

CONSOLIDATED

**The Odisha District and Subordinate
Courts' Group-D Employees (Method
of Recruitment and Conditions of
Service) Rules, 2021**

(Consolidated till 1st Amendment, 2022)

LAW DEPARTMENT

NOTIFICATION

The 7th September, 2021

S.R.O No. 312/2021-In exercise of the power conferred by the proviso to article 309 of the Constitution of India and in supersession of all rules, regulations, instructions, circulars, orders except as respect things done or omitted to be done before such supersession, the Governor of Odisha, is pleased to make the following rules, for regulating the method of recruitment and conditions of service of persons appointed to Group D posts in the District and Sub ordinate Courts in the State of Odisha, namely:-

1. **Short title and commencement-** (1) These Rules may be called the Odisha District and Subordinate Courts' Group-D Employees (Method of Recruitment and Conditions of Service) Rules, 2021.
(2) They shall come into force on the date of publication in the *Odisha Gazette*.
2. **Definitions-** (1) In these Rules, unless the context otherwise requires,-
 - (a) "Appointing Authority" means the respective District & Sessions Judge of a Judgeship in respect of that District / Judgeship;
 - (b) "Chief Justice" means the Chief Justice of the High Court of Orissa;
 - (c) "Court" means the High Court of Orissa;
 - (d) "District Court" means the Court and Office of the District Judge;
 - (e) "District Judge" means the District and Sessions Judge of a Judgeship and Sessions Division;
 - (f) "Ex-Servicemen" means persons as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
 - (g) "Government" means the Government of Odisha;
 - (h) "Governor" means the Governor of Odisha;

- (i) "Group-D" means a person holding a civil post held under the District Judge, classified as such, in the Odisha Civil Services (CCA) Rules, 1962, from time to time;
- (j) "House Orderly" means a person appointed as such in accordance with the Scheme formulated or rules framed by the Court in that regard;
- (k) "Judgeship" means the territorial area over which a District Judge exercises jurisdiction;
- (l) "Person with Disabilities " means a person who has been granted with certificate of disability issued by a certifying authority issued under section 58 of the Rights of Persons with Disabilities Act, 2016;
- (m) "Recruiting Authority" means Registrar General of the Court or any other officer authorized by the Chief Justice;
- (n) "Recruitment Cell" means one permanent section/branch of the Court consisting of such number of Judicial Officers and Staff as would be decided by the Chief Justice;
- (o) "Recruitment Committee" includes one or more Committees as constituted by the Recruiting Authority with the approval of the Chief Justice for the purpose of any recruitment under these rules having same composition;
- (p) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India under article 341 and 342 of the Constitution of India, respectively;
- (q) "SEBC" means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (r) "Special Court" means a Court established under any Special Act;
- (s) "Sub ordinate Courts" means the Courts and Offices of the Additional District Judges, Chief Judicial Magistrate, Senior Civil Judges, Civil Judges, Registrar of Civil Courts and other Judicial Magistrates and any other Judicial Courts established in the District/Judgeship from time to time in the Headquarter and outlying stations. It shall also include the Special Courts established under the respective Special Act(s) in a Judgeship;
- (t) "Year" means the calendar year;

(2) Words and expressions used herein but not defined shall have the same meaning as have been assigned to them in the Odisha Service Code and in case of any ambiguity, the determination thereof by the Court shall be final.

3. Categorization of Group-D posts.- (1) The Group-D posts in the District and Sub ordinate Courts shall be categorized as follows, namely:-

a) Office Peon :

This Category shall be the entry level cadre in the Group-D services and shall include Peons attached to different District, Sub-ordinate and Special Courts and Offices, Treasury Sarkar, Peon, Malkhana Peon, Malkhana Guard, Sessions Guard, Punching Peon, Low Grade Attender, Mobile Peon, Record Supplier, Copying Peon, Farash, Chowkidar, Lift Operator and Xerox Operator.

b) Binder :

This category shall be the 1st level promotional cadre for Office Peons and includes Zamadar, Record Attendant, Library Attendant and Higher Grade Attender.

c) Process Server :

This category shall be the 2nd level promotional post in the Group- D cadre.

d) Gardener (Mali) :

This category shall be a separate group in the cadre and shall be entitled to pay and allowances equivalent to the time scale of pay up to the level of process servers without any scope for promotion from the entry level post.

e) Night Watchman :

This category shall be a separate group in the cadre and shall be entitled to pay and allowances equivalent to the time scale of pay up to the level of Binder without any scope for promotion from the entry level post.

f) Sweeper :

This category of peons shall be a separate group in the cadre and shall be entitled to pay and allowances equivalent to the time scale of pay up to the level of Binder without any scope for promotion from the entry level post.

- (2) The posts of Orderly Peon and Night Watchman-*cum*-Sweeper shall stand abolished with effect from the date these rules come into force and on abolition of the posts of Orderly Peons, equal number of posts of House-Orderly shall be created by the Government in consultation with the High Court and on abolition of the posts of Night Watchman-*cum*-Sweeper, equal number of separate posts of Night Watchman and Sweeper shall be created by the Government in consultation with the High Court:

Provided that, the existing Orderly Peons and Night Watchman-*Cum*-Sweepers shall not be affected by such abolition of posts till they are absorbed in the posts of Office Peon in a phased manner. Before any advertisement for filling up the posts of Office Peon is made, it shall be ensured by the concerned District Judge that no Orderly Peon, Night Watchman-*Cum*-Sweeper is left in the judgeship to be absorbed as Office Peon:

Provided further that, until the existing Orderly Peons get absorbed, they shall perform various duties like cooking, housekeeping, marketing, gardening and other household works of the Presiding Officer, to whom they are attached. But, they shall however, not to be engaged in work like cleaning of latrine/lavatories.

