



GOVERNMENT OF ORISSA

**THE ORISSA DISTRICT REVENUE SERVICE  
(METHOD OF RECRUITMENT AND CONDITIONS  
OF SERVICE) RULES, 1983**

**REVENUE DEPARTMENT**

## REVENUE DEPARTMENT

### NOTIFICATION

The 8th September 1983

**S. R. O. No. 488/83**—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 to regulate the method of recruitment and the conditions of service of the persons appointed to the post of Revenue Supervisors, Revenue Inspectors, Amins and Collection Moharirs, namely :—

### THE ORISSA DISTRICT REVENUE SERVICE (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1983

#### PRELIMINARY

Short title & commencement.

1. (1) These rules may be called the Orissa District Revenue Service (Method of Recruitment and Conditions of Service) Rules, 1983.

(2) They shall come into force on the date of their publication in the official Gazette.

Definitions

2. In these rules, unless the context otherwise requires—

(a) 'Board of Revenue' means the Board of Revenue constituted under the Orissa Board of Revenue Act, 1951 ;

(b) 'Collector' means the Collector of the District ;

(c) 'Commissioner' means the Revenue Divisional Commissioner of the Revenue Division;

(d) 'Committee' means the Departmental Promotion Committee constituted under sub-rule (1) of rule 9 ;

(e) 'Government' means the Government of Orissa in the Revenue Department ;

(f) 'Service' means the District Revenue Service ; and

(g) 'Year' means a calendar year.

#### COMPOSITION OF THE CADRES

Cadres in the District Revenue Service.

3. The service of each District shall comprise the following cadres, namely :—

(a) the cadre of Revenue Supervisors ;

(b) the cadre of Revenue Inspectors ;

(c) the cadre of Amins ; and

(d) the cadre of Collection Moharirs :

Provided that Government shall be competent to order inclusion in or exclusion from these cadres any category of posts as considered necessary.

#### METHOD OF RECRUITMENT

Method of recruitment to the service.

4. (1) Recruitment to the posts in the cadre of Revenue Supervisors shall be made by promotion from amongst the Revenue Inspectors in accordance with rule 12.

(2) Recruitment to the posts in the cadre of Revenue Inspectors shall be made by the following methods, namely :—

(a) by direct recruitment to the extent of fifty per cent of the vacancies arising in a year in accordance with rules 6 and 7, and

(b) by promotion from the cadres of Amins and Collection Moharirs to the extent of fifty per cent of the vacancies arising in a year in accordance with rule 11:



Provided that if adequate number of candidates suitable for promotion are not available in a particular year the vacancies earmarked for promotion shall be filled up by direct recruitment.

(3) Recruitment to the posts in the cadres of Amins and Collection Moharirs shall be made by the following methods, namely :—

- (a) by direct recruitment to the extent of 66 $\frac{2}{3}$  per cent of the vacancies arising in a year in accordance with rules 6 and 7, and
- (b) by promotion from among the Class IV employees of the Collectorate and the subordinate offices under the administrative control of the Collector to the extent of 33 $\frac{1}{3}$  per cent of the vacancies arising in a year in accordance with rule 10:

Provided that if adequate number of candidates suitable for promotion are not available in a particular year the vacancies earmarked for promotion shall be filled up by direct recruitment.

#### DIRECT RECRUITMENT

Conditions of eligibility for direct recruitment.

5. (1) In order to be eligible for appointment to the post of Revenue Inspector, Amin or Collection Moharir by direct recruitment, a candidate must fulfil the following conditions, namely :—

- (a) He must be a citizen of India;
- (b) He must be below twenty-eight years and over twenty years of age on the first day of January of the year in which applications are invited:

Provided that the maximum age-limit may be relaxed by five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes and up to five years in case of candidates having actual work-experience in Settlement/Consolidation, and to such extent in case of candidates of such other categories as Government may, by general or special order, specify from time to time;

- (c) He must have passed the High School Certificate Examination conducted by the Board of Secondary Education, Orissa or an equivalent examination;
- (d) He must be of good character and shall furnish, along with the application a certificate of good character from the Head of the institution in which he last studied;
- (e) He must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity and must qualify in the test of physical fitness as specified in rule 7;
- (f) He must not be having more than one spouse living; and
- (g) He must be able to speak, read and write Oriya and must have passed the High School Certificate Examination or an equivalent examination through the Oriya medium.

