

GOVERNMENT OF ODISHA
PLANNING & CO-ORDINATION DEPARTMENT
Odisha Subordinate Statistical Surveyors
(Methods of Recruitment and Conditions of Service) Rules, 2015
Service Rule Basics

Sl. No.	Description
	PART I GENERAL
1.	<i>Short title and commencement</i>
2.	<i>Definitions</i>
3.	<i>Constitution of Service</i>
	PART II METHODS OF RECRUITMENT
4.	<i>Methods of Recruitment</i>
5.	<i>Reservations</i>
	PART III DIRECT RECRUITMENT
6.	<i>Recruitment Procedure</i>
7.	<i>Eligibility Criteria for Direct Recruitment</i>
	PART IV PROMOTION
8.	<i>Eligibility Criteria for Promotion</i>
9.	<i>Combined Gradation list for the purpose of Promotion</i>
10.	<i>Constitution of Selection Committee</i>
11.	<i>Procedure for Selection by the Committee</i>
12.	<i>Select List</i>
	PART V OTHER CONDITIONS OF SERVICE
13.	<i>Probation and Confirmation</i>
14.	<i>Training & Departmental Examination</i>
15.	<i>Inter-se Seniority</i>
16.	<i>Transfer and Posting</i>
17.	<i>Other Conditions of Service</i>
	PART VI MISCELLANEOUS
18.	<i>Relaxation</i>
19.	<i>Interpretation</i>
20.	<i>Appendix</i>

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PLANNING & CO-ORDINATION DEPARTMENT

NOTIFICATION

The 26th August, 2015

No. 10398– PC-ES-ES-134/2014/P.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Odisha Subordinate Statistical Surveyors (Method of Recruitment and Conditions of Service) Rules, 1994; except as respects things done or omitted to be done before such supersession, 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 Sub-ordinate Statistical Surveyor's Service under the Directorate of Economics and Statistics, Odisha.

PART I

GENERAL

1. Short title and commencement:

(1) These rules may be called the Odisha Subordinate Statistical Surveyors (Methods of Recruitment and Conditions of Service) Rules, 2015.

(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) "Commission" means the Odisha Subordinate Staff Selection Commission;

(b) "Cadre Area" means:—

(i) in respect of the District cadre posts, the respective jurisdiction of a revenue district, and

(ii) in respect of State cadre posts, the territorial jurisdiction of the State of Odisha;

- (c) "Committee" means the Selection Committee constituted under rule 10(1);
- (d) "Directorate" means the Directorate of Economics and Statistics;
- (e) "Director" means Director, Economics and Statistics;
- (f) "Joint Director, Level-II" means the Joint Director, Level-II of a Range under Directorate of Economics and Statistics;
- (g) "DPMU" means District Planning and Monitoring Unit constituted as such under the Planning and Coordination Department;
- (h) "Ex-servicemen" means persons defined as such in clause (b) of rule 2 of the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (i) "Government" means the Government of Odisha;
- (j) "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;
- (k) "Scheduled Castes & Scheduled Tribes" means such Castes and Tribes specified by public notification by the President of India under Article 341 and 342 of the Constitution of India, respectively;
- (l) "SEBC" means the Socially and Educationally Backward Classes other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time;
- (m) "Service" means the Odisha Sub-ordinate Statistical Surveyor's Service;
- (n) "Sportsmen" means persons who have been issued with identity card as sportsmen issued by the Director, Sports as per Resolution No. 24808/Gen. dated 18th November, 1985 of the General Administration Department; and
- (o) "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:

(1) The Service shall consist of the following posts belonging to the categories mentioned against each under the Directorate, namely:—

- | | | |
|--|---|--------------|
| (a) Senior Statistical Field Inspector | - | Category-I |
| (b) Statistical Field Inspector | - | Category-II |
| (c) Statistical Field Surveyor | - | Category-III |

(2) Each category as specified in sub-rule (1) shall constitute a separate grade.

(3) The posts in category-I and II shall belong to the State cadre and the posts in category-III shall belong to the District cadre.

(4) The service shall consist of group C posts as specified in column 2 of **Appendix-A.**

PART II

METHODS OF RECRUITMENT

4. Methods of recruitment:

Subject to other provisions made in these rules, the recruitment to the Posts in the service shall be made by the following methods, namely:—

- (a) in respect of the post of Statistical Field Surveyor by direct recruitment in accordance with rules 6 and 7, and
- (b) in respect of the posts of Statistical Field Inspector and Senior Statistical Field Inspector by way of promotion in accordance with rules 8, 9, 10, 11 and 12.