- (3) Wherever in any Judgeship less number of sanctioned posts or no sanctioned post of orderly peon are available, proportionate number of sanctioned posts of Peon or Office Peon may be abolished or surrendered for creation of equal number of posts of House Orderly and the Government may increase or decrease the number of post in any cadre for time to time.
- (4) Any special postings being made in the cadre of Group-D, on the basis of any special circular of the Court or the Government, such as interpreter and the like shall be continued to be made as per such scheme or circular and their recruitment, engagement, conditions of service etc shall not be guided under these rules.
4. **Confirmation.- (1)** All appointments to the post of Office Peons, Gardeners (Mali), Sweepers, Night-Watchman, (and Process Server, if such appointment at any time

is made at entry level) shall be on contractual basis for a period of 6 (six) years from the date of appointment/ joining.

- (2) Such appointments on contractual basis may be extended for a further period of 2 (two) years at the discretion of the District Judge on the basis of reasons given for the same.
- (3) If during the period of contractual appointment, a candidate's work and /or conduct is found unsatisfactory or if he/she is found to be indisCIPLINED, the Appointing Authority may terminate his / her service at any point of time without assigning any reason. After completion of 6 (six) years or 8 (eight) years of service, as the case may be, on contractual basis, a candidate shall be absorbed in the Permanent Establishment in the scale of pay applicable to the Grade Post he or she is absorbed in.
- (4) The pay and allowances to all the categories of Group-'D' employees during the period of appointment on contractual basis shall be paid as per the guidelines or circulars issued by the Government from time to time.
- (5) The minimum required qualification of Group-'D' employees including special qualities, if any, the nature of duties to be performed by them and the grounds for their disqualification shall be as per the details prescribed hereinafter in these Rules.
- (6) Notwithstanding the provisions contained in these Rules or any other Rules framed by the Government, a House Orderly, if selected to the post of Office Peon after putting 6 (six) years or 8 (eight) years of service, as the case may be, shall be absorbed in the Permanent Establishment in the scale of pay applicable to the Grade Post he / she is absorbed in.
- (7) Seniority of all the Group-'D' employees at the Entry Level shall be reckoned from the date of their confirmation. Their continuous service as contractual employees shall however be reckoned for their retrial benefits.
- (8) Where a member of cadre of House Orderly and a member of cadre of Group-'D' recruited by direct recruitment on contractual basis are absorbed in the Permanent Establishment at the same time, the member of cadre of House Orderly shall take precedence over the direct recruits in the gradation list.

5. Engagement of House Orderly.- (1) After abolition of the existing posts of Orderly Peons as has been provided for under Rule -3(2), there shall be no Orderly Peons in

the regular Group- D cadre. However, the Court may, by Special Scheme or Rules, authorize the Appointing Authority to appoint House Orderly, who shall form a separate cadre in themselves, and shall not be covered in the regular group – ‘D’ cadre.

- (2) The House Orderlies shall be attached in the residence of the Judicial Officers. The entitlement of Judicial Officers to get the services of House Orderly shall be in the following manner;-
 - (a) Cadre of District Judge- 3 (three)
 - (b) Cadre of Senior Civil Judge- 2 (two)
 - (c) Cadre of Civil Judge- 1 (one)
- (3) 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, shall be as per the scheme to be formulated or Rules to be framed by the Court.

6. Reservations.- Notwithstanding anything contained in these Rules, reservation of vacancies for:-

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made thereunder.
- (b) SEBC, Women, Sports Persons, Ex-Servicemen and Person with Disabilities shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

6A. (1) The direct recruitment to the Group-D posts such as Office Peon, Sweeper, Gardener (Mali), Night Watchman and House Orderly for appointment in the District and Subordinate Courts' of the State under these rules shall be made zone wise in a centralized manner by the Recruiting Authority through the Recruitment Cell of the Court. The mode of determination of vacancy by the District and Sessions Judge of each Judgeship, requisition of vacancy for recruitment, advertisement of vacancy, scrutiny of application, process of

undertaking the recruitment and communication of results by the Recruiting Authority shall be as set forth in Appendix-D appended to these rules.

- (2) The Recruitment Cell of the Court being a permanent section/branch shall have such number of posts of Judicial Officers in the Cadre of District Judge, Senior Civil Judge, Joint Registrar (Ministerial), Assistant Registrar (Ministerial and Secretarial), Superintendent, Private Secretary, Section Officer, Personal Assistant, Assistant Section Officer, System Officers, Data Entry Operators, Binders, Orderly Peons and Office Peons as would be decided by the Chief Justice in consultation with the State Government. The Recruiting Authority with the permission of the Chief Justice may take the assistance of other Registrars, Officers and Staff of the Court and of the District Judgeships whenever required while undertaking the recruitment process-

Provided that pending creation of the above posts of the Recruitment Cell of the Court, the Recruiting Authority may undertake the recruitment process with the assistance of other Registrars, Officers and Staff of the Court and District Judgeship by forming a Recruitment Cell for the purpose with the permission of the Chief Justice.