(2) The candidate shall furnish with his application copies, attested by a Gazetted Officer of the following documents (1) Certificate of High School Certificate Examination or an equivalent examination, (2) Mark sheet of High School Certificate Examination or an equivalent examination, (3) Certificate of character from the Head of the Institution in which the candidate last studied, (4) Caste Certificate granted by a competent Revenue authority (in case of a candidate belonging to Scheduled Caste or Scheduled Tribe), (5) Declaration regarding the home district, (6) Certificate of actual work experience (if any), in Settlement/Consolidation granted by the Settlement Officer/Deputy Director, Consolidation, and (7) Certificate (if any indicating successful completion of All-India Trade Test in Surveyor trade conducted by the National Council for Training in Vocational Trades. The candidate shall be required to produce the originals at the time of the tests, failing which he shall be liable to be disqualified.

NOTE—Candidates working in the Settlement and Consolidation organisation shall submit their Contd. Applications through the Settlement Officer/Deputy Director, Consolidation.

Scrutiny and  
Screening of  
Applications.

6. (1) Direct recruitment to the cadres of Revenue Inspectors, Amins and Collection Moharirs for the district shall ordinarily be made annually by the Collector, who shall invite applications from the candidates of the district through advertisement in the newspapers of the State.

(2) The candidates applying in response to the advertisement shall be required to specify, in their application, whether they desire to be considered for the post of Amin or Collection Moharir, if they are not selected for the post of Revenue Inspector.

(3) The applications shall be scrutinised to determine the eligibility and to make a screening of the candidates on the basis of the percentage of marks obtained in the High School Certificate Examination or an equivalent examination. Candidates three times the number of the vacancies shall ordinarily be called upon to appear in the recruitment tests :

Provided candidates who have rendered not less than five years of actual service (in the regular establishment and/or Job contract establishment) in the rank of Amin or in ranks equivalent or higher thereto in Settlement or Consolidation organisation and candidates who have passed the All-India Trade Test in Surveyor trade conducted by the National Council for Training in Vocational Trades shall invariably be called upon to appear in said tests.

Conduct of  
tests and  
Drawal of  
Merit list.

7. (1) The Collector himself or through a Committee appointed by him shall conduct the tests on such dates and at such place or places as may be determined by him.

(2) In order to qualify in the test of physical fitness, a candidate—

(a) must not be less than 160 centimetres (155 centimetres in case of candidates belonging to Scheduled Castes and Scheduled Tribes) in height and 80 centimetres round the chest ; and

(b) must be knowing cycling and swimming.

(3) Candidates who qualify in the test of physical fitness shall be eligible to appear in the written test comprising of the following papers, namely :—

(a) Arithmetic .. 100 marks

(b) Handwriting in Oriya .. 50 marks

(4) The list of successful candidates, drawn up in order of merit on the basis of the performance in the written test, shall not ordinarily exceed double the number of the vacancies.

(5) The merit list shall remain valid for a period of one year or till the drawal of a fresh merit list, whichever is earlier.

Appointment  
of candi-  
dates.

8. (1) Inclusion in the merit list confers no right to appointment which shall depend, among other circumstances, on actual availability of vacancies.

(2) Candidates in order of merit shall be appointed against the available vacancies in the following order, namely :—

(a) Revenue Inspectors

(b) Amins

(c) Collection Moharirs

(3) Failure of a candidate to join the post by the specified date in the absence of any extension of the said date by the appointing authority, shall amount to forfeiture of his claim for such appointment.



