



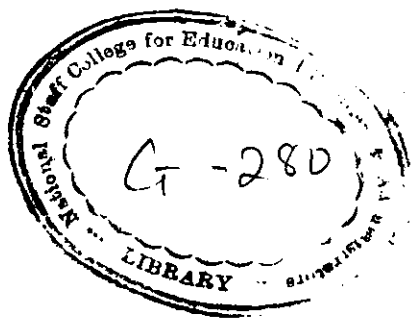
**GOVERNMENT OF ORISSA**

**THE ORISSA SUBORDINATE EDUCATION SERVICE  
(WOMEN'S BRANCH) RULES, 1972**

**EDUCATION DEPARTMENT**

Sub. National Programs Unit,  
National Educational  
Plat. Commission  
17-A, Connaught Place, New Delhi-110016  
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Date.....

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## GOVERNMENT OF ORISSA

### EDUCATION DEPARTMENT

#### NOTIFICATION

The 14th September 1972

No. 28781—XII-E/E.S.R.-6/71-E.—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 and conditions of service of women appointed to the posts of teachers and equivalent posts in Class III of the State Civil Service in the offices subordinate to the Director of Public Instruction (Schools), namely:—

#### PART I

##### PRELIMINARY

- Short title and commencement.** 1. (1) These Rules may be called the Orissa Subordinate Education Service ( Women's Branch ) Rules, 1972.
- (2) They shall come into force at once.
- Definitions** 2. In these Rules, unless the context otherwise requires—
- (a) "Approved Military Service" means military service performed during the emergency commencing on the 26th of October, 1962 and ending on the 10th of January, 1968 and shall include service in the Armed Forces and Service in the Territorial Army on mobilisation, Auxiliary Air Force, Indian Naval Reserve, Indian Naval Volunteer Reserve and Military Police and Armed Force Reserve in Service in frontier States.
- (b) "Committee" means the Selection Committee constituted under rule 15
- (c) "Director" means the Director of Public Instruction (Schools), Orissa
- (d) "Examination" means the competitive examination referred to in rule 4
- (e) "Government" means the Government of Orissa in the Education Department.
- (f) "Inspector" means the Inspector of Schools
- (g) "Schedule" means the schedule appended to these Rules
- (h) "Scheduled Castes" and "Scheduled Tribes" mean such Castes and such Tribes as are declared as such in an order issued by the President of India under Article 341 or Article 342 of the Constitution of India as the case may be.
- (i) "Service" means the Orissa Subordinate Education Service (Women's Branch)

(j) "Subordinate Office" means the Offices of—

(i) Deputy Inspectresses,

(ii) Head Mistresses of Government Girls' High Schools and Women's Training Schools.

(iii) Head Mistresses of Government Girls' Middle English Schools, and

(iv) Such other offices as Government may, from time to time, determine.

(k) "Year" means a calendar year.

## PART II

### SUBORDINATE OFFICES

**Cadre of posts in Subordinate Offices and Time Scales of Pay.**

3. (1) All subordinate offices under the control of the Director shall form a unit and the service in respect of the unit shall form one cadre.

(2) The cadre of the said service shall consist of two grades Junior and Senior.

(3) The Junior Grade of the service shall consist of such number of posts of Head Mistresses of Girls' Middle English Schools and Assistant Teachers and such other posts in such time-scale of pay as Government may from time to time determine.

(4) The Senior Grade of the service shall consist of such number of posts of Head Mistresses of Government Girls' High Schools and Women's Training Schools, Deputy Inspectresses of Schools and such other posts in such time-scale of pay as Government may from time to time determine.

**Method of Recruitment.**

4. Recruitment to the posts in the Service shall be made by the following methods, namely:—

(a) in respect of the posts in the Junior Grade, by examination in accordance with rule 6, and

(b) in respect of the posts in the Senior Grade by promotion in accordance with rule 14.

