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INFORMATION & PUBLIC RELATIONS DEPARTMENT

NOTIFICATION

The 17th October 2015

No. 10002—AVIII-14/2015-IPR.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all Orders and Instructions, except as respects things done or omitted to be done before such supersessions, the Governor of Odisha do hereby make the following rules regulating the Method of Recruitment and Conditions of Service of Persons Appointed to the Technical and Non-technical Posts in the Information and Public Relations Technical and Non-technical Service, namely :—

CHAPTER - I

PRELIMINARY

1. Short title and Commencement—

- (1) These rules may be called the Odisha Information and Public Relations Technical and Non-technical Service (Method of Recruitment and Conditions of Service) Rules, 2015.
- (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 the Selection Board constituted under Rule 7 ;
 - (b) "Commission" means the Odisha Staff Selection Commission ;
 - (c) "Committee" means Departmental Promotion Committee constituted under sub-rules (1) and (2) of Rule 8, as the case may be ;
 - (d) "Ex-Servicemen" 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) "Person with Disabilities" means a person who has been granted a disability certificate by the competent authority as per the provisions under Rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Odisha Rules, 2003 ;

- (g) "SEBC" means the Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the Government from time to time ;
- (h) "Schedule" means the Schedule appended to these rules ;
- (i) "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, as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively ;
- (j) "Sportsman" means a person who has been issued with identity card as sportsman by the Director, Sports as per Resolution No. 24808-Gen., dated the 18th November 1985 of the General Administration Department ; and
- (k) "Year" means the calendar year.
- (2) All other words and expressions used in these rules but not specifically defined shall have the same meaning as respectively assigned to them in the Odisha Service Code.

CHAPTER - II

CONSTITUTION OF SERVICE

3. Constitution of Service—

- (1) The service shall consist of different cadres comprising Technical or Non-Technical Posts in the following categories, namely :—
- (i) Announcer
- (ii) (a) Junior Store Assistant
- (b) Assistant Storekeeper
- (c) Senior Storekeeper
- (d) Stores Supervisor
- (iii) Clerk-cum-Librarian
- (iv) Junior Storekeeper
- (v) Junior Typist-cum-Junior Storekeeper
- (vi) (a) Assistant Operator
- (b) Operator
- (c) Projectionist
- (d) Head Operator and Film Librarian
- (e) Operation Supervisor
- (vii) (a) Photographer
- (b) Chief Photographer/Chief Photographer (Digital Photo Service and Digital Photo Wing).
- (c) Photo Officer

- (viii) (a) Mechanic
 - (b) Mechanical Supervisor
 - (ix) (a) Scribe
 - (b) Senior Scribe/Senior Scribe-cum-Calligraphist
 - (c) Chief Calligraphist
 - (x) (a) Senior Cameraman
 - (b) Senior Cameraman Grade - I
 - (xi) (a) Sound Recordist
 - (b) Sound Recordist Grade - I
 - (xii) Assistant Director (Film)
 - (xiii) (a) Assistant Programme Co-ordinator
 - (b) Senior Assistant Programme Co-ordinator
 - (c) Programme Co-ordinator
 - (xiv) (a) Production Attendant
 - (b) Senior Production Attendant
 - (xv) (a) Junior Librarian
 - (b) Librarian
 - (xvi) (a) Artist
 - (b) Designer-cum-Artist
 - (xvii) (a) Computer Programmer
 - (b) System Analyst
 - (xviii) (a) Accounts Assistant
 - (b) Sales Manager
 - (xix) Junior Typist
 - (xx) Indexer
 - (xxi) (a) Lightman
 - (b) Senior Lightman
 - (xxii) (a) Motor Mechanic
 - (b) Fitter Mechanic
 - (c) Garage Supervisor
- (2) Each category shall constitute a separate cadre
 - (3) Each cadre shall consist of such number of posts as may be fixed by the Government from time to time in consultation with the Finance Department.
 - (4) The scales of pay of the posts shall be such as may be determined by the Government from time to time.

