



ORISSA UNIVERSITIES
RECRUITMENT AND PROMOTION
OF
NON-TEACHING
EMPLOYEES RULES, 1991

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WHEREAS with a view to formulating a codified Recruitment and Promotion Rules for non-teaching posts of the Universities, the Chancellor had demitted the issue to the Standing Committee of the Vice-Chancellor vide Chancellor's Office D. O. Letter No. 1576/SG, dated 17 November, 1988 ;

AND WHEREAS in the Vice-Chancellors' Coordination Committee Meeting held on 16 February, 1989, it was decided that the Standing Committee of the Vice-Chancellors' shall prepare the Draft Recruitment and Promotion Rules ;

AND WHEREAS in the meeting of the Vice-Chancellors' Standing Committee dated 31st August, 1989, a Committee was formed consisting of the Registrars of the Universities to frame the Draft Recruitment Rules ;

AND WHEREAS the Committee of the Registrars in their meeting held on 14 May, 1990, finalised the Recruitment and Selection Rules for non-teaching and non-technical posts and forwarded the Draft Rules for consideration by the Standing Committee of the Vice-Chancellors ;

AND WHEREAS the Standing Committee of the Vice-Chancellors in the meeting held on 24 October, 1990 considered the Draft Recruitment Rules forwarded by the Registrar's Committee and sent the same for consideration of the Chancellor ;

AND WHEREAS the Draft Rules were further discussed and deliberated upon in the Vice-Chancellor's Co-ordination Committee Meeting held on 23 October, 1991 ;

AND WHEREAS Statute 3(3) of the Orissa Universities First Statutes, 1990 provides, inter alia, that the Recruitment Policy for different posts and the requisite qualifications of officers for recruitment shall be such as may be specified in the Rules by the respective appointing authority with the prior approval of the Chancellor and such rules shall be in conformity with the guidelines, if any, issued by the University Grants Commission and of the Government of India ;

NOW, THEREFORE, the Chancellor, after consultation with the Government in Education Department, has been pleased to approve the following Rules :-

CHAPTER—I

PRELIMINARY

Short Title,
application and
commencement

1. (1) These Rules may be called the Orissa Universities Recruitment and Promotion of non-teaching Employees Rules, 1992.
- (2) They shall come into force with effect from the date of their publication in the Orissa Gazette or the University Gazette, as the case may be.
- (3) The Rules shall apply to all the four Universities of the State except Orissa University of Agriculture and Technology at the first instance.
- (4) of the Orissa University of Agriculture and Technology mutatis mutandis on being adopted by the Board of Management by a resolution.

Definition

2. In these Rules, unless the context otherwise requires ;
 - (a) 'Act' means the Orissa Universities Act, 1989 (Orissa Act 5 of 1989) ;
 - (b) 'Cadre' means the strength of service or a part of service sanctioned as a separate unit ;
 - (c) 'Prescribed' means prescribed by the rules or standing orders ;
 - (d) 'Schedule' means a schedule appended to these rules ;
 - (e) 'Service' means the service rendered in the concerned University ;
 - (f) 'Statute' means a Statute of the Orissa Universities First Statutes, 1990 ;

All other words and expressions used but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Orissa Universities Act and the Statutes made thereunder or in the Orissa Service Code, as the case may be.

Ministerial
employees

3. Ministerial establishment under the University shall include—
- (a) Junior and Senior Assistants, Section Officers Level-II and Level-I and Office Superintendents ;
 - (b) Junior and Senior Typists, Head Typists and Superintendents of Issue Section ;
 - (c) Junior and Senior Stenographers and Personal Assistants ;
 - (d) Auditors ;
 - (e) Caretakers ;
 - (f) Store Keepers ;
 - (g) Diarists, Despatchers, Recorders, Pasting Clerks, Treasury Sarkar, Library Attendants and Laboratory Attendants ; and
 - (h) Such other categories of employees as may be declared by the Syndicate from time to time.

Technical
employees

4. The Technical employees under the University shall include—
- (a) Coaches ;
 - (b) Demonstrators/Herbarium Keeper ;
 - (c) Physical Training Instructors/Physical Education Teachers/Officers ;
 - (d) Electricians/Wiremen ;
 - (e) Drivers ;
 - (f) Mechanics/Pump Drivers/Pump Driver-cum-Mechanics/Plumber Mistries ;
 - (g) Telephone Operators ;
 - (h) Programmers/Computer Operators/Technical Assistants/Key Punch Operators ; and
 - (i) Such other categories of employees as may be declared by the Syndicate from time to time.