**Reservation for Scheduled Castes and Scheduled Tribes.**

5. (1) Such percentage of vacancies in the Junior Grade of the Service in any year as may be determined by Government from time to time by any general or special order shall be reserved for candidates belonging to the Scheduled Castes and the Scheduled Tribes or to any other class or category subject to the condition that such candidates satisfy the minimum standard of suitability fixed for appointment to the Service.

(2) In filling up the vacancies so reserved, candidates who are members of the Scheduled Castes and Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list referred to in rule 10 irrespective of their relative rank as compared with other candidates.

(3) If a sufficient number of candidates who are members of the Scheduled Castes or the Scheduled Tribes are not available for filling up all the vacancies so reserved the remaining vacancies shall be filled up by other qualified candidates and an equivalent number of additional vacancies shall be reserved for candidates belonging to the Scheduled Castes and the Scheduled Tribes to be filled up on the results of the next examination:

Provided that if a sufficient number of suitable candidates belonging to the Scheduled Castes and the Scheduled Tribes is not available as a result of the said next examination to fill all the reserved vacancies including the additional vacancies, the additional vacancies or such of them as are not filled up, shall lapse:

Provided further that the number of normal reserved vacancies and the carried forward reserved vacancies together should not exceed 50 per cent. of the total number of vacancies at any time.

**Competitive Examination.**

6. (1) Recruitment to the posts in the Junior Grade of the Service in the Subordinate Offices shall be made by an examination to be held ordinarily once a year.

(2) The examination shall be conducted by the Committee in the manner prescribed in the Schedule and the dates on which and the place or places at which the examination shall be held shall be fixed by the said Committee.

(3) Notwithstanding anything contained in sub-rule (2) it shall be competent for Government to entrust the Selection Board constituted under the provisions of Section 10 of the Orissa Education Act, 1969 (Orissa Act 15 of 1969), with the duty of conducting the examination.

NOTE—The expression "Committee" wherever it occurs in these Rules shall unless it otherwise appears from the context, be deemed to include the Selection Board referred to in sub-rule (3).

Conditions  
of eligi-  
bility.

7. (1) In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely :—

(a) she must be a citizen of India, or a displaced person from former East Pakistan or a repatriate from Burma/Ceylon who has migrated to India on or after the First day of June, 1963/First day of November, 1964, or a subject to Nepal, Bhutan or Sikkim;

(b) she has—

(i) passed the High School Certificate or any higher examination with Oriya as a language subject ( to be certified by the Headmaster of the concerned school recognised by the Board of Secondary Education), or

(ii) had Oriya as a medium of examination in non-language subjects at the High School Certificate or equivalent examination which she has passed ( to be certified by the Headmaster of the concerned High School recognised by the Board of Secondary Education);

(c) she shall be under twenty-five years of age (twenty-eight years of age in case of candidates who have successfully completed a training course at a Training College) and over twenty years of age on the 1st day of April of the year in which the examination is held:

Provided that the maximum age-limit may be relaxed by five years in case of in-service candidates:

Provided further that the Government may, in the event of paucity of candidates with requisite qualifications, relax the upper age-limit in any particular year on the recommendation of the Committee:

Provided further that the maximum age-limit may be relaxed in respect of candidates with approved Military Service or belonging to the Scheduled Castes, Scheduled Tribes and to such other categories by such extent as the Government may by general or special order specify from time to time;

(d) she must have passed the Bachelor's degree or an equivalent examination of a recognised University;

(e) she must be of good character and shall submit certificates of good character from two responsible persons ( not being her relations ) who are well acquainted with her in private life and are unconnected with her college or University career;

NOTE—Copies of certificates duly attested by a Gazetted Officer shall be forwarded with the application, but the originals shall be produced at the time of the *viva voce* test.

(f) she must be of sound health, good physique and active habits and free from organic defects or physical as well as mental infirmity;

(g) she must not have married a person who has a wife living at the time of such marriage :

Provided that the State Government may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this clause ; and

(h) she must have paid the fees prescribed in rule 8.

