

# The Odisha Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 723 CUTTACK, MONDAY, APRIL 3, 2023/CHAITRA 13, 1945

## THE HIGH COURT OF ORISSA, CUTTACK

NOTIFICATION

The 31st March 2023

No. 262-R—In exercise of the power conferred under Article-229 of the Constitution of India, the Chief Justice of the High Court of Orissa is pleased to make the following rules further to amend the High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019 to regulate the recruitment and conditions of service of the persons appointed to various posts in different Cadres/Groups in the High Court of Orissa, namely;-

**1. Short title and commencement :-**

These Rules may be called “The High Court of Orissa (Appointment of Staff and Conditions of Service) (Amendment) Rules, 2023” and shall come into force on the date of publication in the Official Gazette.

**2.** In the High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019, provisions of Clause –(ii) of Sub-Rule (1) of Rule 11 shall be “omitted”.

**3.** The words “on the first date of August of the year in which the advertisement for the recruitment is published” in clause (iii) of Sub-Rule (1) of Rule 11 shall be substituted with the words “for Group-B and C and 35 (thirty-five) years of age for Group-D as on the date of publication of the advertisement.”

**4.** The provisions of Clause-(ii) of Sub-Rule (3) and explanation attached to the said clause of Rule 14 shall be “omitted”.

5. In the sub-rule (2) of Rule 25, the words “scrutiny and suitability test” shall be substituted with the words “preliminary test”.

6. The provisions of Rule 32 shall be substituted with the following namely;-

**“32. Confirmation :-**

- (1) All appointments by way of direct recruitment at the entry level to Group- ‘D’ cadre, shall be on contractual basis for a period of two years from the date of initial joining.
- (2) After satisfactory completion of such period of two years on contractual basis, the incumbents shall be absorbed in the permanent establishment of the Court in the scale of pay admissible to the post.
  - (i) Provided that if any Mulia engaged in the establishment of the Court on daily wages basis or any person engaged for household work on coterminous basis with the Chief Justice or any Judge participates in the process of direct recruitment for the Group-D cadre and found selected for appointment, the period of his/her service already rendered as such shall be taken into consideration while reckoning the period of two years contractual appointment for absorption in the permanent establishment of the Court in the scale of pay admissible to the post.
  - (ii) Provided that such appointments on contractual basis may be extended for a further period of two years in case the performance of the candidates is not satisfactory in the opinion of the Appointing Authority.
  - (iii) Provided further that if during the period of contractual appointment, the work or conduct of the candidate is found unsatisfactory in the opinion of

the Appointing Authority, his/her service may be terminated at any point of time without assigning any reason and without any prior notice.

- (3) In reckoning the period of contractual appointment, the periods relating to extraordinary leave, unauthorised absence or any other period not on actual duty, shall not be taken into consideration.
- (4) During the period of contractual appointment the incumbents shall draw monthly remuneration at the rates prescribed below to their number of completed years of service.

Pay Band	4750-14680
Grade Pay	1700
Corresponding Levels under ORSP Rules, 2017 on regular appointment	1
1 <sup>st</sup> Year	12100
2 <sup>nd</sup> Year	12700
3 <sup>rd</sup> Year	13300
4 <sup>th</sup> Year	14000

- (5) Subject to satisfactory performance, the remuneration of contractual employees shall be enhanced as per slabs prescribed above on completion of each one year of service.
- (6) The contractual employees shall not be entitled to D.A., H.R.A. and other allowances except RCM during the period of appointment.
- (7) The seniority among the incumbents to the posts shall be determined on the date of confirmation subject to their respective placement in the select list prepared at the time of recruitment.

**Explanation (I):** If for reasons to be indicated in Sub Rule (2) of this Rule, the confirmation of an employee is delayed, his serial number in the Gradation List shall get fixed accordingly, irrespective of his placement in the select list prepared at the time of recruitment.

**Explanation (II):** The continuous service during the contractual employment under this Rule shall be counted towards retiral benefits, if any.”

**7.** In the Appendix-1 the provisions of column 5 of serial no-49 of the table shall be substituted with the following:-

“Should have passed Class-VIII and shall be proficient in stitching and binding work.”

**8.** In the Appendix-1, the provisions of column 5 of serial nos-50, 51, 54 to 58 of the table shall be substituted with the following:-

“Should have passed Class-VIII. He/she should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He/she must be willing to work even during odd hours.”

**9.** In the Appendix-1 the provisions of column 5 of serial no-52 of the table shall be substituted with the following:-

“Should have passed Class-VIII. He/she should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He/she must be willing to work even during odd hours.”

**10.** In the Appendix-1 the provisions of column 5 of serial no-53 of the table shall be substituted with the following:-

“Should have passed Class-VIII. He/she should have adequate practical knowledge and skill in gardening.”

