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LAW DEPARTMENT
NOTIFICATION

The 19th January, 2011

S.R.O.No.39/2011—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 further to amend the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, namely :—

1. **Short title and commencement**—(1) These rules may be called the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) (amendment) Rules, 2010.

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

2. In the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, (hereinafter referred to as the said rules),—

(i) in rule 6, for sub-rule (3), the following sub-rule shall be substituted, namely :—

"(3) The competitive examination shall be conducted by the District Recruitment Committee. The date on which the examination is to be held shall be fixed by District Recruitment Committee in consultation with the High Court and such recruitment Committee shall fix the places at which the examination is to be held,"

(ii) for sub-rule (5), the following sub-rule shall be substituted, namely:—

"(5) The standard, syllabus, subjects of examination, cut off mark to be obtained for qualifying in the test, determination of vacancies, advertisement of vacancies and communication of results shall be as set forth in Appendix-A", and

(iii) sub-rule (6) shall be omitted.

3. In the said rules, in rule 7, —

(i) for sub-rule (3), following sub-rule shall be substituted, namely: —

“(3) Considering the marks secured in the written test, one merit list for general candidates and separate merit list for each of the reserved categories shall be prepared and candidates upto ten times of vacancy in each category shall be called for Computer Science test (practical), short-hand and typewriting test, as the case may be, and the candidates selected in such practical test shall be called for viva-voce test.”

(ii) for sub-rule (4), the following sub-rule shall be substituted, namely: —

“(4) On the basis of marks secured in the written test, practical test as provided in sub-rule (3) and the viva-voce test, a merit list of all candidates (both general and reserved categories) shall be prepared and there after separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks.” and

(iii) for sub-rule (6), the following sub-rule shall be substituted, namely: —

“(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier.”

4. In the said rules, in rule 9, for sub-rule (10), the following sub-rule shall be substituted, namely: —

“(1) The Seniority of Junior Clerks, Typists and Stenographers *inter se* shall be determined in accordance with the position secured by them in the competitive examination held in a particular year.”

5. In the said rules, in rule 11, for sub-rule (e), the following sub-rule shall be substituted, namely: —

“(e) The promotion to the post of Senior Typists shall be made from the post of Junior Typists who have passed the Departmental examination as laid down in Appendix ‘B’. The promotion to the post of Head Typist shall be made from amongst the Senior Typists after completion of at least 5 years of service.

6. In the said rules, in rule 13, for sub-rule (2), the following sub-rule shall be substituted, namely: —

“(2) the Chief Justice of the Court shall be competent to pass order of transfer of the Subordinate Courts' Non-Judicial Staff of a District Court to another District Court within the State of Orissa on the terms and conditions fixed by him.

The Chief Justice of the Court may also, on the request of any member of Class-III and Class-IV services of the High Court, permit him/her to be absorbed in the ministerial service of the District and Subordinate Courts within the administrative control of the District Judge in the base level post and his/her seniority will be fixed at the bottom of the cadre, provided the concerned District Judge has no objection and the employee concerned is willing to forego his seniority and join as the junior most in the category in which he/she is to be absorbed. In such event, the service rendered by such employee in the establishment of the High Court shall be taken into account for the purpose of computing it as qualifying service for the purpose."

7. In the said rules, in Appendix "A",—

(a) after Para. "1", the following Para. shall be inserted, namely:—

"1.A. The result of the competitive examination held in the month of December may be published by the end of March in the succeeding year after the practical test and viva-voce test referred to in sub-rule (3) of rule 7 are conducted by respective District Recruitment Committees on dates convenient to respective Judgeships. After publication of result, the District Recruitment Cell of each District shall sit to ascertain the vacancies that may arise during the current year. Such vacancies, if there are any, are to be advertised for the Competitive Examination referred to in rule-6 by 15th of May every year. The last date of receipt of application may be 15th of June every year. The scrutiny of forms in all respect and in accordance with sub-rule-(1) of rule 7 may be completed by 15th of September every year. By end of September every year, the District Judges may intimate the High Court regarding the number of vacancies in the respective Judgeships, number of candidates to sit in the examination after necessary scrutiny. The Court by the end of October, after consultation with the District Judges regarding convenience etc. may fix the date of the Competitive Examination to be held in the month of December :

Provided that if any exigency arises the dates may suitably be modified by the High Court."

(b) after Para. "2", the following Para. shall be inserted, namely:—

"2A. The application form for competitive examination of all the Ministerial Cadres in the District and Subordinate Courts Services shall be in the format in Form - A, appended to these rules" and

(c) for Para. "3", the following Para. shall be substituted, namely:—

"3 The Scheme of Examination for Junior Clerk and Copyist shall be as follows:—

- (i) Written Test consisting of
 - (a) English 100 marks
 - (b) Arithmetic 100 marks
 - (c) General Knowledge 100 marks
- (ii) Computer Science Test (Practical) 100 marks
- (iii) Viva-Voce test 45 marks

Note (A) Those candidates who have secured 35% of mark in each of the paper of written test shall be called for Computer Science Test (Practical) in the ratio provided in sub-rule 3 of rule 7 :

Provided that the District Judge may resort to relaxation of marks by 5% when it is found that adequate number of candidates have not secured 35% or more marks in the written test.

