

# **The Orissa Printing and Stationery Service (State Service Class I and II) Rules, 1981**

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### **Rule**

### **THE-ORISSA-PRINTING-AND-STATIONERY-SERVICE-STATE-SERVICE of 1981**

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The Orissa Printing and Stationery Service (State Service Class I and II) Rules, 1981Published vide Notification S.R. No. 292/81, dated 18th March, 1981, Orissa Gazette No. 30/10.4.1981Notification S. R. No. 292/81, dated 18th March, 1981. - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulating the method of recruitment, promotion and conditions of service of persons appointed to the Orissa Printing and Stationery Service (State Service Class I and II), namely :Part-I General

#### **1. Short title, scope and date of commencement.**

(a)These rules may be called "the Orissa Printing and Stationery Service (State Service Class I and II) Rules, 1981."(b)They shall come into force on such date as may be notified by Government in the Official Gazette and will be applicable to all Class I and Class II Officers of the Service.

#### **2. Repeal and savings.**

- All rules, orders and instructions hitherto in force pertaining to the subject-matter of any of the provisions of these rules are hereby repealed:Provided that save as otherwise specified in these rules, appointment, confirmation made or action taken under the said rules and orders and instructions so made shall be deemed to have been made under these rules and continue to have force and effect.

### 3. Definitions.

- In these rules unless there is anything repugnant in the subject or context-(a)"Commission" means Orissa Public Service Commission;(b)"Deputation" means deputation of an Officer from any Department of Government of Orissa or Government of India;(c)"Government" means the Government of Orissa;(d)"Government Press" means the Orissa Government Press including its branches under the control and supervision of the Director of Printing, Stationery and Publication;(e)"Governor" means the Governor of Orissa;(f)"Schedule" means a Schedule appended to these rules;(g)"Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as may be specified by the President of India from time to time under Articles 341 and 343 of the Constitution of India, respectively;(h)"Service" means the Orissa Printing and Stationery Service Class I and Class II; and(i)"State" means the State of Orissa;(j)"Recruitment year in respect of any vacancy" means the calendar year in which the vacancy arises and which is filled up in accordance with these rules.

### 4. Constitution.

- The Service shall consist of such number of posts of Director, [Technical] [Substituted vide Notification No.3273/14.10.1985.] Deputy Director, Assistant Director (Technical and non-Technical) as would be determined by Government in consideration of workload, etc. and shall include such other posts as the Government may, from time to time, declare to be so included.

### 5.

The conditions of service of members of this Service in regard to matters not covered by these rules such as leave, travelling allowance, medical attendance, provident fund and pension, shall be the same as are or may, from time to time, be applicable to other State Service Officers. Part-II Method of recruitment

### 6.

The posts of the service may be filled up by way of promotion of deputation or direct recruitment as in accordance with the rules contained hereinafter. Director

### 7.

(1) By promotion. - The post of Director, [Technical] [Substituted vide Notification No.3273/14.10.1985.] shall ordinarily be filled up by promotion by an officer from among the Deputy Directors with due consideration of seniority, suitability and merit in consultation with the Commission subject to the following conditions : (i) He must possess a Bachelor's degree preferably a degree in Arts, Commerce, Science or Engineering from any of the recognised Universities of any equivalent qualification. (ii) (a) He must possess at least a Diploma (usually awarded after a three years' course after Matriculation) in one of the branches at the Printing Trade from a recognised

institution in India or abroad or an equivalent qualification.(b)An officer having successfully, completed at least two years' training course in Printing Technology in the London College of Printing or any other institution of equivalent standard in India or abroad will however, get preference over others.(iii)He should have completed at least 10 years of service as Deputy Director from the date of his regular appointment to the post.(2)Deputation. - If no suitable candidate is available for promotion, Government may fill up by deputation, the post at Director having the qualification as specified in Clauses (i) and (ii) of Sub-rule (1).Such deputation may be entertained for a period of 3 years initially or till suitable officers in the Government Press are available to fill up the post by promotion whichever is earlier. The period of 3 years' deputation may be extended by Government as and when such necessity arises.(3)By direct recruitment. - In absence of suitable candidates having the above qualification to be considered for promotion from the service or by deputation, the Government may fill up the post at the Director by direct recruitment through the Commission. A candidate for direct recruitment to the post of Director must at least possess the following qualifications and experience :(i)He must possess the same qualification as specified in Sub-clauses (i) and (ii) of Rule 7 (1) above.(ii)He must have served at least for 12 years in the capacity of a Manager or any such equivalent post in a Government, semi-Government or Private Printing factory of large size.(iii)He must not be above the age of 50 on the 1st day of January of the recruitment year concerned.Deputy Director

