
They shall come into force on the date of their publication in the Orissa Gazette.

Definitions

(a) "Appointing Authority" means the Inspector-General of Prisons.
(b) "Committee" means the Selection Committee constituted under Rule 11.
(c) "Government" means the Government of Orissa.
(d) "Select list" means the list of candidates approved under Rules 13 and 8.
(e) "Service" means the Orissa Subordinate Correctional Service.
(f) "Year" means the calendar year.

Constitution of Service

The cadre of the Service shall consist of the following categories of posts of the Jail Department, namely:

(a) Prison Welfare Officers which include Lady Prison Welfare Officers,
(b) After Care Officers,
(c) Subdivisional Probation Officers, and
(d) such other posts as may be included in the service by the Government from time to time by issue of order in that behalf.

Method of recruitment and appointing authority

4. (1) Save as otherwise provided in these rules, recruitment to the posts of the Service shall be made both by direct recruitment and by promotion on the basis of selection in the ratio of 70:30.

Provided that in case of non-availability of suitable lady candidate for promotion to their posts of Lady Welfare Officer in a year, the same shall be filled up by direct recruitment.

(2) The Inspector-General of Prisons shall be the appointing authority in respect of the posts included in the Service.

(3) The appointing authority shall decide ordinarily in the month of January of each year the number of vacancies required to be filled up by direct recruitment and by promotion.

Direct recruitment

5. Direct recruitment to different categories of posts in the Service shall be made on the basis of competitive examination to be conducted by the I.G., Prisons or such authority as may be notified by the Government from time to time.
6. (1) The appointing authority shall place requisition with the Employment Exchange indicating
the number of vacancies required to be filled up by the candidates belonging to the Schedule
Castes/Scheduled Tribes, Ex-Servicemen Physically Handicapped Persons, Sportsmen and
Women. In case of non-availability from Employment Exchange recruitment shall be made from
the open market through advertisement.

(2) The post of Lady Prison Welfare Officer shall be filled up by the Lady candidates
only.

Condition of eligibility

7. In order to be eligible to appear in the competitive examination, a candidate must
satisfy the following conditions, namely —

(i) He shall be a Citizen of India.

(ii) He shall be able to speak, read and write Oriya, and shall have Oriya as a
language subject in the H.S.C. Examination or an equivalent examination or
has been declared to have passed a test in Oriya language equivalent to the
Middle School standard conducted by the Education Department of the Gover-
ment of Orissa.

(iii) He shall be under thirty-two years and over twenty-one years of age on the
first day of January of the year, in which applications are invited:

Provided that the maximum age-limit in the case of candidates belonging to Schedule
Castes or Scheduled Tribes and women shall be relaxed by five years:

Provided further that the upper age-limit in the case of candidate belonging to Ex-Servicemen
shall be relaxed on the basis of the Orissa ex-servicemen (Recruitment to State Civil Services
and Posts) Rules, 1985 and in case of handicapped persons the upper age-limit shall be relaxed by
ten years.

Note—Evidence of age which shall be accepted is the date of birth entered in the H.S.C.,
Examination or Matriculation or Secondary School Leaving Certificate or a Certificate
recognised by an Indian University as equivalent thereto.

(iv) He should have hold a Bachelor’s Degree from any University incorporated by an Act of
the Central or a State Legislature in India or an Educational Institution established by
an Act of Parliament or deemed to be a University under Section-3 of the University
Grants Commission Act, 1956 or a foreign University approved by the Central
Government from time to time:

Provided that preference shall be given to a candidate having Psychology/Sociology as
subjects in the Bachelor’s Degree Examination.

Note—Copies of only degree certificates or provisional certificates issued by the
University duly attested by a Gazetted Officer as true copies shall be accepted as evidence
of educational qualification.

The original shall be produced at the time of Viva-Voce test.

Select list:

8. (1) After completion of the selection of suitable candidates a list of successful
candidates is to be prepared in order of merit and equal to the number of vacancies, in
respect of which requisition has been made for being filled up by the direct recruitment.
The list is to be furnished to the appointing authority.

