



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

No. A-90-2012/ 42208 /Min.
To


Date: 23.11.2021.

All Heads of Police Establishments, Odisha.
(including Vigilance, Home Guards, Fire Services & Civil Defence Directorate),

Sub: Odisha District Police Ministerial Service (Method of Recruitment and Conditions of Service) working under the District Police Offices Rule, 2021.

Enclosed, please find herewith a copy of Home Department Notification No.28802/D&A, dated.28.10.2021 duly published in the Odisha Gazette No.1770 regarding Odisha District Police Ministerial Service (Method of Recruitment and Conditions of Service) working under the District Police Offices Rules, 2021, which is self explanatory.

As such, you are requested to circulate the same among all the ministerial officers of DPO Cadre (including all Group-D employees) under your control for their awareness.


23/11/21
I.G. of Police (Personnel),
Odisha, Cuttack.

OD

No. 42209
23.11.21

Copy along with its enclosures forwarded to all Senior Officers for information.

ii) Copy along with its enclosures to all Branch Officers/ all Sectional Heads/all Res Sections / Librarian to do the needful.

iii) Copy along with its enclosures to IT Cell for information and necessary action. He is requested to upload the same in the Odisha Police Website.

www.odishapolice.gov.in
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HOME DEPARTMENT

NOTIFICATION

The 29th October, 2021

No.38061.—HOME-DAI-RULE-0001-2021/D&A.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of Odisha District Police Ministerial Officers (Method of Recruitment and Conditions of Service) Rules, 1995, except as respects things done or omitted to be done before such supersession, the Governor of Odisha do hereby make the following rules to regulate the method of recruitment and conditions of service of Odisha District Ministerial Officers appointed in the District Police Offices and under the establishments under the Administrative Control of head of office of districts concerned, namely:—

PART-I

1. Short title and Commencement- (1) These rules may be called the Odisha District Police Ministerial Service (Method of Recruitment and Conditions of Service) working under the District Police Offices Rules, 2021,

(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 and Appendix appended to these rules;
- (b) "Board" means the Odisha Police Ministerial Staff Selection Board (OPMSSB) constituted under rule 5;
- (c) "Committee" means the Departmental Promotion Committee constituted under rules 13 and 18;
- (d) "District Police Office" includes offices of all District Superintendents of Police, Dy. Commissioner of Police (Hdqs.), Bhubaneswar, Dy. Commissioner of Police of Urban Police Districts, Director, State Forensic Science Laboratory, Rasulgarh, Bhubaneswar, all Commandants of

the Odisha Special Armed Police Battalions, India Reserve Battalions, Specialized India Reserve Battalions, Special Security Battalions, Special Operation Group, Bhubaneswar, S.O.G. Hub, Koraput, Anti Extremist Training & Resource Centre, Koraput, Basic Training Institute, Burla, Sambalpur, Supdts. of Police, Signals Cuttack, Police Motor Transport, Odisha, Cuttack, Supdts. of Police, Railways, Cuttack/Rourkela, Principal, Police Training College, Angul, Principal, Police Training School, Nayagarh, SP/Commdt., Police Training Institute, Byree, DCP, Training, Urban Police Traffic Training Institute, Bhubaneswar, Odisha Fire and Disaster Response Academy (OFADRA), Bhubaneswar, Odisha Fire and Disaster Response Institute (OFADRI), Cuttack, Chief Fire Officer, Odisha, Cuttack, Range Fire Officers, Central Range, Cuttack, Southern Range, Berhampur, Northern Range, Sambalpur and any new police establishments that may be created by Government, from time to time;

- (e) **"Ex-Servicemen"** means a person as defined in the Odisha Ex-Service men (Recruitment to State Civil Services and posts) Rules, 1985;
- (f) **"Persons with Disabilities"** means a person who have been granted with Disability Certificates by Competent Authority as per provision of The right of person with disabilities Act, 2016;
- (g) **"Scheduled Caste" and "Scheduled Tribe"** shall have reference to the Scheduled Caste and Scheduled tribes specified in the constitution (Scheduled Caste) 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;
- (h) **"Select List"** means the list of successful candidates prepared by the Board and accepted by DG and IG of Police;
- (i) **"SEBC"** means the Socially and Educationally Backward Classes defined as Backward Classes and referred to in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act., 1993;
- (j) **"Sportsmen"** means a person who have been issued with an identity card as sportsperson by the Director of Sports as per Resolution No.24808/Gen., dated. 18th November 1985 of General Administrative Department, as amended from time to time; and
- (k) **"Year"** means the calendar year.

