

**Government of Orissa**  
**Information and Public Relations Department**

**NOTIFICATION**

No.AVIII-18/2009, 28993/IPR, Bhubaneswar, Dated the 27<sup>th</sup> Oct., 2009. 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 regulating the method of recruitment and conditions of service of persons appointed to the Orissa Information Service (Junior Branch), namely:-

**CHAPTER – I**  
**PRELIMINARY**

Short title &  
Commencement

1. (1) These rules may be called the Orissa Information Service (Junior Branch) (Method of Recruitment and Conditions of Service) Rules 2009.
- (2) They shall come into force on the date of their publication in the Orissa Gazette.

Definition

2. (1) In these rules unless the context otherwise requires –
- (a) “Appointing Authority” means the Secretary to Government, Information and Public Relations Department;
- (b) “Commission” means the Orissa Staff Selection Commission;
- (c) “Committee” means the Departmental Promotion Committee constituted under rule – 7;
- (d) “Ex-servicemen” means a person as defined in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985
- (e) “Government” means the Government of Orissa;
- (f) “Persons with Disabilities (or Physically Handicapped Persons) means a person who would be granted a disability certificate by competent authority as per the provisions under rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Orissa Rules, 2003;
- (g) “Schedule” means the Schedule appended to these rules;
- (h) “Service” means the Orissa Information Service (Junior Branch);
- (i) ‘Scheduled Castes and Scheduled Tribes’ means such castes and tribes as notified by the President of India from time to time under article 341 and 342 of the Constitution of India respectively;

(j) S.E.B.C 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,

(k) "Sportsman" means a person who would be issued with identity card as sportsman by the Director, Sports as per Resolution No.24808/Gen. Dated 18<sup>th</sup> November 1985 of General Administration Department; and

(l) 'Year' means a calendar year.

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

## **CHAPTER – II CONSTITUTION OF SERVICE**

3. The Service shall comprise the following categories of posts, namely:-

- (i) Sub-divisional Information & Public Relations Officer;
- (ii) Assistant Information & Public Relations Officer;
- (iii) Assistant Information Officer;
- (iv) Assistant Press Information Officer,
- (v) Exhibition Officer;
- (vi) Exhibition Organisor,
- (vii) Assistant to Oriya Translator and
- (viii) Manager, Soochana Bhawan

## **CHAPTER – III METHOD OF RECRUITMENT**

4. (1) Subject to other provisions made in these rules recruitment to the service shall be made by the following methods:-

(a) As nearly as may be but not less than seventy five percent (75%) of the posts shall be filled up by direct recruitment through a competitive examination to be conducted in accordance with the procedure specified in the Schedule.

(b) As nearly as may be but not more than twenty five percent (25%) of the posts shall be filled up by way of promotion from among the Announcer, Clerks-

Constitution of  
Service

Method of  
Recruitment

cum-Librarian, Junior Storekeepers and Junior Typists-cum-Storekeeper proportionately to their respective Cadre strength.

**EXPLANATION I:** If the proportion is a fraction, the principle of rounding off of decimal fraction shall be followed in order to arrive at a whole number.

**EXPLANATION II:** If the proportion for any cadre is less than one, in such case at least one post shall be filled up by promotion from such cadre.

(2) In order to be eligible for promotion to OIS (Jr.Branch) -

(i) the incumbent should at least hold a Bachelor's degree in any discipline from a recognized University/ Institution and

(ii) he must have completed at least 7 years of continuous service in the feeder grade on the first day of January in which the Committee meets.

Reservation

5. 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 Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under; or any other rule or law in force at the relevant time; and

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

#### **CHAPTER – IV DIRECT RECRUITMENT**

Eligibility criteria for direct recruitment

6. In order to be eligible for direct recruitment to the service, a candidate must  
(a) be a citizen of India

(b) not less than 21 (twenty one) years and more than 32 (thirty two) years of age on 1<sup>st</sup> day of January of the year of recruitment;

Provided that the upper age limit shall be relaxed by 5(five) years in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Women category and 3(three) years for Socially and Educationally Backward Class and by 10(ten) years for Physically Handicapped persons and in case of ex-

serviceman candidates as per provisions contained under sub-rule (1) of rule-5 of the Orissa Ex-serviceman (Recruitment to State Services and posts) Rules, 1985;

(c) hold a Bachelor's Degree in any discipline from the recognized institution with Degree/Diploma in Journalism and Mass Communication from a recognized University,

(d) be of good character, sound physique and active habits good mental conditions and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.