Officers

5. Officers of the University shall include—
- (a) Officers declared as such under the Act and Statutes including those holding Class-I and Class-II posts prescribed in Schedule 'B' of the Statutes; and

Qualifications for various posts

(b) Such other officers as may be declared by the Syndicate from time to time.

6. The qualifications and experience for various posts under the University shall be as indicated in schedule 'A'. In addition, they shall—

(a) bear good conduct ;

(b) be of sound health and mind ;

(c) not have more than one spouse living ; and

(d) be within the age limit prescribed in the statutes or by the Government of Orissa from time to time, unless relaxed by the appointing authority after recording the reasons therefor.

Recruitment to the post of Junior Assistants

7. (1) Recruitment to the posts of Junior Assistants shall be made by means of a competitive examination to be held ordinarily once a year ;

Provided that it shall be competent for the Vice-Chancellor to hold further competitive examinations during the year in case no person qualifies in the first examination or the list of qualified persons drawn up in an examination is exhausted.

(2) The competitive examination shall be conducted on such dates and such places by an officer or other functionary as may be determined by the Vice-Chancellor.

(3) All vacancies arising in the cadre of Junior Assistants shall be notified to all the Employment Exchanges within the jurisdiction of the University concerned and in such news papers as may be considered appropriate by the Vice-Chancellor.

(4) Candidates desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix-1 to be obtained from the University Office on payment of Rs. 20/- (Rupees twenty) only, provided that candidates belonging to the Scheduled Castes and Scheduled Tribes shall be required to pay Rs. 10/- (Rupees ten) only. Those desiring to obtain such forms by post shall be required to send an envelope with the required postage stamp affixed on it.

Recruitment to
the post of Junior
Typists

- (5) The Scheme of examination shall be such as indicated in schedule 'B'.
 - (6) Notwithstanding anything contained in these rules, the University may appoint the candidates sponsored by the Government in Home Department from the list of successful candidates of the O.P.S.C. on the basis of the requisition issued from the University.
8. (1) Recruitment to the post of Junior Typists shall be made by means of a competitive examination to be ordinarily hold once a year.

Provided that it shall be competent for the Vice-Chancellor to hold further competitive examinations during the year in case no person qualifies in the first examination or the list of qualified persons drawn up in an examination is exhausted.

- (2) All vacancies arising in the cadre of Junior Typists shall be notified to all the Employment Exchanges within the jurisdiction of the University concerned and circulated to all Post Graduate Departments of the University, Constituent Colleges and Section/Units of the University concerned.
- (3) The competitive examination shall be conducted on such dates and at such places by an Officer or other functionary as may be determined by the Vice-Chancellor.
- (4) Candidates desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix-1 to be obtained from the University Office on payment of Rs. 20/- (Rupees twenty) only, provided that candidates belonging to the Scheduled Castes and Scheduled Tribes shall be required to pay Rs. 10/- (Rupees ten) only. Those desiring to obtain such forms by post shall be required to send an envelope with the required postage stamp affixed on it.
- (5) The test shall consist of proficiency in Typewriting and knowledge in language and English as may be prescribed by the Vice-Chancellor by issue of a Standing Order.

Select list

9. A list of successful candidates equal to the number of vacancies advertised/notified shall be prepared in order of merit. The list will be valid for one year from the date of its approval by the Vice-Chancellor.

Recruitment to other posts

10. (1) Recruitment to all Class-IV posts shall be made by means of a competitive test as may be determined by the appointing authority.

(2) All the vacancies arising in the Class-IV posts shall be notified to all the Employment Exchanges within the jurisdiction of the University concerned.

(3) The Selection Committee constituted by the Vice-Chancellor for the purpose of appointment to the post of Class-IV employees, shall consider the candidates sponsored by different Employment Exchanges.

(4) The Selection Committee may also consider the candidates applied for in response to open advertisement issued for the purpose.

Seniority

11. The seniority of each candidates in the respective cadre shall be determined on the basis of his position in the select list.

Right of appointment and joining time

12. (1) Success in the examination confers no right to appointment. A successful candidate may be appointed subject to availability of vacancy and if the Vice-Chancellor is satisfied, after such enquiry as he may consider necessary, that he is fit in all respects for appointment to the service of the University.