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

PART-II

RECRUITMENT

3. Constitution of Service:- The Service shall consist of following grades of posts, namely:—

- (a) Junior Clerk: which shall include the posts of Junior Clerk (Computer.), Junior Clerk-cum-Typist and Junior Accounts Clerk;
- (b) Senior Clerk: which shall include the posts of Senior Clerk (Computer.), Senior Accountant, Senior Clerk-cum-Cashier, Senior Clerk-cum-Junior Accountant and Junior Accountant;
- (c) Head Clerk: which shall include Store Clerk and Store Keeper; and
- (d) Office Superintendent (the District Police Offices and Establishments).

4. Method of recruitment.- Subject to the provisions of the rules, the recruitment to the posts in the service specified in rule 3 shall be made in the following manner, namely:-

- (a) The post of Junior Clerk shall be filled up by way of direct recruitment through a competitive examination to be conducted by the Board in accordance with the provision of Part III of the rules;
- (b) The post of Senior Clerk shall be filled up by way of promotion from amongst the eligible and suitable Junior Clerks;
- (c) The post of Head Clerk shall be filled up by way of promotion from amongst the eligible and suitable Senior Clerks; and
- (d) The post of Office Superintendent shall be filled up by promotion from amongst the eligible and suitable Head Clerks.

5. Constitution of Board,-

(1) There shall be constituted a Board called the Odisha Police Ministerial Staff Selection Board consisting of following members, namely:—

- (a) One Addl. D.G. of Police or I.G. of Police or D.I.G. :Chairman
of Police to be nominated by DGP.
- (b) An officer not below the rank of Superintendent of : Member
Police to be nominated by the DGP
- (c) One Ministerial Officer in the rank of :Member Secretary
Administrative Officer or Establishment Officer to
be nominated by DGP

- (2) The Board shall be responsible for conducting the competitive examination for direct recruitment and to draw the select list of successful candidates in the competitive examination.
- (3) The entire Recruitment process from the publication of advertisement upto drawal of select list shall be the responsibility of the Board.
- (4) The Director General of Police shall supervise the functioning and provide guidance to the Board from time to time.

PART-III

6. Direct Recruitment: (1) Ninety (90%) Percent of the posts of Junior Clerk as specified in clause (a) of rule 3 shall be made by way of direct recruitment through a competitive examination to be held through the Board.

(2) Ten (10%) Percentage of the post of Junior Clerk shall be filled up by promotion from amongst the eligible Group D employees having basic knowledge in computer operation and such other educational qualification required for the post as decided by the Government, from time to time:

Provided that in case the required number of Group D employees are not available for promotion to the post of Junior Clerk in a particular year, such post shall be filled up by direct recruitment.

7. Reservation.—Notwithstanding anything contained in these rules, reservation of vacancies or post as the case may be, for, —

- (a) Scheduled Castes & 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 framed there under; and
- (b) SEBC, Women, Sportsmen, Exservicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, Rules, orders, Resolution or instruction issued in this regard by the Government time to time.

8. Determination of vacancies and recruitment. — (1) The category wise vacancy position in the posts are to be filled up, from time to time, in the rank of Junior Clerk including the anticipated vacancies, by the end of the calendar year in which the recruitment is made, shall be determined by the Head of Office and the requisition shall be sent to the Board after approval of State Police Headquarters.

(2) The Board shall notify the number of vacancies required to be filled up and invite applications from the eligible candidates through open advertisement, to be made in two widely circulated Odia dailies.

(3) The Board shall follow their own procedure for conducting the recruitment.

9. Eligibility criteria for Direct recruitment.— (1) Subject to other provisions of this Rules, in order to be eligible to appear in the competitive examination a candidate must,—

- (a) be a citizen of India;
- (b) have passed +2 Examination or such other qualification as are equivalent qualification with knowledge in Basic Computer Skills;
- (c) not be less than 21 years and not more than 32 years of age as on the 1st day of January of the year in which advertisement is made for recruitment:

Provided that the upper age limit in respect of reserved category candidates referred to in rule 7 shall be relaxable in accordance with the provisions of the Act., Rules, Orders or Instructions, for the time being in force for their respective categories;

- (d) be of good character, sound health and active habits;
- (e) not have more than one spouse living;

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 Rules.

