of post of Assistant Jailors,-

(i) not less than 50% of the vacancies arising in a recruitment year shall be filled up by way of direct recruitment conducted through the Board ; and

(ii) the remaining vacancies shall be filled up by way of promotion from among the Sub- Assistant Jailors as per provision contained under sub- rule (1) of rule 18 of these rules .

(b) The posts of Jailor, Superintendent of District Jails, Senior Superintendent of Circle Jails and Deputy Inspector General of Prisons shall be filled up by way of promotion, respectively from among Assistant jailor, Jailor, Superintendent of District Jails, Senior Superintendent of Circle Jails in accordance with these Rules.

5. Reservation of vacancies.-Notwithstanding anything contained in these rules, vacancies shall be reserved for candidates belonging to,-

(a) the Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in 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 category/ ex-servicemen/ women/ sportsperson in accordance with the provisions made under such Act, rules orders or instructions issued in this regard by the Government, from time to time, for direct recruitment only and other relevant Government guideline regarding reservation as prevalent:

Provided that physically disabled persons shall not be eligible for recruitment to the post of Assistant Jailor.

6. Direct Recruitment Procedure.— (1) Recruitment to the post of Assistant Jailor in the service shall be made by the Board.

(2) Vacancies in the sanctioned posts including anticipated vacancies of the year to be filled up from time to time, in the rank of Assistant Jailor, shall be determined by the D.G. of Prisons or I.G. of Prisons and D.C.S., Odisha, as the case may be which shall not exceed the actual number of Jail officers superannuating in the rank of Assistant Jailor by the end of the calendar year.

(3) The Board shall notify the vacancies, after obtaining approval from the Government for direct recruitment, giving the detailed break up of reservation and verifying the breakup of reservation and satisfy itself that it is in accordance with the rules applicable before advertising the vacancies.

(4) The Board shall recruit only for the vacancies to be filled up by direct recruitment and Promotional vacancies shall be filled up by the Prisons Directorate.

PART-B

7. Eligibility criteria for Direct Recruitment.- In order to be eligible for direct recruitment, a candidate must,-

(a) be a citizen of India;

(b) not be less than twenty one years and not more than twenty-five years of age as on the 1st day of January of the recruitment year:

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;

(c) be a Graduate in any discipline from any recognized University;

(d) be of a good moral and character. He should not have been convicted for any criminal offence;

(e) be of sound health and physique. He should be free from any organic defect or body infirmity;

(f) not have more than one spouse living;

(g) be able to speak, read and write Odia, and must have –

(i) passed M.E. School or higher examinations with Odia language as a subject, or

(ii) passed H.S.C. or equivalent examinations with Odia as a medium of examination in non-language subject, or passed the written test in Odia in M.E. School standard conducted by the Board of Secondary Education, Odisha.

8. Conduct of Examination.-(1) Recruitment to the post Assistant Jailor shall be made by way of competitive examination.

(2)The written examination shall consist of following two papers as given in Table below:

Table

Sl No.	Paper	Subject	Maximum Marks	Time
(1)	(1)	(2)	(3)	(4)
(2)	Paper -I	General English and Odia Language	100	90 Minutes
(3)	Paper-II	General Studies	200	180 Minutes
(4)		Total	300	

(3)The written examination shall consist of Objective Type – Multiple Choice questions only and shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or Computer Based Test or any other objective modern method of assessment in vogue at relevant point of time.

(4)There shall be negative marking of 0.25 marks for each wrong answer in written examination.

9. Syllabus for the written examination.- Syllabus for the written examination shall be as follows, namely:-

1. **General English:**

The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in English and the pattern of questions should broadly include the following with graduate standard :—

- a. Comprehension of a given passage;
- b. Usage and vocabulary;
- c. Questions to test the knowledge of grammar.

2. Odia Language:

- a. Comprehension of a given passage;
- b. Usage and vocabulary;
- c. Translation from English to Odia.