- (3) The Recruitment Committee shall consist of

- One Judicial Officer of outstanding integrity in the Cadre of District Judge (super time or selection grade) having service not less than three years left for Superannuation..... Chairman
- One Judicial Officer of outstanding integrity in the Cadre of District Judge having service not less than three years left for superannuation
.....1st Member
- One Senior Civil Judge/CJM of outstanding integrity.....2nd Member

- (4) The Judicial Officers of the Recruitment Cell shall hold office in the High Court Registry at the pleasure of the Chief Justice for a period not exceeding three years at a time.

- (5) The Recruitment Cell shall receive and scrutinize the applications and thereafter the Recruitment Committee shall shortlist the candidates, conduct

Scrutiny & Suitability Test, Actual Selection Test (written) and Physical Test (wherever prescribed), Practical Test (wherever prescribed), conduct Personal Interview/Viva-Voce Test and prepare the final select list of the candidates for appointment in different posts in the respective Judgeships of the State with the approval of the Chief Justice.

- (6) The dates on which such tests are to be held shall be fixed by the Recruiting Authority in consultation with the Chief Justice and the Recruiting Authority shall fix the places at which the tests are to be held. However, the places of tests may be in one or more Districts of the State. The District Judges, Collectors, Superintendent of Police and other government Officials of different departments of the concerned districts shall extend all logistic and security related support to the Recruiting Authority in conducting the test/examination wherever required.

7. Recruitment of Office Peon.- (1) The recruitment for the post of Office Peon shall be made in centralized manner by the Recruiting Authority through the Recruitment Cell of the Court as per the Scheme of Recruitment Examination and procedure detailed in Appendix-A of these rules, and a candidate has to apply for the post in the Form prescribed in Appendix-C.

- (2) A candidate in order to be eligible for being appointed as an office peon, must,-
- (i) have passed M.E. standard (Class-VII) examination conducted by any School or Educational Institution;
 - (ii) be able to speak, read and write odia;
 - (iii) be over 18 years and below 32 years of age on the first day of August of the year in which the advertisement for the Recruitment is published:

Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-6 shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders, Circulars or Instructions, for the time being in force, for the respective reserved categories:

Provided further that, the upper age limit in respect of House Orderlies desirous of applying for the post of office peon shall be relaxed by 8 (eight) years.;

- (iv) be able to read and write English (Elementary Standard) sufficient to discharge the functions of Office Peon, Binder or Process Server, as the case may be;
- (v) be of good character;
- (vi) be of sound health, good physique and free from organic defects or bodily infirmity of not more than fifty percent;
- (vii) not have more than one spouse living, if married;
- (viii) be able to ride bicycle and motorcycle holding license for driving motorcycle;
- (ix) not have any past criminal antecedent or record.

8. Recruitment of Sweeper.- (1) A Sweeper shall be appointed from amongst the willing individuals having specialized training and /or experience for the post of Sweeper, or from amongst the persons who have no hesitation to do menials in lavatories.

- (2) No minimum educational qualification shall be required to be appointed as a sweeper;
- (3) A person for being appointed as a sweeper must also possess the qualifications mentioned under rule-7 (2) (ii), (iii), (v),(vi),(vii), (viii) and (ix);
- (4) A person desirous of being appointed as a Sweeper shall furnish an undertaking in writing to the effect that he / she has got no hesitation to do menials in toilets / lavatories.
- (5) The selection for the post of Sweeper shall be made only on the basis of personal interview carrying 30 (thirty) marks and Practical Test carrying 20 (twenty) marks.

Provided that, in case of large number of applicants, a preliminary Suitability or Screening Test may be held at the discretion of the Recruiting Authority, as provided in Appendix-A(1)(i).

9. Recruitment of Gardener (Mali).- (1) A Gardener (Mali) shall be a trained person, who has either undergone any special training for gardening or who has got experience in gardening work for a period of at least 3 years. Candidates having 'Botany' as a subject in Higher Secondary level or 10+2 level shall be given preference over other candidates.

(2) A person for being appointed as a Gardener (Mali) must also possess the qualifications mentioned under Rule-7(2) (ii), (iii), (v), (vi), (vii), (viii) and (ix).

(3) The selection for the post of Gardener (Mali) shall be made only on two stages:-

(i) Practical Test carrying 30 (thirty) marks

(ii) Personal Interview carrying 20 (twenty) marks. The Candidate, who becomes successful in the Practical Test, shall be called for Personal Interview.

Provided that, the Recruitment Committee may take the assistance of any Expert, who, however must be a Government Servant, such as the District Horticulture Officer or the District Agriculture Officer, for assessing the expertise and competence of the candidate, in course of Practical Test and Interview.

Provided further that, in case of large number of applicants, proviso to Sub-Rule (5) of Rule 8 may be followed at the discretion of the Recruiting Authority.

(4) The candidates desirous of being appointed as Gardeners (Mali) shall be required to produce original certificates showing special training, if any, undergone by them, and in support of their educational qualification(s).

10. Recruitment of Night Watchman :- (1) A Night Watchman should either be a Retired Defence Personnel or Para- Military Service Personnel, or a person possessing Special Training supported by certificates for discharging functions of a Night Watchman.

(2) A person for being appointed as a night watchman must also possess the qualifications mentioned under Rule-7 (2) (ii), (iii), (iv), (v), (vi), (vii), (viii) and (ix).