- (f) be able to speak, read and write Odia; and
- (g) have passed M.E. School or higher examinations with Odia language as a subject, or passed H.S.C. or equivalent examinations with Odia as a medium of examination in non-language subject, or passed the written test in Odia in M.E. School standard conducted by the Board of Secondary Education, Odisha.

10. Pattern of Examination and Fees.— (1) The examination shall be conducted by the Board and the examination and syllabus of such examination shall be as follows:—

- (a) The standard, Syllabus and subject of examination shall be as set forth in Appendix-I; and
- (b) There shall be no viva voce test.

Note:— The standard of examination for each subject shall be equivalent to that of Higher Secondary Examination.

(2) No application shall be considered, unless it is accompanied by an Indian Postal Order or Demand Draft drawn from any Nationalised or Scheduled Bank or any

other mode as decided by the Board in favour of the Member Secretary of the Board, showing payment of the fees as may be prescribed by the Board in consultation with the State Government for the purpose from time to time:

Provided that a candidate belonging to the Scheduled Castes or Scheduled Tribes shall be exempted from payment of fees;

- (3) No claim for refund of fees shall be entertained in any circumstances; and
- (4) The Board shall decide the rates of remuneration payable to different examiners or staff or officers or invigilators engaged in connection with the examination.

11. Allotment and appointment of candidates. — (1) The Board shall sponsor the names of successful candidates for appointment to the Director General & Inspector General of Police according to the number and categories of vacancy intimated for direct recruitment.

- (2) The Director General & Inspector General of Police will communicate the names of the selected candidates to various Heads of Police Establishments for their appointment.
- (3) The order of appointment shall be issued by the Heads of Police Establishment as per the approval of the Director General & Inspector General of Police.
- (4) The Select list shall remain valid for a period of one year from the date of its approval by the Director General and there will be no waiting list or reserve list.

12. Verification of Documents. — No candidate shall be appointed from the Select list, without verification of, —

- (a) Character Certificate and antecedent report;
- (b) Medical Fitness Certificate issued by an Authorised Government Doctor; and
- (c) Original certificates of his eligibility for the post which shall include certificates of age, caste or category and educational qualifications.

13. Promotion from among Group D employees. — (1) The promotion to the post of Junior Clerk shall be made on the basis of recommendation of the Departmental Promotion Committee constituted by the Director General of Police.

(2) No Group D employee shall be promoted to the post of Junior Clerk unless he has given willingness to that effect in writing and has served minimum of 10 years of continuous service and has passed the 10+2 or equivalent qualification with working knowledge in computers.

(3) The Head of all district offices while intimating the number of vacancies in the posts of Junior Clerk of their offices under rule 8 shall also furnish the list of eligible Group D employee along with their service particulars.

(4) There shall be a Departmental Promotion Committee (hereinafter referred to as Committee) to consider the Group D employees for promotion to the posts of Junior Clerk consisting of the following members to be nominated by Director General of Police, namely:-

(1)	D.I.G. of Police	-	Chairman
(2)	S.P. or Addl.S.P.	-	Member
(3)	Commandant or Dy. Commandant	-	Member
(4)	Administrative Officer or Establishment Officer	-	Member Secretary

(5) The Committee while preparing the list of suitable Group D employees for promotion to the post of Junior Clerk shall follow the provisions of the Odisha Civil Service (Zone of Consideration for Promotion) Rules, 1988, the Odisha Civil Services (Criteria for promotion rule, 1992 and the Reservation of Vacancies in post and services (for Scheduled Castes and Scheduled Tribes) Act., 1975 and Rule made thereunder and the Odisha Civil Service (Criteria for Selection for Appointment including Promotion) Rules, 2003 and principles of reservation as mentioned under rule 7.

(6) The Committee will also take into consideration the service record of the employees.

(7) A test in Odia and English language through **objective type or multiple choice questions** and practical in Computers shall be conducted.

14. Validity of the Select list.- The select list prepared under rule 11 in case of direct recruitment and by the Committee in case of promotion under rule 13 to the post of Junior Clerks shall remain valid for period of one year from the date of its approval by the Director General.