## 8.

(1)By promotion. - The post of Deputy Director shall ordinarily be fitted up by promotion of officers from among the Assistant Directors with due consideration of seniority, suitability and merit in consultation with the Commission subject to the following conditions :(i)He must possess a degree, preferably at least a Bachelor's degree in Arts, Commerce, Science or Engineering from any of the recognised Universities; or an equivalent qualification.(ii)He must possess at least a Diploma (usually awarded after 3 years' Course after Matriculation) in one of the branches of the printing trade from a recognised institution in India or abroad or an equivalent qualification.(iii)He must have served at least 6 years in the capacity of Assistant Director from the date of this regular appointment to the post.(2)By deputation. - If no suitable candidate is available for promotion Government may fill up by deputation the post of Deputy Director having the qualification as specified in Clauses (i) and (ii) of Sub-rule (1).Such deputation may be entertained for a period of 3 years' initially or till suitable officers in the Government Press are available to fill up the post by promotion whichever is earlier. The period of deputation may be extended by Government as and when such necessity arises.(3)By direct recruitment. - In absence of suitable candidates having the requisite qualification for promotion from the service or by deputation, the Government may fill up the post of the Deputy Director by direct recruitment through the Commission. A candidate for direct recruitment to the post of Deputy Director must at least possess the following qualifications and experience :(i)He must possess the same qualification as specified in Subclauses (i) and (ii) of Rule (1).(ii)He must have served at least for 8 years in a managerial capacity in a Government, semi-Government or private printing factory of large size.(iii)He must be above 28 and below 35 years of age on 1st day of the recruitment year concerned.Assistant Director

## 9. [Substituted vide Orissa Gazette No. 30/29.7.1994.]

(1)(a) Fifty per cent of the vacancies in the post of Assistant Director (Technical) shall be filled up by direct recruitment through the Commission. (b) To be eligible for appointment as Assistant Director (Technical) by direct recruitment, a candidate must possess a Degree in Printing Technology from a recognised institution in India or abroad or alternatively shall have Bachelor Degree in Arts, Science or Commerce and Possess a Diploma in Printing Technology from any recognised institution in India or abroad with a minimum five years of experience in any capacity in a Government, semi Government or private Printing Press having modern sophisticated machines like P.T.S., D.T.P., Web and Speedfed Offset machines. Plate making arrangements, process camera etc. (c) For direct recruitment, a candidate must be above 21 years and below 32 years of age on the 1st day of January of the recruitment year. The upper age-limit shall be relaxed by five years in respect of candidates serving under a Government. (d) After determination of vacancy required to be filled up through direct recruitment in a particular year the Government shall send requisition to the Commission to furnish the names of suitable persons for appointment to the posts of Assistant Director (Technical). (e) The Commission shall invite applications from eligible persons and select suitable persons in order of merit following the procedure as it deemed proper and furnish the list to the Government. (2)(a) Fifty per cent of vacancies shall be filled up on promotion by selection of Production Officers of the Directorate of Printing, Stationery and Publication, Orissa, Cuttack who have completed three years of service as Production Officer by the 1st day of January of the concerned recruitment year in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992 and in consultation with the Commission. (b) The Departmental Promotion Committee for selection shall consist of the following members, namely :

- (i) Secretary to Government in Administrative Department ... Chairman
- (ii) Director, Printing, Stationery and Publication ... Member
- (iii) Director (Technical), Printing, Stationery and Publication ... Do
- (iv) Joint/Deputy Secretary of the Administrative Department ... Do