(2) The list of successful candidates shall be placed before the appointing authority
for approval of the select list which shall remain in force for a period of one year from
the date of approval by the appointing authority.

Recruitment by promotion,

9. (f) Subject to the provisions of Rule 4 promotion of in-service candidates who are in the
need for appointment to different categories of posts in the service by way of selection in any
particular year shall be as follows:

(a) Twenty per cent of the vacancies required to be filled up by promotion in a year shall
be filled up by selection of eligible ministerial officers working in the office of District
Probation/Sub-divisional Probation Office, After-care Offices, Prison Welfare Offices
and Central Home.

(b) The remaining ten per cent of the vacancies shall be filled up by selecting suitable officer(s)
from among the Senior Assistants of the Prison Directorate.

Eligibility for promotion

10. In order to be eligible for promotion by way of selection under Rule 10 an employee
should have:

(i) completed at least 10 years of continuous service in the ministerial cadre of the afo-
mentioned offices under the Jails Department on or before the 1st January of the recruit-
ment year.
Provided that a "Case Worker" (Graduate in qualification) working in Central Home shall be eligible for selection after completion of five years of continuous service on the aforesaid date:

Provided further that no employee, whose age exceeds 45 years, shall ordinarily be eligible for promotion.

(ii) the minimum educational qualification is a Bachelor's Degree in any discipline from any recognised University.

(iii) passed the Departmental examination, if any, prescribed for the post held by him.

(iv) passed a test in Oriya language equivalent to Middle School standard.

11. (1) There shall be a Selection Committee for selection of suitable candidates for appointment by promotion with the following members:

1. Inspector-General of Prisons Chairman
2. Joint Secretary (Jails) and in his absence Deputy Secretary (Jails) of Home Department. Member
3. Deputy Inspector-General of Prisons Member-Secretary

(2) On receipt of intimation from the appointing authority the respective Heads of Offices shall recommend names of eligible ministerial officers having the requisite qualification and experience etc. to the L.G. of Prisons.

(3) The Member-Secretary of the Committee shall prepare the consolidated list of the eligible officers from out of the list of candidates recommended under Sub-rule (2) and place their up-to-date confidential character rolls together with three attested copies of each of the same Service Books and other required documents before the Committee.

(4) The consolidated list shall be prepared on the basis of the total length of their continuous service in different grades rendered in offices mentioned in Sub-rule (a) of Rule 9.

12. (1) The consolidated gradation list of the eligible Ministerial Officers along with other documents shall be placed before the Committee which shall consider the cases and prepare list of officers who are found fit for promotion to different posts in the service.

(2) For preparation of list of Officers fit for promotion to the Service, the Committee shall consider the cases of officers who are coming within the zone of consideration as prescribed in Orissa Civil Service (Zone of Consideration for Promotion) Rules, 1988 and the O. R. V (for S. C. and S. T.) Act, 1975 and rules framed thereunder.

(3) Selection of ministerial officers for inclusion in the list prepared by the Committee under Sub-rule (1) shall be based on merit-cum-suitability with due regard to seniority.

(4) The Committee while considering the suitability of the candidates shall scrutinise the Confidential Character Rolls of last five years immediately preceding the year in which the Committee meets.

(5) The Committee shall recommend the names of the candidates equal to the number of vacancies in different posts in the service to be filled up by promotion under Rule 9.

13. (1) The list prepared by the Committee under Rule 12 shall be placed before the appointing authority for approval and after such approval, the lists shall be called the Select List.

(2) The select list shall remain in force for a period of one year from the date of its approval by the appointing authority.

14. The appointing authority, after receiving the list of successful candidates under Rule 8 shall take immediate steps to verify the antecedents of the successful candidates for giving appointment through direct recruitment.

Provided that the names of such candidates as are adversely reported upon shall be struck off from the list:

Provided further that in exigencies of public service the appointing authority may appoint a selected candidate subject to verification of his antecedents.