### RECRUITMENT BY PROMOTION

**Departmental Promotion Committee.** 9. (1) The Departmental Promotion Committee shall comprise the Collector or Additional District Magistrate as Chairman and the Subdivisional Officers of the district as members. The officer in charge of Revenue Field Establishment in the Collectorate shall act as the Secretary of the Committee.

(2) The Committee shall meet once a year or as often as may be necessary and furnish its recommendations.

(3) The names of the persons recommended for promotion shall be arranged in the selection list in order of merit.

**Promotion to the cadres of Amins and Collection Moharirs.** 10. Promotion to the cadres of Amins and Collection Moharirs shall be made, on the basis of merit and suitability in all respects, from among the class IV employees of the district, who—

(a) have passed at least M. E. School Certificate Examination or an equivalent Examination, and

(b) have, on the first day of January of the year in which the Committee meets rendered not less than five years of service :

Provided they possess the required physical fitness and come out successful in the written test conducted in accordance with rule 7 by obtaining at least thirty-five per cent of the marks.

**Promotion to the cadre of Revenue Inspectors.** 11. Promotion to the cadre of Revenue Inspectors shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from among the Amins and Collection Moharirs of the District who, on the first day of January of the year in which the Committee meets—

(a) have completed at least five years of service as such and

(b) have passed such Departmental examinations/tests as may be prescribed from time to time:

Provided that the percentage of promotion of the Amins and Collection Moharirs to the rank of Revenue Inspector shall as nearly as possible, be proportionate to the total strength of such employees continuing on regular basis in the district.

**Promotion to the cadre of Revenue Supervisors.** 12. Promotion to the cadre of Revenue Supervisors shall be made, on the basis of merit and suitability in all respects with due regard to seniority, from among the Revenue Inspectors of the district, who, on the first day of January of the year in which the Committee meets.

(a) have completed at least five years of service as such and

(b) have passed such Departmental Examinations/tests as may be prescribed from time to time.

**Consequence of failure to join promotional posts.** 13. A member of the service, who on being promoted to a higher post in accordance with the provisions of these rules fails within such time as may be allowed in that behalf to join the new post shall be liable to be debarred from being eligible for any such promotion in future either permanently or for a specified period.

### SPECIAL MODE OF RECRUITMENT

**Special mode of Recruitment to provide Rehabilitation Assistance.** 14. Notwithstanding anything contained in these rules, vacancies in the post of Amins and Collection Moharirs may be filled up in deserving cases, on the recommendation of the Committee constituted under the provision of sub-rule (1) of rule 9, by appointment of member of the family of a Government servant working in the Revenue hierarchy who dies or is permanently incapacitated while in Government service, provided he possesses the required physical fitness and the educational qualification prescribed for the said posts.



**PROBATION AND SENIORITY**

Probation

15. Every person appointed to a post in the service shall be on probation for a period of two years from the date of his appointment. If during or at the end of the said period he is found unfit to continue further,

(a) his services shall be terminated if he is a direct recruit, or

(b) he shall be reverted to his former post if he is a promotee :

Provided that in the absence of an order of confirmation indicating that the probation has been satisfactorily completed, the probation shall be deemed to have been extended till the date of the order or the date specified in the said order, as the case may be.

Seniority

16. Seniority in respect of persons appointed to the posts in cadre in any particular year should be determined in the following manner, namely :—

(a) In case of persons appointed by promotion in pursuance of rules 10, 11 and 12 seniority *inter se* shall be determined basing on the position assigned to them in the selection list.

(b) In case of persons appointed through direct recruitment in pursuance of rules 6 and 7, *inter se* seniority shall be determined in accordance with the position secured by them in the merit list.

(c) As between the candidates referred to in clauses (a) and (b) above, the promotees of a particular year shall rank above the direct recruits appointed in that year; and

(d) Persons appointed by special recruitment in pursuance of rule 14 shall rank below the direct recruits appointed in that year in pursuance of rules 6 and 7.

**TRAINING AND DEPARTMENTAL EXAMINATION**

Departmental Examination and Training.