(3) The selection for the post of Night Watchman shall be made at two stages:-

- (i) Physical Test carrying 30 (thirty) marks;
- (ii) Personal Interview carrying 20 (twenty) marks;

Provided that, the Recruitment Committee may take the assistance of the Superintendent of Police or the Reserve Inspector of Police of the District for conducting necessary Physical Fitness Test, including measurement of height, chest, weight, etc. of the candidates:

Provided further that, in case of large number of applicants, proviso to sub-rule (5) of rule 8 may be followed at the discretion of the Recruiting Authority.

11. **Undertakings** .- (1) Before being appointed as Office Peons, the candidates shall be required to give an Undertaking that they shall agree and are prepared to discharge any duty assigned to them by the Judicial Officers(Presiding Officers) in course of their appointment;

- (2) Office Peons or Binders promoted as Process Servers shall be asked to give an Undertaking that they have no objection to work as Office Peons in the District Courts, Subordinate Courts or Special courts, in case of exigencies, and to perform Guard Duty and Protocol Duties as and when called upon to do so.

12. **Nature of Duty and Services to be rendered.**- A Group-'D' employee, upon his appointment as such, shall perform such duties, as have been detailed in Appendix-B of these Rules. An Office Peon attached to an Establishment or Office, in addition to the duties described in Appendix-B, shall perform works like dusting, cleaning and sweeping of the different Sections / Branch / Office / Court Rooms and Chamber of the Presiding Officer, as the case may be, to which he / she is attached.

13. **Working Hours (Duty Hours)** .- There shall be no specific duty hours for the Binders and Office Peons, and they shall remain in Office at least so long as the Presiding Officer to whom they are attached, or the Judge-in-charge of the Branch/ Section / Office / to which they are attached, is present there in the Office to discharge his / her official duties.

14. **Promotion to the rank / cadre of Binder.**- (1) Office Peons, on completion of 5 (five) years of satisfactory service in the Permanent Establishment after absorption shall be eligible for promotion to the cadre of 'Binder' subject to availability of vacant post in the promotional cadre.

Provided that, the Appointing Authority, in case of any administrative exigencies and for reasons to be recorded in writing may relax the qualifying service criteria.

- (2) Such promotion shall strictly be on the basis of suitability –cum-seniority in the rank or cadre.

15. Promotion to the cadre of Process Server.- (1)Promotion to the cadre or post of Process Servers shall be made only from amongst the Group-‘D’ employees serving in the cadre of ‘Binder’.

Provided that, deserving Office Peons shall also be eligible to be considered for promotion to the cadre of Process Servers, if they have put in at least 5 (five) years of satisfactory service as Office Peons in the Permanent Establishment after absorption, and if sufficient number of suitable employees in the cadre of ‘Binder’ are not available to fill up the existing vacant posts of Process Servers.

- (2) Such promotion to the cadre of Process Server shall be made strictly on the basis of suitability-cum-seniority in the rank / cadre.

16. Conditions of Service.- The Provisions of Orissa Government Servants’ Conduct Rules, 1959 and Orissa Civil Services (Classification, Control, and Appeal) Rules, 1962 shall apply to the Group-‘D’ Employees, so far as their conduct and Disciplinary Proceeding against them respectively are concerned.

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, from time to time, be prescribed by the Government.

18. Transfer.- (1)All transfers of Group-‘D’ employees within the District or Judgeship shall be made by the District Judge, taking into account the administrative need, exigency and requirement.

- (2) The Chief Justice may, in public interest or for administrative reasons, transfer any employee of the Group-‘D’ cadre from one District Court Establishment to another District Court Establishment within the State, or from any District Court Establishment to the High Court, and the Group-‘D’ employee so transferred, shall not carry his / her seniority with him / her.

- (3) The Chief Justice may, upon the prayer of any Group-‘D’ employee on the ground of self-terminal illness or any exceptional ground to be considered by him, transfer the concerned employee from one District Court Establishment to another District Court Establishment within the State.

Provided that, in case the employee seeks transfer on his / her own choice, he / she shall not be entitled to keep his / her seniority, which he / she held prior to such transfer and his / her positions in his / her new place of posting shall be at the bottom of the Gradation List of the employee of the same cadre posted in the Judgeship to which he / she is transferred.

19. General procedure for recruitment.- Recruitment to all entry level Group-‘D’ posts shall be held every year, taking into consideration the posts that shall fall vacant within next three months from the date of advertisement. Such recruitments shall be made only after open advertisement is published in at least two newspapers, one of which must be in Odia language, having wide circulation in the locality.

20. Disqualification from Service.- Notwithstanding anything contained in any other law for the time being in force, an employee in the Group-‘D’ cadre of the District and Subordinate Courts, shall be held disqualified from continuing in service if,-

- (a) he / she is found intoxicated at work place on more than 3 (three) proved instances;
- (b) he / she is suffering from any virulent form of contagious disease, or an ailment so severe in form so as to deter him / her from discharging his / her duty. However, disability of persons, who are handicapped or physically challenged, shall not be reckoned as ailment within the meaning of this provision; or
- (c) he / she is found to have suppressed any information in his /her Application Form or Declaration in course of the Recruitment Test.

21. Retirement in Public Interest.- (1) Notwithstanding anything contained in these rules the District Judge, if he is of the opinion that it is in the public interest so to do, will have absolute right to retire any member of the service who has attained the age of fifty years, by giving him/her notice of not less than three months in writing or three months’ pay and allowances in lieu of such notice.

