

**ORISSA UNIVERSITIES RECRUITMENT & PROMOTION  
OF NON TEACHING EMPLOYEES RULES 1991**

***Sambalpur University***  
***JYOTI VIHAR, SAMBALPUR – 768 019***

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# **The Orissa Gazettee**

**PUBLISHED BY AUTHORITY**

No. 26 CUTTACK, FRIDAY, JUNE 26, 1992/ASADHA 5, 1914

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILLED AS A  
SEPARATE COMPLATION

## **PART-III-A**

Regulation, Orders, Notifications, Rules etc. issued by the Governor, Heads of Department and  
High Court

OFFICE OF THE SECRETARY TO THE CHANCELLOR RAJ BHAWAN, BHUBANESWAR

## **ORISSA UNIVERSITIES RECRUITMENT AND PROMOTION OF NON TEACHERS EMPLOYEES RULES 1991**

Whereas with a view of formulating a codified Recruitment & Promotion Rules for non-teaching posts of the Universities, the Chancellor has demitted the issue to the Standing Committee of the Vice-Chancellor vide Chancellor's Office D.O. Letter No. 1576/SG Dtd.17<sup>th</sup> November 1988.

And whereas in the Vice-Chancellor's Co-ordination Committee Meeting held on 16<sup>th</sup> February 1989 it was decided that Standing Committee of the Vice-Chancellors shall prepare the Draft Recruitment Rules.

And whereas the Committee of the Registrars in their meeting held on 14<sup>th</sup> 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-Chancellor.

And whereas the Standing Committee of the Vice-Chancellors in its meeting held on 24 October 1990 considered the Draft Recruitment Rules forwarded by the Registrars Committee and send the same for consideration of the Chancellor.

And whereas the Draft Rules were further discussed and deliberated upon in the Vice-Chancellor's Coordination Committee meeting held on 23 October 1991.

And whereas Statute 3(3) of the Orissa Universities First Statutes, 1990 provides, interalia, that the Recruitment Policy for different posts and the requisite qualifications for officers for recruitment shall be such as may be specified in the Rules by the respective appointment authority with the prior approval of the Chancellor and such Rules shall be in conformity with procedure, if any, issued by the University Grants Commission and of the Government of India.

Now therefore the Chancellor, after consultation with the Government of Education Department, has been pleased to approve following Rules-

		<b>CHAPTER – 1 PRELIMINARY</b>	
<b>Short Title application and Commencement</b>	1(1)	These Rules may be called the Orissa Universities Recruitment and Promotion of Non Teaching Employees Rules 1992.	<a href="#">TOP</a>
	1(2)	They shall come into force with effect from the date of their publication in the Orissa Gazette of University Gazette, as the case may be.	
	1(3)	The Rules shall apply to all the four University of the State except Orissa University of Agricultural Technology at the first instance.	
<b>Definitions</b>		Of the Orissa University of Agriculture and Technology utatis mutandis on being adopted by the Board of management by a resolution.	<a href="#">TOP</a>
	(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 of 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 Statute 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 as..ued in the Orissa Universities Act. and the Statutes made there under or in the Orissa Service Code as the case may be.	
<b>Ministerial Employees</b>	3.	Ministerial establishment under the University shall include-	<a href="#">TOP</a>
	(a)	Junior and Sernior Assistants, Section Officer Level-II and Level-I and Office Superintendents.	
	(b)	Junior and Senior Typists, Head Typists and Superintendents of Issue Section.	
	(c)	Junior and Senior Stenographerws and Personal Assistants.	
	(d)	Auditors	
	(e)	Caretakers	
	(f)	Store keepers	
	(g)	Diarists, Despatchers, Laboratory Attendants and Recorders, Pasting Clerks, Treasury Sarker, Library Attendants and	
	(h)	Such other categories of employees as may be declared by the syndicate from time to time.	
<b>Technical Employees</b>	4	The Technical employees under the University shall includes:	<a href="#">TOP</a>
	(a)	Coaches,	
	(b)	Demonstrators/Herbarium Keeper	
	(c)	Physical Training Instructor/ Physical Education Teachers/ Officers	
	(d)	Electricians/ Wireman	
	(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.	
<b>Officers</b>	5	The Officers of the University shall include:-	<a href="#">TOP</a>
	(a)	Officers declared as such under the Act & Statutes including those holding Class-I and Class-II posts described in Schedule 'B' of the Statutes and	
	(b)	Such other officers as may be declared by the Syndicate from time to time.	
<b>Qualification of various post</b>	6	The qualification and experience for various post under the University shall be as indicated in Schedule 'A' in addition, they shall	<a href="#">TOP</a>
	(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 statute or by the Government of Orissa from	