15. Every candidate selected for appointment by direct recruitment shall be examined by the State Medical Board and names of candidates found unsuitable by the State Medical Board shall be struck off from the select list.
16. Appointment to different categories of posts in the service by direct recruitment and by selection shall be made by the appointing authority in order in which the names appear in the respective list.

17. The candidates selected for appointment by direct recruitment and by promotion from among Departmental candidates shall undergo such training in the Orissa Jail Training School as may be decided by the appointing authority.

18. (1) Every officer appointed by direct recruitment shall be on probation for a period of two years and by promotion from among Departmental candidates shall be on probation for a period of one year:

Provided that the appointing authority may, for good and sufficient reason, to be recorded in writing, extend the period of probation of an officer by such further period not exceeding one year.

(2) The period of probation shall count from the date of which the officer joins his appointment.

(3) The appointing authority may terminate the services of a directly recruited officer and revert an officer selected from among departmental candidates to his substantive post at the end of the period of probation if the conduct and performance of the officer is found unsatisfactory for permanent appointment to the service.

19. (1) All officers in the cadre, unless specifically exempted by the appointing authority shall be required to pass the Departmental Examination prescribed in the Appendix.

(2) No Officer shall be allowed to draw a second increment unless he has passed the Departmental Examination in all the subjects in the lower standard.

20. No Officer shall be confirmed in the service unless he has passed the Departmental Examination in all the subjects and completed the period of probation satisfactorily.

21. (1) Subject to sub-rule (2) the seniority, inter se of Officers appointed to any post of the service in a particular year shall be determined in the order in which their names find place in the select list.

(2) When Officers are appointed by promotion from among departmental candidates and by direct recruitment during the same year, the former shall be senior to the latter irrespective of their date of appointment.

22. (a) Vacancies in the service shall be reserved for candidates belonging to Scheduled Castes/Scheduled Tribes as per provision contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and Rules framed thereunder.

(b) Reservation of vacancies shall be made for the physically handicapped candidates as per the decision of the Government in the General Administration Department.

(c) Reservation of vacancies shall be made for ex-servicemen as provided in the Rules.

(d) Reservation of vacancies shall be made for Sportsmen as per the decision of the Government, in the General Administration Department.

(e) 32-32% of vacancies shall be reserved for women in terms of General Administration Department Resolution No. 43328-Gen., dated the 23rd December 1992.

23. Notwithstanding anything contained in these rules Government may, for reasons to be recorded in writing, relax any of the provisions of these rules for any class or category of persons in the public interest.

24. All rules, instructions corresponding to the provisions of these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that anything done or action taken under the provisions of the rules and/or instructions so repealed shall be deemed to have been done or taken under the provisions of these rules.

25. If any doubt arises relating to the interpretation of these rules, the same shall be referred to Government in the Home Department for decision.
APPENDIX

(See Rule 19 (1))

Departmental Examination

1. There shall be two standards of the examination—

(a) Lower Standard and (b) Higher Standard. Each Standard will comprise of two papers.

(a) Lower Standard—Questions will be of simple and general nature to be answered without books. The coverage of the papers will be as follows:


(b) Higher Standard—The question will be more difficult than question in lower standard and will be of practical character to be answered with books. The coverage of the papers will be as follows:


Note—For the papers with books only unannotated Codes or Acts and Manuals will be allowed in answering the papers.

2. Each paper will contain maximum mark of 100 and pass marks shall be 50. The duration of the test in each paper will be 2 hours.

3. The examination will be held at Bhubaneswar once a year, ordinarily in November, under the supervision of the Inspector-General of Prisons.

4. The intending examinees shall make applications through their respective heads of offices by 30th September positively to appear at the examinations indicating the papers in which they want to appear.

5. Travelling allowance shall be allowed to the examinees in accordance with the Orissa Travelling Allowance Rules.

[No. 23443—Ils.—CS.—16/93-II.]

By order of the Governor

B. C. PATNAIK

Principal Secretary to Government

Printed and Published by the Director, Printing, Stationery and Publication, Orissa, Cuttack-10
Ex. Gaz. 230—211+100