

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2304, CUTTACK, MONDAY, DECEMBER 19, 2016/MARGASIRA 28, 1938

DEPARTMENT OF SOCIAL SECURITY AND EMPOWERMENT OF PERSONS WITH DISABILITIES (SSEPD)

NOTIFICATION

The 15th December, 2016

S.R.O. No. 610/2016— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Social Security Services namely:—

1. Short title and Commencement:—(1) These rules may be called the Odisha Social Security Services (Methods of Recruitment and Conditions of Service) Rules, 2016.

(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) "Commission" means Odisha Staff Selection Commission;
- (c) "Committee" means the Selection Committee constituted under rule 10;
- (d) "Ex-Servicemen" means persons as defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) "Government" means the Government of Odisha;
- (f) "Persons with Disabilities" means persons who have been granted with disability certificates by competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003;

(g) "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;

"SEBC" means the Socially and Educationally Backward Classes defined as Backward Classes in clause (a) of Section 2 of the Odisha State Commission for Backward Classes of 1993;

(h) "Service" means the Odisha Social Security Service;

(i) "Select list" means the list finally approved by the Government containing the name of Officers concerned suitable for selection or promotion in consultation with the Commission;

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

(k) "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, namely:—

- (i) Block Social Security Officer (BSSO)
- (ii) Sub-Divisional Social Security Officer (SSSO)
- (iii) District Social Security Officer (DSSO)

4. Methods of recruitment:— Subject to other provisions made in these rules, the method of recruitment to the posts in the service, as indicated in column 2 of the APPENDIX shall be as specified against each in column 3 thereof.

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 thereunder; and

- (b) SEBC, women, sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Acts, Rules, Orders or Instructions issued in this behalf by the Government from time to time.

6. Recruitment Procedure:— (1) Recruitment to the post of Block Social Security Officer (BSSO) in the service shall be made by way of competitive examination, through the Commission, to be held once in a calendar year.

(2) Ordinarily, in the month of January the Government in SSEPD Department shall determine the number of existing and anticipated vacancies of the year and communicate to the Commission for recruitment.

(3) The date on which and the places at which the written examination is to be held shall be fixed by the Commission.

(4) The standard, syllabus and subjects of examination shall be as decided by the Commission.

(5) Advertisement of vacancies and communication of results shall be made by the Commission.

(6) After the written examination and Computer test are over the Commission shall prepare a list of successful candidates, which shall be equal to the number of vacancies advertised, in accordance with the merit of the candidates.

(7) The Commission shall forward the list of the candidates so prepared under sub-rule (6) to the Government for approval and receiving the approval, the same shall form the select list.

(8) The select list, unless the Government otherwise decides shall remain in force for a period of one year from the date of its approval by the Government under sub-rule (7).

(9) Mere inclusion of the name of a candidate in the select list shall not confer any right to appointment unless, after inquiry, it is found that the candidate is suitable in all respect for being appointed to the service.

7. Eligibility criteria for Direct Recruitment:— In order to be eligible for direct recruitment a candidate 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 / on the date of such advertisement for the post:

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 Acts, rules, orders or instructions, for the time being in force, for their respective categories.

- (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 & Mass Education Department.

- (d) have proficiency in computer skills:

- (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 rule.

- (f) have possessed a Bachelors Degree in any discipline from recognized University and proficiency in use of computer, internet, e.mail, word processing, data analysis and presentation.

- (g) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the services provide that this clause except good mental condition shall not be applicable to the persons with disability.

Note:- 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.

8. Eligibility Criteria for Promotion:— The eligibility criterion for Promotion to the post of Sub-divisional Social Security Officer (SSSO) or District Social Security Officer (DSSO), as the case may be shall be as prescribed in column 6 of APPENDIX against respective posts with their relative grade pay.

9. Gradation list:— For the purpose of Promotion, gradation lists of future grades shall be prepared annually by the SSEPD Department.