(2) At least 15 days time shall be allowed to each candidate to join the post and in case he fails to join within the stipulated time for any reason whatsoever, he shall forfeit his claim and his name shall be struck off from the select list ;

Provided that the Vice-Chancellor may allow extension of time for another 15 days or for such time as he may determine for good and sufficient reasons to be recorded in writing.

CHAPTER—III

PROMOTION

Promotional posts 13. (1) The following posts shall be filled up by way of promotion :-

- (a) S.C. Level -I/Office Superintendent
- (b) S.O Level-II
- (c) Senior Assistant
- (d) Superintendent, Issue Section
- (e) Head Typist
- (f) Senior Typist
- (g) Personal Assistant
- (h) Senior Stenographer
- (i) Electricians Grade-I and Grade-II
- (j) Driver (Heavy Vehicles)
- (k) Diarists and Despatchers
- (l) Pasting Clerk
- (m) Treasury Sarkar
- (n) Wiremen
- (o) Such other posts as may be determined by the Vice-Chancellor from time to time.

(2) The following posts of Officers shall be filled up by way of promotion;

- (a) Deputy Registrar and its equivalent Class-I posts to the extent of one third of such posts/vacancies;
- (b) Assistant Registrar and its equivalent Class-II posts to the extent of 50% of such posts/vacancies.
- (c) Secretary to the Vice-Chancellor.

(3) The percentage prescribed for promotion may be increased with the approval of the Chancellor to meet any particular situation.

Departmental
Promotion
Committee

14. (1) There shall be Departmental Promotion Committees which shall consider all cases of promotion to all ministerial and other posts and it shall make suitable recommendations to the Vice-Chancellor for his consideration.

(2) The Departmental Promotion Committee for promotion to the post of Senior Assistant/Senior Typists shall consist of the following members :-

- | | | |
|-------------------------------------|-----|----------|
| (1) Registrar | ... | Chairman |
| (2) Comptroller of
Finance | ... | Member |
| (3) Senior Most Deputy
Registrar | ... | Member |

(3) The Departmental Promotion Committee for promotion to the posts of Section Officer (Level-II and Level-I) and Office Superintendent and Head Typist/Superintendent, Issue Section shall consist of the following members :-

- | | | |
|---|-----|----------|
| (a) Vice-Chancellor | ... | Chairman |
| (b) Registrar | ... | Member |
| (c) The Senior most
Deputy Registrar | ... | Member |

(4) The Departmental Promotion Committee for promotion to technical posts in the maintenance wing such as Electricity, Water Supply, Drivers, Telephone Operators shall consist of the following members :-

- | | | |
|--|-----|----------|
| (a) Registrar | ... | Chairman |
| (b) Development Officer | ... | Member |
| (c) Senior most Engineering
Officer of the University | ... | Member |

(5) The Vice-Chancellor shall constitute Departmental Promotion Committee in respect of other posts not covered herein.

(6) The Officer-in-Charge of the Establishment shall be the Convener of all Departmental Promotion Committees.

Promotion to the post of Senior Assistants

15. (1) No Junior Assistant shall be considered for promotion to the post of Senior Assistant unless he has put in at least five years of continuous service as a Junior Assistant.

(2) Ten percent of the vacancies arising in a year in the rank of Senior Assistant may be filled up by recruitment of competent Senior Grade Typists/Diarists of the University, provided that they have rendered ten years continuous service and possess Matriculation or equivalent qualification.

(3) The seniority of Senior Assistants shall be according to the ranking assigned to them in the select list drawn up by the Departmental Promotion Committee.

Provided that the position of Senior Assistants recruited from among the Senior Grade Typists/Diarists etc. shall be below the Senior Assistants recruited from among the Junior Assistants in that particular year.

Promotion to the post of Senior Typists

16. (1) No Junior Typist shall be considered for promotion to the rank of Senior Typist unless he has put in at least five years of continuous service as a Junior Typist.

(2) The seniority of Senior Typists shall be according to the ranking assigned to them in the select list drawn by the Departmental Promotion Committee.

Promotion to the post of Section Officers/Office Superintendents

17. (1) The promotion to the posts of Section Officers Level-II shall be made on the recommendation of the Departmental Promotion Committee from among the Senior Assistants of the University by selection.

(2) No Senior Assistant will be considered for promotion to the post of Section Officer Level-II unless he has rendered a minimum five years of continuous service as a Senior Assistant. The criteria for promotion shall be merit and suitability in all respects with due regard to seniority. The seniority of the promotees shall be determined according to the placement in the select list drawn by the Departmental Promotion Committee.