CHAPTER - III

METHOD OF RECRUITMENT

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

- (1) Recruitment to the post of *Announcer* shall be made by direct recruitment through a competitive examination to be conducted in accordance with procedure specified in the Schedule - I.
- (2) (a) Recruitment to the post of *Junior Store Assistant* shall be made by direct recruitment through a competitive examination to be conducted in accordance with the procedure specified in the Schedule - II.
- (b) Recruitment to the post of *Assistant Storekeeper* shall be made by way of promotion from among the *Junior Store Assistants*, who have completed at least three years of continuous service as such.
- (c) Recruitment to the post of *Senior Storekeeper* shall be made by way of promotion from among the *Assistant Storekeepers*, who have completed at least two years of continuous service as such.
- (d) Recruitment to the post of *Stores Supervisor* shall be made by way of promotion from among the *Senior Storekeepers*, who have completed at least two years of continuous service as such.
- (3) (a) As nearly as may be but not less than ninety per cent of the cadre strengths of *Clerk-cum-Librarian, Junior Storekeeper and Junior Typist-cum-Junior Storekeeper* shall be made by direct recruitment through a competitive examination to be conducted in accordance with the procedure specified in the Schedule - II.
- (b) As nearly as may be but not more than ten per cent of the cadre strengths of *Clerk-cum-Librarian, Junior Storekeeper and Junior Typist-cum-Junior Storekeeper* shall be filled up on promotion by way of selection from amongst the Group - D employees of the District Offices of Information and Public Relations Department, including the *Lightman, Mali and Laboratory Attendant* working under the Headquarters establishment of the Department on the basis of recommendation of the Committee.
- (c) For the purpose of consideration for Selection, a common gradation list of all eligible Group - D employees shall be prepared in the following manner.—
 - (i) The name of the Group - D employees shall be arranged according to their year of appointment to the post.
 - (ii) In each year of appointment the names shall be arranged sequencewise basing on their scale of pay from higher to lower according to their respective dates of appointment :

Provided that the *inter se* seniority in their feeder grade shall not be violated :

Provided further that in case the date of appointment of two or more employees happens to be the same, the person older in age shall be placed above the younger.

Explanation—(i) If the number of posts, in any of the aforesaid cadre calculated to be filled up by way of selection is a fraction, the principle of rounding off of decimal fraction shall be followed in order to arrive at a whole number.

(ii) If the number of posts, in any of the aforesaid cadre calculated to be filled up by way of selection is less than one, in such case at least one post shall be filled up by selection.

(iii) A Group - D employee, selected for appointment to any particular cadre shall be appointed in that cadre only.

(d) In order to be eligible for selection, a Group 'D' employee must have,—

(i) completed at least ten years of continuous service as such ;

(ii) expressed his willingness ; and

(iii) possessed the educational qualification which is required for direct recruitment to the posts of *Clerk-cum-Librarian, Junior Storekeeper and Junior Typist-cum-Junior Storekeeper* with basic knowledge in computer skills.

(e) In case the required number of Group - D employees are not available for appointment through selection in a particular year, the vacancies shall be filled up by candidates recruited under Clause (a).

(4) (a) Recruitment to the post of *Assistant Operator* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - III.

(b) Recruitment to the post of *Operator* shall be made by way of promotion from amongst the *Assistant Operators* who have completed at least three years of continuous service as such.

(c) Recruitment to the post of *Projectionist* shall be made by way of promotion from among the *Operators* who have completed at least three years of continuous service as such.

(d) Recruitment to the post of *Head Operator or Film Librarian* as the case may be shall be made by way of promotion from among the *Projectionists* who have completed at least three years of continuous service as such.

(e) Recruitment to the post of *Operation Supervisor* shall be made by way of promotion from among the *Head Operators and Film Librarian* who have completed at least three years of continuous service as such.

(5) (a) Recruitment to the post of *Photographer* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - IV.

(b) Recruitment to the post of *Chief Photographer or Chief Photographer (Digital Photo Service and Digital Photo Wing)* as the case may be shall be made by way of promotion from among the *Photographer* who have completed at least ten years of continuous service as such.

(c) Recruitment to the post of *Photo Officer* shall be made by way of promotion from among the *Chief Photographers or Chief Photographers (Digital Photo Service and Digital Photo Wing)* who have completed at least two years of continuous service as such.