(c) An officer not below the rank of Class I nominated by the Director, Printing, Stationery and Publication shall act as Secretary of the D.P.C. without participating in its deliberations and decisions. (3)(i) The non-technical posts of Assistant Director shall be filled up from amongst the Head Ministerial Officers of the Directorate of Orissa, Printing and Stationery with due consideration of seniority, suitability and merit in consultation with the Commission. (ii) In the absence of suitable candidates available for promotion for the above non-technical posts amongst the Head Ministerial Officers of the Directorate of Orissa Printing and Stationery the said post shall be filled up by candidates from outside by Commission through open advertisement. In such case the candidate should possess the following qualifications and experiences : (a) He must possess a Bachelors Degree preferably a degree in Arts, Science or Commerce from any of recognised Universities or an equivalent qualification; (b) Must have worked for at least 5 years in a supervisory post dealing with overall supervision of procurement and supply of stores in a large Government or private undertaking; (c) Must be above 21 years and below 28 years of age on the 1st day of January of the recruitment year concerned. Establishment Officer

**10.**

[\* \* \*] [Deleted vide Orissa Gazette No. 30/29.7.1994.]

**11.**

Notwithstanding anything contained in these rules, reservation of vacancies set apart for being filled by direct recruitment and promotion in favour of Scheduled Caste and Scheduled Tribe candidates in Class I and Class II Services, should be made in accordance with the principles as prescribed by the Government from time to time subject to the condition that the candidates satisfy the prescribed minimum standard of suitability for appointment to the posts. If sufficient number of candidates are not available for filling the vacancies so reserved, the remaining vacancies shall be filled up by appointment of other candidates after de-reservation in accordance with the procedure prescribed by Government from time to time.

**12.**

(1) The Director of Printing and Stationery shall recommend for promotion to the different ranks of the service of such number of officers as may be fixed by Government, taking into account the vacancies to be filled up. (2) [The selection of persons for promotion to different ranks of service except that of Director (Technical) shall be considered by the Departmental Promotion Committee as may be constituted by Government from time to time.] [Substituted vide Notification No. 3273/14.10.1985.] (3) (a) The Departmental Promotion Committee shall meet as and when occasion arises to prepare the list of officers suitable for promotion to different ranks of services. (b) The Departmental Promotion Committee shall scrutinise the claims of all the officers who are eligible for promotion together with cases of those whom the Director of Printing and Stationery has not considered suitable for promotion and shall draw up a list of candidates found suitable for promotion. (c) The selection of candidates for inclusion in the list shall be based on merit and suitability in all respects with due regard to seniority.

**13.**

A Selection Board for selection of Director, [Technical] [Substituted vide Notification No. 3273/14.10.1985.] shall consist of-

Chief Secretary	... Chairman
Secretary, Finance	... Member
Secretary, Commerce	... Member-Convener

**14.**

The list of candidates prepared in accordance with Clause (b) of Sub-rule (3) of Rule 12 and also of the list of those candidates whom it is proposed to supersede with all papers relating to them shall be forwarded by the Commerce Department to the Commission along with the gradation list.

**15.**

The Commission shall consider the lists along with other records and documents forwarded in accordance with Rule 14 and recommend to the Government for Promotion a list of suitable officers equal in number to the number of vacancies, their names being arranged in order of preference.

**16.**

The final selection of candidates for appointment both by promotion and direct recruitment shall be made by Government after considering the recommendations made by the Commission.

**17.**

Every candidate selected for direct recruitment shall/be examined by a Medical Board with regard to his Physical fitness. A candidate who is declared unfit by the Medical Board shall not be appointed.

**18.**

The list of candidates finally selected for appointment should ordinarily remain in force till the list for promotion is prepared for the next recruitment year.