(2) A person already in the service of Government shall be eligible to compete at the examination subject to her being within the prescribed age-limits and being otherwise eligible and subject further to her application being received through the proper channel within such time as may be determined by the Committee and notified in the advertisement :

Provided that the Committee may entertain advance copies of applications on the condition that original copies together with 'no objection' certificates from the competent authority are received within such time as may be fixed by the Committee and notified in the advertisement.

- Disqualifications.** 8. (1) A candidate shall be disqualified for admission to the examination if—
- (a) there is any attempt on her part to obtain favour for her candidature, or,
  - (b) she has not paid a non-refundable application fee which shall be rupees five (Rupee one and paise twenty-five only if the candidate has approved Military Service to her credit or belongs to any of the Scheduled Castes or Scheduled Tribes) or,
  - (c) she has not paid, except where Government by special order have reduced or waived it, a non-refundable examination fee of rupees fifteen (Rupees three and paise seventy-five only if the candidate has approved Military Service to her credit or belongs to any of the Scheduled Castes or Scheduled Tribes or such other amount as may be fixed by Government from time to time) on receipt of information from the Committee about her eligibility to appear at the examination.

**NOTE**—The fees referred to in clauses (b) and (c) above shall be deposited in a Government Treasury or Sub-Treasury under such head of account as may be indicated in the advertisement inviting applications for the examination or in the intimation referred to in clause (c) above, as the case may be. The Treasury Challan in respect of the application fee shall be enclosed to the application of the candidate and that in respect of the examination fee shall be furnished to the Secretary to the Committee, by such date as the Committee may determine.

(2) The decision of the Committee 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 Committee shall be admitted to the examination.

**Admission to the examination.** 9. (1) A candidate found eligible by the Committee to appear at the examination shall receive from the Secretary to the Committee a certificate of admission to the written examination alongwith an intimation as to the date and place or places of the examination and the time table therefor.

(2) The certificate of admission shall be produced by the candidate before securing admission into the examination hall.

**Preparation of the list by the Committee.** 10. (1) The Committee shall prepare a list arranged in order of merit of those candidates who have qualified by such minimum standard of suitability as the Committee may fix including candidates belonging to Scheduled Castes and Scheduled Tribes who satisfy the said minimum standard.

(2) The Committee shall also prepare two other lists, from out of the list referred to in sub-rule (1) and in the manner prescribed therein, arranged in order of merit of candidates who are found suitable for appointment as Science Teachers and Mathematics Teachers respectively.

(3) The lists referred to in sub-rules (1) and (2) shall be prepared in order of marks secured by them in the compulsory papers and in the *viva voce* test and if the marks obtained by two or more candidates be equal, they shall be ranked in accordance with the marks obtained by them in the *viva voce* test.

(4) The lists referred to in sub-rules (1) and (2) shall be published for general information in the manner the Committee consider appropriate.

**Filling up of vacancies and allotment of candidates.** 11. (1) The candidates shall be considered for appointment to vacancies in the order in which their names appear in the list referred to in sub-rule (1) of rule 10:

Provided that for appointment of Science and Mathematics Teachers, appointment shall be made in the order in which their names appear in the lists referred to in sub-rule (2) of rule 10.

(2) The lists prepared by the Committee in pursuance of rule 10, shall remain in force for one year from the date of their publication.

(3) After publication of the lists, the Director shall allot suitable candidates from out of the list to Inspectors, taking into consideration the number of vacancies in their jurisdiction, who shall thereafter make necessary appointments.

(4) In case a vacancy remains or occurs after the list of successful candidates supplied by the Committee has been exhausted before publication of the result of the next examination, such vacancy may be filled up by a successful candidate of the previous year, provided that her age does not exceed the maximum age-limit as laid down in clause (c) of sub-rule (1) of rule 7 and failing that by any candidate, who possesses the requisite qualification and is within the prescribed age-limits laid down in the said clause of the said sub-rule. In the latter event, the appointment of a candidate shall be made temporarily and shall not continue beyond the date when the result of the next year's examination is published.