		time to time unlexx relaxed by the appointing authority after recording the reasons thereof.	
		<b>CHAPTER – II RECRUITMENT</b>	<a href="#">TOP</a>
<b>RECRUITMENT TO THE POST OF JUNIOR ASST.</b>	7(1)	Recruitment to the post 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 examination durint the year in case no person qualifies in the first examination or the list of qualified persons drawn up in an examination is exhausted.	<a href="#">TOP</a>
	7(2)	The competitive examination shall be conducted on such dates and at such place by an officers or other functionary as may be determined by the Vice-Chancellor.	
	7(3)	All vacancies arising in the cadre of Junior Assistants shall be notified to all the employment Exchange within the jurisdiction of the University concerned & in such news paper as may be considered appropriate by the Vice-Chancellor.	
	7(4)	Candidate desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix I to be obtained from the University Office on payment of Rs. 20/- (Rupees Twenty) only, provided that candidates belonging to the Scheduled Caste and Scheduled Tribes shall be required to pay Rs. 10/- (rupees ten) only. Those desirous to obtaining such forms by post shall be required to send an envelope with the required postage stamp affixed on it.	
	7(5)	The Scheme of examination shall be such as indicated in Schedule 'B'.	
	7(6)	Not withstanding anything contained in those rules, the University may appoint the candidate sponsored by the Government in Home Department the list of successful candidates of the O.P.S.C. on the basis of the requisition issued from the University.	
<b>RECRUITMENT TO THE POST OF JUNIOR TYPIST</b>	8(1)	Recruitment to the posts of Junior Typists shall be made by means of a competitive examination to be ordinarily held once a year. Provided that it shall be competent for the Vice-Chancellor to hold further competitive examination during the year in case no persons qualifies in first examination or the list of qualified person drawn up in an examination is exhausted.	<a href="#">TOP</a>
	8(2)	All vacancies arising in the cadre of Junior Typists shall be notified to all the employment Exchange 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.	
	8(3)	The competitive examination shall be conducted on such dates and at such place by an officers or other functionary as may be determined by the Vice-Chancellor.	
	8(4)	Candidate desirous of appearing at the competitive examination shall apply in the form prescribed in Appendix I to be obtained from the University Office on payment of Rs.20/- (Rupees Twenty) only, provided that candidates belonging to the Scheduled Caste and Scheduled Tribes shall be required to pay Rs. 10/- (rupees ten) only. Those desirous to obtaining such forms by post shall be required to send an envelope with the required postage stamp affixed on it.	
	8(5)	The test shall consist of proficiency in type writing and knowledge in languages and English as may be prescribed by the Vice-Chancellor by issue of a Standing Order.	
<b>SELECT LIST</b>	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 valied for one year from the date of its approval by the Vice-Chancellor.	<a href="#">TOP</a>
<b>RECRUITMENT TO CLASS – IV POSTS</b>	10(1)	Recruitment to all Class-IV posts shall be made be meance of a competitive test as may be determined by the appointing authority.	<a href="#">TOP</a>
	10(2)	All the vacancies arising in the Class-IV posts shall be notified to all the Employment Exchange within the jurisdiction of the University concerned.	
	10(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 Exchange.	
	10(4)	The Selection Committee may also consider the candidates applied for the response to open advertisement issued for the purpose.	<a href="#">Top</a>
<b>SENIORITY</b>	11	The seniority of each candidate in the respective cadre shall be determined on the basis of his position in the select list.	<a href="#">TOP</a>
<b>RIGHT OF</b>	12(1)	Success in the examination confers no rights to appointment. A successful candidate	<a href="#">TOP</a>

