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GOVERNMENT OF ORISSA

HOME DEPARTMENT

RESOLUTION

The 13th November 2006

SUBJECT — Criteria for recruitment of Warder of Jail Organisation

Government feels that there is no prescribed rules for direct recruitment of Jail Warder except the procedure enumerated in Orissa Jail Manual and executive instruction issued by the Government in Home Department vide their Letter No. 24508, dated the 30th May 1977.

The Government after careful consideration have been pleased to approve this resolution containing the eligibility criteria, etc. for direct recruitment in the following manner :—

DEFINITION :

In this resolution unless the context otherwise requires,

- (a) "Appointing Authority" means, the Senior Superintendent, Circle Jails
- (b) "Government" means Government of Orissa
- (c) "Service" means the Orissa Subordinate Jail Service
- (d) "Year" means the Calendar year

1. METHOD OF RECRUITMENT OF WARDERS AND APPOINTING AUTHORITY.

(i) Save as otherwise provided in this resolution, the vacancies in the rank of Warders/ Female Warders shall be advertised by the Directorate of Prisons and shall be filled up by direct recruitment from the open market by a Departmental Selection Board.

(ii) The Senior Superintendent of respective Circle Jail shall be the appointing authority in respect of the Warder/Female Warder of his Circle.

(iii) The Superintendent of Circle Jails shall have the authority to transfer the Warders from one Jail to another Jail within their jurisdiction. The I.-G. of Prisons can transfer the Warder from one Circle to another Circle.

(iv) The appointing authority shall decide ordinarily in the month of January of each year the numbers of vacancies with due roster to S.T. / S.C. required to be filled up and intimate the vacancies to the Prisons Directorate after consulting the District Welfare Officer for necessary advertisement. After getting due clearance from Government the Prisons Directorate will advertise for filling up of such base level post.

2. DEPARTMENTAL SELECTION BOARD SHALL HAVE FOLLOWING MEMBERS :

- | | | |
|---|-----|----------|
| 1. Senior Superintendent, Circle Jail | .. | Chairman |
| 2. Senior most Superintendent of District Jail of the concerned Circle. | .. | Member |
| 3. A representative of Chief District Medical Officer. | .. | Member |
| 4. District Welfare Officer to oversee that S.C./S.T. quota is appropriate filled up. | .. | Member |
| 5. District Employment Officer | ... | Member |

3. DIRECT RECRUITMENT :

(i) Direct recruitment to the post of Warders/Female Warders shall be made on the basis of competitive examination to be conducted by Departmental Selection Board.

(ii) The recruitment shall be done centrally at the Circle level

(iii) Gradation list shall also be maintained in the Circle level

(iv) A combined gradation list shall be prepared at Directorate level for purpose of promotion to higher rank basing on the date of appointment issued.

4. NOTIFICATION OF VACANCIES :

The appointing authority shall intimate the number of vacancies required to be filled up by the candidates belonging to the U.R. /S. C./S.T/S.E.B.C. /Ex-Servicemen/Sportsmen and women. This will be prepared by Circle Jail Superintendent and will get vetting of District Welfare Officer.

5. ELIGIBILITY :

In order to be eligible to appear in the competitive examination, a candidate must satisfy the following conditions :—

- He/She must be a citizen of India
- He/She must not be less than 18 years of age and not more than 25 years of age on the last day of January of the year in which recruitment is made.

NOTE –The upper age in case of candidates belonging to S.C./S.T. and women shall be relaxed by 5 years. In case of candidates belonging to socially and educationally backward classes, the upper age-limit shall be relaxed by 3 years :

Provided, further that the upper age-limit in case of a candidate belonging to Ex-Serviceman shall be relaxed on the basis of the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rule, 1985.

- (c) He/She must have passed High School Certificate or equivalent examination conducted by any recognized Board of Secondary Education of a State or any other recognized Institution like ICSE and CBSE and others.
- (d) He/She must be able to speak, read and write Oriya and must have passed Oriya as one of the subject in the High School Examination or an examination in Oriya of M.E. standard conducted by the School & Mass Education Department.
- (e) He/She must have registered his/her name in any Employment Exchange in the State of Orissa on or before the date of submission of application for the recruitment test.
- (f) He/She must not have more than one spouse living

2. No application shall be considered unless, it is accompanied by a Treasury Challan/ Bank Draft of an amount as determined by the Govt. from time to time as fees for application and examination under appropriate Head of Account mentioned in the advertisement for the vacancies by the Directorate.