**Penalty**

12. A candidate who is or has been declared by the Committee of impersonation or of submitting fabricated document or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or of using or attempting to use unfair means in the examination or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or attempting to obtain support in her favour by any means may, in addition to rendering herself liable to criminal prosecution, be debarred either permanently or for a specified period.

(a) by the Committee for admission to any examination or appearance at any interview held by the Committee for selection of candidates, and

(b) by the Government from employment under the Government

**Inclusion in the list confers no right to appointment.**

13. (1) Success in the examination confers no right to appointment unless Government are satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.

(2) The name of the candidate who does not accept a post when so offered shall be struck off the list of successful candidates.

**Promotion to higher posts in the Cadre.**

14. (1) Promotion to the posts in the Senior Grade of service shall be subject to passing of the Departmental examination and such other tests or training if any as may be ordered by Government in that behalf and shall be based on merit and suitability in all respects with due regard to seniority and shall be made by the Committee.

(2) No member of the Junior Grade of the service who has not put in at least seven years of service under Government in the said grade shall be considered for promotion;

Provided that Government may for reasons to be recorded in writing by order relax the requirement of the length of service to an extent not exceeding two years in respect of any specified class or category of teachers.

(3) Appointments to the Senior Grade of the service shall be made by the Director.

**Constitution of a selection committee.**

15. (1) There shall be constituted a Selection Committee consisting of the Director, the Principal, State Institute of Education and the Principal of a Training College. The Director shall be the Chairman of the Committee and the Establishment Officer of the office of the Director shall be the Secretary of the Committee.

(2) The Committee shall meet once in a year, ordinarily during the first week of April and prepare lists of persons eligible for promotion under sub-rule (2) of rule 14.

(3) The names of the officers in the Junior Grade of the service included in the list shall be arranged in order of seniority.

(4) Notwithstanding anything in the foregoing rules, the committee may for reasons to be recorded in writing assign to any person recommended for promotion a place higher than that of others senior to her if such person is, in its opinion, of exceptional merit and suitability.

**Transfer**

16. (1) Persons appointed to the service may be transferred from one subordinate office to another by the Inspector of Schools within his jurisdiction. The Director can transfer any member of the service to any subordinate office.

- Probation and Probationers.** 17. (1) Every person recruited to the Junior Grade of the Service shall be appointed on probation which shall be two years from the date she actually joins the post.
- Explanation*—In the absence of an order declaring the probation to have been satisfactorily completed, the probation shall be deemed to have been satisfactorily completed.
- (2) The Inspector may, if he so thinks fit, extend the period of probation in any case or class of cases within his jurisdiction and may, if the probationer fails to give a satisfactory account of herself in the course of the extended period of probation, terminate the probation with the concurrence of the Director whereupon the person concerned shall be deemed to have been removed from the Service.
- Training** 18. Every probationer shall, during the period of probation, undergo such training as Government may from time to time determine :
- Provided that the Director may with previous approval of Government exempt any probationer or class of probationers from undergoing the training or any part thereof.
- Departmental Examination.** 19. Every probationer shall during the period of probation pass such departmental examination as may be prescribed in that behalf.
- Appointment and increment.** 20. (1) A probationer who is a trained graduate shall draw pay at the minimum of the time-scale prescribed for trained teachers from the date she joins the service.
- (2) A probationer who is not a trained graduate shall draw pay at the minimum of the time-scale prescribed for untrained teachers from the date she joins the service.
- (3) A probationer shall draw her first and second increments in the time-scale of pay on completion of first and second year of service respectively.
- (4) A person drawing pay in the time-scale of pay prescribed for untrained teachers shall draw pay in the scale prescribed for trained teachers on successful completion of a course of Bachelor's degree in Education :
- Provided that the pay of the probationer whose pay immediately before her appointment in the scale of pay prescribed for trained teachers is not less than the minimum of the time-scale prescribed for trained teachers shall be fixed under the appropriate rules of the Orissa Service Code.
- (5) No probationer shall draw the third increment in the time-scale until she is declared or deemed to have completed her probation successfully and passed such departmental examination and other tests as may be prescribed.
- Confirmation** 21. (1) The probationer shall be eligible for confirmation in the Service on completion of the period of probation if she—
- (a) has passed the departmental examination completely and has successfully completed the training prescribed, if any, and
- (b) is considered to be fit for confirmation.
- Determination of Seniority.** 22. (1) The seniority *inter se* of persons appointed to the Junior Grade of the Service shall be determined in accordance with rule 23 in the order in which their names occur in the list published by the Committee in pursuance of rule 10:
- Provided that persons with "Approved Military Service" will be allowed to antedate their seniority by the total length of their actual military service.
- (2) The seniority *inter-se* of persons appointed to the Senior Grade of the Service shall be determined with reference to their position in the list prepared in pursuance of the sub-rule (3) of rule 15.
- Gradation list.** 23. (1) There shall be maintained a gradation list of persons appointed to the Junior Grade of the Service in the office of the Director which shall ordinarily be revised in January every year:
- Provided that the seniority *inter se* of any person should not be changed without giving the person affected thereby a reasonable opportunity of explaining her position.
- (2) The gradation list referred to in sub-rule (1) shall be maintained in two parts, Part I consisting of the names of persons holding the degree of Bachelor in Education and Part II consisting of the names of persons who do not possess the degree of Bachelor in Education.