**11.** The provisions of the Appendix-3 shall be substituted with the followings:-

**“A P P E N D I X – 3**

**(Scheme of Recruitment Examination for the posts of Orderly & Office Peons, Farash, Gate-Keeper and Class-IV)**

-----

1. At the first instance, the applications and accompanying documents for the Group-‘D’ posts of Orderly & Office Peons, Farash, Gate-Keeper and Class – IV Employees shall be scrutinized and the list of eligible candidates possessing the qualifications prescribed in Rule –11 and Appendix – 1 shall be prepared.
2. There shall be the following three stages of test for the recruitment:
  - (i) 1<sup>st</sup> Stage: Preliminary Test – (25 Marks)  
(Qualifying in nature)
  - (ii) 2<sup>nd</sup> Stage: Written Test – (50 Marks)
  - (iii) 3<sup>rd</sup> Stage: Viva-voce Test – (25 Marks)
3. **Preliminary Test :-**
  - (i) The eligible candidates shall be called upon for preliminary test.
  - (ii) As discipline, politeness and obedience are the basic qualities required of a Group-D employee, the Committee or Committees shall interact with the candidates for a preliminary assessment of their suitability for the post.
  - (iii) Educational qualification higher than the prescribed qualification shall not be given extra weightage.
  - (iv) Weightage shall be given to special skill or experience in the works mentioned in Serial No.18 of the Application Form (Appendix-4) subject to satisfaction of the Committee or Committees or the Committee(s) of the authorised empanelled /registered/ recognized recruiting agency(s)

(v) A candidate shall secure not less than 12 marks in the preliminary test to qualify to the 2<sup>nd</sup> Stage of test subject to his/her position in the merit list making him/her eligible to be called to attend the 2<sup>nd</sup> Stage of test.

(vi) Preliminary test is only qualifying in nature and the marks obtained in this test shall not be taken into consideration for preparation of the final select list.

4. **Written Test :**

(i) Candidates having scored 12 marks or more in the preliminary test, subject to maximum of 20 times of the total posts advertised for each category in order of merit, shall be called upon in the order of merit to attend the 2<sup>nd</sup> stage of test.

(ii) Candidates shall be given a passage in English containing 250 words, and be asked to copy the passage in 30 minutes. ( good handwriting, addition or omission of words, spelling mistake, cutting/overwriting in the writing of passage shall be looked into by the evaluator)

(iii) The Recruitment Committee may take the help of other Judicial Officers of the State as well as expert teachers of recognized government educational institutions, for conducting the test and evaluation of answer scripts of candidates appearing in such Test.

(iv) The eligible Mulias and persons attached to the household of a Judge, appearing in this Test shall be given 1 (one) mark for each completed year of satisfactory service, subject to a maximum of 5 (five) marks in this Test.

(v) A candidate, to be successful in the 2<sup>nd</sup> stage of test, shall have to secure fifty percent of marks. A candidate shall secure not less than 25 marks in the written test to qualify to the 3<sup>rd</sup> Stage of test subject to his/her position

in the merit list making him/her eligible to be called to attend the 3<sup>rd</sup> Stage of test.

5. **Viva-voce Test :**

- (i) Candidates having scored 25 marks or more in the writing test, subject to maximum of 10 times of the total posts advertised for each category in order of merit, shall be called upon in the order of merit to attend the 3<sup>rd</sup> stage of test.
- (ii) The Recruitment Committee or Committees nominated by the Chief Justice shall conduct the Viva-voce Test.
- (iii) The Committee or Committees, by way of Interview, shall assess as to whether a particular candidate shall be able to adapt himself or herself to the work assignment of a Group-‘D’ employee.

6. The final select list of Group-‘D’ employees shall be prepared basing upon the Total Marks Secured by the candidates in the 2<sup>nd</sup> and 3<sup>rd</sup> stages of tests and weightage marks (if any).”

Provided that a candidate shall not be included in the final select list unless such candidate secures a minimum of forty per cent of marks in viva-voce test.

**12.** The provisions of the Appendix-4 shall be substituted with the followings:-

**“A P P E N D I X – 4****( Application Form )**  
-----

1. Full Name :-  
(In Capital Letters)
2. Date of Birth :-  
(Certificate to be attached in proof of date of birth)
3. Place of Birth :-
4. Age :-  
(As on the date of advertisement)
5. Sex (Male or Female) :-
6. Father's Name :-
7. Father's Occupation/Profession :-
8. Nationality :-
9. Religion :-
10. Married/Unmarried :-
11. Whether belongs to SC/ST/OBC/SEBC/General :-
12. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
13. Whether you are presently employed in any Organization :-
14. If yes, since when :-
15. Present Address :-
16. Permanent Address :-
17. Educational Qualification :-  
(Certificates to be attached in proof thereof).
18. Experience, if any :-  
(Cook, House-keeping, Plumber, Electrician, Electronic mechanism,  
Driving, Lift-operation, Generator operation, Computer operation,  
Sweeping, Gardening, etc.

Affix your recent passport size
---



*(tick mark the avocation on which you have got special skill or experience, or specify any other avocation in which you have experience or proficiency)*

19. Details of Fees Paid :-  
(Challan / Bank Draft, etc.)

**DECLARATION**

(i) I, Sri / Smt. / Miss ..... do hereby declare and solemnly affirm that, I am a citizen of India and that, I desire to be appointed as Orderly & Office Peons, Farash, Gate-Keeper, Class – IV / Sweeper / Night-watchman / Gardener (as the case may be) and that, I shall take up whatever work is entrusted to me by the Authority, without any hesitation, if I get appointment in any of the aforesaid posts.

(ii) I further declare that, the particulars given by me in this application regarding my educational qualification and other details are true and correct to the best of my knowledge and belief, and nothing has been suppressed.

Place :-

Date :-

Signature of the Applicant.”

**BY ORDER OF THE CHIEF JUSTICE**

SUMAN KUMAR MISHRA  
**REGISTRAR (JUDICIAL)**