(3) The promotion to the posts of Section Officers Level-I and Office Superintendents shall be made on the recommendation of the Departmental Promotion Committee from among the Section Officers Level-II of the University by selection.

(4) No Section Officer Level-II shall be eligible for promotion to the post of Section Officer Level-I/Office Superintendent unless he has rendered five years of continuous service as Section Officer, Level-II. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The seniority shall be determined according to the placement in the select list drawn by the Departmental Promotion Committee.

Promotion to the post of Head Typist/ Superintendent Issue Section

18. (1) The promotion to the post of Head Typist shall be made on the recommendation of the Departmental Promotion Committee from among the Senior Typists by selection.

(2) No Senior Typist will be considered for promotion to the post of Head Typist unless he has rendered a minimum of five years continuous service as a senior Typist. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The seniority of the promotee shall be determined according to the placement in the select list drawn by the Departmental Promotion Committee.

(3) The promotion to the post of Superintendent, Issue Section shall be made on the recommendation of the Departmental Promotion Committee from among the Head Typists of the University by selection. No Head Typist shall be eligible for promotion to the post of Superintendent, Issue Section unless he has rendered at least five years of continuous service as a Head Typist. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The Seniority of promotees shall be determined according to the placement in the select list drawn up by the Departmental Promotion Committee.

Promotion to the post of P.A. and Sr. Stenographer

19. (1) The posts of Senior Stenographer of the University shall be filled up from among the Junior Stenographers of the University. No person shall be appointed as a Senior Stenographer

directly. If there is no post of Junior Stenographer, the post of Senior Stenographer shall be filled up temporarily by an incumbent as a Junior Stenographer. Such a person will be considered for appointment as a Senior Stenographer after completion of three years of continuous service as such, subject to fitness for the post of Senior Stenographer.

- (2) All cases of promotions of existing Junior Stenographer against the post of Senior Stenographer shall be on the recommendation of the Departmental Promotion Committee consisting of Registrar, Deputy Registrar-in-charge of the Establishment and the Officer concerned and the seniority of the incumbents shall be as in the select list drawn by the Departmental Promotion Committee.
- (3) All the posts of Personal Assistants shall be filled up by promotion from amongst the senior stenographers of the University. No Senior Stenographer will be considered for promotion to the post of Personal Assistant unless he has rendered at least five years of continuous service as Senior Stenographer. The criteria for such promotion shall be merit and suitability in all respects with due regard to seniority. The seniority of promotees shall be as in the selection list drawn up by the Departmental Promotion Committee.

Appointment and promotion to the post of Research Assistant

20. (1) The post of Research Assistant in a Post Graduate Department may be filled up by promotion from among the Demonstrators of the concerned Department by selection or by direct recruitment. No Demonstrator will be considered for promotion to the post of Research Assistant unless he rendered at least five years of continuous service as a Demonstrator of the concerned Department. The criteria for such promotion is merit and suitability in all respects with due regard to the seniority. The seniority of promotees shall be as in the select list drawn by the Departmental Promotion Committee.

- (2) Departmental Promotion Committee for promotion to the post of Research Assistant shall consist of Chairman, P. G. Central Office, Head of the Department and the senior most teacher of the Department.

(3) In a P. G. Department where no post of Demonstrator exist or where no Demonstrator is found suitable for promotion or otherwise decided by the Vice-Chancellor, the Research Assistant shall be appointed on the basis of direct recruitment on open advertisement.

Promotion to
Technical posts

21. (1) The posts of Electrician Grade-I shall be filled up from among the Electricians Grade-II. Similarly, the posts of Electricians Grade-II shall be filled up from among the Electrical Wiremen. All the Helpers working on the Electrical side of the Maintenance Wing of the University shall be eligible for the post of Wiremen. The criteria for promotion in all these cases will be their possessing the necessary licence, technical skill and suitability for the post with due regard to their seniority.

(2) The posts of Pump Drivers/Mechanics shall be filled up from among the Helpers working in the Water Supply side of the maintenance wing of the University. The criteria for such promotion shall be their possessing the necessary licence, technical skill and suitability for the post with due regard to their seniority.

(3) In case suitable persons are not available in a particular category (Electrical or Water Supply) the employees working on the Electrical side will be considered for posts in the water supply side and vice versa.

