

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

NOTIFICATION

Bhubaneswar dated the 19.08.2021

No.HOME-JAIL-RULE-0001-2021 29404 /JAILS, In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules to regulate the method of recruitment to the posts of Junior Clerk-cum-Typist, Junior Accountant and Senior Clerk-cum-Accountant of Prisons Organization of the State, namely :-

1. Short title and commencement.-(1) These rules may be called the Odisha Jail or Correctional Ministerial Services (Method of Recruitment and Conditions of Service of Junior Clerk-cum-Typist, Junior Accountant and Senior Clerk-cum-Accountant) 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) "**Appointing Authority**" means the I.G. of Prisons and DCS, Odisha;
- (b) "**Commission**" means the Odisha Sub-Ordinate Staff Selection Commission;
- (c) "**Committee**" means the Departmental Promotion Committee constituted under rule 11 ;
- (d) "**Examination**" means the recruitment examination for the post of Junior Clerk-cum-Typist (Group-C) of Odisha Jails and Correctional institutions;
- (e) "**Ex-serviceman**" means a person as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts), Rules, 1985;
- (f) "**Gender**" means Male, Female and Transgender;
- (g) "**Government**" means the Government of Odisha;
- (h) "**Person with Disabilities**" means person who has been granted with disability certificates by competent authority as per the provisions of the Rights of Persons with Disabilities Act, 2016 (49 of 2016);
- (i) "**Recruitment Year**" means the Calendar year during which advertisement for recruitment is issued.
- (j) "**Scheduled Caste and Scheduled Tribe**" 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 Article 341 and 342 of the Constitution of India, respectively;
- (k) "**SEBC**" means Socially and Educationally Backward Classes of Citizens other than 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 ;
- (l) "**Select List**" means the list of successful candidates in service prepared and sponsored by the Commission and approved by the respective Appointing Authorities. It also means the list prepared by the Departmental Promotion Committee and approved by the Government;

(m) "**Sportsman**" means a person, who would be issued identity card as sportsman by the Director, Sports as per the Resolution No.24808/Gen, dated 18.11.1985 of the General Administration Department, as amended from time to time.

(n) "**Year**" means the calendar year.

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

3. Constitution of Service.- The Service shall consist of the following categories of posts of Jails or Correctional institutions of Odisha, namely:-

(i) Junior Clerk-cum-Typist of Jails and Correctional institutions;

(ii) Junior Accountant of Jails and Correctional institutions; and

(iii) Senior Clerk-cum-Accountant of Correctional institutions.

4. Method of Recruitment. - Subject to provision of these rules, the posts in the service shall be filled up by following methods, namely:-

(1) Recruitment to the posts of Junior Clerk-cum-Typist of Jails and Correctional institutions shall be made by way of:-

(i) Direct recruitment through the Competitive examination to be held ordinarily once in a year,

(ii) Promotion from amongst the Group-D employees.

(2) Appointment to the post of Junior Accountant of Jails and Correctional institutions shall be made by way of promotion from amongst the Junior Clerk-cum-Typist.

(3) Appointment to the post of Senior Clerk-cum-Accountant of Correctional institutions shall be made by way of promotion from amongst the Junior Accountant.

5. Reservations.- 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 there under; and

(b) SEBC, Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

6. The procedure for Direct Recruitment. -(1) As nearly as but not more than 90% of the post of Junior Clerk-cum-Typist in the service shall be filled up by way of competitive examination to be held once in a year by the Commission.

(2) Every year in the month of January, the I.G. of Prisons and D.C.S., Odisha through the Home Department shall intimate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment, to the Chairman of the

Commission indicating there in the number of posts belonging to different reserved categories as specified under rule 5.

(3) On receipt of the intimation, the Commission shall publish advertisements inviting applications in two daily leading local newspapers as well as in their website for wide circulation for appearing in the competitive examination for the posts of Junior Clerk-cum-Typist.