3. The candidates must have the minimum physical standards of height, weight and chest as follows :

	Height	Weight	Chest	
			Unexpanded	Expanded
UR & SEBC (Men)	168 Cms.	55 Kg.	79 Cms.	84 Cms.
UR & SEBC (Women)	158 Cms.	45 Kg.
SC/ST (Men)	163 Cms.	50 Kg.	76 Cms.	81 Cms.
SC/ST (Women)	153 Cms.	45 Kg.

NOTE –A person with any physical deformity will not be considered for appointment

6. RECRUITMENT CENTRES :

- (1) There shall be recruitment centres at Circle Jail headquarters
- (2) Each recruitment centre shall cover one or more districts as per the jurisdiction of the Circle Jail Superintendent, candidates within such Circle Jail jurisdiction should apply to that centre.
- (3) The candidates belonging to those districts shall be tested at that recruitment centre of corresponding Circle jurisdiction.

- (4) A candidate shall be deemed to belong to the district from where he had been registered at the District Employment Exchange. SC/ST can also be considered in any district if they are registered at Bhubaneswar Central Exchange.

7. MODE OF PHYSICAL TEST :

The physical test be conducted by the Departmental Selection Board. A candidate is to remain present himself for physical measurement test. One who possesses the prescribed physical standard as per Rule 4, Item-3, shall be required to appear physical test. The physical test shall conducted as per the following guidelines :-

7. 1. PHYSICAL EFFICIENCY TEST (PET) FOR ALL THE CATEGORIES :

7. 2. For Men : The Physical Efficiency Tests shall comprise of the following events with marks indicated against each :-

(a) Run – 1.6 Kms.	If covered within –	5 minutes	..	10 marks
		6 minutes	..	8 marks
		7 minutes	..	6 marks
		8 minutes	..	4 marks
	Beyond –	8 minutes	..	Disqualified

(b) High Jump (3 chances)

Qualifying height-1.22 Mtrs. if cleared in –	1st chance	..	3 marks
	2nd chance	..	2 marks
	3rd chance	..	1 mark
	Not able to clear	..	Disqualified

NOTE – Only those, who qualify high jump in the 1st chance, will be allowed to compete in higher jumps. Only one chance shall be allowed successively to clear the heights given below for the award of higher marks as noted against each –

1.38 Mtrs.	..	6 marks
1.50 Mtrs.	..	7 marks

NOTE – Marks shall be awarded only for the highest jump cleared

(c) Broad Jump Qualifying length .. 3.66 meters

(Marks shall be given for the best of 3 chances)

If not cleared	..	3.66 meters	Disqualified
If cleared –	..	3.66 meters	1 mark
		4.00 meters	3 marks
		4.35 meters	5 marks
		4.50 meters	6 marks

(d) Cycling–1.6 Kms.	If covered within –	2 minutes 30 seconds	..	5 marks
		3 minutes 30 seconds	..	3 marks
		4 minutes 30 seconds	..	1 mark
	Beyond	4 minutes 30 seconds	..	Disqualified

(e) Swimming (40 meters) :

If covered within	10 minutes	.. Qualified
Beyond	10 minutes	.. Disqualified

7.3. For Women :

(a) Run : 1 Km.	If covered within –	7 minutes	.. 10 marks
		8 minutes	.. 08 marks
		9 minutes	.. 06 marks
		10 minutes	.. 04 marks
		Beyond	10 minutes

(b) 100 Meters-Low Hurdles (70Cm.) run involving 10 jumps

If covered within –	16 seconds	.. 7 marks
	20 seconds	.. 5 marks
	25 seconds	.. 3 marks
	30 seconds	.. 1 mark
	Beyond	30 seconds

(c) Broad Jump–Qualifying Length–2.75 meters
Best of 3 chances shall be marked.

If not cleared	2.75 meters	.. Disqualified
If cleared –	2.75 meters	.. 1 marks
	3.00 meters	.. 3 marks
	3.40 meters	.. 5 marks
	3.50 meters	.. 6 marks

(d) Cycling–1.6 Kms.

If covered within –	5 minutes	.. 5 marks
	6 minutes	.. 3 marks
	7 minutes	.. 1 mark
	Beyond	7 minutes

(e) Swimming (40 meters) –Only to qualify

If covered within	15 minutes	.. Qualified
Beyond	15 minutes	.. Disqualified

NOTE–Failure in any of these tests shall lead to disqualification and the candidate so disqualified in any of these tests will not be allowed to compete in further test in the written examination.