- (6) (a) Recruitment to the post of *Mechanic* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - V.
- (b) Recruitment to the post of *Mechanical Supervisor* shall be made by way of promotion from among the *Mechanics* who have completed at least ten years of continuous service as such.
- (7) (a) Recruitment to the post of *Scribe* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - VI.
- (b) Recruitment to the post of *Senior Scribe or Senior Scribe-cum-Calligraphist* as the case may be shall be made by way of promotion from among the *Scribes*, who have completed at least ten years of continuous service as such.
- (c) Recruitment to the post of *Chief Calligraphist* shall be made by way of promotion from among the *Senior Scribes and Senior Scribe-cum-Calligraphists*, who have completed at least three years of continuous service as such.
- (8) (a) Recruitment to the post of *Senior Cameraman* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - VII.
- (b) Recruitment to the post of *Senior Cameraman Grade - I* shall be made by way of promotion from among the *Senior Cameramans* who have completed at least ten years of continuous service as such.
- (9) (a) Recruitment to the post of *Sound Recordist* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - VIII.
- (b) Recruitment to the post of *Sound Recordist Grade - I* shall be made by way of promotion from among the *Sound Recordists* who have completed at least ten years of continuous service as such.
- (10) (a) Recruitment to the post of *Assistant Director (Film)* shall be made by way of promotion from among the employees holding the post of *Senior Cameraman Grade - I and Sound Recordist Grade - I*, who have completed at least three years of continuous service in their respective posts.
- (b) A combined gradation list of *Senior Cameraman Gr. - I/Sound Recordist Gr. - I* shall be prepared on the basis of their dates of appointment in their respective initial posts :
- Provided that if dates of appointment of two or more employees are the same, their *inter se* position shall be decided on the basis of their date of births :
- Provided that the *inter se* seniority in their original grade shall not be violated.
- (11) (a) Recruitment to the post of *Assistant Programme Co-ordinator* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - IX.
- (b) Recruitment to the post of *Senior Assistant Programme Co-ordinator* shall be made by way of promotion from among the *Assistant Programme Co-ordinators* who have completed at least ten years of continuous service as such.
- (c) Recruitment to the post of *Programme Co-ordinator* shall be made by way of promotion from among the *Senior Assistant Programme Co-ordinators* who have completed at least three years of continuous service as such.

- (12) (a) Recruitment to the post of *Junior Librarian* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - X.
- (b) Recruitment to the post of *Librarian* shall be made by way of promotion from among the *Junior Librarians* who have completed at least ten years of continuous service as such.
- (13) (a) Recruitment to the post of *Artist* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - XI.
- (b) Recruitment to the post of *Designer-cum-Artist* shall be made by way of promotion from among the *Artists* who have completed at least ten years of continuous service as such.
- (14) (a) Recruitment to the post of *Computer Programmer* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - Xii.
- (b) Recruitment to the post of *System Analyst* shall be made by way of promotion from among the *Computer Programmers* who have completed at least eight years of continuous service as such.
- (15) (a) Recruitment to the post of *Accounts Assistant* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - XIII.
- (b) Recruitment to the post of *Sales Manager* shall be made by way of promotion from among the *Accounts Assistants* who have completed at least five years of continuous service as such.
- (16) Recruitment to the post of *Junior Typist* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - XIV.
- (17) Recruitment to the post of *Indexer* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - XV.
- (18) (a) Recruitment to the post of *Lightman* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - XVI.
- (b) Recruitment to the post of *Senior Lightman* shall be made by way of promotion from among the *Lightmen* who have completed at least eight years of continuous service as such.
- (19) (a) Recruitment to the post of *Motor Mechanic* shall be made by direct recruitment in accordance with the procedure specified in the Schedule - V.
- (b) Recruitment to the post of *Fitter Mechanic* shall be made by way of promotion from among the *Motor Mechanics* who have completed at least five years of continuous service as such.
- (c) Recruitment to the post of *Garage Supervisor* shall be made by way of promotion from among the *Fitter Mechanics* who have completed at least three years of continuous service as such.
- (20) (a) Recruitment to the post of *Production Attendant* shall be made by way of promotion from among the Group -D employees in accordance with the guidelines prepared by the General Administration Department from time to time for promotion of Group - D employees.
- (b) Recruitment to the post of *Senior Production Attendant* shall be made by way of promotion from among the *Production Attendants* who have completed at least three years of continuous service as such.

5. Reservation—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 thereunder; and instructions issued in this regard by the Government from time to time.
- (b) S.E.B.C., Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such rules, orders or instructions issued in this regard by the Government from time to time.

CHAPTER - IV

DIRECT RECRUITMENT

6. General Eligibility Criteria for Direct Recruitment—

(1) In order to be eligible for direct recruitment, to the Service, a candidate must—

- (a) be a citizen of India ;
- (b) have registered his/her name in any Employment Exchange on or before the date of submission of application for the competitive examination ;
- (c) be of good character, sound physique and active habits, good mental conditions and bodily free from any physical defect likely to interfere with the discharge of his duties in the service ;
- (d) not have more than one spouse living :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

- (e) be able to speak, read and write Odia and have—
 - (i) passed M. E. Examination with Odia as a language subject ;
 - (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject ; or
 - (iii) passed in Odia as language subject in the final examination of Class-VII or above ; or
 - (iv) passed a test in Odia in Class - VII standard conducted by the Board of Secondary Education, Odisha.

