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## REVENUE & DISASTER MANAGEMENT DEPARTMENT

### NOTIFICATION

The 21st November, 2015

No.32166– RDM – NGE – B – POLICY -0145 -2014 —In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Clerks in the District Registration Offices) Rules,1975 namely:—

#### 1. Short title and Commencement:

(1) These rules may be called the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Clerks in the District Registration Offices) Amendment Rules,2015.

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

2. In the Odisha Ministerial Services ( Method of Recruitment and Conditions of service of Clerks in the District Registration Offices) Rules,1975 (hereinafter referred to as the said rules) in rule 2,—

(i) before clause (a) the following clauses shall be inserted namely:—

“(1-a) “Appendix”means the Appendix appended to these rules”

“(2-a) “Commission” means the Odisha Sub-ordinate Staff Selection Commission.”

(ii) after clause ( c) the following clause shall be inserted namely:—

“(c-1)“Ex- Servicemen” means a person defined as such in clause (b)of rule 2 of the Odisha Ex- Servicemen ( Recruitment to State Civil Services and Posts), Rules,1985”.

(iii) after clause ( e) the following clause shall be inserted namely:—

“(e-1) “Person with Disabilities” means persons who have been granted with disability certificate by the Competent Authority as per the provisions of the person with disabilities (equal opportunities, protection of right and full participation) Odisha Rules,2003”.

(iv) For clause (i) the following clause shall be substituted namely:—

“(i) “Committee” means the Departmental Promotion Committee constituted under rules 12A”

(v) after clause (i) so substituted, the following clauses shall be inserted namely:—

“(i-1) “Scheduled Castes” and “Scheduled Tribes” means such Castes and Tribes as notified by the President of India respectively under articles 341 and 342 of the Constitution of India”.

“(i-2) “SEBC” means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Schedule Tribes as may be specified by the state Government from time to time”.

“(i-3) “Sportsman” refers to a person who holds the Identity Card as Sportsman issued by the Director of Sports, Odisha.

**3.** In the said rules, in rule 4 for sub-rule (4) the following sub-rule shall be substituted namely:—

“(4) 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 for the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under, and

(b) SEBC, Sportsman, Persons with Disabilities, Ex- Servicemen and women shall be made in accordance with the provisions made under relevant Act or rules framed, Notifications, Resolutions, Orders or Instructions issued in this behalf by the Government from time to time.”

**4.** In the said rules for rule 5 the following rules shall be substituted namely:—

“5. Promotion from among the Group- 'D' employees- (1) Ten percent of the vacancies in the post of Junior Clerk in the service shall be filled up by way of

promotion from among the Group 'D' employees of the concerned Registration Offices on the basis of recommendation of the committee:

Provided that in case of required number of Group 'D' employees are not available for promotion to the post of Junior Clerk in a particular year, these vacancies shall be filled up by candidates recruited under rule 6.

(2) No Group 'D' employee shall be considered for promotion to the post of Junior Clerk unless he/she has given willingness to that effect in writing and having ten years of continuous service as such and he/she has passed Higher Secondary School Certificate Examination (10+2) or any equivalent examination with knowledge in basic computer skill as specified in the *Appendix-III*.

5. In the said rules for rule 6, the following rules shall be substituted, namely:—

“6. Direct Recruitment.— (1) the competitive examination for recruitment to the post of Junior Clerk in the service shall be made by the Commission.

(2) Every year in the month of January, the District Registrars of the concerned district shall furnish the existing vacancy position as well as the expected vacancies likely to occur during the year in which the recruitment is to be made to the Inspector General of Registration who shall intimate the same to the Commission to conduct the recruitment examination.

(3) The date on which and the place and the time at which the examination is to be held shall be fixed by the Commission.

(4) The scheme and the subject of examination and the syllabus shall be as specified in *Appendix-III*.

(5) The advertisement of vacancies, conduct of examination and communication of results to the Inspector General of Registration shall be made by the Commission.

(6) The Chairperson of the Commission shall be the final authority for selection of candidates to the post of Junior Clerk by direct recruitment.”

6. In the said rules after rule 6 so substituted, the following rules shall be inserted, namely:—

“6A. Eligibility of candidates.- A candidate in order to be eligible for appearing the competitive examination must,—

(a) be a citizen of India;

- (b) have passed the Higher Secondary School Certificate (10+2) or any equivalent examination with knowledge in Basic Computer Skill as specified in *Appendix-III*;
- (c) be not less than 18 years and not more than 32 years of age on the 1<sup>st</sup> day of April of the year in which recruitment is made;
- (d) be of good character;
- (e) be of sound health;
- (f) be able to speak, read and write Odia and have,—
  - (i) passed M.E. School Examination with Odia as language subject; or
  - (ii) passed Matriculation or equivalent or equivalent examination with Odia as the medium of examination in non- language subject; or
  - (iii) passed in Odia language subject in final examination of class seven or above, or
  - (iv) passed a test in Odia in M.E. School standard conducted by the School & Mass Education Department or any institution/ organization entrusted to conduct such examination by the Government, or
  - (v) have passed class ten examination from CBSE, or ICSC, as the case may be, with Odia as a subject.