(4) The application forms, the manner of submission of application, the documents required to be accompanied with the application form, fee required and scrutiny of applications shall be such as may be decided by the Commission.

(5) The date on which and the places at which the examination are to be held, shall be as decided by the Commission.

(6) The written test shall be conducted as per the standard, syllabus and subjects of examination as decided by the Commission.

(7) The Commission shall prepare a list of successful candidates in order of merit on the basis of total marks secured in the written test and the same shall be sent to the Appointing Authority for its approval and the list so approved shall form the select list upon its publication for general information and the appointment shall be made on the basis of the select list.

(8) The select list approved under sub-rule (7) shall remain in force for a period of one year from the date of such approval and there shall be no waiting list or reserve list.

7. **Eligibility Criteria.** - In order to be eligible for consideration for appointment to the post of Junior Clerk-cum-Typist a candidate must,-

(i) be a citizen of India.

(ii) be under 32 (thirty-two) years and over 21 (twenty- one) years of age on the first day of January of the year in which application is invited by the Commission:

Provided that the upper age limit in respect of candidates belonging to any reserved category, referred to in rule 5 shall be relaxed in accordance with the provisions of the Acts, Rules, Orders or Instructions in force, for the respective reserved categories.

(iii) have passed the Graduation or its equivalent examination with knowledge in Basic Computer Skills.

(iv) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to Middle English standard recognized or conducted by the School and Mass Education Department.

(v) not have more than one spouse living.

(vi) be of good character.

(vii) have sound health and free from organic defects and physical deformity.

8. Medical Examination.- Every candidate selected for appointment as Junior Clerk-cum-Typist shall be directed to produce Medical Certificate of fitness entering in to Government Service from a Medical Officer not below the rank of Chief District Medical Officer.

9. Appointment.- The appointment to the post of Junior Clerk-cum-Typist shall be subject to the verification of following documents and other formalities, namely-

- (a) All the original Certificates, such as High School Certificate & above, Caste or Class and Sports certificates of achievements, in respect of the candidates placed in the Select list, shall be verified by the Appointing Authority before the appointment orders are issued to individual candidates.
- (b) Character and antecedents of the selected candidates shall be duly verified.
- (c) Appointment pending verification of character and antecedents, if made, shall be subject to satisfactory verification of character and antecedents.
- (d) The appointment letters shall be pasted with the photographs of the candidates concerned and the seal and signature of the Appointing Authority shall be given across the photograph which shall be pasted in the Service Book.

10. Eligibility criteria for promotion.- (1) As nearly as but not less than 10 %(ten percent) of the total number of vacancies in the post of Junior Clerk-cum-Typist shall be filled up of by way of promotion from among the Group-D employees of concerned wing (Jails/Correctional Institutions):

Provided that no Group-D employee shall be promoted to the post of Junior Clerk-cum-Typist unless he has given willingness to that effect in writing and has put in minimum of 10 years of continuous service and has passed the Matriculation or equivalent qualification with knowledge in computers.

Provided further that in case required number of Group - D employees are not available for promotion to the post of Junior Clerk-cum-Typist in a particular year, those vacancies shall be filled up by the candidates recruited through the procedure of direct recruitment.

(2) The promotion of Group- D employees to the post of Junior Clerk cum-Typist of Jails and Correctional institutions shall be made on the basis of seniority.

(3) No Jr. Clerk-cum-Typist of Jails and Correctional institutions shall be considered for promotion to the post of Junior Accountant, unless he has rendered at least four years of continuous regular service as such on the first day of the year in which the Committee meets and has passed the Preliminary Accounts Examination.

(4) No Jr. Accountant of Jails and Correctional institutions shall be considered for promotion to the post of Senior Clerk -cum- Accountant, unless he has rendered at least four years of continuous regular service as such on the first day of the year in which the Committee meets and has passed the Final Accounts Examination.