(2) Whether any member of the service should be retired in public interest under sub-rule(1) shall be considered at least three times, that is, when he / she is about to attain the age of fifty years, fifty five years, and fifty eight years.

Provided that nothing in sub-rule(2) shall be construed as limiting the powers of the District Judge to retire a member of the service at any time after he/she attains the age of fifty years in public interest.

22. **Interpretation.-** All questions relating to interpretation of these Rules shall be referred to the Court, whose decision thereon shall be final.

23. **Relaxation.-** Notwithstanding anything provided herein before, in case of any administrative exigencies, the Court may, for reasons to be recorded in writing, and by order, relax or dispense with any of the provisions of these rules in respect of any class or category of employees in such a manner, as may it appear to be just and equitable.

APPENDIX-A**(Scheme of Recruitment Examination for the post of Office Peon)****[See Rule- 7]**

1. There shall be following Three Stages of Examination for recruitment to the first Entry Level post of Group-‘D’ Employees (Office Peons).
 - i) 1st Stage Test :- Scrutiny and Suitability Test:- (10 marks)
(Qualifying in Nature)
 - ii) 2nd Stage Test :- written Test :- (25 marks)
 - iii) 3rd Stage of Test :- Interview / viva-voce Test:- (15 marks)
2. At the first instance, on verification of documents furnished by the candidates, it shall be ascertained as to if a particular candidate has got the qualifications mentioned in rule 7 (5) of these Rules.
3. **Scrutiny & Suitability Test-**
 - (a) The candidates, who are found eligible as per rule 2 of this Appendix, shall be called upon for Scrutiny and Suitability test.
 - (b) Group-‘D’ employees are required to be disciplined, obedient, orderly, loyal, well behaved, polite, decently dressed, soft spoken, committed and tolerant. Accordingly, the Recruitment Committee or Committees, may, by a General Interview, observe the demeanor, dress /attire, manner, conduct, etc. in order to test his / her suitability, and in order to assess as to if he /she possesses the qualities mentioned prior here to. At this stage, the write up given by the candidates at Serial No-18 of his / her Application Form (Appendix-C) should also be assessed. Only those candidates, who are found to be suitable in this Test, shall be called upon to attend the next stage of Test. The purpose of the test is to find out the suitability of the person for the post he / she applied for.
 - (c) No judicial officer, who is yet to complete 3 years of service, shall be given the assignment of assessment as aforesaid.
 - (d) Mere higher educational qualification shall not be given any extra weightage, and possession of minimum educational qualification as has been prescribed under Rule-7 of the Rules shall be sufficient for the purpose.
 - (e) Weightage shall however be given to a person, if he / she possesses any special knowledge outlined in Serial No-19 of his / her Application Form(Appendix-C).

- (f) A candidate, to be suitable, must obtain fifty percent of the total marks in the screening / suitability test.
- (g) This test is only to qualifying in nature and the marks obtained in this test shall not be carried forward to draw the Merit List.

4. Actual Selection Test :-

- i) Only the candidates, who emerge successful in the Scrutiny & Suitability test up to 20 (twenty) times of the vacant posts advertised shall be called upon to appear in the 2nd Stage of Test.
- ii) Candidate's ability to read and write odia and simple English shall be tested in this test.
- iii) The Recruitment Committee or Committees shall conduct such Test.
- iv) Simple paragraphs in odia and English, prepared by the Recruiting Authority, shall be given to test the reading capacity of the candidates. Similarly, the candidates shall be given dictation to write Simple English and Odia passage to assess their efficiency in writing simple English and Odia.
- v) The Recruitment Committee may take the help of Expert Teachers of recognized Government Educational Institutions, not only for conducting the Test but also for evaluation of answer scripts of candidates appearing in such Test.
- vi) The eligible House Orderlies appearing in the Interview shall be given 1 (one) mark for each completed year of satisfactory service as such House Orderlies , subject to maximum of 5 (five) marks in the final Interview.
- vii) Weightage of a maximum 5 (five) marks shall be added in the marks obtained by a candidate, if he possesses special knowledge / skill, as outlined in Serial No-19 of the Application Form (Appendix-C)
- viii) A candidate, to be successful in the 2nd Stage of Test, shall have to secure fifty percent of marks.

5. Final interview / viva-voce test :-

- i) The successful candidates in the 2nd Stage of Test, up to 10 (ten) times of the vacant posts advertised shall be called upon to face the Interview/ Viva-Voce Test.
- ii) The Recruitment Committee / Committees, by way of Interview, shall assess as to whether a particular candidate shall be able to adapt himself / herself to the work assignment to a Group-'D' employee.

- 6.** The final selection list of Group-D employees shall be prepared basing upon the Total Marks Secured by the candidates in the 2nd and 3rd Stage of Tests.