3. General Studies:

(a)The nature and standard of questions shall 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 general awareness of the candidate of a variety of subjects covering various fields of knowledge as expected from any graduate. The questions shall be in English and the candidates shall be required to answer in English;

(b)The paper on General Studies shall include questions covering the following fields of knowledge:—

(i)General science and recent scientific/ technological developments : Questions will test the candidate's awareness in the field of science and technology including matters of every day observations and experience;

(ii)Current events of national and international importance : Questions shall be to test the knowledge of significant national and international events and of the topics of social relevance in the present day India;

(iii)History of India from ancient times and Indian National Movement: Emphasis will be on testing the general understanding of social, economic and political aspects of the Indian History. Questions on Indian National Movement will relate to the nature & character of the nineteenth century resurgence, growth of Nationalism, attainment of Independence and role of leading personalities in the freedom movement;

(iv)Indian and World Geography : Emphasis will more be on geography of India. The questions will relate to physical and economic geography of the country. It shall cover the main features of Indian agriculture and

national resources;

(v) Indian Polity and Economy : Questions on Indian polity and economy shall be on political system, Constitution of India, Panchayati Raj administration, principal features and characteristics of Indian economy, planning and economic development of India;

(vi) Mental ability and test of reasoning;

(vii) Numerical ability test and arithmetic of H.S.C. standard; and

(viii) Basic computer literacy.

10. **The Physical Standards (qualifying in nature).**- (1) Only three times the number of candidates as per the vacancies, qualifying in the written test, would be called in order of merit for physical standards and be allowed to appear in the physical efficiency tests.

(2) The candidates must qualify the physical standards as given in detailed below:

CATEGORY	HEIGHT	WEIGHT	UN-EXPANDED CHEST	EXPANDED CHEST
General & SEBC (Men)	168 Cm.	55 Kg	79 Cm.	84 Cm.
General & SEBC (Women)	155 Cm.	47.5 Kg
Scheduled Castes/Scheduled Tribes (Men).	163 Cm.	50 Kg	76 Cm.	81 Cm.
Scheduled Castes/Scheduled Tribes (Women).	150 Cm.	45 Kg		..

11. **Physical Efficiency Tests – (Qualifying Nature)**-The Physical Efficiency Tests shall comprise of the following events:

1. **For men of all categories:**

a. Running 1.6 K.Ms. in 8 minutes:

b. Long Jump of 3.66 Meters in length in three attempts.

2. **For Women of all categories:**

- a. Running 1.6 K.Ms. in 10 minutes:
- b. Long Jump of 2.77 Meters in length in three attempts.

Note : Failure in completing the Physical Efficiency in the prescribed time or attempts shall lead to disqualification from the selection process.

12. **Marks for NCC Certificates.**-(1) Marks shall be awarded after due verification of original certificates as given below:

(2) For N.C.C. Certificates (Marks allotted :02)

(a)N.C.C.'B' Certificate ... 01;and

(b)N.C.C.'C' Certificate ... 02.

13. **Merit List.**- The Merit list shall be prepared category wise on the basis of marks obtained in written test and NCC Certificates.

14. **Sponsoring of candidates by the Board.**—(1)The Board shall sponsor exactly the same number of candidates as the total number of vacancies notifiedwith it and the names of such candidates shall be arranged in the order of merit.

(2)There would be no reserve list or waiting list.

(3)In the list of sponsored candidates, those claiming the reserved vacancies shall not exceed the number of vacancies reserved for that category and notified in the recruitment advertisement.

(4) In the matter of reservation the circular issued by Government from time to time shall be applicable.

15. **Select List.**-(1)The D.G. of Prisons or I.G. of Prisons and D.C.S., Odisha shall peruse the list of candidates sponsored by the Board and after comparing them with the vacancies, notified by the Board, he may seek any clarification from them, if not satisfied with it.

(2)After receipt of clarifications, if any, he may accept the merit list of sponsored candidates and on approval of the State Government, it shall become the Select List for the purpose of appointment of candidates and the names of candidates arranged in the order of merit in Select List will determine the *inter se* seniority of all the candidates of all the categories, who shall be appointed out of this.

16. **Verification of Documents.**-No candidate shall be appointed from the Select list, without—

(a)verifying his/her character and antecedents.

(b)submission of his/her Medical Fitness Certificate issued by an authorised Government Doctor.

(c)verification of original certificates of his eligibility for the post. This will include

certificates of age, caste/ category and educational qualifications, etc.

PART-C

PROMOTION

17. Eligibility for promotion.- The promotion to the posts specified in sub rule (1) of rule 3 shall be made on satisfying eligibility criteria mentioned below for each such post:

1. A Sub Assistant Jailor-

(a) shall be eligible for promotion to the rank of Assistant Jailor, if he/she has completed 7 years of continuous service as such as on the first day of January in which the Committee meets and has passed the Sub Assistant Jailor course of training; and

(b) to be eligible for consideration also submit a certificate from C.D.M.O. to the effect that he is physically fit to undergo training in the designated Jail Training Institutions, if he is found suitable and promoted to the rank of Assistant Jailor.

