

CONSOLIDATED

**Scheme formulated Under Rule-5 of
the Odisha District and Subordinate
Courts' Group-D Employees (Method of
Recruitment and Conditions of
Service) Rules, 2021**

**PUBLISHED UNDER THE AUTHORITY OF THE HIGH COURT OF ORISSA,
CUTTACK.**

NOTIFICATION

No.1046/R DATE.30.06.2022

In exercise of the power conferred under Rule- 5 of The Odisha District and Subordinate Courts' Group-'D' Employees (Method of Recruitment and Conditions of Service) Rules, 2021, the High Court of Orissa do hereby formulate the Scheme to regulate the mode of recruitment, terms of engagement, other service conditions, future prospect, leave, salary / remuneration and other allowances payable, in respect of the House Orderly as follows:-

SCHEME FORMULATED UNDER RULE – 5 OF THE ODISHA DISTRICT AND SUBORDINATE COURTS' GROUP-'D' EMPLOYEES (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2021.

1. The main object of formulating this Scheme is to regulate the mode of Recruitment, Terms of Engagement, Other Service Conditions, Future Prospect, Leave, Salary/ Remuneration and Other Allowance payable in respect of the House Orderly, to be engaged in the District and Subordinate Courts.
2. The definitions given in “The Odisha District and Subordinate Courts' Group-'D' Employees (Method of Recruitment and Conditions of Service) Rules, 2021” shall be applicable to this Scheme.
3. **Recruitment of House Orderly:-** (1) The recruitment for the post of House Orderly shall be made in centralized manner by the Recruiting Authority through the Recruitment Cell of the Court in the manner and procedure detailed in this Scheme.

Provided that in case of exigency such as delay in undertaking recruitment process by the Recruiting Authority for the reasons beyond control, immediate opening of new courts or immediate termination of engagement or resignation of House Orderly, the District Judge with prior approval of the Chief Justice may outsource the services of House Orderly from the service provider agencies in accordance with the principles and procedure prescribed in Section-B of Finance Department Office Memorandum No-37323/F, dated 30.11.2018 and amended procedures to be made by the State Government from time to time in the matter. However, the total number of personnel to be outsourced for providing the services of

House Orderly shall in no case exceed the vacant sanctioned posts of House Orderly in the Judgeship. For the purpose of sanction of expenditure and approve outsourcing services, State Government would vest the District Judges with adequate financial power over and above the limit specified in the said F.D. O.M, if required in any case.

(2) A person desiring to be appointed as House-Orderly shall make an application in Form-A pursuant to the advertisement published in at least two newspapers, one of which must be in Odia language, having wide circulation in the locality.

(3) No person shall be eligible for appointment as House Orderly unless he / she:-

- (a) has attained the age of 18 years and has not completed the age of 43 years of age on the first day of January of the year in which the advertisement for recruitment is published;
- (b) has passed at least Primary School Examination(5th Standard) in any language;
- (c) is able to speak, read and write odia;
- (d) is of good character;
- (e) not having more than one spouse living, if married;
- (f) is able to ride bicycle.
- (g) not having any criminal antecedent or record; and
- ¹(h) is physically fit and free from any contagious disease.

Provided that, the Recruiting Authority, in suitable cases, may relax the conditions prescribed above.

- 4.** The method, manner and process of determination of vacancy, invitation of application, examination fees, scrutiny and shortlist of candidates, conducting of recruitment examination/tests, preparation of list of successful candidates and additional list of candidates, publication of results, communication of results by the Recruiting Authority and appointment of successful candidates by the Appointing

¹ Renumbered vide Gazette Notification (Corrigendum) No. 2273 dtd. 18.07.2022

Authority shall be such as has been prescribed in rule 6A and Appendix-D of the Odisha District and Subordinate Courts' Group-'D' Employees (Method of Recruitment and Conditions of Service) Rules, 2021 read with the provisions of this Scheme.