(2) Age Limit—

- (a) In order to be eligible for recruitment to the Service under sub-rule (1), sub-rule (7) (a), sub-rule (11) (a), sub-rule (12) (a), sub-rule (13) (a), sub-rule (14) (a) and sub-rule (15) (a) of Rule 4, a candidate must not be less than twenty-one years and more than thirty-two years of age on the 1st day of January of the year of recruitment.

- (b) In order to be eligible for recruitment to the Service under sub-rule (2) (a), sub-rule (3) (a), sub-rule (4) (a), sub-rule (5) (a), sub-rule (6) (a), sub-rule (8) (a), sub-rule (9) (a), sub-rule (16) (a), sub-rule (17), sub-rule (18) (a) and sub-rule (19) (a) of Rule 4, a candidate must not be less than eighteen years and more than thirty-two years of age on the 1st day of January of the year of recruitment :

Provided that the upper age limit for the reserved categories shall be relaxed in accordance with the provisions of such Act, Rules, Orders or Instructions issued in the matter by the Government from time to time.

- (c) Candidates who are already in the Government service shall be eligible to appear at the competitive examination, if they have paid the prescribed fees and are within the age limit of 35 years and apply through proper channel under prevailing rules/norms. The applicant may send an advance copy of the application to the Commission or the Board, as the case may be, wherever applicable, but the employee has to ensure that such application reaches the Commission or the Board, as the case may be, in time.

(3) Educational Qualification—

- (a) In order to be eligible for recruitment to the posts under sub-rule (1) of Rule 4, a candidate must be at least a graduate in Arts from any recognised institution with basic knowledge in computer application. The candidates must also have fluency in Odia, Hindi and English.
- (b) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (2) and Clause (a) of sub-rule (3) of Rule 4, a candidate must have passed at least Higher Secondary School Certificate Examination (10+2) or its equivalent from any recognized School, Board or Institution with basic knowledge in computer application.
- (c) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (4) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination from any recognized institutions. He should have licence issued by the Electrical Inspector of Odisha for operating cinematography projectors.
- (d) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (5) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination and Diploma in Photography from recognised institutions.
- (e) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (6) of Rule 4, a candidate must have passed at least matriculation or equivalent examination and I. T. I. in Electronics from recognised institutions.
- (f) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (7) of Rule 4, a candidate must have Degree in Fine Art from the Utkal University of Culture or any other recognized University.

- (g) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (8) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination from any recognised institutions. He must also have completed Diploma in Cinematography from any institution recognised by the Government of India.
- (h) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (9) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination from any recognised institutions. He must also have completed Diploma in Sound Engineering or Sound Recording from any institution recognised by the Government of India.
- (i) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (11) of Rule 4, a candidate must be at least a graduate in any discipline from any recognised institution with at least 2 years experience in TV or Film direction.
- (j) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (12) of Rule 4, a candidate must be at least graduate in any discipline from any recognised institution with Degree in Library Science and basic knowledge in Computer Application relating Library Works.
- (k) In order to be eligible for recruitment to the posts under sub-rule (13) of Rule 4, a candidate must have Degree in Fine Art from the Utkal University of Culture or any other recognized University with basic knowledge in computer application (Photoshop, Corel Draw).
- (l) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (14) of Rule 4, a candidate must have passed B. Tech. or B. E. in Computer Science/ Electronic and Telecommunication or must be an M. C. A.
- (m) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (15) of Rule 4, a candidate should be a graduate in Commerce with Honours having basic knowledge in computer application.
- (n) In order to be eligible for recruitment to the posts under sub-rule (16) of Rule 4, a candidate must have passed at least Higher Secondary School Certificate Examination (10+2) or its equivalent from any recognized School, Board or Institution with experience in Typewriting.
- (o) In order to be eligible for recruitment to the posts under sub-rule (17) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination from any recognised institution.
- (p) In order to be eligible for recruitment to the posts under sub-rule (18) of Rule 4, a candidate must have passed at least Class - VII examination from any recognised institution.
- (q) In order to be eligible for recruitment to the posts under Clause (a) of sub-rule (19) of Rule 4, a candidate must have passed at least Matriculation or equivalent examination and I. T. I. in Fitter Mechanic from any recognised institutions.