(e) not have more than one spouse living if the male candidate is married or in case of lady candidates should not have married a person who has a wife living

(f) be able to speak, read and write Oriya and have

(i) Passed matriculation or equivalent examination with Oriya as medium of examination in non-language subject;

or,

(ii) Passed in Oriya as language subject in the final examination of Class-VII or above;

or,

(iii) Passed a test in Oriya in Class-VII standard conducted by the Board of Secondary Education, Orissa.

## **CHAPTER – V PROMOTION**

7. (1) There shall be constituted a Departmental Promotion Committee consisting of the following members to consider the cases of eligible officers for promotion to the Service, namely:-

(a) Commissioner-cum-Secretary to Government,  
Information & Public Relations Department – *Chairman*

(b) Director & Additional Secretary to Government,  
Information & Public Relations Department – *Member*

(c) Additional Director & J.S. to Government,  
Information & Public Relations Department – *Member*

(d) Joint/Deputy Secretary to Government  
(in charge of Establishment of the service),  
Information & Public Relations Department – *Member Secretary*

(2) The Committee shall meet at least once in a year preferably in the month of January and shall prepare a list of officers suitable for promotion.

(3) 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.

(4) The committee while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of -

(a) the Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988

(b) the Orissa Civil Services (Criteria for Promotion) Rules, 1992, and

(c) the Orissa Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

(5) Member secretary shall place before the committee a statement containing the names of all eligible employees along with their service particulars, character rolls and such other particulars as are likely to be considered by the Committee for consideration for appointment to the service by promotion.

## **CHAPTER – VI OTHER CONDITIONS OF SERVICE**

**Select List**

**8.** (1) The list prepared by the Commission or the Committee, as the case may be, after being approved by the Government, shall form the select list.

(2) The select list shall ordinarily remain in force for a period of one year from the date of its approval by the Government or until another select list is prepared afresh, whichever is earlier.

(3) Appointment to the service shall be made in the order the names of the persons appear in the Select list.

**Probation**

**9.** (1) Every officer shall, on appointment to the post, be on probation for a period of two years in case of appointment made by direct recruitment and one year in case of appointment made by promotion, from the date of joining the post.

Provided that the Government in any special case may extend the period of probation by such further period as deemed fit with reasons to be recorded in writing.

Provided further that the period of probation shall not include (a) extraordinary leave, (b) period of un-authorized absence, (c) any other period held to be not being on actual duty.

Provided further that every officer immediately after his appointment to the post shall, unless exempted by the Government, be required to undergo training in the Indian Institute of Mass-Communication, Ministry of Information & Broadcasting, New Delhi or any such recognized Institution selected by Government for the purpose, for a period as may be specified by the Government.

(2) The appointing authority shall have power to dispense with the services of an officer appointed under direct recruitment and to revert an officer appointed through promotion in case they fail to work satisfactorily or are found otherwise unfit to hold the post during the period of probation.

**Confirmation**

**10.** (1) The officer appointed to the service may be confirmed at the end of the period of his/her probation if a permanent post is available for confirmation.

(2) The officers appointed to the service in any post shall be transferred to any other post of the cadre as and when necessary.

**Seniority**

**11.** (1) The seniority of persons appointed to the service by promotion or direct recruitment in a year shall be determined in the order their names appear in the respective select lists.

Provided that persons appointed to the service by promotion shall en-bloc be senior to the persons appointed by direct recruitment.

(2) In each year of appointment, the names of those promoted shall be arranged sequence wise as (i) Announcer (ii) Clerk-cum-Librarian (iii) Junior Storekeepers and then (iv) Junior Typists-cum-Store Keeper according to their respective dates of appointment to the service.

**Other Conditions**

**12.** The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

**CHAPTER – VII**  
**MISCELLANEOUS**

Relaxation

13. Where the Government are of the opinion that it is necessary or expedient to do so in the public interest, they may, by order, relax any of the provisions of these rules in respect of any class or category of employees in the interest of public service.

Repeal and saving

14. All rules, regulations, instructions or orders in force immediately before the commencement of these rules in respect of matters relating to the service and covered by these rules are hereby repealed.

Provided that any appointment made, things done or action taken under the rules, regulations, instructions or orders so repealed shall be deemed to have been made, done or taken under the corresponding provision of these rules.