5. Reservations:

Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, shall be made for candidates:-

- (a) belonging to Scheduled Castes and Scheduled Tribes 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 there under; and
- (b) belonging to SEBC, Women, Sports person, Ex-servicemen and Persons with Disabilities in accordance with the provisions made under relevant Act or Rules, framed orders, instructions, Notifications or Resolutions issued in this behalf by the Government from time to time.

PART III

DIRECT RECRUITMENT

6. Recruitment Procedure:

(1) Recruitment to the post of Statistical Field Surveyor in the service shall be made by way of competitive examination.

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

(3) The standard, syllabus and subjects of examination is set forth in **Appendix B**.

(4) Determination of vacancies, advertisement of vacancies and communication of results is set forth in **Appendix C**.

(5) The district wise merit list prepared category wise by the Commission shall be forwarded to the Director who shall send a copy of the merit list to the appointing authority of respective districts.

(6) On receipt of such district-wise merit list from the Director, the appointing authority shall issue appointment orders in favour of the candidates whose names appear in the merit list.

(7) The merit list prepared by the Commission shall remain valid for a period of one year from the date of its approval by the Director.

7. Eligibility criteria for Direct Recruitment:

In order to be eligible for direct recruitment to the post of Statistical Field Surveyor(Category-III) in the service a candidate shall have to satisfy the following conditions, namely:-

- (a) **Nationality:** A candidate must be a citizen of India.
- (b) **Age Limits:** A candidate must have attained the age of 21 years and must not be above the age of 32 years as on the first day of January of the year in which the advertisement is published by the Commission:

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 Act, rules, orders or instructions as the case may be for the time being in force, for their respective categories.

- (c) **Knowledge in Odia:** She/ He must be able to read, write and speak Odia; and
 - (i) must have passed Middle School examination with Odia as a language subject; or
 - (ii) must have passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (iii) must have 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) must have passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department.

- (d) **Marital Status:** A candidate if married, must 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.

- (e) **Minimum Educational Qualification:** (i) The candidate must have passed the 10+2 examination conducted by Council of Higher Secondary Education (CHSE), Odisha or Central Board of Secondary Education (CBSE) or Council for the Indian School Certificate Examinations (CISCE) or any other examination equivalent thereto as may be decided by the Government in consultation with the CHSE, Odisha.
- (ii) The candidate must have Basic Computer Skill with knowledge in “Word Processing and Spread Sheet applications”.
- (f) **Physical Fitness:** (i) A candidate must 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 service.
- (ii) 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.

PART IV

PROMOTION

8. Eligibility Criteria for Promotion:

The eligibility criteria for Promotion to the post in column-2 of Appendix-A shall be as specified in column 4 thereof against respective posts.

9. Combined Gradation list for the purpose of Promotion:

(1) For the purpose of promotion to the post of Statistical Field Inspector a combined gradation list of Statistical Field Surveyor shall be prepared on the basis of the date of appointment. In case the date of appointment of two or more Statistical Field Surveyor becomes the same the person older in age as determined on the basis of their date of births shall be assigned higher position.

10. Constitution of Selection Committee:

(1) A Selection Committee shall be constituted consisting of the following members to consider the cases of promotion from Statistical Field Surveyor to Statistical Field Inspector and from Statistical Field Inspector to Senior Statistical Field Inspector, namely:—

- | | | |
|---|-----|------------------|
| (a) Director | ... | Chairman |
| (b) Joint Director of Directorate of Economics
and Statistics in charge of Agriculture
Statistics Division. | ... | Member |
| (c) Senior most Joint Director of the Range | ... | Member |
| (d) A representative of the S.T. & S.C.
Development Department . | ... | Member |
| (e) Senior Establishment Officer of Directorate | ... | Member Secretary |

(2) The recommendation of the Selection Committee shall be valid and can be operated upon notwithstanding the absence of any one of its members other than the Chairman:

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 eligible employees based on merit and suitability in all respect with due regard to seniority 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 promotion cases of suitable employees 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 there under, orders or instructions issued in this behalf by the Government from time to time.
- (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. Select List:

(1) The select lists recommended by the Selection Committee for promotion shall ordinarily be in force for a period of one year from the date of its approval by the Competent Authority or until another select list is prepared afresh whichever is earlier.