(2) The Assistant Jailor to be eligible for consideration for promotion to the rank of Jailor, must have rendered a minimum period of continuous service of 10 years as such on or before the 1st day of January of the year in which the Committee meets.

(3) The Jailor to be eligible for consideration for promotion to the rank of Superintendent must have rendered a minimum period of continuous service of 5 years as such on or before the 1st day of January of the year in which the Committee meets.

(4) The Superintendent to be eligible for consideration for promotion to the rank of Senior Superintendent, Circle Jails must have rendered a minimum period of continuous service of 3 years as such on or before the 1st day of January of the year in which the Committee meets.

(5) The Senior Superintendent, Circle Jails to be eligible for consideration for promotion to the rank of Deputy Inspector General of Prisons, must have rendered a minimum period of continuous service of 3 years as such on or before the 1st day of January in which the Committee meets.

18. Supply of particulars of service and records: The D.G. of Prison or I.G. of Prisons and D.C.S., Odisha shall, communicate to the Home Department in the month of December every year the total number of vacancies in the posts of Assistant Jailor, Jailor, Superintendent of District Jails and Senior Superintendent of Circle Jails and Deputy Inspector General of Prisons, the vacancies reserved for the Schedule Castes and Schedule Tribes included, in the service at that point of time or the vacancies that are likely to occur in the next twelve months and furnish the attested copies of the CCRS of all eligible officers and other service particulars.

19. Constitution of Departmental Promotion Committee.-(1) There shall be a separate Departmental Promotion Committee for promotion to the different categories of posts in the service.

(2) There shall be constituted a Departmental Promotion Committee consisting of the

following officers for consideration of promotion of Sub-Assistant Jailors, Assistant jailor to the posts of Assistant Jailor and Jailor, respectively, namely;

- | | | |
|-------|----------------------------------------------------------------------------------------------------------------------|----------------------|
| (i) | The Inspector General of Prisons & DCS, Odisha | • Chairman |
| (ii) | The Additional Inspector General of Prisons, Odisha | • Member |
| (iii) | A representative of the Home Department not below the rank of Deputy Secretary to Government | • Member |
| (iv) | The Establishment Officer (Field Establishment) in the office of the Inspector General of Prisons and D.C.S., Odisha | • Member
Convenor |

(3) There shall be constituted a Departmental Promotion Committee consisting of the following officers for consideration of promotion of Jailors, Superintendent of District Jails and Senior Superintendent of Circle Jails to the posts of Superintendent of District Jails, Senior Superintendent of Circle jails and Deputy Inspector General of Prisons, respectively, namely;

- | | | |
|-------|----------------------------------------------------------------------------------|-------------------|
| (i) | The Principal Secretary to Government, Home Department | • Chairman |
| (ii) | The Additional Secretary to Government, Home Department | • Member |
| (iii) | The Inspector General of Prisons & DCS, Odisha | • Member |
| (iv) | The concerned Deputy Secretary or Joint Secretary to Government, Home Department | • Member Convenor |

(4) The recommendation of the Committee shall be valid and can be operated 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 Committee and the majority of members of the Committee attended the meeting.

20. Preparation of the select list by the Committee.-(1) The Committee(s) constituted for different posts in the service under rule 19 shall, on the basis of the gradation list of all eligible officers, the documents furnished by the I.G./D.G. of Prisons and D.C.S., Odisha and any other record relevant for the selection, prepare lists of officers suitable for promotion.

(2) The Committee while considering the promotion cases of suitable officers and preparation of the list 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, wherever required:

(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,

21.Consultation with the Odisha Public Service Commission.-(1)The list of officers, except the list of officers for promotion to the post of Assistant Jailor prepared by the Committee(s) shall be referred to the Odisha Public Service Commission, along with the prescribed documents to obtain their concurrence for appointment in the posts on regular basis.

(2)The Odisha Public Service Commission shall consider the cases of all officers in the select list and documents received under sub rule (1) and shall furnish its recommendation to the Government.

22.Approval of the select list.-(1)The recommendations of the Commission in case of promotion to the posts of Jailors, Superintendent of District Jails, Senior Superintendents of Circle Jails and Deputy Inspector General of Prisons received under rule 21 of these rules shall be placed before the Government for approval and after approval of such list by the Government, the list as such shall form the select list for appointment to the respective posts and select list shall remain valid for a period of one year from the date of its approval by the Government or till another select list is prepared afresh, whichever is earlier.