7. Constitution of the Selection Board—There shall be constituted a Selection Board, to select candidates for direct recruitment to various Posts under sub-rule (18) of Rule 4, consisting of the following members :—

- | | | |
|--|----|----------|
| (a) Director and Additional Secretary to Government,
Information & Public Relations Department. | .. | Chairman |
| (b) Additional Director and Joint Secretary to Government,
Information & Public Relations Department. | .. | Member |
| (c) An officer not below the rank of Under-Secretary of
another Department/Institution of Government
who is directly or indirectly associated with
the technical qualification required for the
service to which recruitment will be made
(to be selected and invited by the Head of the
Department/appointing authority). | .. | Member |
| (d) Deputy Secretary/Joint Secretary/Under-Secretary,
Information & Public Relations Department in-charge
of the Establishment Section of the service. | .. | Convener |

CHAPTER - V

PROMOTION

8. Constitution of Departmental Promotion Committee—

(1) There shall be constituted a Departmental Promotion Committee, consisting of the following officials, to consider the eligible Group - D employees for selection to the Service, under Clause (b) of sub-rule (3) of Rule 4 :—

- | | | |
|--|----|----------|
| (a) Director and Additional Secretary to Government,
Information & Public Relations Department. | .. | Chairman |
| (b) Additional Director and Joint Secretary to Government,
Information & Public Relations Department. | .. | Member |
| (d) Deputy Secretary/Joint Secretary/Under-Secretary to
Government, Information & Public Relations Department,
in-charge of the Establishment Section. | .. | Convener |

(2) In all other cases the Departmental Promotion Committee shall constitute consisting of the following officials :—

- | | | |
|---|----|----------|
| (a) Secretary to Government,
Information & Public Relations Department. | .. | Chairman |
| (b) Director and Additional Secretary to Government,
Information & Public Relations Department. | .. | Member |
| (d) Deputy Secretary/Joint Secretary/Under-Secretary to
Government, Information & Public Relations Department
in-charge of the Establishment Section. | .. | Convener |

- (3) The Committee shall ordinarily meet at least once a year in the month of January to consider the suitability of eligible employees for promotion to the next higher grade and prepare the list of the employees found suitable for promotion to the said Service.
- (4) The Committee while preparing the list of suitable employees for promotion shall follow the provisions of,—
- (i) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988 ;
 - (ii) the Odisha Civil Services (Criteria for Promotion) Rules, 1992 ;
 - (iii) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made thereunder ;
 - (iv) the Odisha Civil Services (Criteria for Selection for Appointment including promotion) Rules, 2003 ;
- (5) The Committee shall take into consideration the service records of the employees.

CHAPTER - VI

OTHER CONDITIONS OF SERVICE

9. Select List—

- (1) The list prepared by the Commission or the Board 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.

10. Probation and Confirmation—

- (1) Every person 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 every employee immediately after his appointment to the post shall, unless exempted by the Government, be required to undergo training in the Indian Institute of Mass Communications, Ministry of Information and Broadcasting, New Delhi or any such recognized Institution selected by the Government for the purpose, for a period as may be specified by the Government.

- (2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by the appointing authority 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/her former cadre/post, if he/she is a promotee.
- (3) A probationer after completing the period of probation to the satisfaction of the Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

11. Inter se seniority—The *inter se* 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 select lists :

Provided that persons appointed to the service by promotion in a year shall en bloc be senior to the persons appointed by direct recruitment in that particular year.

12. Other Conditions of Service—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

13. Relaxation—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 as per rules.

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

" SCHEDULE - I

[See sub-rule (1) of Rule - 4]

Procedure for direct recruitment to the post of Announcer—

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 and Public Relations Department.

2. The commission will conduct a written examination along with a *viva voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

Scheme and Subjects for the Examination

Paper	Subject	Maximum Marks	Time
1	2	3	4
Written Test			
Part - I	Language Test (Odia)	100	3 hours
Part - II	Language Test (English)	100	3 hours
Part - III	Objective General Knowledge	100	1 hour
Part - IV	Objective Mathematics	50	1/2 hour
Part - V	Basic Computer Skills (Objective)	100	1 hour
	Total	450	8 1/2 hours
Practical Skill Test			
	Basic Computer Skills	150	1 hour
	Viva Voce Test	20	

- Note :** (i) The standard of examination shall be of the prescribed standard of graduation
(ii) Those who will qualify the written test shall be called for the practical skill test
(iii) The practical skill test shall be of qualifying nature.

