

Government of Orissa  
Education & Youth Services Department.

XE/C-57/77. 23905 /E.S., Dated 8/7/77

From

Shri H.K. Mishra, O.E.S.,  
Deputy Secretary to Govt.

To

The Director of Public Instruction, Orissa.

Sub:-

Yard-stick for non-teaching staff in Non-Government Colleges.

Ref:-

Your letter No. 27188 dt. 9.5.77.

Sir,

With reference to your above quoted letter on the subject I am directed to say that, Government after careful consideration have been pleased to lay down the yard-stick for entertainment of non-teaching staff for the non-Government Colleges of the State as per the statements I, II, III and IV enclosed.

2. Further I am to state that while prescribing such yard-stick the actual roll-strength instead of the sanctioned strength of the institution(s) shall be taken into account. This, however, is to be computed taking into account the last 3 years' average strength (actual roll-strength) for institutions having facilities up to degree stage. In all other cases, the previous years' strength (actual roll-strength) shall be taken into account.

3. This order will be effective from 1.4.77 and direct payment to the non-teaching staff of the aided colleges should be regulated according to the yard-stick now fixed by Government.

Yours faithfully,

*H. K. Mishra*  
Deputy Secretary to Government.

P.T.O.

STATEMENT-I**YARD-STICK FOR THE NON TEACHING STAFF REQUIRED FOR LIBRARIES OF THE NON-GOVERNMENT COLLEGES**

Every college having roll strength up to 500 (five hundred) shall have the following staff :

(a) One Non Graduate Librarian (Intermediate in Arts, Science or Commerce) in the scale of Rs.300 – 410/-.

(b) One library attendant (class X pass) in the scale of Rs/215 - 265/-

No additional staff shall be appointed till the roll strength reaches 625 (Six Hundred Twenty Five)

2. A College having roll strength exceeding 625 (Six Hundred Twenty Five) shall have the following staff :

- (a) One Non Graduate Librarian (Intermediate pass)
- (b) A Library Attendant (Class X Pass or above)
- (c) A Library Watchman-cum-bearer in the scale of 200 – 250/- to keep watch over books in the Reading Room

No additional staff shall be appointed till the roll strength reaches 750 (Seven Hundred Fifty)

3. A College having roll strength exceeding 750 (Seven Hundred Fifty) and up to 1000 (One Thousand) shall have the following staff :

- (a) One Graduate Librarian in the scale of Rs.375 – 520/-
- (b) One Non-Graduate Librarian in the Scale of Rs.300 – 410/-
- (c) One Library Attendant in the scale of Rs.215 – 265/- and
- (d) One Library Watchman-cum-Bearer in the scale of Rs.200 – 250/- to keep watch over books in the Reading Room.

No additional staff shall be appointed till the roll strength is increased by another 250 (Two Hundred Fifty) students.

4. A College having roll strength exceeding 1250 (Twelve Hundred Fifty) and up to 1500 (Fifteen Hundred) shall have the following staff :

- (a) One Graduate Librarian.
- (b) One Non-Graduate Librarian
- (c) One Library Watchman-cum-Bearer.
- (d) One Library Bearer.

When the roll strength exceeds 1500 (Fifteen Hundred) the Graduate Librarian may be replaced by a Graduate Librarian with Diploma in Library Science and a Book-Binder-cum-Duffry may be appointed if the number of books exceeds 15,000 (Fifteen Thousand).

STATEMENT - II  
**YARD STICK FOR THE NON TEACHING STAFF  
 REQUIRED FOR SCIENCE LABORATORIES**

**1. Senior Laboratory Assistant : (Rs.400 – 620/-)**

Minimum qualification - B. Sc Pass for existing staff and for fresh recruitment having B.Sc (Hons). There shall be one Senior Laboratory Assistant ordinarily for 36 periods of practical work per week in B. Sc classes for pass and honours classes taken together.

**2. Junior Laboratory Assistant : (Rs.320 – 450/-)**

Minimum qualification – I. Sc pass or equivalent examination pass for the existing staff and for fresh recruitment having B. Sc qualification.

There shall be one Junior Laboratory Assistant ordinarily for 36 periods of practical work per week in I. Sc classes.

Note : (a) A practical period for the above purpose should be counted as one period irrespective of the number of the students in the group. When 32 students in a practical group meet in one practical class of .3 period duration, it should not be counted as 6 periods by assuming 16 students in each group.

(b) In subjects like Geography, Geology, Psychology, Anthropology and Domestic Science there shall be only one Senior-Laboratory Assistant for the Degree Classes and one Junior Laboratory Assistant for Intermediate classes.

**3. Store Keeper : (Rs.300 – 410/-)**

There shall be a store-keeper in each of the Science Deptt. of Chemistry, Physics, Botany and Zoology in colleges teaching up to B. Sc stage. (The minimum qualification shall be B. Sc pass for fresh students. There shall be no separate post of Instrument Keeper in any college.

Note : When the number of practical periods for Laboratory Asst. is 24 or less, no separate Store-keeper shall be appointed and the Laboratory Asst. shall be kept in charge of the Stores in addition to the duties as Laboratory Asst.

Where there are two Laboratory Assts. for whom the practical periods are 48 or less, the Junior Laboratory Asst. should function as the Store-Keeper in addition to his own duties as Laboratory Assistant.

**4. Mechanic : (Rs.240 – 315/-)**

There shall be only one post of Mechanic in the Department of Physics in a college. The minimum qualification for fresh recruits having a pass in H.S.C Examination or equivalent thereof along with a Diploma or Certificate in Mechanics / or Electricals from any recognized institutions.