(2) Appointment to any post in the service shall be in the order in which their names appear in the select list.

PART V**OTHER CONDITIONS OF SERVICE****13. Probation and Confirmation:**

(1) Every person appointed to the posts 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:

Provided further that such period of probation shall not include the period of,-

- (a) extraordinary leave;
- (b) unauthorized absence; or
- (c) any other period held to be not being on actual duty.

(2) (a) The appointment of a probationer coming through direct recruitment may be terminated by the Appointing Authority if such person fails to work satisfactorily or is found to be other wise unfit to hold the post.

(b) In case of a person appointed by way of promotion, the appointment may for good and sufficient reasons to be recorded in writing, be terminated by the Appointing authority 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 deem to be reverted to his/ her former post in the cadre.

(3) A probationer after completing the period of probation satisfactorily shall be eligible for confirmation subject to the availability of permanent vacancy in the service.

14. Training and Departmental Examination:

(1) Every person shall, on appointment or promotion to a post in the Service be required to undergo such training as specified in **Appendix-D**.

(2) If a person appointed to the Service fails to pass the training in four successive chances, he or she shall be liable for reversion to the previous post if he or she is a promotee or shall be discharged from the service if he or she is a direct recruit:

Provided that the Director may, if satisfied that there are reasons for doing so, grant one more chance to a person to pass the training.

15. *Inter se-seniority:*

The *inter-se* seniority of the persons appointed to a post in a particular category in any particular year of recruitment shall be regulated in the following manner, namely:—

(1) Persons appointed to post in a particular Category by promotion as per provision under rules 8, 9, 10, 11 and 12 shall rank *inter-se* in the order in which their names appear in the respective lists prepared by the Committee.

(2) Persons appointed to the posts in Category-III by way of direct recruitment in district offices shall rank *inter-se* in the order in which their names appear in the list prepared under sub-rule (5) of rule 6.

16. Transfer and Posting:

(1) An employee belonging to Category-III is to be posted within a revenue district in which he has been recruited.

(2) The employees in Category-III shall not be transferred beyond their Cadre Area.

17. 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 be prescribed by the State Government from time to time.

PART VI

MISCELLANEOUS

18. Relaxation: When it is considered by the Government that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any provision of these rules in respect of any category of the employees.

19. Interpretation: If any question arises relating to the interpretation of these rules, it shall be referred to the State Government in the Planning & Co-ordination Department whose decision thereon shall be final.

APPENDIX - A
[see rule 3 and 8]

SI No	Name of the Post/ Category (Group C)	Method of Recruitment	Eligibility Criteria for Promotion
(1)	(2)	(3)	(4)
1	Statistical Field Inspector	Promotion from Statistical Field Surveyor	(a) Rendered at least 10 years of continuous service as Statistical Field Surveyor on the 1st day of the January of the year in which promotion is considered and have satisfactory record of performance and conduct. (b) passed the departmental training as specified in Appendix-'D'.
2	Senior Statistical Field Inspector	Promotion from Statistical Field Inspector	(a) Rendered at least 03 years of continuous service as Statistical Field Inspector on the 1st day of the January of the year in which promotion is considered and have satisfactory record of performance and conduct (b) passed the departmental training as specified in Appendix-'D'.

APPENDIX - B**[see rule 6(3)]****STANDARD, SYLLABUS AND SUBJECTS OF EXAMINATION**

- (1) Total marks for recruitment shall be 100.
- (2) The written test will comprise questions on Arithmetic and English (both 10th Standard). The question for written test shall be Objective type with 50 marks.
- (3) Basic Computer Skill test shall be for 20 marks with knowledge in Word Processing and Spread Sheet applications.
- (4) Career marking shall be of 30 marks secured in 10th and 10+2. Out of the career marks of 30, 10 marks for 10th standard (10 marks to be taken equivalent to 100% marks) and 20 marks for 10+2 standard (20 marks to be taken equivalent to 100% marks). No weightage shall be given to any higher qualification.

APPENDIX - C**[see rule 6(4)]****DETERMINATION OF VACANCIES, ADVERTISEMENT OF VACANCIES AND
COMMUNICATION OF RESULTS**

Determination of vacancies — The number of vacancies required to be filled up through direct recruitment in a particular year shall be calculated by the Deputy Director (Planning & Statistics), DPMUs preferably in the month of December or any month as desired by the Government in Planning & Co-ordination Department and such vacancies shall be reported to the Director for conducting recruitment test for those posts through Odisha Subordinate Staff Selection Commission. The selection of candidates will be for a particular district through one common State-wide test.