10. Constitution of Selection Committee:— (1) There shall be constituted a selection committee consisting of the following members, to consider the cases of promotion to the different promotional grade, *namely:*—

(a)	Secretary of SSEPD Department	: Chairman
(b)	Director of SSEPD Department	: Member
(c)	A representative of SC/ ST Dev. Department not bellow the rank of Under-Secretary	: Member
(d)	A representative of Finance Department not bellow the rank of Under-Secretary	: Member
(e)	Additional or Joint or Deputy Secretary of the Department (In charge of Field Establishment)	: Member Convenor

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

11. Procedure for Selection by the Committee:— (1) The Committee shall meet at least once in a year preferably in the month of January to prepare a list of officers as are held by them, suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the cases of promotion of suitable officers and preparation of 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 thereunder;
- (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.

12. Consultation with the Commission:— (1) The recommendations of the committee shall be referred to the Odisha Public Service Commission (OPSC) along with a list of all eligible candidates, including those who has not been recommended together with the service particular relating to their academic qualification, experience and such other relevant documents, as required for concurrence.

(2) The commission shall consider the list along with the service particulars received under sub-rule (1) and shall furnish its recommendations to the Government, as to the suitability of the officers for promotion.

13. Select List:— (1) The list recommended by the Commission under sub-rule (2) of rule, 12 shall be placed before the Government for approval.

(2) After approval of the list recommended by the Commission by the Government under sub-rule (1), the same shall form the select list.

(3) The select list shall remain in force for a period of one year from the date of its approval by the Government, or until a fresh select list is prepared whichever is earlier.

(4) Appointment of any post in the service shall be made in order, in which the names of the candidates appeared in the select list.

14. Probation and Confirmation:—(1) Every person appointed to any grade/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 for another year:—

Provided further that such period of probation shall not include:—

- (a) Extraordinary leave;
- (b) period of 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 the 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 be deemed to be reverted to his former cadre or post, if he is a promotee.

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

15. Inter-se-seniority:— The *inter-se*-seniority of the Officers appointed to the service shall be fixed according to their position in the select list.

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 Government.

17. Relaxation:— Whenever it is considered necessary or expedient so to do in the public interest, the Government 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 the employees.

18. Interpretation:— If any question arises relating to the interpretation of these rules, it shall be referred to Government whose decision thereon shall be final.

ORDER

Ordered that the notification be published in an Extraordinary issue of the *Odisha Gazette* and the copy thereof forwarded to all Departments of Government/all Heads of Departments/all Collectors/ Registrar, Odisha High Court/ Registrar, Odisha Administrative Tribunal/Special Secretary, Odisha Public Service Commission.

[No.9267–SSEPD-FE-0018/2016/SSEPD.]

By Order of the Governor

NITEN CHANDRA
Principal Secretary to Government

APPENDIX

[see rule 4 & 8]

Sl. No.	Name of the Post / Category / Group	Method of Recruitment	Minimum qualification for Direct Recruitment	Pay Scale/ Grade Pay	Eligibility Criteria for Promotion
(1)	(2)	(3)	(4)	(5)	(6)
1.	Block Social Security Officer (BSSO)/ Group-B	Direct Recruitment by Odisha Staff selection Commission (OSSC)	A. Bachelor degree in any discipline from a recognise University. B. The candidate must have proficiency in use of computer, internet, e-mail, word processing, data analysis and presentation.	A. Pay Rs. 9300/- to 34800/- B. Grade Pay Rs. 4200/-	
2.	Sub-Divisional Social Security Officer (SSSO) / Group-B	Promotion from Block Social Security Officer (BSSO)		A. Pay Rs. 9300/ to 34800/- B. Grade Pay Rs. 4600/	Five years continuous service as Block Social Security Officer (BSSO)
3.	District Social Security Officer (DSSO)/ Group-A.	Promotion from Sub-Divisional Social Security Officer (SSSO)		A. Pay Rs. 9300/- to 34800/- B. Grade Pay Rs. 5400/-	Five years continuous service as Sub-Divisional Social Security Officer (SSSO).