APPENDIX- B**(Details of Duties of Group- 'D' Employees)****[See Rule.13]**
-----**1. Office Peon :-**

The Office Peons are required to perform the following duties and take up the following responsibilities:-

- (a)** Physical maintenance of records of the Office / Sections in a clean and protective manner.
- (b)** General cleanliness and upkeep of the Office / Sections / Branch.
- (c)** Carrying of files / records and other papers within the office building and outside the building.
- (d)** Photo copying and sending of FAX, etc.
- (e)** Assisting in the routine office work like Diary, Dispatch, including Computer Operation.
- (f)** Delivering Dak (Postal) outside the building.
- (g)** Watch and Ward duties of the Branch and Office during the day time.
- (h)** Opening and closing of rooms of the Office and Court.
- (i)** Cleaning of rooms of the Office and Court.
- (j)** Dusting of the furniture, tables, chairs, etc.
- (k)** Sweeping and cleaning of floors of the Court, Office, Section and Branch, including the adjoining verandah and free areas.
- (l)** Driving of Vehicles, if in possession of valid Driving License.
- (m)** Up-keeping of Parks, Lawns, Potted Plants, etc. adjoining to the Court, Office, Branch and Section.
- (n)** To attend V.I.P duties and other Protocol Duties whenever required.
- (o)** Carry the files/records to the residential office of the Judicial Officers and bring it back to the Court.
- (p)** Any other work assigned by the Presiding Officer of the Court or the Chief Ministerial Officer of the Office.

2. **Zamadar/ Binder/ Record Attendant/ High Grade Attender/ Library Attendant**

(a) Zamadar:-

The post of Zamadar is a promotional post of Office Peon. A Zamadar is an ornamental post for a Presiding Officer for a particular Court. He shall look after the comfort and well being of the Judicial Officer (Presiding Officers) and he shall be essentially attached to the Court of the Judicial Officer to whom he is attached.

The duties of the Zamadars are as follows:-.

- (i) To bring letters from the Post Office and place the same before the Presiding Officer concerned after putting the stamp.
- (ii) To arrange papers and files on the table of the Presiding Officer.
- (iii) To remain in attendance at the Office Room of the Presiding Officer to attend to the calls of the officer.
- (iv) To carry files and papers to and from the Office Room of the Presiding Officer.
- (v) To attend to the Officer's Telephones in the absence of the Officer to whom he is attached.
- (vi) To attend to any other work that may be entrusted to him by the Presiding Officer concerned.
- (vii) To attend V.I.P duties and other Protocol Duties whenever required.

(b) Binder:-

The duties of Binder are as follows:-

- (i) He shall attend to all types of Roneo works.
- (ii) He shall bind and stitch all new and old Registers except the binding of Gazettes of Law Department.
- (iii) He shall seal all confidential letters and files, etc.
- (iv) He shall attend to all pasting works of the Department.
- (v) He shall rule the papers and Registers when required.

- (vi) He shall clean pen -stands, glass, pads and other official articles used by the Officers and Assistants.
- (vii) He shall bring departmental indents of stationery articles on requisition and distribute those among the staff.
- (viii) He shall supply sized papers to Typists.
- (ix) He shall prepare envelopes, etc. for issue of letters, parcels and packets, etc.
- (x) He shall affix stamps on cover / envelop of various Government Letters.
- (xi) He shall carry daily Government Letters, Registered Letters, parcels, etc. to the Post Office for dispatch.
- (xii) He shall attend to any other official work assigned to him by the Presiding Officer, Chief Ministerial Officer and other Ministerial Staff.

(c) Record Attendant/ Higher Grade Attender:-

- (i) The Record Attendant shall be attached to the Record Room of the Court.
- (ii) The Record Attendant under the supervision of the Record Keeper, shall arrange the Disposed of Records received from the District Courts and other Subordinate Courts of the Judgeship, on different racks / shelf, being allotted for the records of each Court.
- (iii) The Record Attendant should, as per the instruction of the Record Keeper, number the Rooms, Racks and Shelves in the Record Room. Every almirah in the Record Room should be clearly marked outside of its body with a letter or figure.
- (iv) The Record Attendant shall discharge all the functions of an Office Peon in respect of the District Record Room.
- (v) He shall assist the Record Keeper as and when asked for in order to ensure that the provisions of G.R & C.O as regards proper functioning of the Record Room are strictly adhered to.
- (vi) Any other work assigned by the Record Keeper.

(d) Library Attendant:-

- (i) The Library Attendant shall help and assist the Librarian in arranging books and journals, etc, in the library.
- (ii) He / She shall, as per the instructions of the Librarian, circulate books and journals, etc. amongst all Officers and Courts and shall be responsible for collecting those books, journals, etc. back from the concerned Courts and Officers.
- (iii) He / She shall Repair books and journals, etc. of the Library by using mending tape, paste, and brushes.
- (iv) He / She shall discharge all the functions of an Office Peon in respect of the Library.
- (v) He / She shall assist the Librarian as and when asked for, in order to ensure that the provisions of G.R & C.O. as regards proper functioning of the Library are strictly adhered to.
- (vi) Any other work assigned by the Librarian.

3. Process Server :-

- (i) Besides serving Processes (Civil & Criminal) of the Court, a Process Server shall also be liable to attend guard duty in the residential office of the District Judge and other Judicial officers of the Station on the order of the District Judge, or that of the Registrar, Civil Courts or the Judge in-charge, Nizarat of the Station in accordance with Rule-86 of G.R. & C.O. (Civil) Volume-1.

Similarly, a Process Server, as and when directed by the District Judge, or the Registrar, Civil Courts or the Judge in-charge, Nizarat of the station, shall also attend to the duties of the V.I.Ps visiting the station or district, as the case may be, and so also the other protocol duties. For this purpose the District Judge, or the Registrar, Civil Courts or the Judge in-charge, Nizarat shall also include Officers in charge of their office and routine duties in their absence.