SYLLABUS

1. Language Test (English and Odia)—

A. English Language Test—	100 Marks
(i) Verbs, Tenses, Active and Passive voice, Subject-verb Agreement,	
(ii) Connectors, Types of sentences, Direct and Indirect speech, Comparison.	
(iii) Articles, Noun, Pronouns, Prepositions	
(iv) Unseen passage (400-450 words in length) with a variety of comprehension questions.	
B. Odia Language Test—	100 Marks
(a) Grammar	40 Marks
(b) Composition	40 Marks
(1) Essay writing on familiar topics (within 250 words)	20 Marks
(2) Letter writing (personal letter, applications, Business or official) (within 150 words).	10 Marks
(3) Translation (one English passage of around 100 words to be translated into Odia).	10 Marks
(c) Comprehension of an unseen prose passage (Ten short questions to be asked).	(10x2) - 20 Marks

2. Objective General Knowledge—

In this category, there should be a series of matching questions of different categories like—

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and institutions with headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities ; and,
- (g) Matching questions of miscellaneous type.

3. Objective Mathematics—

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots
- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- (vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this, there will be a series of question in Practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills—

- (1) MS Windows : Introduction of Windows
- (2) MS Office : MS Word, MS Power Point and MS Excel

5. Practical Skill Test :—**Topics for Practical Test**

- (1) WINDOWS operating system : * To test some of the following basic system operations on file/folder(s) :—

Create, Rename, Copy/Cut/Paste, Delete

- (2) MS Word : * A Paragraph in MS Word incorporating some of the tools given below :—

- (i) Editing and Formatting text and paragraph
- (ii) Page and Paragraph Set up

- (3) MS Power Point : * A Power Point presentation with 2/3 slides using the tools given below :—

Editing and formatting slides

- (4) MS Excel : * A problem in spreadsheet relating to some of the tools given below :—

- (i) Formatting cells and data
- (ii) Functions

* Print outs of the documents(s) should be attached with the answer sheet.

6. Viva Voce Test :— (i) For recruitment to the post of Announcer under sub-rule (1) of Rule 4, the viva voce test will mainly test the fluency of the candidate in Odia, Hindi and English."

" SCHEDULE - II

[See sub-rule (2)(a) and (3)(a) of Rule - 4]

Procedure for direct recruitment to the post of Junior Store Assistant, Clerk-cum-Librarian, Junior Storekeeper and Junior Typist-cum-Junior Storekeeper—

1. A combined 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 and Public Relations Department.

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

Scheme and Subjects for the Examination

Paper	Subject	Maximum Marks	Time
1	2	3	4
Written Test			
Paper - I	Part - I : Language Test (English & Odia)	100	3 hours
	Part - II : Objective General Knowledge	100	
Paper - II	Part - I : Objective Mathematics	100	3 hours
	Part - II : Basic Computer Skills (Objective)	100	
Total		400	6 hours
Practical Skill Test			
	Basic Computer Skills	50	1 hour

- Note :** (i) The standard of examination shall be equivalent to that of Secondary School
(ii) Those who will qualify the written test shall be called for the practical skill test
(iii) The practical skill test shall be of qualifying nature.

SYLLABUS

1. Language Test (English and Odia)—

A. English Language Test—	50 marks
(i) Verbs, Tenses, Active and Passive Voice, Subject-Verb Agreement,	
(ii) Connectors, Types of Sentences, Direct and Indirect Speech, Comparison.	
(iii) Articles, Noun, Pronouns, Prepositions	
(iv) Unseen Passage (400 - 450 words in length) with a variety of comprehension questions.	
B. Odia Language Test—	50 marks
(a) Grammar	20 marks
(b) Composition	20 marks
(1) Essay writing on familiar topics (within 250 words)	10 marks
(2) Letter writing (Personal letter, applications, Business or Official) (within 150 words).	05 marks
(3) Translation (One English passage of around 100 words to be translated into Odia).	05 marks
(c) Comprehension of an unseen prose passage (Five short questions to be asked).	(5x2)=10 marks

2. Objective General Knowledge—

In this category, there should be a series of matching questions of different categories like—

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with headquarters,
- (d) Books and Authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and,
- (g) Matching questions of miscellaneous type.

3. Objective Mathematics—

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots
- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- (vi) Simple Interest and Compound Interest

(vii) Profit, Loss and Discount

(viii) Partnership

(ix) Ratio and Proportion

Under this there will be a series of question in Practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills—

(1) MS Windows : Introduction of Windows

(2) MS Office : MS Word, MS Power Point and MS Excel

5. Practical Skill Test :—

Topics for Practical Test

(1) WINDOWS operating system : * To test some of the following basic system operations on file/folder(s) :—

Create, Rename, Copy/Cut/Paste, Delete

(2) MS Word : * A Paragraph in MS Word incorporating some of the tools given below :—

(i) Editing and Formatting text and paragraph

(ii) Page and Paragraph Setup

(3) MS Power Point : * A Power Point presentation with 2/3 slides using the tools given below ;—

Editing and formatting slides

(4) MS Excel : * A problem in spreadsheet relating to some of the tools given below :—

(i) Formatting cells and data

(ii) Functions

* Print outs of the documents(s) should be attached with the answer sheet."