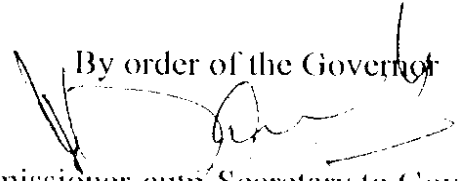
Interpretation

15. If any question or doubt arises relating to interpretation of these rules, it shall be referred to Government for decision.

Power to issue instructions

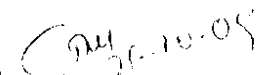
16. The Government may also issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

**ORDER:** Ordered that the Notification be published in the extraordinary issue of the Orissa Gazette. Ordered also that copies of the Notification be forwarded to all Departments of Government/ all Heads of Departments/ all Collectors/ Registrar, Orissa High Court/ Registrar, Orissa Administrative Tribunal/ Special Secretary, Orissa Public Service Commission/ Secretary, Orissa Staff Selection Commission.

By order of the Governor  
  
Commissioner-cum-Secretary to Government

Memo No. 28994 / IPR., Dtd. 27.X.09

Copy forwarded to the Director, Printing, Stationery and Publications, Orissa Cuttack/ Orissa Gazette Cell In-charge, Orissa Gazette Cell, C/o. Commerce Department for information and necessary action. They are requested to publish the Notification in an extraordinary issue of the Orissa Gazette and supply 200 copies of the same to this Department for official use.

  
Under Secretary to Government

Memo No. 28995 / IPR., Dtd. 27.7.09

Copy forwarded to all Departments of Government/ All Heads of Departments / All Collectors / Registrar, Orissa High Court/ Registrar, Orissa Administrative Tribunal / Special Secretary, Orissa Public Service Commission, Cuttack/ Secretary, Orissa Staff Selection Commission, Bhubaneswar/ Principal Accountant General (A & E), Orissa, Bhubaneswar for information and necessary action.

*(27.10.09)*  
Under Secretary to Government

Memo No. 28996 / IPR., Dtd. 27.7.09

Copy forwarded to the Head, State Portal Group, IT Centre, Secretariat for hosting in the Orissa Government website under I & P.R Department.

*(27.10.09)*  
Under Secretary to Government

Memo No. 28997 / IPR., Dtd. 27.7.09

Copy forwarded to the P.S. to Chief Minister, P.S. to Minister, Panchayatiraj and I & P.R Deptt./ P.S to the Chief Secretary Orissa/ P.S. to D.C.-cum-A.C.S. Orissa/ P.S. to Commissioner-cum-Secretary, I & P.R Deptt./ P.A to Director, I & P.R. for kind information of Hon'ble Chief Minister/ Hon'ble Minister, Panchayatiraj and I & P.R Deptt./ Chief Secretary/ DC-cum-A.C.S/ Com-  
cum-Secretary, I & P.R Deptt./ Director, I & P.R.

*(27.10.09)*  
Under Secretary to Government

Memo No. 28998 / IPR., Dtd. 27.7.09

Copy forwarded to all Sections of I & P.R Department / O.I.C. IMU, I & P.R Department./ Guard file (10 copies) for information and necessary action.

*(27.10.09)*  
Under Secretary to Government



**SCHEDULE - I**  
**See Rule – 4 (1) (a)**

**Procedure for direct recruitment to the service**

1. A competitive examination for direct recruitment to the service shall be conducted by the Commission at such intervals as may be considered necessary for the number of posts requisitioned by the Information & Public Relations Department.

2.(a) The commission will conduct a written examination along with a viva-voce test for preparation of select list for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination:-

(i) Oriya – 100 marks: 2 ½ Hours duration.

The questions will be of the prescribed standard of graduation along with drafting of News in Oriya.

(ii) General English – 100 marks: 2 ½ Hours duration.

The questions will be of Graduation standard and shall consist of

(a) Essay writing – 30 marks

(b) Letter writing – 15 marks

(c) Translation for Oriya to English – 15 marks

(d) Retranslation for English to Oriya – 15 marks

(e) Summary or Precis writing/Comprehension – 15 marks

(f) Grammar – 10 marks

(iii) General Knowledge – 100 marks: 2 ½ Hours duration.

The question will be related to Indian History and Culture, Major events in the World History, Geography with specific relation to Orissa, General Science with emphasis on every day life, sports events, current affairs and General Knowledge on Oriya literature. The question paper shall be in English.

(c) Viva-voce test – 40 marks.

3. The list of the successful candidates shall be prepared by the Commission on the basis of sum total marks secured in the written test and viva-voce test and forwarded the same to the Government.

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