- (ii) He shall discharge the functions of an office peon, whenever kept in charge of such peon, i.e. when any such Office Peon

remains absent owing to leave or engagement in any other official duty.

- (iii) He shall, as and when directed by the Judge in- charge Nizarat function as a Special Messenger for movement of any record, file, document or article from one Court/Office to another not only within the District where his services are attached, but also to the Courts / Offices outside the District and State.

4. Sweepers :-

- (i) He / She shall clean all the latrines and lavatories of the Court Building, to which he / she is attached.
- ii) He / She shall ensure that the entire Court Building and Court premises including the verandah, roof, staircase, waiting area, court yard, back yard, court halls, office rooms, conference room, etc. remain clean and free from dust and garbage.
- iii) He / She shall keep the surrounding area of the Court Building, i.e. portico, garage, witness shed, etc. clean in all respect.
- (iv) He / She shall ensure that, no unwanted plant, creeper, etc. grow on the wall or roof of the Court Building.
- (v) He / She shall also attend to the work of cleaning latrine in the residence of the District Judge and other Judicial Officers as per the order of the Judge in-charge, Nizarat or the Registrar, Civil Courts.

5. Gardener (Mali) :-

- (i) He shall keep the garden area as well as the vacant space with earth surrounding the Court Building clean and free from unwanted creepers, weeds, grass, bushes, etc.
- (ii) He shall develop the garden area and the vacant space, in and around the Court Building with fruit & flower bearing trees as well as with trees that provide shed.
- (iii) He shall maintain the lawn and the garden around the Court Building, so that it gives the Court an elegant and fresh look.

The Services of the Gardener(s) may also be used as per the direction of the Appointing Authority to develop and maintain the

garden area in the Judicial Officers 'Quarters and the Judicial Staff Colony. However, while doing so, it is to be ensured that the requirement of services of such Gardener(s) in the Court premises is not ignored and neglected.

6. Night watchman :-

- (i) He shall ensure complete security of the Court premises, in respect of which he has been engaged.
- (ii) He shall be responsible for the watch and ward of the Court Building, where his services / duties have been attached.
- (iii) He shall ensure that the rooms of the court Building, where valuable articles as well as important documents and records are kept, are under lock & key and are properly protected during night hours as well as on holidays when the Courts and Offices are closed.
- (iv) He shall move around the Court Building and premises during the night hours and shall be in touch with the local police on duty in the Court area, so that their (police) help and assistance can be sought for immediately in case of any exigency and emergency.

It is however made clear that, the aforesaid Duty-Chart as regards the duties of the Group-'D' Employees is not exhaustive, and it only outlines the major duties assigned to them. Group- 'D' employees can also be deployed to work at the Transit Houses under the administrative control of the respective District Judges.

APPENDIX - C**(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 1st day of August of the recruitment year)
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 / General :-
12. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
13. Whether 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. Why should be selected to the post applied for :-
(Submit Write Up in your own hand-writing within 100 words, either in English or in Odia)
19. Experience, if any:-
[Cooking, House-keeping, Plumber, Electrician, Electronic Mechanism, Driving, Lift operation, Generator operation, Computer operation, 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 e or proficiency)]
20. Details of Fees Paid :-
(Chalan / Bank Draft, etc.)

D E C L A R A T I O N

- (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 Office Peon / 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 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-D**(See Rule 6A)**

1. **Determination of Vacancy:-** (a) Subject to the provisions of these Rules, the District and Sessions Judge of each Judgeship being the Appointing Authority shall determine on the first day of January every year, the actual number of existing vacancies and the future vacancies category wise which are likely to occur in the said year and send requisition of the same by 15th of January to the Recruiting Authority for recruitment.

(b) The Recruiting Authority shall, after receipt of the requisition of vacancies from each Judgeship under sub-clause (a), shall prepare a Judgeship-wise vacancy list. Thereafter, the Zone wise (Central Zone, Northern Zone and Southern Zone) vacancy lists are to be prepared for advertisement.

Note:- 1. Central Zone consist of Cuttack, Jagatsinghpur, Kendrapara, Jajpur, Puri, Khordha (Bhubaneswar), Nayagarh, Balasore, Bhadrak, Mayurbhanj (Baripada) Judgeships. 2. Northern Zone consist of Sambalpur, Bargarh, Jharsuguda, Deogarh, Balangir, Subarnapur(Sonepur), Dhenkanal, Angul, Keonjhar (Kendujhar) and Sundargarh Judgeships. 3. Southern Zone consist of Ganjam (Berhampur),Gajapati,(Parlakhemundi),Kandhamal(Phulbani),Kalahandi, Nuapada, Boudh, Koraput, Rayagada, Nabarangpur and Malkangiri Judgeships.

2. **Invitation of Application and Examination Fees:-** (a)The applications for Direct Recruitment for the posts of Office Peon, Sweeper, Gardener (mali), Night Watchman and House Orderly shall be invited Zone Wise by the Recruiting Authority through advertisement in at least 2 (two) news papers having wide circulation in the State, one of which must be in Odia language. The advertisement shall be made by 15th of February every year. The last date of receipt of application may be 15th of March every year. If the application received is not complete in all respect and not accompanied with the documents showing payment of fees, copies of documents in support of qualification, age, caste etc. and other documents as required in the application forms at Appendix-C of these Rules and Appendix-A of the Scheme, it shall be rejected summarily at the time of scrutiny. The scrutiny of applications in all respect may be completed by 30th of June every year. By the end of July every year, the list of eligible candidates to appear in the examination & test

Zone Wise may be notified in the website of the Court. The Recruiting Authority by end of August with the approval of the Court may fix and notify in the website of the court and Publish in the news paper, the date(s) of the Examination & test to be held from 2nd week of September. Wherever written examination is prescribed for any post(s), it shall be conducted in one date for all the three zones throughout the state.