(3) A person in Part II of the list referred to sub-rule (2) shall be brought over to Part I of the list after she becomes entitled to the scale prescribed for trained teachers under rule 20 (4).

NOTE—A person in Part II of the list who is placed in Part I shall be ranked above the candidates appointed by examination held in the year in which she is so placed.

(4) There shall be maintained a separate gradation list of persons appointed to the Senior Grade of Service in the office of the Director which shall also ordinarily be revised in January every year :

Provided that the seniority *inter-se* of any person should not be changed without giving the person affected thereby a reasonable opportunity of explaining her position.

(5) Copies of such gradation lists shall also be maintained in the office of the Inspector.

24. Without prejudice to any other liability that may be incurred under any of the provisions of those rules, if any member of the Junior Grade of the Service, who, on being promoted to a higher post in accordance with the provisions of these rules fails within such time as may be allowed in that behalf without any good and sufficient reasons to join the new post, she shall be liable to be debarred from any such promotion in future:

Provided that Government may at their discretion exempt any person from the operation of this rule.

25. All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order or appointment made, action taken or things done under the rules so repealed shall be deemed to have been made, taken or done under these rules.

26. (1) For the removal of doubts it is hereby declared that nothing in these rules shall apply to—

(a) teachers of private educational institutions, and;

(b) teachers whose appointments and conditions of service are governed by the Orissa Municipal Act and Rules thereunder.

(2) If any question arises relating to the interpretation of these rules, it shall be referred to Government whose decision in this regard shall be final.

27. Where the State Government are of opinion that it is necessary or expedient so to do they may by order for reasons to be recorded in writing relax any of the provisions of these rules in respect of any class or category of persons/posts.

28. (1) Persons continuing as Assistant Teachers, Headmistresses and Deputy Inspectresses of Schools, as the case may be, in the sub-ordinate offices who are required to pass the Departmental examination or undergo any training prescribed by Government from time to time, under these rules shall be required to pass the same within three years from the date of the order prescribing the Departmental examination or training, as the case may be:

Provided that in respect of candidates whose mother tongue is not Oriya, "Departmental Examination" may include an Oriya test:

Provided further that if any such person fails to pass the examination as aforesaid within the said period of three years she shall not be confirmed in the service.

## SCHEDULE

( See rule 6 )

Determina-  
tion of  
vacancies in  
subordinate  
Offices.

1. The Selection Committee shall determine the likely number of vacancies in the posts to be filled up on the results of examination to be held each year and shall specify such number of vacancies in the advertisement inviting applications for the examination.