Explanation.—The District Judge is to determine and interpret the words adequate numbers' in the aforesaid proviso with reference to ratio fixed in sub-rule (3) of rule 7.

(B) The Candidate shall answer the question in English unless otherwise directed.

(C) The cut off mark for qualifying in the Computer Science Test (Practical) shall be 50% in case of General candidates and candidates belonging to the SEBC categories and 40% in case of S.C. /S.T. candidates.

(2) Details of syllabus for each subject of the written test shall be as follows:—

- (i) English—(a) An essay to be written in English 30 marks
- (b) A letter or application to be written in English 20 marks
- (c) One Oriya Passage to be translated into English 15 marks
- (d) One English passage to be translated into Oriya 15 marks
- (e) Summary of one English Passage 20 marks

Note — The standard required of a candidate shall be equal to that of +2 certificate examination conducted by the Council of Higher Secondary Education, Orissa.

(ii) Arithmetic- Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and compound interest, simple and compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work and on time and distance.

Note – Problems more easily solvable by algebraically methods need not be required to solve arithmetically.

(iii) Computer Science Test (Practical) – To test the proficiency of the candidate relating to matters like “ test formatting of the paragraph, insertion of table, skill to print and save, file transfer, web-site searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

(iv) General knowledge- Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) Viva-Voce – To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.”

(d) Para. '4' shall be deleted; and

(e) Para. '5' shall be renumbered as para '4' thereof, and for Para. '4' so renumbered, the following para shall be substituted, namely:—

“4 (1). The Scheme of Examination for the post of Stenographer, Grade-II and Typists shall be as follows:—

Written test consisting of

(i) English (qualifying in nature)	100 marks
(ii) (a) Short-hand & Typist (for Stenographers)	50 marks
(b) Type Writing Test (for Typist)	50 marks
(iii) Computer Science Test (Practical)	100 marks
(iv) Viva-Voce Test	35 marks

Note —(a)-The details of syllabus for written test in English is the same as provided in paragraph 3 (2) of Appendix-'A'

- (b) The standard shall be equal to that of +2 certificate examination conducted by the Council of Higher Secondary Education, Orissa.
- (c) Other conditions as applicable to the written test for Junior Clerks and Copyist shall also apply.
- (d) Syllabus for Computer Science Test (practical) and Viva-Voce test is the same as provided in Paragraph 3 (2) of Appendix-A.
- (e) The provisions of sub-rule 3 of Rule 7 shall apply in drawing the merit list after written test in English and in calling for the candidates for Short-hand and Typewriting test in case of Stenographer Grade-III and Typewriting Test in case of Typists. The candidates selected in the aforesaid test as applicable to Stenographer Grade-III and Typist shall be called for Computer Science Test (practical) and the candidate selected in Computer Science Test (practical) shall be called for Viva-Voce test.
- (f) As the written test in English in qualifying is nature, the select list shall be drawn in accordance with sub-rule 4 and 5 of rule 7 on the basis of aggregate of marks obtained in Short-hand and Typewriting test (in case of Stenographers), Typewriting test (in case of Typist), Computer Science Test (practical) and Viva-Voce.

4. (A) (1) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in Short-hand and 40 words in Typewriting per minute. Such minimum qualification for a candidate for the post of Typist shall be 40 words per minute in Typewriting.

A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes, which he shall take in short-hand on short-hand note-sheet supplied by the examiner. He shall reproduce such short-hand text of 400 words in Type script in 10 minutes.

(2) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes."

(f) Para. '6' shall be re-numbered as para '5'.

9. In the said rules, after Appendix 'B', the following Form shall be added, namely:—

FORM-A

FORMAT OF APPLICATION

[See Para. 2A of Appendix A]

Self attested
Passport Size
Photograph

1. Name of the Candidate:
2. Father's/ Husband's Name:
3. Sex(Male/Female):
4. Marital Status (Married / Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth (as on 1.5.20.....) :
8. Educational Qualification : (Attach attested copies of certificate in support of qualification).

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2 Arts/ Commerce/Science					
Diploma in Computer Science					

9. Category: (S.C./S.T./SEBC/GEN./Sports person/ Ex-serviceman):
(strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether physically/orthopaedically handicapped:
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)

11. Religion :
12. Nationality :
13. Employment Exchange Registration No.:
14. Attach two Character Certificates issued by two gazetted officers/ medical practitioners/ Sarpanch etc. (mention name, designation of the officers):
15. Details of Treasury Chalan with No. and Date:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate

[No.1031 VJ-13/2010(Pt.)/L],

By order of the Governor

D.DASH

Principal Secretary to Government.