5. The Recruiting Authority with the approval of the Chief Justice may constitute a Committee or Committees to select the House Orderly, in the following manner:-

(1) First Stage :-Physical & Suitability Test : 25 (twenty five) marks

(a) After scrutiny of the applications, the candidates whose applications are found to be in order shall be called upon for Physical and Suitability test.

(b) The purpose of this Test is to see whether the Applicant is able to take strain to discharge the duties he / she may be assigned and to find out suitability of the Applicant for the job he / she applied for. A candidate, to be suitable, must obtain 50 % of marks in the Physical & Suitability Test. (The Test shall be Oral Interview only for assessment of physical fitness and suitability of the applicant for the post).

(c) No judicial officer, who is yet to complete 3 years of service, shall be given the assignment of assessment as aforesaid.

(2) Second Stage:-Personal Interview-cum-Viva-voce: 15 (fifteen)marks.

(a) The successful candidates in the 1st Stage of Test, upto 10(ten) times of the vacant posts advertised shall be called upon to face the Interview-cum-Viva-Voce Test from the list of the candidates prepared in accordance with the descending orders of marks secured in the 1st Stage of Test.

(b) The Recruitment Committee/Committees, at this stage, by way of Interview, shall assess the adaptability of the candidates to the nature of work and duty responsibility of House Orderly with reference to the write up given by the candidates at Serial No-18 and special knowledge/experience mentioned in Serial No-19 of his /her application Form (Appendix-A). The purpose of this Test is to assess the suitability and adaptability of the person for the post he / she has applied for.

(c) If a candidate secures 50% of marks in aggregate in both the Test, i.e in the 1st Stage of Test and Second State of Test combined together, may be placed in the Merit List but the number of candidates to be included in such lists shall be equal to the number of vacancies notified for recruitment.

(d) The appointment of selected candidates and preparation of additional list of names of House Orderly shall be in the manner as prescribed in the Appendix-D of the Odisha District and Subordinate Courts' Group-'D' Employees (Method of Recruitment and Conditions of Service) Rules, 2021.

6. Certificate of Appointment:-

Every person appointed as House-Orderly shall be issued with a Certificate of Appointment as in Form-B (other than the persons engaged on outsource basis).

7. Term of Office :-

The term of Office of a House Orderly shall be Three Years;

Provided that, if any such appointee is found to be medically unfit or otherwise his/her service is not satisfactory to continue as House-Orderly, his / her appointment may be terminated by the Appointing Authority before expiry of the aforesaid Term of Office.

Provided further that, a person appointed as House-Orderly shall be eligible for reappointment on expiry of Three Years Service, on his / her satisfactory rendering of service during the previous period of his / her appointment, and such renewal shall be automatic without any break.

8. Age Limit for House-Orderly:-

No House-Orderly shall continue in Office after completion of the age of 60 years.

Provided that, the district Judge in his / her discretion may continue the service of a House-Orderly for his / her satisfactory service up to the age of 65 years by extending it which shall not exceed for more than one year at a time beyond 60 years.

9. Condition subject to which Power of discharge may be exercised:-

No House Orderly shall be discharged under proviso (1) of Rule-7 of the Scheme without giving one month's prior notice there for.

10. Resignation:-

A House Orderly may resign his / her office by an application in writing (with signature) addressed to the District Judge.

Provided that, such resignation shall not take effect unless the District Judge accepts the same after being satisfied that there are good and sufficient reasons for the same.

11. Future Prospect:-

The House-Orderly shall be given 1(one) mark for one year of his / her satisfactory service and he / she shall be given weightage of 5(five) marks at best in

the recruitment for Office Peon, provided that he / she satisfies all other qualifications to apply for the same.

12. Remuneration and Leave:-

The House Orderly shall be entitled to get a monthly consolidated remuneration of Rs.15000/-(Fifteen thousand only) which shall be increased by 5% on successful completion of each one year of service. The consolidated monthly remuneration may be revised by the High Court from time to time after implementation of next Revised Scale of Pay Rules for the employees of District and Sub-ordinate Courts of the State.