(4) (i) The post of Drivers (Heavy Vehicle) shall be filled up from amongst the Drivers (Light Vehicle) by promotion. The criteria for such promotion shall be the Drivers (Light Vehicle) possessing heavy vehicle driving licence, badge and their suitability for the post.

(ii) In case no light vehicle driver with heavy vehicle driving licence and badge is available for consideration for the post of Driver (Heavy Vehicle), it shall be open for the appointing authority to fill up the post by open selection.

Promotion to the
post of Diarists/
Despatchers etc.

22. The posts of diarists, Despatchers and Recorders shall be filled up from amongst the Class-IV employees of the University on the basis of seniority subject to fitness and possession of requisite qualification.

Promotion to the post of Pasting Clerks/Treasury Sarkars etc.

23. The posts of Pasting Clerks and Treasury Sarkars, Daftries, Library Attendants and Laboratory Attendants shall be filled up from amongst Attenders of the University and such other equivalent posts as may be decided by Vice-Chancellor, on the basis of seniority subject to fitness and possession of requisite qualification.

Promotion to the post of Deputy/ Assistant Registrar and equivalent posts

24. (1) The posts of Assistant Registrars and its equivalents shall be filled up from amongst the Section Officer Level-I, Office Superintendents and its equivalent posts of the University by Selection and direct recruitment on 50 : 50 basis. All direct recruitments shall be made through open advertisement and selection. No Officer will be eligible for promotion to the post of Assistant Registrar and its equivalent posts unless he has rendered at least ten years of service as Section Officer or of its equivalent posts.

- (2) Assistant Registrars and their equivalents will be eligible for promotion to the posts of Deputy Registrar and its equivalent posts to the extent of 25 % of vacancies at that level on completion of five years of service as such. 75% of posts of Deputy Registrar and its equivalent posts shall be filled up by direct recruitment through open selection.

Promotion to the post of Secretary to Vice-Chancellor

25. The post of Secretary to the Vice-Chancellor shall be filled up from amongst the Personal Assistants of the University by selection. No personal assistant shall be eligible for promotion to the post of Secretary to the Vice-Chancellor unless he has rendered at least five years of service as Personal Assistant. In case suitable persons are not available in the cadre of Personal Assistant for promotion, the post of Secretary to the Vice-Chancellor may be filled up by selection from amongst other Supervisory Officers and their equivalent Officers.

Procedure for DPC/ Select List/Zone of Consideration

- (A. O, Asst Regt Asst Centr. and Supervisory Officers.)
26. (1) The Departmental Promotion Committee in all cases of promotion shall ordinarily meet in the month of September every year and prepare a list of employees for promotion to the next higher rank.
(2) Before convening the meeting of the Departmental Promotion Committee, the convenor of the Committee shall ensure that the CCR's of the concerned employees are made up-to-date.

- (3) The promotions in all cases shall be based on merit and suitability in all respect with due regard to seniority.
- (4) The position assigned in this select list shall be treated as final for the purpose of fixing *inter-se-seniority*.
- (5) The select list drawn up by the Departmental Promotion Committee shall ordinarily remain valid for a period of one year from the date of selection.
- (6) The zone of consideration in all cases shall be twice the number of vacancies or probable vacancies during the year.

CHAPTER—IV

GENERAL

- Probation
27. (1) Unless otherwise provided specifically, every person recruited or promoted to any post under these rules shall be on probation for a period of two years from the date he actually joins the post.
- (2) The appointing authority may terminated the services of a probationer or extend his probation for such further period as he may consider necessary if, during the period of probation, his work or conduct is found unsatisfactory.
- (3) The appointing authority shall record his reasons, in writing, while terminating the appointment of a probationer.
- (4) After expiry of the period of probation satisfactorily, the appointing authority shall issue a specific order to this effect failing which the period of probation shall be deemed to continue.
- Reservation of vacancies
28. Notwithstanding anything contained in these rules, vacancies shall be reserved for :
- (a) Candidates belonging to the SC & ST in accordance with the provisions contained in the Orissa Reservation of Vacancies in post and services for (Scheduled Castes and Scheduled Tribes) Act. 1975 and the rules framed there under and the procedure laid down therein shall also be followed in filling such vacancies;
- (b) Direct recruitment of physically handicapped persons at the rate of three percent as provided in the resolution of the Govt. in General Administration Department No. 15338/Gen. Dated 4th May 1981 :
- (c) Direct recruitment of ex-servicemen, at the rate of three percent, as provided for in the Orissa Ex-Servicemen (Recruitment to State Civil Services & Posts) rules, 1985 :
- (d) Direct recruitment of Sportsmen, at the rate of one percent as provided for in the resolution of Govt. of Orissa in General Administration Department No.24808 dated 18-11-85.