<b>APPOINTMENT &amp; JOINING TIME</b>		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 respect for appointment to the service of the University.	
	12(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 what so ever, 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.	
		<b>CHAPTER – III PROMOTION</b>	<a href="#">TOP</a>
<b>PROMOTIONAL POSTS</b>	13(1)	The following posts shall be filled up by way of promotion	<a href="#">TOP</a>
	(a)	S.O. 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 Vehicle)	
	(k)	Diarists and Despatchers	
	(l)	Pesting Clerk	
	(m)	Treasury Sarkar	
	(n)	Wireman	
	(o)	Such other posts as may be determined by the Vice-Chancellor from time to time.	
	13(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 percent of such posts/vacancies.	
	(c)	Secretary to Vice-Chancellor.	
	13(3)	The percentage prescribed for promotion may be increased with the approval of the Chancellor to meet any particular situation.	
<b>Departmental Promotion Committee</b>	14(1)	There shall be Departmental Committee who shall consider all cases of promotion to all ministerial and other posts and it shall make suitable recommendation to the Vice-Chancellor for his consideration.	<a href="#">TOP</a>
	14(2)	The Departmental Promotion Committee for the promotion to the post of Senior Assistants/Senior Typists shall consists of the following members: i. Registrar Chairman ii. Comptroller of Finance Member iii. Senior Most Deputy Registrar Member	
	14(3)	The Departmental Promotion Committee for promotion to the post of Section Officer (Level-II, Level-I) and Office Superintendent and Head Typist, Superintendent, Issue Section shall consist of following members. i. Vice Chancellor Chairman ii. Registrar Member iii. Senior Most Deputy Registrar Member	
	14(4)	The Departmental Promotion Committee for promotion to Technical Post in the maintenance Wing such as Electricity, Water Supply, Drivers, Telephone Operators shall consists of the following members: i. Registrar Chairman ii. Development Officer Member iii. Senior Most Engineering Officer of the University Member	
	14(5)	The Vice-Chancellor shall constitute Departmental Promotion Committee in respect	

		of other Post not covered here in.	
	14(6)	The Officer-in-Charge of the Establishment Shall be the Convenor of all Departmental Promotion Committees.	
<b>PROMOTION TO THE POST OF SENIOR ASSISTANT</b>	15(1)	No Junior Assistant shall be considered for promotion to the post of Senior Assistants unless he has put in at least five years of continuous service as a Junior Assistant.	<a href="#">TOP</a>
	15(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 posses Matriculation or equivalent qualification.	
	15(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 Assistant, 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.	
<b>PROMOTION TO THE POST OF SENIOR TYPIST</b>	16(1)	No Junior Typist shall be considered for promotion to the rank of Senior Typist unless he has put in atleast five years of continous service as a Junior Typist.	<a href="#">TOP</a>
	16(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.	
<b>PROMOTION TO THE POST OF SECTION OFFICER / OFFICE Superintendent</b>	17(1)	The promotion to the post of Section Officer Level-II shall be made on the recommendation of the Departmental Promotion Committee from among the Senior Assistants of the University by selection.	<a href="#">TOP</a>
	17(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 continous service as a Senior Assistant. The criteria for promotion shall be merit and suitability in all respsects with due regard to seniority. The seniority of the promotee shall be determined according to the placement in the select list drawn by the Department Promotion Committee.	
	17(3)	The promotion to the post of Section Officer Level I and Office Superintendent shall be made on the recommendation of the Departmental Promotion Committee from among the Section Office Level-II of the University by selection.	
	17(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 respect with due regard to seniority. The seniority shall be determined according to the placement in the select list drawn by the Departmental Promotion Committee.	
<b>Promotion to the Post of Head Typist / Superitendent Issue Section.</b>	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.	<a href="#">TOP</a>
	18(2)	No Senior typeist shall be considered for promotion to te post of Head Typist unless he has rendered a minimum of five years of continous service as a Senior Typist. The Criteria for such promotion shall be merit and suitability in all respect of the promote shall be determined according to the placement in the select list drawn by the Departmental Promotion Committee.	
	18(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 Typist of the University by selection. No Head Typist shall be eligible for promotion to the Post of Superintendent, Issue Section unless he has rendered atleast 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 promotes shall be determined according to the placement in the select list drawn up by the Departmental Promotion Committee.	
<b>Promotion to</b>	19(1)	The post of Senior Stenographer of the University shall be filled up from among the	<a href="#">TOP</a>