Besides the remuneration, a House-Orderly shall also be entitled to get fixed monthly House Rent Allowance of Rs.1500/- (one thousand and five hundred only), monthly Medical Allowance of Rs.500/- (five hundred only), Annual Uniform Allowance of Rs.1000/-, (one thousand only).

The House-Orderly shall be entitled to one casual leave on completion of one calendar month and un-availed casual leave will accumulate up till completion/termination of engagement. However, proportionate reduction of remuneration shall be made for unauthorized absence, so also for absence beyond permissible period of leave. The Judicial Officer with whom he / she is attached shall be the leave sanctioning authority for him / her under intimation to the District Judge.

Wherever, the outsourced personnel are engaged to provide the services of House Orderly, their monthly consolidated remuneration and leave shall be such as have been provided in revised Finance Department Letter No-30722/F, dated 06.11.2021 and Office Memorandum No-30794, dated 06.11.2021 respectively.

13. Appointment to cater for Leave Reserve Vacancy:-

In every district (judgeship) 15% of the total sanctioned strength of House-Orderly posts, shall be filled up to cater for Leave Vacancy. Such appointees shall normally work in the Office as per the assignment given to them and their service shall be availed in the residence of Judicial Officers against the Leave Vacancies whenever required.

14. Duties, responsibilities and duty hours of the House-Orderly :- (1) He / She shall be well versed in various household works, such as Cooking, Cleaning, Dusting, Marketing, Gardening etc and perform such duties in the residence of the Judicial Officer and shall also perform all other household work of special experience as mentioned in his application Form Appendix-A and shall be punctual in attending the household work as required by the Officer and his / her family members.

In case of any kind of indiscipline / misconduct reported against a House-Orderly during the currency of his / her Term of Office for three years, he / she shall not be discharged without giving an opportunity of being heard to him / her.

(2) The duty hour shall be 8 hours in a day.

(3) Wherever, the outsourced personnel are engaged to provide the services of the House Orderly in the residence of the Judicial Officers, they shall perform and undertake all the responsibilities and duties of House Orderly as out lined in sub-clause 1.

(4) While inviting Bid for outsourcing of the services, the Bid document shall distinctly reflect the detailed responsibilities and duties outlined above to be performed by the outsourced personnel in case of engagement. The outsourced personnel can be disengaged at once on receipt of the unsatisfactory performance report from the officer concerned with whom he/she has been attached and the service provider agency shall provide suitable substitute at the earliest not later than 7 days from the date of disengagement.

**By Order of the High Court
Sd/- C.R.Dash
Registrar General**

APPENDIX - A
(Application Form)

Affix your recent passport size photograph here

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 application)
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 / SEBC / UR :-
12. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
13. Whether presently employed in any Organization :-
14. If yes, since when and the particulars thereof :-
15. Present Address :-

16. Permanent Address :-

17. Educational Qualification :-
(Certificates to be attached in proof thereof)

18. Why should be selected to the post applied for :-
(Submit Write Up in your own hand-writing within 50 words, either in English or in Odia)
19. Experience, if any:-
[Cooking, House-keeping, Plumber, Electrician, Electronic mechanism, Driving, Sweeping, Gardening, etc. (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)]
20. Details of Fees Paid :-
(Chalan / 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 House Orderly and that, I shall take up whatever work is entrusted to me by the Authority, without any hesitation or ill-will, 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

APPENDIX – B

(Certificate of Appointment as House Orderly)

Office of the.....

Office Order No.....Date.....

Sri / Smt. / Miss..... has been appointed as House Orderly under the Scheme framed under Rule-5 of the Odisha District and Subordinate Courts' Group-'D' Employees (Method of Recruitment and Conditions of Service) Rules, 2021, in the.....Judgeship, for a period of three years, i.e from date.....to.....

District Judge / Registrar (Civil Courts)
With seal and Signature