Provided that if any exigency arises the dates may be suitably modified.

(b) A candidate desirous of appearing in the examination & test shall submit an application to the Recruiting Authority stating his/her name, address (both permanent and present address, if any), educational qualifications and date of birth. The candidate shall also mention in the application if he/she belongs to any reserved category. No application shall be considered unless it is accompanied by a challan showing payment into Government Treasury a sum prescribed by the Recruiting Authority with the approval of the Chief Justice from time to time representing fees for application and examination. The amount of fees should be credited under proper Head as prescribed by the Recruiting Authority. The Recruiting Authority may also invite application through online process. Whenever the application is invited through online process, the fee may be paid through online in the manner as indicated in the advertisement.

Provided that the candidates belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

(c) No claim for refund of the examination fees shall be entertained nor shall the fees be held in reserve for any other examination.

(d) Candidates shall be eligible to submit application for only one Zone in which he/she seeks appointment to a particular category of post(s) when recruitment is proposed to be undertaken for more than one Zone, in the manner as prescribed by the Recruiting Authority and shall submit an undertaking to that effect that he/she has not applied for any other Zone in respect of that particular post(s). Further, the applicant shall submit an undertaking along with the application in the form, specified by the Recruiting Authority, to the effect that he /she shall perform the duties and functions as specified in these Rules, in the event of his/her appointment.

(e) The application form for all the Group-D posts in the District and Sub-ordinate Court's Services shall be in the format as in Appendix-C of these Rules and for House Orderly in the format as in Appendix-A appended to the Scheme formulated under Rule-5 of these Rules. For each post a candidate is required to submit separate application form.

- 3. Authority for conducting the examination & test:-** (a) The Recruiting Authority after obtaining the number of vacancies in the posts of Office Peon, Sweeper, Gardener (mali), Night Watchman and House Orderly from all the District and Sessions Judges shall examine and calculate the total number of vacancies zone wise in different cadres to be filled up by way of prescribed examination & test for the relevant year and shall specify such number of vacancies in the advertisement inviting application.
- (b) The recruitment examination & test shall be conducted by the Recruiting Authority through the Recruitment Cell of the Court and Recruitment Committee(s) constituted for the purpose on the basis of requisition for recruitment received from each Judgeship as per the method and guidelines prescribed in these rules. Such examination & test shall ordinarily be held in one or more dates at the discretion of the Recruiting Authority taking into account the number of candidates to appear in the examination and test. Provided that wherever written examination is prescribed for any post(s), it shall be conducted in one date for all the three zones throughout the State.
- 4.** (a) The Recruiting Authority shall prepare a Zone wise list of successful candidates in order of merit and category wise for the Group-D posts and separate merit list of candidates for post of House Orderly. The number of candidates to be included in such lists shall be equal to the number of vacancies notified for recruitment. The result of such competitive examination & test held may be published by the end of November after the viva-voce test conducted by the Committee or Committees constituted by the Recruiting Authority. The list so prepared shall, with the approval of the Court, be published in such manner as the Recruiting Authority may direct. Out of such Zone wise merit list, the candidates shall be asked to give their preference of appointment in the respective Judgeship of that zone. If any candidate in such merit list cannot be adjusted as per the preference given by him/her in case of exhaustion of vacancies in her/his preferential Judgeship, the

Recruiting Authority reserve the right to send his/her name to any other Judgeship for appointment, as would be convenient in the administrative exigencies.

(b) The Recruiting Authority shall also prepare an additional list of names for Group-D posts and House Orderly out of the remaining candidates not included in the list prepared in sub-clause-(a) above, in order of their merit zone wise to keep them in the waiting list, to be made use of it in the event any candidates in the list prepared in sub-clause-(a) above not joining the service. However, the number of candidates to be included in such waiting list shall not exceed 25% (twenty five percent) of the number of vacancies notified. The waiting list so prepared shall remain valid for a period of one year from the date of first appointment from the list prepared under sub-clause (a) and such candidates shall not have any right of appointment. In the event all the selected candidates under sub-clause (a) join in their respective posts, the waiting list will become infructuous immediately.

(c) The candidates whose name are included in the list prepared under sub-clause-(a) may be appointed by the Appointing Authority soon after receipt of the list from the Recruiting Authority, in the vacancies in the particular post in the order in which the names are found in the list after satisfying itself and after such enquiry as may be considered necessary that each of such candidate is suitable in all respects for appointment to a post in the cadre.

(d) Notwithstanding anything contained hereinabove, the inclusion of the name of a candidate in any list prepared and published, shall not confer any right of appointment.

[No.9191-VJ-86/2021/L.]

By Order of the Governor

RADHA KRISHNA PATTANAIK

Principal Secretary to Government

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N.B.

(1) Rule-8(3), Rule-9(2), Rule-9(3) and Rule-10(2) corrected vide Gazette Notification (Corrigendum) No.2087 Dtd.20.12.2021

(2) The word "Daftary" substituted as "Binder" wherever occurred vide Gazette No.2902 dated.14.10.2022