Government of Odisha
General Administration & Public Grievance Department
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No 665(e)/Gen., Bhubaneswar,
GAD-SC-GCS-0150-2024

dated the 07th Jan, 2025

From

Shri Sashank Sekhar Dash, OAS,
Additional Secretary to Government.

To

All Departments of Government.

Sub: Model Service Rules in respect of the District Ministerial cadres existing under different Departments.

I am directed to say that uniform structuring model for all District Ministerial Cadres existing under different Departments was issued vide this Department Resolution letter No.8898/Gen., dated 15.03.2024. As per this Resolution, restructuring of each District Ministerial Cadre has to be done by the Administrative Department as per their requirements which is to be approved by GA&PG and Finance Department. Thereafter, each Department is required to frame separate recruitment rules for each District Ministerial Cadre to regulate the method of recruitment and conditions of service of persons appointed in the said cadre.

In order to maintain uniformity in the cadre rules, a copy of the Model Service Rules is annexed herewith for reference. The respective Departments are to frame the cadre rule taking this model rule as reference and making required modification.

The Departments of Government are also advised to submit the copy of Restructuring order while referring the file seeking concurrence of GA&PG Department on cadre rules.

07/01/2025

Additional Secretary to Government

Memo No. 666 /Gen., Bhubaneswar dated the 07th Jan, 2025

Copy forwarded to the Sr. PS to Additional Chief Secretary, GA&PG Department for kind information of Additional Chief Secretary, GA&PG Department.

Additional Secretary to Government

Memo No. 667 /Gen., Bhubaneswar dated the 07th Jan, 2025

Copy forwarded to GA&PG Department Library (20 copies/Guard file (SC Branch)(20) for information and necessary action.

Additional Secretary to Government

Memo No. 668 /Gen., Bhubaneswar dated the 07th Jan, 2025

Copy forwarded to A.R. Cell, G.A. & P.G. Department with a request to hoist this letter in the website of G.A. & P.G. Department.

Additional Secretary to Government

No. _____/....,

GOVERNMENT OF ODISHA

..... DEPARTMENT

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NOTIFICATION

Bhubaneswar, dated the .....

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the provisions contained under any other rules, Orders, Instruction; except as respects things done or omitted to be done before such supersession, the Governor of Odisha hereby makes the following rules to regulate the method of recruitment to the posts of Junior Assistants, Senior Assistants, Assistant Section Officer, Section Officers, Establishment Officer and Senior Establishment Officer in the District Offices and offices Subordinate thereto under the ..... Department, namely :-

1. Short title and commencement- (1) These rules may be called the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants, Assistant Section Officer, Section Officers, Establishment Officer and Senior Establishment Officer in the District Offices and offices Sub-ordinate thereto under the ..... Department) Rules, 2025.

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

2. Definitions- (1) In these rules, unless the context otherwise requires, -

(a) "Appendix" means the Appendix appended to these rules;

(b) "Appointing Authority" means the..... (Head of District Offices);

(c) "Cadre" means the District Cadre comprising District Offices and Sub-ordinate offices thereto functioning under .....Department of the Government;

(d) "Commission" means the Odisha Sub-ordination Staff Selection Commission;

(e) "District Office" means an office subordinate to and under the administrative control of a Head of Department mentioned in Appendix 3 of the Odisha Service Code;

(f) "Committee" means the Departmental Promotion Committee;

(g) "Government" means the Government of Odisha;

(h) "Scheduled Castes" and "Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Article 341 and 342 of the Constitution of India, respectively;

(i) "SEBC" means the Socially and Educationally Backward Classes as defined in clause (a) of section 2 of the Odisha State Comission Backward Classes Act, 1993;

(j) "Persons with Disabilities" means persons who have been granted with disability

certificates by competent authority as decided by the Government from time to time;

(k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808/Gen. dated 18th November 1985 of General Administration Department; and

(l) "Departmental Examination" means the Preliminary and Final Accounts Examination conducted by the Board of Revenue;

(m) "Year" means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

3. Constitution of Service - The service shall consist of the following posts (as may be decided as per requirement), namely :-

(a) Junior Assistant ;

(b) Senior Assistant;

(c) Assistant Section Officer

(c) Section Officer.

(d) Establishments Officer; and

(e) Senior Establishment Officer

PART- II

METHODS OF RECRUITMENT

4. Methods of Recruitment- Subject to other provisions made in these rules, the Recruitment to the Posts in the service shall be made by the following methods :-

(1) Recruitment to the posts of Junior Assistants shall be made by way of:

(i) Direct recruitment through the competitive examination.

(ii) Promotion from amongst the Group-D employees.