<b>the Post of P.A. &amp; Senior Stenographer.</b>		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 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.	
	19(2)	All cases of promotion of existing Junior Stenographers and those officiating as 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 incumbent shall be as in the select list drawn by the Departmental Promotion Committee.	
	19(3)	All the posts of Personal Assistants shall be filled up by Promotion from amongst the Senior Stenographer 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 a Senior Stenographer. The criteria for such promotion shall merit and suitability in all respects with due regard to seniority. The seniority of promotes shall be as in the select list drawn up by the Departmental Promotion Committee.	
<b>Appointment and Promotion to the Post of Research Assistant.</b>	20(1)	The post of Research Assistant in a Post-Graduate Department may be filled up by promotion from among the Demonstrator of the concerned Department by selection or by direct recruitment. No Demonstrator will be consider 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 respect with due regard to the seniority. The suitability of promotes shall be as in the select list drawn by the Departmental Promotion Committee.	<a href="#">TOP</a>
	20(2)	The Departmental Promotion Committee for promotion to the post of the Department and the Senior most teacher of the Department.	
	20(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.	
<b>Promotion to Technical Posts</b>	21(1)	The post of Electrician Grade-I shall be filled up from among the Electricians Grade-II. Similarly the post of Electrician Grade-II shall be filled up from among the Electrical Wireman. All the helpers working on the Electrical side of the Maintenance wing of the University shall be eligible for the post of wireman. The criteria for promotion in all the these cases will be their possessing the necessary licence, technical skill and suitability for the post with due regard to their seniority.	<a href="#">TOP</a>
	21(2)	The posts of Pump Drivers/ Mechanics shall be filled up from amongst the Helper 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.	
	21(3)	In case suitable persons are not available in a particular category (Electrical side or water supply side) the employees working on the Electrical side will be considered for posts of in the water supply and vice versa.	
	21(4)(i)	The post of Drivers (Heavy Vehicles) shall be filled up from amongst the Drivers (Light Vehicles) by promotion. The criteria for such promotion shall be the Drivers (light vehicles) possessing heavy vehicle driving licence, badge and their suitability for the post.	
	21(4)(ii)	In case no light vehicle driver with heavy vehicle driving licence and badge 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.	
<b>Promotion to the Post of Diarists/ Despatchers etc.</b>	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.	<a href="#">TOP</a>
<b>Promotion to</b>	23	The post of Pesting Clerks and Teasury Sarkars, Duftaries, Library Attendants and	<a href="#">TOP</a>



the post of Pesting Clerk/ Treasury Sarkars etc.		Laboratory Attendants shall be filled up from amongst the attnders 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 post 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% basis. All direct recruitment 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 atleast ten years of service as Section Officer or of its equivalent posts.	<a href="#">TOP</a>
	24(2)	Assistant Registrars and their equivalents will be eligible for promotion to the post of Deputy Registrar and its equivalent post to the extent of 25% of vacancies at the levels on completion of five years of service as such 75% of posts shall be filled up by direct recruitment through open selection.	
Promotion for the post of Secretary to Vice-Chancellor	25	The post of Secretary to the Vice-Chancellor shall be filled up from amongst the Personal Assistatns 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 atleast five years of service as Personal Assistant. In case suitable persons are not available in the cadre of Personal Assistants for promotion the psot of Secretary to the Vice-Chancellor may be filled up by selection from amongst the other Supervisory Officers and their equivalents Officers.	<a href="#">TOP</a>
Procedure for D.P.C.Select List /Zone of consideration	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 nearest highest rank.	<a href="#">TOP</a>
	26(2)	Before convening the meeting of the Departmental Promotion Committee, the convenoor of the committee shall ensure that the C.C.Rs of the concerned employees are made up-to-date.	
	26(3)	The promotion on all cases shall be based on merit and suitability in all respects with due regard to seniority.	
	26(4)	The position assigned in the select list shall be treated as final for the purpose of fixing inter-se-seniority.	
	26(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.	
	26(6)	The zone of consideration in all cases shall be twice the number of Vacancies or probable vacancies during the year.	
		<b>CHAPTER – IV GENERAL</b>	<a href="#">TOP</a>
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.	<a href="#">TOP</a>
	27(2)	The appointing authority may terminate the service 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.	
	27(3)	The appointing authority shall record his reason, in writing, while terminating the appointment of a probationer.	
	27(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 href="#">TOP</a>
	(a)	Candidates belonging to the S.C. and S.T. in accordance with the provision contained in the Orissa Reservation of vacancies in Post and service (For Scheduled Caste and Scheduled Tribe) Act., 1975 and the rule 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 Government in General Administration Department No. 15338/Gen. Dtd. The 4 <sup>th</sup> May 1981.	
	(c)	Direct recruitment of ex-servicemen, at the rate of three percent as provided for in	