Provided that the total number of vacancies reserved under this rule shall, in no case, exceed 50% (Fifty percent) of the total number of vacancies arising in any particular year.

- Appointment under rehabilitation assistance scheme
29. Notwithstanding anything contained in these rules, a member of the family of a Government servant or an employee of the University who dies or is permanently incapacitated while in University service, shall be appointed in accordance with the provisions contained in the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.
- Appointment on Deputation
30. Notwithstanding the provisions contained in these rules, the appointing authority is competent to fill up any supervisory or posts of officers of the University by deputation of a Government Servant or on foreign service terms and conditions.
- Issue of Standing order
31. In respect of posts not covered by these rules, it shall be competent for the Vice-Chancellor to prescribe the procedure for recruitment or promotion in such cases from time to time by issue of standing orders with the prior approval of the Chancellor.
- Adhoc appointment
32. The appointing authority shall be competent, on ground of urgency and necessity, to appoint any eligible and qualified person on adhoc basis against any temporary or permanent vacancy for a period not exceeding 90 days with or without interruption. But the same person under no circumstances, shall be adjusted against any post or allowed to continue beyond 90 days.
- Appeal
33. The Chancellor shall be the appellate authority on the decision of the Vice-Chancellor on any matter of appointment and his decision shall be binding.
- Relaxation
34. When it is considered by the Chancellor on the recommendation of the Vice-Chancellor that it is necessary or expedient so to do in the interest of the University and justice, he may, by order, relax any of the provisions of these rules in respect of any case or class of cases or class of persons.
- Saving of certain actions
35. Nothing in these rules shall operate either to deprive any person of any right or privileges to which he is entitled to by or under any law or the terms of any contract or agreement subsisting between such person and the University not to confer on him any right or

privilege in respect of any matter for which specific provision is made by the terms of any contract or agreement between himself and the University.

Application of Govt. Rules and orders 36. If in any particular point including the qualification for recruitment, these rules are silent, the corresponding rules operating in the State Government or qualification prescribed by the State Government in respect of its employees shall apply mutatismutandis.

Interpretation 37. If any question arises as to the interpretation of these Rules, the Chancellor may give a decision thereon which shall be final.

SCHEDULE—A

(See Rule-6)

Sl.No.	Designation	Qualification and experience
1	2	3
1.	Controller of Examinations/ Deputy Registrar or its equivalent posts.	(i) A Post-Graduate degree with atleast 55 % of marks or its equivalent grade; (ii) 8 years administrative experience in a supervisory capacity ; or (iii) 5 years experience as Assistant Registrar or its equivalent post or in a similar cadre post of the University. (iv) Preference will be given to the candidates having a degree on Law or Management Courses.
		Note :- In case of promotion the minimum educational qualification shall be a Graduate.
2.	Assistant Registrar or its equivalent posts	(i) A Post Graduate degree with atleast 55% of marks or its equivalent grade. (ii) 5 years administrative experience in the next lower grade or in a supervisory capacity. (iii) Preference will be given to the candidates having a degree in Law.
		Note :- In case of promotion the minimum educational qualification shall be a Graduate.
3.	Director, Students' Welfare	(i) P. G. Degree with atleast 55% of marks or its equivalent grade; (ii) 8 years experience in educational establishment/ institution or comparable experience as Lecturer, Reader or Principal or equivalent administrative Post; (iii) Experience in NSS and NCC and similar activities may be preferred.
4.	Manager, Press	Same qualifications prescribed for the equivalent post of the Directorate of Printing, Stationary and Publication, Cuttack.