8. WRITTEN TEST :

Only those candidates, who qualify in the physical efficiency test shall be permitted to appear in the written test. The written examination will consist of the following subject :–

	<u>Subject</u>	<u>Full mark</u>
7. M	(a) G. K.	50
	(b) Arithmetic	30
	(c) Translation from Oriya to English	10
	(d) Retranslation from English to Oriya	10
rem. phys test	Total	<u>100 marks</u>

7. 1. The duration of written examination will be two hours. The candidate has to score at least 50 in the aggregate in order to qualify for the *viva voce* test. Candidates numbering minimum three times of the number of vacancies will be called from the merit list of the qualified candidates from each category.

7. 2.

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(a)

9. VIVA VOCE TEST :

The Departmental Selection Board along with a Psychologist from nearby College shall conduct *viva voce* test of the candidates, who qualify in the written test. The *viva voce* test shall have 10 marks. The Psychologist may belong to the Psychology Department not below the rank of Lecturer and will be responsible to testify that candidate is fit for such appointment psychologically. There shall be no minimum qualifying mark for *viva voce* test.

(b)

10. SELECT LIST :

(i) The Board shall prepare a select list of successful candidates in order of merit on the basis of marks secured in physical test, written test and *viva voce* test for appointment to the post of Warder/Female Warder categorically viz. unreserved/Socially and Educationally Backward Class/ S.C./S.T.

NOTE

(ii) On preparation of the select list, the Circle Jail Supdt. shall send it immediately to the Prisons Directorate.

(iii) The select list will remain valid for a period of one year from the date of its approval by the Directorate or till it is exhausted, whichever is earlier.

11. MEDICAL EXAMINATION :

Every candidate after being selected by the Board shall be required to undergo Medical Examination by a Government Medical Officer not below the rank of Assistant Surgeon for appointment.

12. VERIFICATION OF CHARACTER AND ANTECEDENTS :

The appointing authority shall take immediate steps to verify the character and antecedent of the candidates so appointed as Warder/Female Warder provided that such candidates as are adversely reported shall not be considered for appointment.

(d)

13. APPOINTMENT :

Appointment to the post of Warder/ Female Warder shall be made by the appointing authority in order of the names appearing in the merit list sponsored by the Departmental Selection Board.

14. TRAINING :

The candidates selected for appointment shall undergo such training in the O.J.T.S., Berhampur as may be decided by the Director.

15. PROBATION :

- (i) The probation period for Warder/ Female Warder shall be two years from the date of their appointment. Provided that the appointing authority may for good and sufficient reasons to be recorded in writing extend the period of probation of a Warder/Female warder as such further period of one year or less but not exceeding more.
- (ii) The period of probation shall count from the date on which the Warder/Female Warder joins in his/her appointment.
- (iii) The appointing authority may terminate the service of a Warder/Female Warder before the end of the period of probation, if the conduct and performance of the Warder/ Female Warder is found unsatisfactory.

16. CONFIRMATION :

No Warder/Female Warder shall be confirmed in the post unless he/she has completed the period of probation satisfactorily and also undergoes basic training course meant for Warders.

17. SENIORITY :

The seniority of Warder/Female Warder appointed in a particular year shall be determined as per the merit list prepared by the Departmental Selection Board.

18. RESERVATION OF VACANCIES :

- (a) The vacancies in the service shall be reserved for candidates belonging S.C./S.T. as per the provision contained in Orissa Reservation of Vacancies in the Posts and Services (SC/ST) Act, 1975 and Rule framed thereunder.
- (b) Reservation of vacancies shall be made for Ex-Servicemen as provided in the Rules
- (c) Reservation of vacancies shall be made for Sportsmen as per the decision of Government in the G. A. Department.
- (d) Reservation of vacancies shall be made for S.E.B.C. as provided in the Rules
- (e) Reservation of 10% vacancies shall be made for Home Guard as per the decision of Government in Home Department. The Home Guard will have to pass all the tests and examinations and as prescribed for recruitment of Warders.
- (f) The vacancies shall be reserved for Women subject to the relaxation made for Jail Department by Government of Orissa, Home Department Letter No. 29896-Jls., dated the 7th June 1996.

19. PROMOTION :

The promotion of Warders to the next higher rank of head warder shall be considered on the basis of seniority, CCRs. keeping in view the promotion of SC/ST/OBC candidates as per rule in force.

ORDER

- (i) This shall come into force with effect from the date of issue of the Resolution.
- (ii) The Resolution be published in the Extraordinary gazette of the next issue of *Orissa Gazette*.

By order of the Governor

TARUN KANTI MISHRA

Principal Secretary to Government