		the Orissa Ex-Serviceman (Recruitment of State Civil Services and Posts) Rules 1985.	
	(d)	Direct recruitment of sportsman, at the rate of one percent as provided for in the resolution of Government of Orissa in General Administration Department No. 24808, dtd. The 18 <sup>th</sup> November, 1985. Provided that the total number of vacancies reserved under this rule shall no case, exceed 50 percent (fifty percent) of the total number of vacancies arising in any particular year.	
<b>Appointment under Rehabilitation Scheme</b>	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.	<a href="#">TOP</a>
<b>Appointment by deputation</b>	30	Notwithstanding the provisions contained in these rules, the appointing authority is competent to fill up any supervisory posts of officers of the University by deputation of a Government Servant on foreign service terms and conditions.	<a href="#">TOP</a>
<b>Issue of Standing order</b>	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 caes from time to time by issue of standing orders with prior approval of the Chancellor.	<a href="#">TOP</a>
<b>Adhoc Appointment</b>	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.	<a href="#">TOP</a>
<b>Appeal</b>	33	The Chancellor shall be the appellate authority on the dicision of the Vice-Chancellor on any matter of appointment and his decision shall be binding.	<a href="#">TOP</a>
<b>Relaxation</b>	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 be order relax any of the provisions of these rules in respect of any case or class or cases or class or persons.	<a href="#">TOP</a>
<b>Saving of certain actions</b>	35	Nothing in these rules shall operate either to deprive any person of any right or privilege to which he is entitled to by or under any law 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.	<a href="#">TOP</a>
<b>Application of Government Rules and orders</b>	36	If 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 mutatis-mutandis.	<a href="#">TOP</a>
<b>Interprettion</b>	37	In any question arise as to the interpretation of these rules, the Chancellor may give a decision thereon which shall be final.	<a href="#">TOP</a>

## SCHEDULE 'A'

Sl. No.	Designation	Qualification & Experience
(1)	(2)	(3)
1.	Controller of Examinations/ Deputy Registrar or its equivalent.	i. A post-graduate degree with atleast 55 percent 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 Course. Note: In case of promotion the minimum Educational Qualification shall be a Graduate.
2.	Assistant Registrar or its equivalent	i. Post Graduate Degree with 55 percent 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 percent 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 qualification as prescribed for the equivalent post of the Directorate of Printing, Stationary and Publication, Cuttack.
5.	Librarian	i. P.G. Degree with atleast 55 percent marks. ii. A Degree in Library Science iii. 5 years experience in a Professional post in a recognized Library.
6.	Asst. Librarian	i. Graduate with 2 <sup>nd</sup> Class ii. A degree in Library Science
7.	Student welfare Officer	i. A P.G. Degree with least 55 percent 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 2 <sup>nd</sup> Class ii. Intermediate Costing or Chartered Accountancy. iii. Five years experience in the financial matters in a supervisory capacity.
9.	Programmer	First or 2 <sup>nd</sup> class master's degree in Physics with Diploma in Computer Science.
10.	Curator	A first or 2 <sup>nd</sup> Class Master's 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 2 <sup>nd</sup> Class Master Degree in Physics
13.	Assistant Programmer	First or 2 <sup>nd</sup> Class P.G. Degree in Physics
14.	Micro Analyst	M.Sc. in Chemistry
15.	Research Assistant	PG. Degree with atleast 55 percent of marks or equivalent degree in the relevant discipline.
16.	Coaches	A first or second class Master's degree in the subject.
17.	Statistical Asst.	2 <sup>nd</sup> Class P.G. Degree in Statistics.