- ✓ 5. Librarian
- (i) P. G. Degree with atleast 55% of marks ;
 - (ii) A degree in Library Science ;
 - (iii) 5 years experience in a Professional post in a recognised Library.
- ✓ 6. Assistant Librarian
- (i) Graduate with 2nd Class.
 - (ii) A degree in Library Science.
7. Student Welfare Officer
- (i) A P. G. degree with atleast 55% of marks or equivalent grade.
 - (ii) Minimum 5 years experience in educational institution or comparable experience.
8. Budget-cum-Accounts Officer/Accounts Officer
- (i) Graduate with 2nd Class
 - (ii) Intermediate Costing or Chartered Accountancy.
 - (iii) Five years experience in the Financial matters in a supervisory capacity.
9. Programmer
- First or 2nd Class Masters Degree in Physics with Diploma in Computer Science.
10. Curator
- A first or 2nd Class Master Degree in the subject with training in Aquarium Management.
11. Private Secretary to Vice-Chancellor
- University degree with five years experience as Personal Assistant or Administrative experience.
12. Technical Assistant (for Computer)
- First or 2nd Class Masters Degree in Physics.
13. Assistant Programmer
- First or 2nd Class P. G. Degree in Physics.
14. Micro Analyst
- M. Sc. in Chemistry.
15. Research Assistant
- P. G. Degree with atleast 55% of marks or equivalent degree in the relevant discipline.
16. Coaches
- A first or 2nd Class Master's Degree on the subject.
17. Statistical Asst.
- 2nd Class P. G. Degree in Statistics.
18. Demonstrator
- P. G. Degree on the relevant subject.

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| 19. Computer Assistant | B. Sc. with diploma in Computer Science. |
| 20. Chemist | A first or 2nd Class Master's Degree on the subject. |
| 21. Assistant Archivist | M. A. in History with diploma with Archaeology. |
| 22. Laboratory Assistant | B. Sc. in concerned subject. |
| 23. Computer Operator | B. Sc. with Physics with Diploma/Certificate on computer operation. |
| 24. P. T. I. | A University Degree and Diploma in Physical Education. |
| 25. Herbarium Keeper | B. Sc. in concerned subject. |
| 26. Field Assistant | M. A. in History. |
| 27. Electrician Grade-I | Matric with I.T.I. and five years experience as Grade-III Electrician. |
| 28. Artist | Diploma in Drawing and Painting. |
| ✓ 29. Pandit Assistant | New Acharya/Acharya. |
| 30. Artist-cum-Photographer | Diploma in Fine Arts and Crafts with knowledge in Photography. |
| 31. Auditor | Degree with Accounts Certificates or three years experience on the subject. |
| 32. Junior Stenographer | Matric with proficiency in Stenography atleast 40 words per minute in typing and 80 words per minute in Stenography. |
| 33. Accountant | B.Com. with Intermediate Costing or Chartered Accountancy. |
| 34. Electrician Grade-II | Matric with I.T.I. and five years experience as Grade-III Electrician. |
| 35. Electrician Grade-III | Matric with I.T.I. and three years experience as Electrical Wireman. |
| 36. Store Keeper | Intermediate in Science. |
| 37. Driver (HV) | Driving Licence/Badge Aid preference will be given to Matriculates. |
| 38. Telephone Operator | Matric with I.T.I. |

39. Mason	Matric with I.T.I.
40. Mechanic	Matric with I.T.I.
41. Glass Blower	Matric with I.T.I. (Glass Blowing)
42. Proof Assistant	Matric alongwith diploma in Library Science/ Certificate in Library.
43. Key Punch Operator	B.Sc. with certificate in Key Punch.
44. Carpenter	Matric with I.T.I.
45. Draftsman	First or 2nd Class P. G. Degree
46. Laboratory Technician	First or 2nd Class Master Degree.
47. Junior Assistant	Degree with knowledge in typing.
48. Junior Typist	Matric with proficiency in Typewriting atleast 40 words per minute in typing.
49. Driver (LV)	Driving Licence in Light Vehicles and Technical skill on the mechanism.
50. Caretaker	Degree alongwith certificate in Catering and Book Keeping and Hotel Management.
51. Pasting Clerk	Matric
52. Copy Holder	Matric
53. Diarist/Despatcher	Matric
54. Junior Technical Assistant	B. Sc.
55. Section Cuttter	Matric with I.T.I.
56. Wireman	Matric with I.T.I.
57. Binder	Matric
58. Pump Driver	Matric with I.T.I.

Note :— *The qualification and experience etc. in respect of posts not covered under the Schedule, shall be such as prescribed by the State Government for the corresponding posts.*

SCHEDULE—B*See Rule 7 (5)***SUBJECTS FOR EXAMINATION—JUNIOR ASSISTANTS**

The examination shall consist of the following subjects carrying marks as shown against each :

- | | |
|----------------------|-----------|
| 1. English | 100 Marks |
| 2. Arithmetic | 100 Marks |
| 3. General Knowledge | 100 Marks |
| 4. Intelligence Test | 100 Marks |

All the subjects shall be examined by means of question papers. The candidates shall answer the question paper in English in writing unless otherwise specified.