6. Allotment from the Merit List :—

(1) Candidates securing the highest places on the results of the examination shall, subject to the order of preference that has been expressed by them in their applications, be allotted to those services up to the number of vacancies that are decided to be filled up on the result of the examination. Due consideration shall be given to the preference exercised by a candidate at the time of his application, for admission to the examination :

Provided that in cases where the preferences given by candidates become unworkable either due to the number of candidates giving preference for a particular service being more than one number of vacancies or *vice versa*, Government shall have the right to allot a candidate to the service of his next preference and so on.

(2) Candidates shall be considered for appointment to different services subject to availability of vacancies in the order in which their names appear in the list furnished by the Commission."

" SCHEDULE III

[See sub-rule (4)(a) of Rule 4]

Procedure for direct recruitment to the post of Assistant Operator—

1. A combined 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 *Skill Test* for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	25 Marks	} 1 hour duration
(ii) General Knowledge	..	25 Marks	
(iii) Arithmetic	..	25 Marks	
(iv) Reasoning	..	25 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) Skill Test (Operation of Audio Visual Instruments) .. 40 marks."

" SCHEDULE IV

[See sub-rule (5)(a) of Rule 4]

Procedure for direct recruitment to the post of Photographer—

1. A combined 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 *Skill Test* and *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Viva Voce* .. 30 marks

(d) *Skill Test* (Operation of Still Cameras having latest technology) .. 20 marks."

" SCHEDULE V

[See sub-rule (6)(a) and (19)(a) of Rule 4]

Procedure for direct recruitment to the post of Mechanic and Motor Mechanic—

1. A combined 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 *Skill Test* and *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Viva Voce* .. 30 marks

(d) *Skill Test* (Repairing of Audio Visual Instruments in case of Mechanic and Repairing of four wheeler Vehicles in case of Motor Mechanic). .. 20 marks."

" SCHEDULE VI

[See sub-rule (7)(a) of Rule 4]

Procedure for direct recruitment to the post of Scribe—

1. A combined 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 *Skill Test* for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	25 Marks	} 1 hour duration
(ii) General Knowledge	..	25 Marks	
(iii) Odia	..	25 Marks	
(iv) Reasoning	..	25 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Skill Test* (Writing of passages both in Odia and English to test their speed of writing and also good handwriting). .. 60 marks."

" SCHEDULE VII

[See sub-rule (8)(a) of Rule 4]

Procedure for direct recruitment to the post of Senior Cameraman—

1. A combined 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 *Skill Test* and *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

- (c) *Viva Voce* .. 30 marks
 (d) *Skill Test* (Operation of Video Cameras having latest technology) .. 20 marks."

" SCHEDULE VIII

[See sub-rule (9)(a) of Rule 4]

Procedure for direct recruitment to the post of Sound Recordist—

1. A combined 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 *Skill Test* and *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

- (c) *Viva Voce* .. 30 marks
 (d) *Skill Test* on Sound Recording .. 20 marks."

" SCHEDULE IX

[See sub-rule (11)(a) of Rule 4]

Procedure for direct recruitment to the post of Assistant Programme Co-ordinator—

1. A combined 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 on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Viva Voce* .. 50 marks."

" SCHEDULE X

[See sub-rule (12)(a) of Rule 4]

Procedure for direct recruitment to the post of Junior Librarian—

1. A combined 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 and Public Relations Department.

2. (a) The Commission will conduct a written examination along with a *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2½ hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	
(v) Computer	..	50 Marks	

The questions will be in English language and multiple choice types. The Arithmetic will be of Secondary standard and English will be of Matriculation standard."

" SCHEDULE XI

[See sub-rule (13)(a) of Rule 4]

Procedure for direct recruitment to the post of Artist—

1. A combined 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 *Skill Test* for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Skill Test* on Art & Designing (both manually and in Computer) ..25+25=50 marks."

" SCHEDULE XII

[See sub-rule (14)(a) of Rule 4]

Procedure for direct recruitment to the post of Computer Programmer—

1. A combined 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 *Skill Test* and *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2½ hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	
(v) Computer	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Viva Voce* .. 30 marks

(d) *Skill Test* (Computer programming) .. 20 marks."