**5. Artist –cum – Photographer : (Rs.320 – 500/-)**

There shall be one post of Artist-cum-Photographer in a college for teaching Botany or/and Zoology provided there is provision for teaching of Honours. This post is admissible subject to the condition that, there cannot be more than one Artist-cum-photographer for any College.

**6. Compounding Assistant :**

No Compounding Asst. shall be appointed and the work shall be managed by Laboratory Asst. with the assistance of the Laboratory Bearer in the Chemistry Department.

**7. Specimen Collector :**

No Specimen Collector shall be appointed. The sweeper of the college shall be asked to collect specimens for the Zoology Dept. as and when occasion arises.

**8. Bearers : (Rs.200 – 250/-)**

The number of Laboratory Bearers shall be equal to the number of posts of laboratory assistants in a Deptt. In Zoology Deptt for teaching up to the Honours stage, there shall be one additional bearer for the Animal House and Froggery.

In subjects like Geography, Anthropology, Domestic Science and Psychology, there shall be one bearer in each Deptt. irrespective of the level of teaching and irrespective of the number of lab assts.

**9. Gardener : (Rs.215 – 265/-)**

One post shall be admissible to the Botany Deptt. only. The Gardener shall be required to collect specimens for the Botany Deptt. in addition to his own duties as Gardener.

**10. Gasman : (Rs.215 – 265/-)**

This post shall be admissible to Chemistry Deptt. only. Provided the college has gas plant functioning. There shall be two such posts where there is provision for teaching up to B. Sc stage. Such post shall not be admissible where gas is used from Commercial gas.

## STATEMENT - III YARD STICK FOR APPOINTMENT OF MINISTERIAL STAFF

1. Colleges having roll-strength up to 250 (Two Hundred Fifty)
- (a) One U.D. Clerk in the scale of pay Rs. 300 - 410/-
  - (b) One L.D. Clerk in the scale of pay Rs. 255 - 360/-
  - (c) One L.D. -cum-Typist in the scale of pay Rs. 255-360/-

Provided, however, that where the roll-strength reaches 350 (Three Hundred and Fifty) the staff shall consists of

- (a) One Head Clerk in the scale of pay Rs. 320 - 450/-
- (b) One U.D. Clerk in the scale of pay Rs. 300-410/-
- (c) One L.D.C-cum-Typist in the scale of pay Rs. 255-360/-

2. Colleges having roll strength of 500 (Five Hundred) or above upto 625 (Six Hundred Twenty Five) the staffing pattern shall be

- (a) One Head Clerk
- (b) One U.D. Clerk
- (c) One L.D. Clerk
- (d) One L.D.C-cum-Typist

Provide, however, that where the roll strength reaches 625 (Six Hundred Twenty Five) and for further increase up to 750 (Seven Hundred Fifty) the staffing pattern shall be ;

- (a) One Head Clerk
- (b) One U.D. Clerk
- (c) One Accountant in the scale of pay Rs. 300 - 410/-
- (d) One L.D. Clerk and
- (e) One L.D. cum- Typist

3. Colleges having roll-strength of 751 (Seven Hundred Fifty One) to 1000 (One Thousand) the staffing pattern shall be as follows :

- (a) One Head Clerk
- (b) One Accountant
- (c) One U.D. Clerk
- (d) One Cashier in the scale of pay Rs. 255 - 360/-
- (e) One L.D. Clerk
- (f) One L.D-cum-Typist

Provided, however, when the roll-strength increases by another 250 (Two Hundred Fifty) the above staff shall be increased by one more L.D. Clerk and for further increase of 250 (Two Hundred Fifty) the college shall be entitled to have one more U.D. Clerk. For any increase beyond 1500 (Fifteen Hundred) one more L.D.-cum-Typist shall be appointed for every additional increase of 500 (Five Hundred) students.

Provided, however, that, where the roll-strength exceeds 2,000 (Two Thousand) one more U.D. Clerk may be appointed.

Statement – IV  
**Yardstick for Class IV Staff other than the Class IV Staff required  
 for Library and Laboratory**

Every college shall have the following Class IV staff.

- (a) One post of Peon for the Office of the Principal in the scale of Rs.200 – 250/-  
 Provided, however, that where facilities for teaching up to degree stage exist, one orderly peon may be sanctioned.
- (b) One peon in Accounts, Cash and Collection Section in the scale of pay of Rs.200-250/-  
 Provided, however, that where student strength exceeds 2000 (Two Thousand) one additional post may be sanctioned.
- (c) One peon for Admission and Examination Sections in the scale of pay Rs.200-250/-.  
 Provided, that where the student strength exceeds 1500 (Fifteen Hundred) one additional post may be sanctioned.
- (d) One post of Duffry in the scale of pay of Rs.215 – 265/- for the colleges having students strength above 1000 (one thousand).  
 Provided, however, that when the students strength exceeds 2000 (Two Thousand) one more post may be sanctioned.
- (e) One post of Peon for attendance registers who will also remain in charge for staff common room in the scale of Rs.200 – 250/-
- (f) One post of Peon for Boy Student's Common Room in the scale of pay of Rs.200 – 250/-
- (g) One post of Lady attendant for Women Students Common Room in the scale of pay of Rs.200 – 250/-.
- (h) One post of Watchman in the scale of pay of Rs.200 – 250/-.
- (i) One post of Sweeper in the scale of pay of Rs.200 – 250/-.