**6B. Disqualification:-** No person,—

- (a) who has enter into or contracted marriage with a person having a spouse living, or
- (b) who having a spouse living has entered into or contracted a marriage with a person, shall be eligible for appointment to the said post:

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

**7. In the said rules after rule 12, the following rules shall be inserted namely:—**

“12A. Constitution of Departmental Promotion Committee:— (1) There shall be constituted a Departmental Promotion Committee to consider the case of the

eligible employees for promotion to the post of Junior Clerk, Senior Clerk or Head Clerk, as the case may be consisting of the following members:–

- |   |   |                 |
|---|---|-----------------|
| 1. Concerned District Registrar   | - | Chairman        |
| 2. An officer not below Group- 'A' (Junior Branch) to be nominated by the Inspector General of Registration | - | Member          |
| 3. Concerned District Sub-Registrar   | - | Member Convener |

(2) The Committee shall consider the suitability of eligible employees for promotion to the higher grade in the service and accordingly prepare a list of such employees.

(3) The list prepared by the Committee shall be valid and can be acted upon notwithstanding absence of any of its members:

Provided that the members so absenting must have been duly invited to attend the meeting and the majority of the members of the Committee must be present at such meeting.

(4) The Committee while considering the cases of promotion to different grades in the service and preparation of select list shall follow the provision of,–

- (a) The Odisha Reservation of Vacancies in Post and Services ( for Scheduled Castes and Schedule Tribes) Act, 1975 and the rules made thereunder;
- (b) The O.C.S. (Criteria for Promotion) Rules,1992;
- (c) The O.C.S. ( Zone of Consideration for Promotion) Rules,1988 ;
- (d) The O.C.S. (Criteria for selection for Appointment including Promotion) Rules,2003.

12B. Select List– (1) The list prepared by the Commission in case of Direct Recruitment for the post of Junior Clerk and by the Departmental Promotion Committee in case of promotion to the post of Junior Clerk from among the Group 'D' employees, Junior Clerk to Senior Clerk and Senior Clerk to Head Clerk shall form the Select list after being approved by the Inspector General of Registration.

(2) The Select list shall remain valid for a period of one year from the date of its approval or till another Select list prepared by the Commission or the Committee as the case may be, whichever is earlier”.

8. In the said rules for the words, "Recruitment Committee" wherever they occur, the word "Committee" shall be substituted.

9. In the said rules, after *Appendix-II*, the following Appendix shall be added namely:—

### Appendix-III

[ See Rule 5 (3) and 6 (4) ]

Scheme and subjects for Examination

Papers	Subjects	Maximum Marks	Time
Paper-I	Part-I- Language Test (English & Odiya)	100	3 Hours
	Part-II- Objective General Knowledge.	100	
Paper- II	Part-I - Objective Mathematics	100	3 Hours
	Part-II- Basic Computer Skills	100	
	TOTAL	400	6 Hours
	<b>Practical Skill Test</b>		<b>1 hour</b>
	<b>Basic Computer Skills</b>	<b>50</b>	

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

## SYLLABUS

### 1. Language Test ( English and Odia)

#### **A.English language Test                      50 Marks**

- (i) Verbs, Tenses, Active Voice and Passive voice- Verb Agreement
- (ii) Connectors; Types of sentences, Direct and Indirect Speech, Comparison
- (iii) Articles, Noun, Pronoun, Prepositions.
- (iv) Unseen passage (400-500 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<br>(within 250 words)                                      | 10 marks |
| (2) Letter Writing (Personal letter,<br>applications, Business or<br>Official) within 150 words | 05 marks |
| (3) Translation (one English<br>passage of around 100 words<br>to be translated into Odia)      | 05 marks |
| (c) Comprehension of an unseen prose passage-(5x2)=<br>(Five short question to be asked )       | 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, personalities, and
- (f) Matching question of miscellaneous type.

**3. Objective Mathematics-**

- (i) Number System
- (ii) HCF and LCM
- (iii) Square 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 questions in Practical Mathematics required for day-to-day use. The questions would be such as to test candidates ability to workout with quickness and accuracy.—

### **Basic Computer Skills**

- (1) MS windows: Introduction of windows
- (2) MS Office: MS words, MS Power Points and MS Excel

### **Topics for Practical Test**

**I-Windows** Operating System\* To test some of the following basic system operation in file/ folder(s)

- Create, Rename, Copy/ Cut/ Paste, Delete

**II- MS Word:**—a paragraph in MS word incorporating some of the tools given below—

- Editing and Formatting text and paragraph
- Page and paragraph Setup

**III- MS Power Point:**\* A power point presentation with 2/3 slides using tools given below—

- Editing and formatting slides

**IV- MS Excel\*** A problem in spread sheet related to some of the tools given below—

- Formatting cells and data
- Functions
- Printout document(s) should be attached with the answer sheets.

By Orders of the Governor

Dr. MONA SHARMA

Principal Secretary to Government