STANDARD AND SYLLABUS FOR COMPETITIVE EXAMINATIONS

1. English
 - (a) An essay to be written in English on one of the subjects mentioned in the question paper approximately 400 words—20 marks.
 - (b) A letter or draft to be written in English on one of the subjects mentioned in the question paper—20 marks.
 - (c) One Oriya, Bengali, Hindi, Urdu or Telugu passage to be translated into English—20 marks.
 - (d) One English passage to be translated into Oriya, Bengali, Hindi, Urdu or Telugu—20 marks.
 - (e) Summary or Precis of one English passage mentioned in the question paper—20 marks.

Note : The standard shall be equal to that of the degree examination.

2. General Knowledge : Knowledge of current events and such other matters of everyday observations and experience as may be expected of an educated person.
3. Arithmetic : Vulgar fractions and Decimals, H.C.F. and L.C.M., simple and compound practice, Simple and Compound Interests, Percentage, Profit and Loss, Mixture, Partnership, averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems of Time and Work and Time and Distance.

Note : The question shall be of High School Certificate standard problems more easily solvable by algebraic methods need not be solved arithmetically.

4. Intelligence Test : The object of this paper would be to assess the intelligence, alertness, general outlook and potential qualities necessary for appointment.

AWARD OF MARKS :

If two or more candidates obtained equal marks in aggregate the order of merit shall be determined on the basis of marks secured by the concerned candidates in English and Arithmetic in the recruitment test.

APPENDIX—1

See Rule 7 (4) and 8 (4)

FORM OF APPLICATION FOR

Post applied for

- 1. Name of the applicant in full
(in Block Capitals)
- 2. Father's Name
- 3. Father's Occupation
- 4. Permanent Home Address
- 5. Present Address
- 6. Date of Birth as recorded in the
High School Certificate or
equivalent
- 7. Educational and other
qualifications

Examination or Degree passed	Name of the Board/University	Year of passing	Division Class obtained	Subjects taken
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8. Institutions attended with dates :

Name of the School/ College attended	Year of joining	Year of leaving	Examination passed
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- 9. (a) Candidate's mother tongue
- (b) Other languages known
- 10. (a) Married or Single
- (b) If married, whether he has
 more than one wife living

11. Whether employed in any Government Office/University/Corporation/Local Body and if so full particulars thereof

Name of the Body under which employed	Nature of post	Date of joining	Date of salary leaving	Reasons for leaving the service
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12. Whether the applicant is a member of Scheduled Caste/Scheduled Tribe/Physically Handicapped.

13. Whether the applicant has passed a test in Oriya equivalent to the Middle School standard or written non-language subjects in Oriya at the High School Certificate Examination.

ORISSA PUBLIC SERVICE COMMISSION

14. Furnish the list of documents enclosed to the application.

- 1.
- 2.
- 3.
- 4.
- 5.

DECLARATION

I solemnly declare that the entries made in the form are true to the best of my knowledge.

Date.....

Signature of the applicant

By order of the Chancellor
(Bhaskar Chatterjee)

Commissioner-cum-Secretary to the
Governor, Orissa

Memo No.455(5)/S.G. Raj Bhavan, Bhubaneswar

Dated 28th April, 1992

Copy forwarded to the Vice-Chancellor of the Utkal University/Berhampur University/Sambalpur University/Sanskrit University and Orissa University of Agriculture and Technology, Bhubaneswar, for information and necessary action.

Sd/

Deputy Secretary to the Governor
Orissa

Memo No.456(2)/S.G.

Dated 28th April, 1992

Copy forwarded to the Commissioner-cum-Secretary to the Government, Education Department, Orissa, Bhubaneswar/Director of Higher Education, Orissa, Bhubaneswar, for information.

Sd/

Deputy Secretary to the Governor
Orissa

Memo No. 457/S.G.

Dated 28th April, 1992

Copy forwarded to the Registrar, Berhampur University, Bhanja Vihar, Berhampur-7 with a request to publish the above Rules in the Berhampur University Gazettee and supply to all concerned.

Sd/

Deputy Secretary to the Governor
Orissa