(2) Appointment to the post of Senior Assistant, Assistant Section Officer, Section Officer, Establishment Officer and Senior Establishment Officer shall be made by way of promotion from amongst the Junior Assistant, Senior Assistant, Assistant Section Officer, Section Officer and Establishment Officer respectively.

5. Reservations- 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 of 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, Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

PART-III

DIRECT RECRUITMENT

6. Recruitment Procedure-(1) As nearly as but not more than 80% of the sanctioned strength of Junior Assistant posts in the service shall be filled up by way of competitive examination to be held once in a year by the Commission.

(2) The date on which and the places at which the examination are to be held, shall be as decided by the Commission.

(3) The standard, syllabus and subjects of examination shall be as set forth in Appendix I.

(4) In the month of January each year, the appointing authority shall intimate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment, to the Commission indicating there in the number of posts belonging to different reserved categories as specified under Rule 5.

(5) On receipt of the requisite information, the Commission shall issue advertisements inviting applications in two daily leading newspapers as well as in their website for wide circulation for appearing in the competitive examination for the posts of Junior Assistants.

(6) The application forms, the manner of submission of application, the documents required to be accompanied with the application form, and scrutiny of applications shall be such as may be decided by the Commission.

(7) The Commission shall prepare the select list district wise from amongst the candidates belonging to that district only. The Commission shall submit select list to the appointing authority against the number of vacancies notified. The Select list shall be the base for preparation of the gradation list.

(8) Appointment shall be made as per the select list.

(9) Once appointed in the post in a District Office, a candidate shall not be transferred outside the District Office by the appointing authority, except for administrative reasons or in public interest.

(10) Notwithstanding anything to the contrary in sub-rule (9), where a Junior Assistant by a representation addressed to the Head of the Department concerned, seeks on his/her own account, transfer from one district to another, the Head of the Department may allow such transfer subject to the following conditions, namely :-

(a) the Junior Assistant seeking such transfer must have rendered not less than three years of continuous regular service in the district in which he/she is serving;

(b) vacancy is available in the district to which the transfer is sought;

(c) the Junior Assistant shall, upon such transfer, forfeit his/her seniority for his/her past service and shall, in the gradation list of Junior Assistant in relation to the year in which he/she is transferred rank below the junior most Junior Assistants of the district to which he/she is so transferred:

Provided that where two or more Junior Assistants join a district office in a particular year on transfer under the sub-rule, the inter-se-seniority of such Junior Assistants shall be determined taking into account the period of service rendered by them prior to such transfer;

(d) the last pay drawn by the Junior Assistant shall be protected and his/her normal date of annual increment shall remain unchanged without prejudice to the operation of any other rules applicable to his/her; and

(e) Subject to above, the past service of the Junior Assistant shall count for calculation of leave and pension and other benefits.

Note - A mutual transfer shall also be subject to the provisions of this sub-rule.

7. Eligibility criteria for Direct Recruitment- A candidate, in order to be eligible for direct recruitment must, -

(a) be a citizen of India.

(b) have attained the age of 21 years and must not be above the age of 32 years as on the 1st day of January of the year in which recruitment is made.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories.

Provided further that notwithstanding anything contained in this rule, a Group D employee who is not more than forty years of age as on the 1st day of January of the year in which recruitment is made and possesses the requisite eligibility criteria prescribed under sub-rule (a),(c), (d), (e), (f) and (g) shall be eligible to appear in the competitive examination for recruitment to the Posts of Junior Assistant in the District Offices.

(c) be able to read, write and speak Odia; and have-

(i) passed Middle School examination with Odia as a language subject; or

(ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or

(iii) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government ; or

(iv) passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department; and

(d) must not have more than one spouse living, if married :

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

(f) must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to

satisfy these requirements shall not be appointed to the service.

Provided that the Collector may, if satisfied that there are special reasons for doing so exempt any person from the operation of this sub-clause.

(g) **Minimum Educational Qualification:** The candidate must have passed +3 in Arts/Science/Commerce or such other qualification as are equivalent to +3 examination with knowledge of Computer skill.

PART-IV

RECRUITMENT THROUGH PROMOTION TO THE POST OF JUNIOR ASSISTANT

8. Percentage of filling of vacancies and eligibility criteria- (1) As nearly as but not less than 20% of the sanctioned strength of Junior Assistant posts in the office of the District Offices and offices Sub-ordinate thereto shall be filled up by way of promotion from amongst the Group D employees of the District Offices of the concerned District on the basis of recommendation of the Departmental Promotion Committee constituted under Sub-rule (1) of Rule 10:

Provided that in case required number of Group D employees are not available for promotion to the posts of Junior Assistant in a particular year, these vacancies shall be filled up by candidates recruited under Clause (i) of Sub-rule (1) of Rule 4.