2. Candidates desirous of appearing at the examination in response to the advertisement shall submit applications to the Secretary of the Committee in their own handwriting stating their names, addresses (both permanent and present address), educational qualifications and date of birth etc. The candidates shall also mention in the applications, if they belong to any of the Scheduled Castes or Scheduled Tribes.

3. No application shall be considered unless in pursuance of an intimation received under rule 8(c) a Chalan showing payment into Government Treasury the requisite amount representing the fees for examination is furnished by the candidate. The fees shall be credited under the head "XXII—Education—F—General—(C)—Misc.—(iii) Examination Fees". The Fees shall not ordinarily be refunded.

Standard  
and Syllabus  
of the  
Examination.

4. The following shall be the subjects for the examination:—

(a) Written examination :

(i) Compulsory subjects—

Subject	Marks	Number
(f) General English (One Paper) ..	100	This paper shall include an essay carrying not more than 50 marks.
(ii) Oriya or another Modern Indian Language (in respect of vacancies in schools with provision for instruction through any other language).	100	

(ii) Optional subjects—

Two Papers

200

Group A—Science

1. Mathematics
2. Physics
3. Chemistry
4. Biology

Group B—Humanities

1. History
2. Geography
3. Psychology
4. Economics<sup>1</sup>
5. Political Science
6. Philosophy
7. Sanskrit
8. Education
9. Domestic Science

The candidates may offer two papers either from Group A or Group B or one paper each from Groups A and B. Those who seek appointment as Science Teachers should opt for two papers from Group A. Those who want appointment as Mathematics Teachers should opt for the Mathematics paper in Group A.

(b) *Viva-Voce*

100

5. The questions in the optional subjects and General English will be of degree standard.

6. The candidate shall answer the papers in English unless otherwise directed. This does not naturally, apply to a language paper.

7. Each compulsory paper shall be of two hours' duration and each optional paper shall be of three hours' duration. There is no time limit for the *Viva-Voce* test.

8. The Committee shall summon for the *Viva-Voce* test all candidates who have appeared at the written test and have secured minimum qualifying marks to be prescribed by the Committee at their discretion in any or all of the subjects. The originals of such documents as may be specified by the Committee in their notice to the candidates to appear for the *Viva-Voce* test shall be produced at the time of such test. Default in the production of any of the documents shall result in the disqualification of the candidate unless the Committee, at their discretion, allow her time therefor.

9. The Committee shall set apart twenty per cent. of the whole marks earmarked for the *Viva-Voce* test towards the academic record of the candidate at various levels of education. A further ten per cent. of the whole marks shall be earmarked for performance in the courses of Training Colleges.

10. From the marks assigned to a candidate in each subject such deduction may be made as the Committee may consider necessary in order to ensure that no credit is allowed for merely superficial knowledge.

11. Credit shall be given for orderly, effective and exact expressions combined with economy of words and persuasiveness of argument.

12. The candidate will be interviewed by the Committee who will have before them a record of her career. The Committee may, if they consider it necessary, be assisted by experts in the subject. The candidate may be asked questions pertaining to her subject as well as of general interest. The object of the interview is to assess her suitability for the Service and in framing their assessment the Committee will attach particular importance to the candidate's academic career, potentiality for teaching in schools, personality and its likely impact on students, capacity to communicate, intelligence and alertness of mind, qualities of leadership and the range of her outlook, etc.

By order of the Governor  
H. N. DAS MOHAPATRA  
Secretary to Government

MEMO. No. 28811 ( 123 )-E.

Dated the 14th September 1972

COPY along with.....copies of the Orissa Subordinate Education Service ( Women's Branch ) Rules, 1972, forwarded to the Director of Public Instruction ( H. E. ), Orissa/Director of Public Instruction (S), Orissa/Principal, the State Institute of Education, Bhubaneswar / all Circle Inspectors of Schools/ District Inspectors of Schools / all Gazetted Headmasters and Headmistresses of Government High Schools and Secondary Training Schools for information and necessary action.

R. C. DAS  
Under-Secretary to Government