17. (1) Members of the Service shall be required to undergo such training and/or pass such tests/Departmental Examinations as may be prescribed by Government or the Board of Revenue from time to time :

Provided that Government may, by a general or a special order, exempt any category of members of the service from the requirement of passing the Departmental Examination or undergoing training :

Provided further that Revenue Inspectors, who have completed not less than twenty years of service as such shall be deemed to have been exempted from the requirement of passing the Departmental Examination or undergoing training.

(2) Subject to the provisions of sub-rule (1), Revenue Inspectors continuing as such on the date of commencement of these rules shall not in future be eligible for confirmation, crossing of the Efficiency Bar or promotion to higher ranks unless they pass the required Departmental Examination.

Institutional training for Revenue Inspectors.

18. (1) Institutional training shall be provided to the Revenue Inspectors at the Revenue Inspectors Training Institute maintained by the Government.

(2) The period of training and the method and syllabus of the training shall be prescribed by the Board of Revenue from time to time.

(3) The result of the examination conducted in the Training Institute shall be published in the *Orissa Gazette* by the Principal under the following groups, namely:—

(a) Those who have passed the examination completely ;

(b) Those who have passed the practical test only ; and

(c) Those who have passed the theoretical test only.

(4) The Revenue Inspectors coming under groups (b) and (c) of sub-rule (3) need not undergo training again, but shall appear at the subsequent examinations at the Training Institute at their own expense.



(5) The Principal of the Training Institute shall record his remarks in the confidential character rolls of the Revenue Inspectors deputed for training at the conclusion of the training. All Revenue Inspectors deputed for training shall be subject to the control and discipline of the Principal during the period of training.

Special Examination in Oriya for existing Revenue Inspectors.

19. All the Revenue Inspectors who have not passed the High School Certificate Examination or an equivalent examination in the Oriya medium, shall have to pass a test in Oriya equivalent to High School standard to be conducted by the Board of Revenue, failing which they shall not be eligible for promotion to higher rank.

#### MISCELLANEOUS

Transfer

20. (1) Transfer of a member of the service shall be effected, as and when considered necessary, by the Tahsildar, within the Tahsil by the Subdivisional Officer from one Tahsil to another within the Subdivision and by the Collector from one Subdivision to another within the district :

Provided that Amins and Collection Moharirs may not ordinarily be transferred outside the Subdivision unless warranted by the exigencies of public service.

(2) Revenue Inspectors and Revenue Supervisors may be transferred from one district to another within the Division by the Commissioner and within the State by the Member, Board of Revenue only in the exigencies of public service :

Provided that the seniority of the Revenue Inspectors and Revenue Supervisors in the cadres of the Districts to which they are transferred shall be fixed below the recruits of the year in which they had originally been recruited to the service.

Deputation

21. A member of the service may be deputed to serve under other offices, undertakings or institutions, including foreign bodies, as the case may be, on such terms and conditions as may be decided from time to time.

Reservation

22. Notwithstanding anything contained in these rules—

(i) vacancies shall be reserved for direct recruitment and promotion in favour of candidates belonging to the Scheduled Castes and the Scheduled Tribes and shall be filled up as prescribed in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules thereunder, and

(ii) not less than three per cent of the vacancies in the posts of Collection Moharirs, Amins and Revenue Inspectors shall be reserved for the orthopaedically handicapped persons, as stipulated in General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981, as amended from time to time, provided they have the ability for cycling, walking and writing.

Gradation List.

23. There shall be maintained gradation lists of the persons appointed to the service separately for each cadre and the lists shall be revised by the 31st day of July each year.

Repeal and Savings.

24. All rules and orders hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed :

Provided that any order made or action taken under the rules or orders so repealed shall be deemed to have been made or taken under these rules.

Interpretation.

25. If any question arises relating to the interpretation of these rules, it shall be referred to Government for decision.

[ No. 58381-R. ]

By order of the Governor

RAJENDRA KISHORE PANDA

Additional Secretary to Government