15. Probation.- (1) Every person appointed to any grade or post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of joining the post:

“ Provided that the Appointing Authority may, if think fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include the period of,-

- (a) Extraordinary leave;
- (b) Unauthorized absence ; or
- (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 consequently the direct recruit shall be deemed to be removed from service and in case of promotee the employee shall deem to be reverted to his former post.

(3) A probationer after completing the period of probation to the satisfaction of Appointing Authority shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

Explanation,— Where provision of passing of Departmental Examination Training is mandatory during the period of probation, confirmation shall be subject to passing of Departmental Examination, Training, and such other test as may be decided by the Government.

16. Training.- (1) The candidates appointed by direct recruitment or promotion from Group D employees shall undergo 3 months of Basic Training at designated Training Centre as decided by the Director General of Police. The syllabus and modalities of the Training course shall be finalized by the Director General and Inspector General of Police. After the end of the Basic Training, there shall be a written examination.

(2) If the candidate fails in the examination, he shall be given two chances to clear it without having to undergo the training again. If he fails again he shall be discharged from service or reverted to the feeder rank in case of promotion from among Group D employees.

(3) The annual increments shall not be allowed unless and until the candidate has passed the aforesaid examination.

Part IV

PROMOTION

17. Appointment by way of promotion. — (1) No Junior Clerk shall be promoted to the post of Senior Clerk unless he has rendered in three years of continuous service and has passed the Accounts examination conducted by Madhusudan Das Regional Academy of Financial Management or Preliminary Accounts Examination conducted by the Board of Revenue, Odisha as on 1st day of January of that year.

(2) No Senior Clerk shall be considered for promotion to the post of Head Clerk unless he has rendered at least nine years of continuous service as Senior Clerk as on 1st day of January of that year and has passed Accounts Examination conducted by Madhusudan Das Regional Academy of Financial Management or Final Accounts Examination conducted by the Board of Revenue, Odisha.

(3) No Head Clerk shall be considered for promotion to the post of Office Superintendent unless he has rendered at least three years of continuous service as such as on 1st day of January of that year".

18. Constitution of the Committee.— (1) There shall be constituted a Departmental Promotion Committee consisting of the following members to be nominated by the Director General of Police to consider the cases for promotion of Junior Clerk to the rank Senior Clerk and Senior Clerk to the rank of Head Clerk, namely:—

(a)	Addl. D.G. of Police or I.G. of Police(Personnel) (If the post is vacant, any Addl. D.G. of Police or I.G. of Police nominated by DGP.	-Chairman
(b)	A.I.G. of Police(Personnel) If the post A.I.G. of Police(Personnel) is vacant any A.I.G. of Police nominated by DGP or any Supdt. of Police/Commandant nominated by DGP.	-Member
(c)	Administrative Officer, State Police Hdqrs., Cuttack (If the posts of Administrative Officer is vacant, any Establishment Officer nominated by DGP.	-Member Secretary

(2) For promotion to the rank of Office Superintendent, there shall be constituted a Departmental Promotion Committee consisting of the following members, namely:—

(a)	Director General of Police	-Chairman
(b)	Addl. D.G. of Police / I.G. of Police(Personnel) In case the post is vacant, any ADGP/ IGP nominated by DGP.	-Member
(c)	D.I.G. of Police(Personnel) (In case the post is vacant any DIG of Police nominated by DGP	-Member
(c)	Administrative Officer, State Police Hdqrs., Cuttack (If the posts of Administrative Officer is vacant, any Establishment Officer nominated by DGP.	-Member Secretary

(3) The Committee shall meet once in a year and consider all employees who are within the zone of consideration for promotion to higher posts in accordance with the provisions of this Rules and prepare select lists of suitable employees for their promotion to next higher posts.

(4) The list shall contain the names of officers equal to the number of vacancies.

(5) While considering the promotion cases of eligible officers, the Committee shall follow the prevailing rules in force.

(6) The names of the officers in the select list shall be arranged in order of selection made by the Committee.

(7) The recommendation of the Committee shall be placed before the Director General for his approval and on such approval the same shall constitute the select list and the selected officers shall be appointed accordingly.

(8) The select list shall remain valid for a period of one year from the date of its approval by the Director General of Police.

