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HOME DEPARTMENT

NOTIFICATION  
The 1<sup>st</sup> August, 1986

No.45149—OSSJ/1-10/86-HD.—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, Group-B, namely :-

Short title and commencement.

1. <sup>1</sup> (1) These rules may be called the Orissa Secretariat Service Group-B Rules, 1986.  
(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' means the Selection Board constituted under rule 6;
  - (b) 'Commission' means the Orissa Public Service Commission;
  - (c) 'Department' means a Department of the Secretariat as prescribed in the Rules of Business framed under clause (3) of Article 166 of the Constitution of India;
  - (d) 'Government' means the Government of Orissa;
  - (e) "Orissa Secretariat Service (Junior) Cadre" means the Section Officers, Level-II of different Departments of Government;
  - (f) 'Select List' means the list approved under Rule 10;
  - <sup>2</sup> (g) 'Service' means the Orissa Secretariat Service, Group-B;
  - <sup>3</sup> (h) "Year" means the calendar year".

Constitution of cadre.

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

Cadre strength.

4. The cadre of the service shall consist of such number of permanent and temporary posts of the category or 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 in the cadre of the Service shall be filled up by promotion from among the permanent and officiating Section Officers, Level-II appointed under the Orissa Secretariat Service (Junior) Rules, 1981.

<sup>1</sup> Substituted vide OSS Group B (Amendment) Rules, 2000 published in Orissa Gazette No.20 dated June 9, 2000.

<sup>2</sup> Substituted vide OSS Group B (Amendment) Rules, 2000 published in Orissa Gazette No.20 dated June 9, 2000.

<sup>3</sup> Added vide OSS Class-II (Amendment) Rules, 1997 published in Orissa Gazette No. 1593 dated December 30, 1997.

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<sup>1</sup>(2) No Officer of the Orissa Secretariat Service (Junior) Cadre, shall be eligible for consideration for promotion to the service, unless, on the date the Board meets, such officer has completed three years of continuous service in the said Cadre. [REDACTED]

Constitution  
of Selection  
Board.

6. (1) There shall be constituted a Selection Board for selection of officers for promotion to the service.

(2) (a) The Board shall consist of –

- <sup>2</sup> [(i) Secretary to Government, Home Department - Chairman  
(ii) Special Secretary to Government, G.A. Department - Member ]

(b) The Chairman of the Board may co-opt one or more Secretary or Secretaries of the Departments other than those specified under clause (a) as members for every sitting of the Selection Board.

(3) The Chairman shall preside over the meetings of the Selection Board and an officer nominated by the Home Department not below the rank of Deputy Secretary shall act as the Secretary of the Board without participating in its deliberations and decisions.

(4) The recommendations of the Board shall be valid and can be operated upon notwithstanding the absence of any of its members:

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Board were present at such meeting.

Meeting of  
the Board.

7. The Board shall ordinarily meet once in a calendar year and at intervals ordinarily not exceeding eighteen months:

Provided that the Board may meet more than once in a year if the select list has been exhausted or for any other good and sufficient reasons to be recorded in writing.

Preparation  
of select list  
by the  
Board.

8. (1) For preparation of the list of officers of the Orissa Secretariat Service (Junior) Cadre, fit for promotion to the service, under rule 5 the Board shall take into consideration the cases of officers four times the number of existing vacancies and also vacancies expected during the next twelve months.

(2) The Board shall not ordinarily recommend the names of officers less than double the number of vacancies referred to in sub-rule (1), unless adequate number of

<sup>1</sup> Substituted vide OSS Group B (Amendment) Rules, 2001 published in Orissa Gazette No.509 dated March 29, 2001.

<sup>2</sup> Substituted vide OSS Class-II (Amendment) Rules, 1993 Published in Orissa Gazette vide No.181 Dated February 12, 1994.

officers suitable for promotion to the service are found to be not available or, for reasons to be recorded in writing, the Board considers it inexpedient to so recommend double the number of vacancies as aforesaid.

(3) Selection of officers for inclusion in the list referred to in sub-rule (1) shall be based on merit and suitability with due regard to seniority.

(4) The names of officers considered fit for promotion to the service shall ordinarily be arranged in the order of their respective position in the cadre of Orissa Secretariat Service (Junior):

Provided that any Section Officer, Level-II who is of exceptional merit may be assigned a place higher than that of the officer senior to him in the said cadre.

Consultation  
with  
Commission.

9. (1) The list prepared by the Board under rule 8 shall be referred to the Commission together with the following documents, namely: -

- (a) Gradation list of officers of the cadre of the Orissa Secretariat Service (Junior) whose cases are considered by the Board;
- (b) Particulars of all officers recommended by the Board under rule 8 together with separate list of those who are not recommended by the Board for inclusion in the list so prepared; and
- (c) Confidential Character Rolls of all officers considered by the Board under rule 8.

(2) The Commission shall consider the list received under sub-rule (1) with reference to the documents and recommendations of the Board forwarded with such list and shall furnish its recommendation to the Government in Home Department.

Approval of  
select list by  
Government.

10. (1) The recommendations of the Commission shall be considered by Government and the list of officers fit for promotion to the service as approved by the Government shall form the select list for promotion to the service.

(2) The select list shall remain in force for a period of two years from the date of its approval by Government under sub-rule (1) or till the next select list is approved by Government under sub-rule (1) whichever is earlier.

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Appointment  
to the service.

11: (1) Appointment to the service shall be made in the order in which the names appear in the select list.

(2) When a select list is not in force or has been exhausted and it is necessary to make appointments urgently, appointments may be made to the service on *ad hoc* basis for a period not exceeding one year on the basis of list prepared by the Board under rule 8.

(3) Officers appointed to the service for the first time on the basis of select list shall be on probation for a period of one year:

Provided that the period of *ad hoc* appointment made under sub-rule (2) shall not count towards the period of probation.

(4) Government may, for good and sufficient reasons to be recorded in writing, extend the period of probation of any officer.

Pay.

12. Officers appointed to the service shall draw pay at such rate and in such scales of pay as may be prescribed by Government from time to time.

*Inter se*  
seniority.

13. The *inter se* seniority of officers appointed to the service shall be in the order in which their names are arranged in the select list.

Other  
conditions  
of service.

14. The conditions of service of the members of the Service in regard to matters not covered by these rules shall be the same as are or as may from time to time be applicable generally to other State service officers of similar rank.

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Reservation  
of vacancies  
for  
Scheduled  
Castes and  
Scheduled  
Tribes.

15. The vacancies in the service shall be reserved in favour of candidates belonging to Scheduled Castes and Scheduled Tribes and filled up in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder.

Interpretation.

16. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the Home Department for decision which shall be taken in consultation with Commission.

Relaxation

17. Where the Government is of the opinion that it is necessary or expedient so to do, it may, after recording thereof, reasons in writing, by order, relax any of the provisions of these rules in respect of any class or category of employees in the interest of the public service, in consultation with the Commission.

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By order of the Governor

**R.N. DAS**

Secretary to Government