11. Constitution of the Departmental Promotion Committee.- (1) There shall be a Departmental Promotion Committee constituted with the following members to consider promotion to the posts of Junior Clerk-cum-Typist, Junior Accountant and Senior Clerk-cum-Accountant, namely.-

- (a) Inspector General of Prisons and D.C.S., Odisha : Chairman
- (b) Addl. I.G. of Prisons, Odisha : Member
- (c) A representative of the Home Department not below the rank of Deputy Secretary to Government : Member
- (d) Chief Probation Officer/Establishment Officer (Field) in the Office of the Inspector General of Prisons and D.C.S, Odisha. : Member – Convenor

(2) 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.

12. Procedure for selection by the Committee.- (1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of employees suitable for promotion to the next higher grade taking into account the existing vacancies and anticipated vacancies of the year in which the Committee meets.

(2) The Committee while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of,-

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Caste and Scheduled Tribe) Act, 1975 and the rules made there under;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992;
- (d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003; and
- (e) the Rights of persons with Disabilities Act,2016 (49 of 2016).

13. Select List.- The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Clerk-Cum-Typist and by the Committee in case of promotion to the posts of Junior Clerk-Cum-Typist, Junior Accountant and Senior Clerk-cum-Accountant shall form the select list upon publication for general information and approval of the Appointing Authority respectively.

14. Probation.- (1) Every person appointed to any post in 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 his joining in the post:

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) the 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 by the 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 deem to be reverted to his former cadre or post, if he is a promotee.

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

15. Inter se-seniority.-(1) The inter-se-seniority of candidates so appointed as Junior Clerk-Cum-Typist shall be fixed according to their position in the Select list. The Junior Clerks appointed in a calendar year on promotion from among Group-D employees shall en-block be senior to the candidates appointed on direct recruitment of that calendar year.

(2) The inter-se-seniority of Junior Clerk-cum-Typist, Junior Accountant so promoted shall be fixed according to their names appearing in the select list.

16. Relaxation.-Where the Government is of the opinion that it is necessary or expedient so to do in the public interest, it may, by order, by resolution, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any category of the persons of posts.

17. Interpretation.- If any question arises relating to the interpretation of these rules, the decision of the Government in Home Department shall be final.

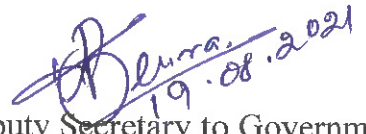
By orders of the Governor


18.08.2021
Additional Chief Secretary to Government.

Memo No. 29405 /JLS.,

Dt. 19.08.2021

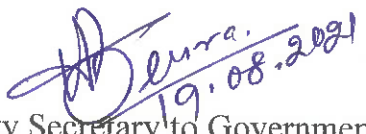
Copy forwarded to the Gazette Cell, Commerce and Transport Department for publication of the said Notification in the next issue of the extra ordinary Odisha Gazette immediately and supply 500 copies of the Gazette Notification to this Department at an early date.


Deputy Secretary to Government

Memo No. 29406 /JLS.,

Dt. 19.08.2021

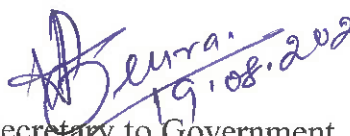
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Deputy Secretary to Government

Memo No. 29407 /JLS.,

Dt. 19.08.2021

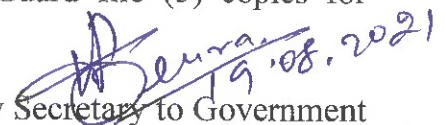
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Deputy Secretary to Government

Memo No. 29408 /JLS.,

Dt. 19.08.2021

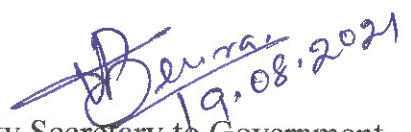
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Deputy Secretary to Government

Memo No. 29409 /JLS.,

Dt. 19.08.2021

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