Advertisement of district-wise vacancies—The Odisha Subordinate Staff Selection Commission shall make advertisement of district-wise vacancies as reported by the Director and shall conduct the recruitment inviting applications from the eligible candidates for a particular district as per the procedure prescribed in rule 7 through one common State wide test.

Communication of results—The Odisha Subordinate Staff Selection Commission shall furnish the merit list of successful candidates taking into account the marks secured by them in written, Computer Skill test and Career evaluation limited to the number of vacancies notified for general candidates, SEBC, Scheduled Castes and Scheduled Tribes and other reserved categories for each district along with marks secured by them in written, Computer Skill test, Career evaluation and date of birth.

APPENDIX-D**[See rule 14(1)]**

**Training Course for the post of Statistical Field Surveyor (SFS),
Statistical Field Inspector (SFI) and
Senior Statistical Field Inspector (SSFI)**

A. Training Course for the post of Statistical Field Surveyor (SFS):

1. The period of training shall be for three months duration.
2. The training course shall consist of the following papers and the maximum marks and pass marks are noted against each paper.

(a) Paper-I: Survey Training.

(Maximum Marks:100, Theory-60, Practical-40, Pass Marks- 50)

Administrative set up of Odisha, Land holding pattern of Odisha, land record and non-land record States, village Map and RoR, Reading and Tracing of Map, Interpretation of symbols in the Map, Identification / Demarcation of sample village /plots, Khata Number, Plot Number, Survey Number, Batta Plot, Chhut Plot etc., Use of different equipment in locating and measuring plot-wise land use area, use of GPS technology for land use survey, practical demonstrations etc.

(b) Paper-II: Training on Sample Surveys and Censuses.

(Maximum Marks:100, Theory-60, Practical-40, Pass Marks- 50)

(i) EARAS (Establishment of an Agency for Reporting Agricultural Statistics):

Aim and objectives, Concepts and Definitions, Cropping pattern, Sampling Design, Random numbers, Land Utilization Survey (LUS), Crop Cutting Experiments (CCE), Field demonstrations etc.

(ii) Other Surveys and Censuses :

(a) Improvement of Crop Statistics (ICS): objectives, coverage, field survey.

(b) Agricultural Census / Minor Irrigation Census, Other Household Surveys: objectives, concepts and definitions, sampling design, listing of data, schedules etc.

(c) Agriculture Labour Wages: concepts, scope and coverage, schedules etc.

(d) Rastriya Krishi Bima Yojana (RKBY): objectives, coverage, notified crops etc.

(e) Collection of official statistics.

(c) Paper–III: Computer Applications and Office Procedures.

(Maximum Marks:50, Theory-30, Practical-20, Pass Marks- 25)

- (i) Computer Applications: MS (Microsoft) Office (Word, Excel), Internet, Data entry using CsPro software etc.
- (ii) Office Procedures: Maintenance of field registers, preparation of records for submission of schedules etc.

B. Training course for the post of Statistical Field Inspector:

1. The period of training shall be for one month duration.
2. The training course shall consist of one paper on the following subjects and the maximum marks shall be 100 out of which 70 marks for theory and 30 marks for practical. The Pass mark shall be 50.
 - (i) Refresher **course** on survey.
 - (ii) Refresher **course** on Sample Survey and Censuses.
 - (iii) Monitoring and Supervision techniques.
 - (iv) Advanced training on Computer Skill.
 - (v) Refresher **course** on Office Procedures.

C. Training course for the post of Senior Statistical Field Inspector:

1. The period of training shall be for one month duration.
2. The training course shall consist of one paper on the following subjects and the maximum marks shall be 100 out of which 70 marks for theory and 30 marks for practical. The pass mark shall be 50.
 - (i) Refresher **course** on survey.
 - (ii) Refresher **course** on Sample Survey and Censuses.
 - (iii) Refresher **course** on Monitoring and Supervision techniques.
 - (iv) Refresher **course** on Computer Skill.
 - (v) Refresher **course** on Office Procedures.

By Order of the Governor

U. N. BEHERA

Development Commissioner-*cum*-Additional Chief Secretary