" SCHEDULE XIII

[See sub-rule (15)(a) of Rule 4]

Procedure for direct recruitment to the post of Accounts Assistant—

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. The Commission will conduct a written examination along with a *Viva Voce* test for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

Scheme and Subjects for the Examination

Paper	Subject	Maximum Marks	Time
1	2	3	4
Written Test			
Part - I	Part - I : Language Test (English & Odia)	100	3 hours
Part - II	Part - II : Objective General Knowledge	50	1/2 hour
Part - III	Part - I : Objective Mathematics	150	1 1/2 hours
Part - IV	Part - II : Basic Computer Skills (Objective)	100	1 hour
	Total	400	6 hours
Practical Skill Test			
	Basic Computer Skills	50	1 hours

- Note :** (i) The standard of examination shall be of the prescribed standard of graduation
(ii) Those who will qualify the written test shall be called for the practical skill test.
(iii) The practical skill test shall be of qualifying nature.

SYLLABUS**1. Language Test (English and Odia)—****A. English Language Test—**

50 marks

- (i) Verbs, Tenses, Active and Passive Voice, Subject-Verb Agreement,
(ii) Connectors, Types of sentences, Direct and Indirect Speech, Comparison.
(iii) Articles, Noun, Pronouns, Prepositions
(iv) Unseen passage (400—450 words in length) with a variety of comprehension questions.

B. Odia Language Test—

50 marks

- (a) Grammar ... 20 marks
(b) Composition ... 20 marks
(1) Essay writing on familiar topics (within 250 words) ... 10 marks

- (2) Letter writing (Personal letter, Applications, Business or Official) (within 150 words). 05 marks
- (3) Translation (One English passage of around 100 words to be translated into Odia). 05 marks
- (c) Comprehension of an unseen prose passage (Five short questions to be asked). (5x2)=10 marks

2. Objective General knowledge—

In this category, there should be a series of matching questions of different categories like—

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with headquarters,
- (d) Books and Authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and,
- (g) Matching questions of miscellaneous type.

3. Objective Mathematics—

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots
- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- (vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this there will be a series of question in Practical Mathematics required for day to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills—

- (1) MS Windows : Introduction of Windows
- (2) MS Office : MS Word, MS Power Point and MS Excel

5. Practical Skill Test —**Topics for Practical Test**

- (1) WINDOWS operating system : * To test some of the following basic system operations on file/folder(s) :—

Create, Rename, Copy/Cut/Paste, Delete

- (2) MS Word : * A Paragraph in MS Word incorporating some of the tools given below :—

(i) Editing and Formatting text and Paragraph

(ii) Page and Paragraph Setup

- (3) MS Power Point : * A Power Point presentation with 2/3 slides using the tools given below :—

Editing and formatting slides

- (4) MS Excel : * A problem in spreadsheet relating to some of the tools given below :—

(i) Formatting cells and data

(ii) Functions

* Print outs of the documents(s) should be attached with the answer sheet."

5. Viva Voce Test — For recruitment to the Accounts Assistant under Clause (a) of sub-rule (15) of Rule 4, the *viva voce* test will mainly test the knowledge of the candidate in accounting."

" SCHEDULE XIV

[See sub-rule (16) of Rule 4]

Procedure for direct recruitment to the post of Junior Typist—

1. A combined 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 *Skill Test* for preparation of select list on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	50 Marks	} 2 hours duration
(ii) General Knowledge	..	50 Marks	
(iii) Arithmetic	..	50 Marks	
(iv) Reasoning	..	50 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Skill Test* on Type Writing Speed .. 50 marks."

" SCHEDULE XV

[See sub-rule (17) of Rule 4]

Procedure for direct recruitment to the post of Indexer—

1. A combined 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 on the basis of merit for the purpose of recommendation of names of candidates for such appointment.

(b) Subjects of examination :—

(i) English	..	25 Marks	} 1 hour duration
(ii) General Knowledge	..	25 Marks	
(iii) Arithmetic	..	25 Marks	
(iv) Reasoning	..	25 Marks	

The questions will be in English language and multiple choice types. The standard of examination shall be equivalent to that of Secondary School.

(c) *Viva Voce Test* .. 30 marks."

" SCHEDULE XVI

[See sub-rule (18)(a) of Rule 4]

Procedure for direct recruitment to the post of Lightman—

1. The procedure for recruitment to this service shall be same as it has been prescribed for recruitment to various Group "D" posts under the provisions of Circulars issued by General Administration Department from time to time.

2. The Board shall select suitable candidates and prepare a list in order of merit

3. The position of the candidates in the merit list shall be fixed according to their date of selection. In case of same date of selection the merit list shall be fixed according to their seniority in age."

By order of the Governor

M. R. PANIGRAHY

Commissioner-cum-Secretary to Government