(2) No Group D employees shall be eligible for consideration for promotion to the post of Junior Assistant unless he/she has given willingness to that effect in writing and has put in minimum of 10 years of continuous service as on 1st day of January of the year in which the Committee meets and has passed the Matriculation or equivalent examination with knowledge of Computer skill.

(3) The promotion of Group D employees to the post of Junior Assistant shall be based on the following criteria:-

(i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record, the employee concerned shall be treated to have a clean career of service.

(ii) Computer skill test shall be conducted by the Departmental Promotion Committee. The test shall be of qualifying in nature.

(4) The Subordinate District Offices functioning under the appointing authority shall furnish the list of eligible Group 'D' employees along with their service particulars to the appointing authority basing on the date of appointment for consideration of promotion to the rank of Junior Assistant.

(5) A gradation list of all the recommended eligible group-D employees shall be prepared by the appointing authority basing on the date of appointment for the purpose of consideration of promotion to the rank of Junior Assistant.

(6) The appointing authority shall allocate Offices to the selected candidates.

PART-V

PROMOTION TO THE POST OF SENIOR ASSISTANT, ASSISTANT SECTION OFFICER, SECTION OFFICER, ESTABLISHMENT OFFICER AND SENIOR ESTABLISHMENT OFFICER

9. Eligibility Criteria for Promotion-(1) No Junior Assistant shall be considered for promotion to the post of Senior Assistant, unless he/she has rendered at least six (6) years of continuous service as such on the first day of January of the year in which the Committee meets and has passed the Preliminary Accounts Examination as laid down in rule 15.

(2) No Senior Assistants shall be considered for promotion to the post of Assistant Section Officer, unless he/she has rendered at least four (4) years of continuous service as such on the first day of January of the year in which the Committee meets and has passed the Final Accounts Examination as laid down in rule 15.

(3) No Assistant Section Officer shall be considered for promotion to the post of Section Officer, unless he/she has rendered at least four (4) years of continuous service as such on the first day of January of the year in which the Committee meets.

(4) No Section Officer shall be considered for promotion to the post of Establishment Officer, unless he/she has rendered at least one (1) year of continuous service as such on the first day of January of the year in which the Committee meets.

(5) No Establishment Officer shall be considered for promotion to the post of Senior Establishment Officer, unless he/she has rendered at least one (1) year of continuous service as such on the first day of January of the year in which the Committee meets.

10. Constitution of Committee- (1) There shall be a Departmental Promotion Committee consisting of the followings officers to consider the case of promotion of eligible employees to the posts of Junior Assistants, Senior Assistants and Section Officers, namely –

(a)	Appointing authority	:	Chairman
(b)	Any senior officer of the District Office to be decided by the Administrative Department	:	Member
(c)	District Welfare Officer of the concerned District	:	Member
(d)	Establishment Officer or any other officer of the concerned District Office to be decided by the Administrative Department	:	Member convenor

(2) The Department Promotion Committee shall consider the suitability of eligible employees for promotion to the higher grade and accordingly prepare a list of such employees. The list prepared by the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman:

Provided that the member so absenting was duly invited to attend the meeting of the Committee and the majority of the members of the Committee attended the meeting.

(3) The Departmental Promotion Committee shall conduct a qualifying Computer Skill Test of eligible Group-D employees for consideration of promotion to the post of Junior Assistant.

11. Procedure for Selection by the Committee-(1) The Committee shall meet at least once in a year preferably in the month of November of the preceding year for consideration of promotion to the post of Junior Assistant, Senior Assistant, Assistant Section Officer, Section Officer, Establishment Officer, and Senior Establishment Officer taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the promotion cases of suitable officers and preparing the list, shall follow the provisions of –

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

(b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;

(c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and

(d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

(e) the Odisha Rights of Persons with Disabilities Rules, 2018.

12. Select List-(1) The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Assistants and by the Committee in case of promotion to the posts of Junior Assistants, Senior Assistants, and Assistant Section Officer shall form the select list upon publication for general information and approval of the Appointing Authority respectively.

(2) The recommendations of the Committee in respect of Section Officer, Establishment Officer and Senior Establishment Officer along with a list of eligible candidates, including those, who have not been recommended together with the Service particulars, shall be referred to the Commission for concurrence and on obtaining concurrence of the Commission; the same shall be from the Select List.

(3) The lists referred to under sub-rule (1) shall ordinarily be in force for a period of one year from the date of its publication/ approval of the Appointing Authority or until another select list is prepared afresh whichever is earlier.

(4) Appointment to any post in the service shall be in the order in which their names appear in the select list.