18.	Demonstrator	P.G. Degree in relevant subject
19.	Computer Assistant	B.Sc. with diploma in Computer Science
20.	Chemist	A first or 2 <sup>nd</sup> Class Master Degree in the subjects.
21.	Assistant Archivist	M.A. in History with Diploma in Archeology.
22.	Laboratory Assistant	B.Sc. in concerned subject
23.	Computer Operator	B.Sc. with Physics with Diploma/ Certificate in Computer Operation.
24.	P.T.I./ P.E.O.	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 ITI and five years experience as Grade-II Electrician
28.	Artist	Diploma in Drawing and Painting.
29.	Pandit Assistant	New Acharya/ Acharya
30.	Artist-cum-Photographer	Diploma in Fine Arts and Craft with knowledge in Photography.
31.	Auditor	Degree with Accountants Certificate or three years experience on the subject.
32.	Junior Stenographer	Matric with proficiency in Stenography with atleast 40 word per minutes in typing and 80 words per minutes in Stenography.
33.	Accountant	B.Com with Intermediate in Costing or Chartered Accountancy.
34.	Electrician Grade-II	Matric with ITI and five years Experience as Grade-III electrician.
35.	Electrician Grade-III	Matric with ITI and three years experience as Electrical wireman.
36.	Store Keeper	Intermediate in Science
37.	Driver (HV)	Driving Licence/ Badge and preference will be given to Matriculates.
38.	Telephone Operator	Matric with ITI
39.	Mason	Matric with ITI
40.	Mechanic	Matric with ITI
41.	Glass Blower	Matric with ITI (Glass blowing)
42.	Prof. Assistant	Matric with diploma in Library Science/ Certificate in Library Science.
43.	Key Punch Operator	B.Sc. with certificate in Key Punch
44.	Carpenter	Matric with ITI
45.	Draughtsman	First or 2 <sup>nd</sup> Class P.G. Degree
46.	Laboratory Technician	First or 1 <sup>st</sup> Class Master Degree
47.	Junior Assistant	Degree with knowledge in typing.
48.	Junior Typist	Matric with proficiency in type writing atleast 40 words per minutes in typing.
49.	Driver (L.V.)	Driver licence in light vehicles and technical skill on the mechanism.
50.	Caretaker	Degree along with certificate in catering and book keeping and Management.
51.	Pesting Clerk	Matric
52.	Copy Holder	Matric
53.	Diarist/Despatcher	Matric
54.	Junior Technical Assistant	B.Sc.
55.	Section Cutter	Matric with ITI
56.	Wireman	Matric with ITI
57.	Binder	Matric
58.	Pump Driver	Matric with ITI

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))

### SUBJECT 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 subject 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 EXAMINATION

- |    |  |           |
|----|--|-----------|
| 1. | <b>English</b>   |           |
| 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 Telgu passage to be translated into English.                                    | 20 marks  |
| d. | One English passage to be translated into Oriya, Bengali, Hindi, Urdu or Telgu.                                    | 20 marks  |
| e. | Summary of précis 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 observation and experience as may be expected of an educated person.

#### 3. **Arithmetics**

Vulgar fraction and decimals, H.C.F. and L.C.M. simple and compound practice, simple and compound interest, percentage, profit and Loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems of time and work, and time distance.

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

#### 4. **Intelligence Test**

The object of the 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 the 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.

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## Appendix-I

(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 examination)
7. Educational Qualification :

Examination or Degree Passed	Name of the Board University	Year of Passing	Division/ Class Obtained	Subject Taken
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8. Institution 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/ Physical Handicapped?
13. Whether the applicant has passed a test in Oriya equivalent to the Middle School Certificate Examination?

[TOP](#)