19. Procedure for Selection by the Committee.— The Committee while making recommendations for promotion shall follow the provisions laid down in, -

- (i) The Odisha Civil Services (Criteria for Promotion) Rules, 1992;
- (ii) The Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (iii) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003; and
- (iv) The Odisha Reservation of Vacancies in Posts and Services (for Scheduled Caste and Scheduled Tribes) Act., 1975 and the rules frame there under from time to time

20. Inter se-Seniority.— (1) The *inter se*-seniority of the person appointed through direct recruitment of directly recruited Junior Clerks shall be the same as per their names appearing in the select list sponsored by the Board and as approved by the DG & IG of Police;

(2) The Junior Clerks appointed in a calendar year on promotion from among Group-D employees shall en-block be senior to the candidates appointed on direct recruitment of that calendar year.

(3) The *Inter se*-Seniority in the rank of Senior Clerk, Head Clerk, Office Superintendent shall be fixed in accordance with their position in the approved list of DG and IG of Police.

PART-V

MISCELLANEOUS

21. Discipline.— In the matter of discipline the Police Ministerial Officers shall be governed under Odisha Civil Service (Classification Control and Appeal) Rules, 1962.

22. Relaxation.—Where the Government on a reference made by the Director General and Inspector General of Police or otherwise, are satisfied 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.

23. Other Conditions of Service. — The conditions of service of the members in the service with regards to matters not covered in these rules shall be the same as applicable under the relevant rules or orders issued from time to time by the Government.

24. Interpretation.— If any question arises relating to the interpretation of these orders, it shall be referred to the Government in Home Department whose decision shall be final.

APPENDIX-I

- (I) The Competitive Examination shall consist of written test and Practical Skill Test. The written test shall comprise of Two Papers. Details of the subjects and marks of the Papers are given below.

Written Test

Papers	Subject	Maximum Marks	Time
Paper- I	Language Test (English & Odia) Objective	100	3 hours
	General Knowledge (Objective)	100	
Paper II	Basic Arithmetic, Mathematics and Reasoning (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	

- (II) These written examination shall consist of Objective Type – Multiple Choice questions only. The examination shall be conducted in a transparent manner using OMR (Optical Mark Recognition) or OCR (Optical Character Recognition) sheet or Computer Based Test or any other objective modern method of assessment in vogue at relevant point of time.
- (III) There shall be negative marking of 0.25 marks for each wrong answer in written examination. Only those candidates, who obtain such minimum qualifying marks in the written test, as may be fixed by the Board at their discretion shall be called for the Practical Skill Test. The Practical Skill Test shall be of Qualifying nature and the qualifying criteria shall be decided by the Board at their discretion.

Practical Skill Test

	Basic Computer Skills		1 hr.
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Syllabus

Paper – I Language Test (English & Odia) Objective and General Knowledge

Syllabus for English and Odia Language Test

- (1) English Grammar including Verbs, Tenses, Modal, Active & Passive voice, Subject-verb Agreement
- (2) Connectors, Types of Sentences, Direct & Indirect speech, Comparison
- (3) Articles, Noun, Pronouns, Prepositions
- (4) Translation of Odia Sentences to English
- (5) Odia Grammar
- (6) Translation of English sentences to Odia

Objective General Knowledge-

In this category, the questions shall be about

- (a) Matching Historical events with dates, personalities and place,
- (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.

PAPER – II Basic Arithmetic, Mathematics, Reasoning and Basic Computer Skills.

Arithmetic, Mathematics including the following :

- (i) Number System
- (ii) HCF & 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 questions in practical mathematics required for day to day use. The questions would be such as to test candidate's ability to work out fractions, decimals, percentage and average with quickness and accuracy.

Multiple Choice Questions to test mental ability and Reasoning including the following :

- (i) Number series
- (ii) Alphabet Series
- (iii) Test of Direction sense
- (iv) Coding-decoding
- (v) Number ranking
- (vi) Arithmetic reasoning
- (vii) Non Verbal Reasoning etc.

Basic Computer Skill(Theory)

Multiple Choice Questions pertaining to Computers, Office automation programmes like M.S. Word, M.S. Excel, M.S. Power Point, Internet, Windows, Email opening, sending etc.

Basic Computer Skills (Practical) - QUALIFYING criteria to be decided by the Board.

Topics for practical test:-**(i) Windows operating system**

To test some of the following basic system operations on file/folders(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.

(ii) 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.

(ii) 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)

By Order of the Governor

SANJEEV CHOPRA

Additional Chief Secretary to Government