**19. Conditions of eligibility.**

(1) In order to be eligible for direct recruitment to any of the above points a candidate must satisfy the following conditions : (a) He must be citizen of India or displaced person from East Pakistan (Now Bangladesh) who has migrated to India on or after the 1st January, 1964 or repatriate from Burma/Sri Lanka who has migrated to India on or after the 1st June, 1963/1st November, 1964, or a subject of Nepal, Bhutan or Sikkim. Note. - The eligibility of person other than citizens of India shall cease on such date as Government may by order appoint in that behalf. (b) He must have passed a test in Oriya of M.E. School Standard or an Examination recognised as equivalent or higher than the same. (c) The maximum age-limit may be relaxed in respect of candidates belonging to the Scheduled Caste and Scheduled Tribe by five years and to such other categories to such extent as Government may by general or special order specify from time to time. (d) A candidate must be of good physique, active habits and free from organic defects, physical as well as mental infirmity and shall be required to appear before the Medical Board prior to his appointment, as in Rule 17. (2) [A candidate already in service under a Government subject to his being eligible shall apply through proper channel so as to reach his application to the Commission within the prescribed time as fixed by the Commission :] [Substituted vide Orissa Gazette Part III-A/29.7.1994.] Provided that the Commission may entertain advance copies of applications on the condition that original copies together with 'No Objection' certificate from competent authority are received within such time as may be fixed by the Commission.

## **20. Fees.**

- Candidates applying for direct recruitment through competitive examination are required to submit their applications for the posts concerned in the prescribed form copies of which will be available from Secretary, Orissa Public Service Commission, on payment. They are also required to deposit in the Treasury a consolidated application and examination fee as may be prescribed by the Commission. They will submit along with their applications the Treasury Chalangans showing deposit of the prescribed fee. The application together with the chalangans should reach the Secretary to the Commission by such date as may be specified by the Commission. The fees are not refundable. Note. - The fees referred to in this rule shall be deposited in Government Treasury or Sub-Treasury under such head of account as may be indicated by the Commission in the advertisement inviting applications for the examination or as otherwise intimated to the candidates by the Commission. The Treasury Chalan in respect of deposit of fees should be enclosed to the application of a candidate.

## **21. Disqualifications.**

(1) A candidate shall be disqualified, if- (a) there is an attempt on his part to obtain support for his candidature, or (b) he has not paid, except where Government by order have reduced or waived it, a not refundable application fee of Rupees five (Rupees one and paise twenty-five only if the candidate belongs to any of the Scheduled Castes or Tribes); or (c) he has not paid, except where Government by order have reduced or waived it, a non-refundable examination fee of Rupees five (Rupees two and paise fifty only if the candidate belongs to any of the Scheduled Castes or Tribes) on receipt of intimation from the Commission about his eligibility to appear at the examination. (2) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination/interview. (3) No person who- (a) has more than one wife living; or (b) being a woman candidate has already married a person who has one or more than one wife living at the time of such marriage, shall be eligible for appointment to the service : Provided that the Government may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this sub-rule. (4) A candidate who makes an attempt to obtain support for his candidature by any means which the Commission hold as objectionable he may be disqualified for admission to the examination.

## **22. Pay.**

- The time scale of pay attached to the aforesaid posts shall be as prescribed by Government from time to time : Provided that the time scale of pay shall be subject to such revision as the State Government may from time to time order.

## **23. Transfer.**

- The State Government reserves full power to transfer the officer of the service from one place to

another and to fix up place of headquarters. Part-III Departmental Examination

## 24.

All officers directly recruited to the service unless specifically exempted by Government shall be required to pass the Departmental Examination to be conducted by the Administrative Department through the Board of Examiners, the Syllabus and the rules which are prescribed in Schedule within the period of probation. Explanation I. - An Officer who has passed the Departmental Examination shall be deemed to have passed the same in the last day on which the said examination was held or it he has passed it by instalments on the last date of the examination in which he finally passed and any benefit admissible to him on such passing may be granted with effect from the day following it. Explanation II. - (1) An officer who is exempted from passing any or all the subjects of Departmental Examination shall be deemed to have passed the said examination in such subject or subjects, as the case may be, within the period of probation. (2) An Assistant Director is required to pass the Departmental Examination in two clear chances within the period of probation failing which next increment shall be withheld : Provided that the Government may in any special case, allow a candidate a third chance to pass the Departmental Examination. Part-IV Probation and confirmation in the service

## 25.

(1) Every officer in the cadre of the service shall, on appointment be on probation. In the case of a direct recruit, appointed to the service, the period of probation shall be two years and in the case of a promotee one year : Provided that Government may in special circumstances, extend the period of probation in any case for such further period as they may fix for reasons to be recorded in writing. (2) Government may dispense with the service of an officer or revert him to his former post, as the case may be, during or at the end of the period of his probation or the extended period of his probation.