PART-VI

OTHER CONDITIONS OF SERVICE

13. Probation and Confirmation-(1) All persons appointed to the post in the service shall be on probation for a period of two years in case of direct recruitment and one year in case of promotion which shall be counted from the date of joining the post ;

Provided that the period of probation shall not include the following:-

(a) Extra-ordinary leave,

(b) Period of unauthorized leave,

(c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his/ her former post, if he/she is a promotee.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be deemed to have been confirmed in the service

14. Inter-se-seniority- (1) The relative seniority of each person appointed to a particular cadre of the service in a particular year shall be determined with reference to his/her position in the respective select list.

(2) The persons appointed in a particular year under clause (ii) of Sub-rule (1) of Rule 4 shall take rank below those appointed under clause (i) of Sub-rule (1) thereof.

15. Departmental Examination- (1) The Junior Assistant of the District Offices and Sub-ordinate Office thereto shall be required to pass the Preliminary Accounts Examination which is held by the Board of Revenue under Rule 163-A of the Bihar and Odisha Board's Miscellaneous Rules, 1928.

(2) The Senior Assistant of the District Offices and Sub-ordinate Office thereto shall be required to pass the Final Accounts Examination which is held by the Board of Revenue under Rule 163-A of the Bihar and Odisha Board's Miscellaneous Rules, 1928.

(3) No one shall be exempted from passing the Departmental examinations.

NOTE:- The Accounts Examination passed from MDRAFM shall not be treated as equivalent to the Accounts Examination conducted by the Board of Revenue, Odisha, Cuttack.

16. Other conditions of service- The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

PART-VII

MISCELLANEOUS

17. Relaxation- When it is considered by the Government that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of employees.

19. Interpretation- If any question arises relating to the interpretation of these rules, it shall be referred to the Government in ..... Department whose decision thereon shall be final.

By order of the Governor

..... Secretary to Government

"APPENDIX -I

[See Rule 6 (3)]

Scheme and Subjects for the Examination

Subjects	Maximum Marks	Time

Written Test		
Language Test (English & Odia)	75 (English-40 marks, Odia-35 marks)(objective)	3 hours
General Knowledge (Objective)	35	
Mathematics (Objective)	35	
Basic Computer Skills(Objective)	35	
TOTAL:	180	
Practical Skill Test		
Basic Computer Skills	35 marks	1 hour

NOTE: (i) The standard of examination shall be equivalent to that of Secondary School Examination.

(ii) Those who will qualify the written test shall be called for the practical skill test.

i. The practical skill test shall be of qualifying nature.

ii. In the Written Test there shall be negative marking for each wrong answer and for each wrong answer 1/4th mark (i.e. 0.25 mark) shall be deducted from the marks awarded for correct answer.

SYLLABUS

1. Language Test (English and Odia).

A. English Language Test: — (40 marks)

(i) Verbs, Tenses, Modal, Active and Passive voice, Subject-verb Agreement.

(ii) Connectors, Types of Sentences, Direct and Indirect speech, Comparison.

(iii) Articles, Noun, Pronouns, Prepositions.

(iv) Unseen passage (400-450 words in length) with a variety of comprehension questions.

B. Odia Language Test : — (35 marks)

(a) GRAMMAR

(i) Transformation of sentences:

(Affirmative, Negative, Interrogative, Exclamatory

Simple, Compound, Complex)

(ii) Transformation of words:

(noun to adjective and adjective to noun)

(iii) Sandhi

(iv) Samasa

(v) Antonyms and Synonyms

(vi) Correction of common errors in words

(vii) Idioms and Phrases

(viii) Taddhita and Krudanta

(ix) Punctuation marks

(b) COMPOSITION

Translation (from English to Odia of objective type)

(c) COMPREHENSION OF AN UNSEEN PASSAGE

Five short questions to be asked.

2. General knowledge: — (35 marks)

In this category, there should be a series of 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, persons and uses,

(f) Current events with places and personalities, and

(g) Matching questions of miscellaneous type.

3. Mathematics:— (35 marks)

(i) Number System

(ii) HCF and LCM

(iii) Squares 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 question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills: — (35 marks)

(i) MS Windows: Introduction of Windows

(ii) MS Office: MS Word, MS Power Point, MS Excel and MS Access

5. **Practical Skill Test: —**

Topics for practical test: — (35 marks)

(I) WINDOWS operating system

To test some of the following basic system operations on file/folder(s):

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

(II) MS WORD: A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting text and paragraph
- Page and Paragraph Set up
- Inserting pictures and Word Art

(III) MS POWER POINT: A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides

(IV) MS EXCEL: A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting cells and data

- Functions & Formulas (Relative, absolute and Mixed reference)

(V) MS ACCESS: A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database
- Setting the primary key

* Printouts of the document(s) should be attached with the answer sheet."