(2)In case of promotion to the post of Assistant Jailor, the select list prepared by the respective Committee shall form the list for promotion to the respective rank after its approval by the Government and such list shall remain valid for a period of one year from the date of its approval or till another select list is prepared afresh, whichever is earlier.

PART-D

23.Appointment to the posts in the services.-(1)Appointments to the post of Assistant Jailor by direct recruitment shall be made by the I.G./D.G. of Prisons in order of the names appearing in the merit list furnished by the Board.

(2)Appointments to the posts in the service by promotion shall be made by Government in order of the names appearing in the respective select lists.

24.Probation-(1)All the persons appointed as Assistant Jailors by way of direct recruitment shall be on probation for a period of two years from the date of their joining .

(2)All the persons appointed as Assistant Jailor by way of promotion from the rank of Sub Assistant Jailor shall be on probation for a period of one year from the date of passing Final examination of Assistant Jailor' course of training:

Provided that the Appointing Authority may, if think fit, in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation for another year but not exceeding two years:

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.

(3) The appointment of a probationer may for good and sufficient reasons to be 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 be deemed to be reverted to his/ her former cadre/post, if he/she is a promotee.

(4) 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.

25. Inter-se seniority.-(1) The *inter-se* seniority of the Assistant Jailors appointed by way of direct recruitment during a particular recruitment year shall be determined in accordance with the aggregate marks obtained by each probationer in the recruitment test conducted by the Board and in the final examination conducted by the Mahatma Gandhi Academy of Prisons & Correctional Services, Chhatarbar with the weightage of 1:2 of the marks awarded by the Board and the training centers:

Provided that if two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be the order of their dates of birth. Further, if date of birth is same then seniority will be as per prevailing Rule.

(2) All the persons appointed to the rank of Assistant Jailor by way of promotion shall be assigned relative position as per the approved Select List but they shall en-mass be senior to all the Assistant Jailor appointed during the year by way of direct recruitment.

(3) The inter se seniority of the other officers appointed to the posts in the service shall be determined in accordance with the order of their names in the select lists under rule 22 of these rules.

26. Training of Assistant Jailor.-(1) The person appointed to the post of Assistant Jailor directly shall undergo the training for a period of one year at the designated Jail Training Institutions.

(2) The Assistant Jailor appointed by promotion shall undergo the training for a period of six months at the designated Jail Training Institutions.

(3) At the end of the training course, there will be an examination and those declared to have passed shall be posted to different Jails and those who fail in the examination, shall be given another chance in the next examination to clear it without having to undergo the training again.

(4) If he fails again, he shall be discharged from the service or be reverted to the rank of Sub Assistant Jailor as the case may be.

(5) The annual increments will not be allowed unless and until the aforesaid examination is passed by the appointed candidates.

27. Other conditions of Service.-The conditions of service of the members of the service with regard to matters not covered by these rules shall be the same as applicable under the relevant rules issued by the Government, from time to time.

28. Relaxation.-Where the Government, on a reference made by the I.G./D.G. of Prisons & D.C.S., Odisha or otherwise, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

29. Interpretation.-If any question arises relating to the interpretation of these rules, the decision of the State Government shall be final.

By order of the Governor



16.08.2021

Additional Chief Secretary to Government

Memo No. 29031 /JLS.,

Dt. 17.08.2021

Copy forwarded to the Gazette Cell, Commerce and Transport Department for publication of the said Notification in the next issue of the extra ordinary Odisha Gazette immediately and supply 500 copies of the Gazette Notification to this Department at an early date.

This is statutory and shall bear SOR number and date.


Deputy Secretary to Government

Memo No. 29032 /JLS.,

Dt. 17.08.2021

Copy forwarded to the Account General (A&E/Audit) Odisha, Bhubaneswar for information & necessary action.


Deputy Secretary to Government

Memo No. 29033 /JLS.,

Dt. 17.08.2021

Copy forwarded to the Director General of Prisons and D.C.S Odisha, Bhubaneswar for information & necessary action.


Deputy Secretary to Government

Memo No. 29034 /JLS.,

Dt. 17.08.2021

Copy forwarded to all Departments of Government/ all Heads of Department/ all Collectors/ all Sections of Home Department/ Guard file (5) copies for information and necessary action.


Deputy Secretary to Government

Memo No. 29035 /JLS.,

Dt. 17.08.2021

Copy forwarded to N.I.C Coordinator, Home (IMU) Department with a request to launch this Notification in the Departmental website for information of all concerned.


Deputy Secretary to Government