## 26.

Subject to the provision under Sub-rule (2) of Rule 25 an officer on probation after completion of the period of this probation or the extended period of his probation to the satisfaction of the Government shall be confirmed, if there is a permanent vacancy available for the purpose, and if he has passed the prescribed Departmental Examination completely and is also otherwise fit. Part-V Increments, crossing of E. B. and seniority

## 27.

(1) An officer shall be eligible to draw the first increment during the period of probation : Provided that no officer shall be allowed to draw the second increment until he passes the prescribed Departmental Examination 88 under Rule 24. (2) In case his passing the Departmental Examination is delayed, his pay on his passing the said examination shall be fixed at the stage to which he would



have been entitled in the time scale of pay or his post but for such delay and his next increment shall fall due on the next anniversary day of appointment. He shall not, however, be entitled to any arrears relating to the period prior to passing the Departmental Examination.

## **28.**

Where an Efficiency Bar is prescribed in the time scale, an officer will be allowed to cross the same if his work and conduct are satisfactory and he has successfully completed any course of training in business management and cost accountancy which the Government may have prescribed as a condition precedent to the crossing of the Bar :Provided that an officer whose initial pay is fixed at a stage above the Efficiency Bar or Bars should be deemed to have been allowed to cross such Bar or Bars.Explanation. - Refusal by Government to allow an officer to cross the Efficiency Bar shall not have the effect of postponing the increments cumulatively but arrears of incremental dues shall not be allowed.

## **29.**

(i)Seniority shall ordinarily be determined according to the position assigned by the Commission.(ii)When, however, officers are recruited by promotion and by direct recruitment for the same recruitment year, the promoted officers shall be considered senior to the officers directly recruited irrespective of their dates of appointment :Provided that a candidate directly recruited from the Approved Military Service, shall on his appointment to the service after release from the Military Service, be allowed to count the actual period of his service rendered in the Military Service. He shall be placed above all direct recruits of the recruitment year in which his due date of appointment falls after ante-dating his date of appointment to the extent of Approved Military Service.

## **30. [ [Inserted vide Notification No. 8495/25.10.1983.]**

Whenever it is considered necessary in the special circumstances in the interest of the Public Service, the State Government may, in consultation with the Commission, relax any of the provisions of these rules.]

## **Schedule**

[See Rule 24]Syllabus and rules of the Departmental Examination of the officers of the service

**1. The officers of the service will be required to acquire a working knowledge of accounts, financial and other matters concerning the Orissa Government Press. For this purpose they will have to pass a written examination as detailed below :**

**2. The following shall be the subjects for the examination in Accounts:**

(1)General system of accounting in Government Departments particularly with reference to Government Press.(2)Store Accounts and proforma Accounts.(3)Computing, Estimating and Costing for Printers.(4)Factory and Man-Management including Law and Orders.

**3. The examination shall consist of two papers as detailed in the Annexure.**

**4. The papers are to be answered in English unless otherwise directed.**

**5. Each paper shall be of three hours duration.**

**6. The answer should be legible. A deduction to the extent of 5 per cent of the marks may be made for illegible handwriting.**

**7. An Assistant Director will not be eligible for confirmation unless he passes the Departmental Examination. He will be deemed to have passed if he secures not less than 40 marks in each paper and 100 marks in aggregate.**

AnnexureFirst Paper (with Books)

Time : 3 Hours Full marks 100

Part-I(1)Orissa Service Code(2)Liberalisation of Leave Rules(3)Orissa Travelling Allowance Rules(4)Treasury Code, Volumes I and II(5)G.P. Fund Rules(6)Treasury Manual(7)Civil Service Regulations (Pension Chapter) and Orissa Pension Rules(8)Accounts Code, Volumes I, II and III(9)Civil Accounts Code(10)Budget Manual(11)Orissa General Financial Rules, Volumes I and II