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ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନାୟତଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

ଓଡିଶା ଲୋକସେବା ଭବନ
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NO. PR-PADM-ESTT-0009-2020 ୧୭୨୭ / PR&DW Date 27/02/2024
Notification

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and in supersession of the existing Rules/ Regulations/ Orders, instruction, if any except as respects things done or omitted to be done before such supersession, the Governor of Odisha is pleased to make the following rules to regulate the method of recruitment and conditions of service of the persons appointed to the post of Accountant-cum-Data Entry Operator in Gram Panchayats, Blocks and Districts under the control of the Collector of the District, namely:

1. **Short title and Commencement-** (1) These rules may be called the Odisha Accountant-cum- Data Entry Operator (Method of Recruitment and Conditions of Service) Rules, 2024.
(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) "Appointing Authority" means the Collector of the District concerned;
 - (b) "Commission" means the Odisha Sub-Ordinate Staff Selection Commission;
 - (c) "Director" means the Director, Panchayati Raj, Panchayati Raj and Drinking Water Department;
 - (d) "District" means the Revenue District of the State;
 - (e) "Ex-servicemen" means persons as defined as such in clause (b) of Rule 2 of the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
 - (f) "GRS" means Gram Rojgar Sevak
 - (g) "Government" means the Government of the Odisha;



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(h) "Persons with Disabilities" means the persons who have been granted with disability certificates by competent authority as per the provisions of the Rights of Persons with Disability Act, 2016 ;

(i) "Schedule " means the Schedule appended to these rules;

(j) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes as specified in the Constitution (Scheduled Castes) Order,1950 and the Constitution (Scheduled Tribes) Order,1950, made under article 341 and 342 of the Constitution of India, respectively;

(k) "SEBC" means the Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(l) "Service" means the Accountant-cum- Data Entry Operator Service constituted under rule 3;

(m) "Sportsmen" means persons who have been issued with identity cards as sportsperson by the Director, Sports as per Resolution No. 24808/ Gen. dated 18th November 1985 of the General Administration Department; as amended from time to time; and

(n) 'Year' means the calendar year.

(2) All other words and expressions used but not specifically defined in these rules, unless the context otherwise requires, shall have the same meaning as respectively, assigned to them in the Odisha Service Code.

3. Constitution of the Service:- (1) The service shall consist of the posts of Accountant-cum- Data Entry Operators.

(2) The posts of Accountant-cum- Data Entry Operators in each District shall form separate cadre.

4. Methods of recruitment:-

1. Not less than 70% of the Cadre strength shall be filled up by way of direct recruitment through the Commission and

2. Not more than 30% of the Cadre strength shall be filled up by means of selection of the eligible GRS engaged under MGNREGA Scheme.

5. Reservation :- Notwithstanding anything contained in these rules, reservation of posts for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in post and services (for Scheduled Castes and Scheduled Tribes) Act, 1975

and the rules framed thereunder ; and SEBC, women, Sportsmen, Ex-servicemen and person with disability shall apply in accordance with the provisions made under such Act, rules and Orders, Rules, Instructions or Resolutions issued in this regard by the Government from time to time.

6. **Procedure of filing up of vacancies by way of Direct Recruitment and Selection:** The Appointing Authority shall submit proposal to the Panchayati Raj and Drinking Water Department for filing up of the vacancies of the posts, as may be decided, taking into consideration various aspects of cadre strength and the proposal submitted shall be examined at Government level and PR&DW Department shall submit the requisition to the Commission for filling up of the vacant posts in the districts.

7. **Eligibility Criteria for Direct Recruitment:-** (1) Subject to other provisions of this Rule, in order to be eligible for recruitment, a candidate must,-

(a) be a citizen of India;

(b) not be less than twenty one years and more than thirty two years of age as on the 1st day of January of the year of publication of the advertisement for the recruitment; Provided that the upper age limit in respect of reserved category candidates referred to in rule 5 shall be relaxable in accordance with the provisions of the Act, Rules, Orders or instructions for the time being in force for their respective categories;

(c) be able to read, write and speak Odia

(d) have Odia as a subject in HSC, or in equivalent examination or Odia as language subjects in the final examination of Class-VII passed by him from a School or educational institution, recognized by the Government of Odisha or Central Government or have passed a test in Odia of Middle English School Standard conducted by the Board of Secondary Education, Odisha .

(e) have not more than one spouse living :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons or there are other grounds for doing so, exempt any person from the operation of this rule;

(f) have passed the +2 Examination in any discipline or such other examination equivalent thereto and have passed the " O" Level from Department of Electronics Accredited Computer Courses or have completed at least six months Diploma Course in Computer Application from any recognised institution;

(g) be of good moral character; and



(h) be of good mental condition and physical health and free from any physical defects likely to interfere with the discharge of his duties in service.

(i) be free from Vigilance and Criminal proceedings

8. **Conduct of Recruitment and pattern of Examination:** (1) The examination referred to in rule shall be conducted in such manner as may be decided by the Commission, from time to time.

(2) The syllabus for written examination shall be of the Standard of High School Certificate Examination

(3) The date, place and time of examination shall be skill test on basic Computer knowledge which shall be qualifying in nature

9. **Select list:** (1) The list of successful candidates shall be equal to the number of vacancies advertised as intimated under rule 6 and may be arranged in order of merit which shall be published district wise from amongst the candidates belonging to that district in such manner as the Commission may decide.

(2) The list prepared under sub-rule (1) shall be forwarded to the concerned Appointing Authority and the list so prepared after being approved by the Appointing Authority shall form the select list.

(3) The list as approved under sub-rule (2) shall remain valid for a period of one year from the date of approval or until another select list is prepared afresh whichever is earlier.

(4) The appointment to the post shall be made in the order in which the names of the candidates appear in the select list.

(5) Mere inclusion of names of candidates in the list shall not confer any right to appointment.

(6) Before issue of appointment order, the approving authority shall verify the original documents furnished by the candidates.

10. **Procedure for filling up of vacancies by way of Selection:-**

(1) A panel list of all eligible GRS shall be maintained at the District level (Zilla Parishad) basing upon their date of engagement. Candidates equal to vacancies arising in a Year against 30% of the sanctioned strength of the Cadre shall be allowed to appear for recruitment through the Commission. In case suitable candidates are not available, the post shall remain vacant to be treated as carry forward vacancy for the next year.



Provided that as a one time measure, by way of relaxing the provisions of this Rule, those GRS who have completed 5 (five) Years of continuous service on the date of commencement of this Rule, shall be absorbed on regular basis against vacant posts of Accountant-cum-Data Entry Operators subject to fulfillment of other conditions of service and relaxation of upper age limit, if required. Subsequent vacant posts created in the cadre of Acct-cum-DEO shall be filled up as per the provisions prescribed in the Rules.

(2) The Schedule and Syllabus for the selection of the eligible GRS to Acct-cum-DEO shall be as decided by the PR & DW Department; however the recruitment shall be conducted by the Commission.

(3) A maximum of three chances shall be allowed to the GRS to pass the recruitment test.

(4) The Recruitment test may be held once each Year, preferably during the month of December.

(5) In order to be eligible for selection, the Selection Board constituted under Rule 11 for the purpose shall consider:

(a) Satisfactory performance report of preceding 5 Years to be issued by the CDO-cum- Executive Officer on the recommendation of the BDO concerned.

(b) Vigilance and Criminal clearance report.

11. Constitution of the Selection Board:-

The Selection Board shall be constituted with:

1. a. Collector- Chairman
- b. CDO-cum-Executive Officer - Member
- c. District Panchayat Officer –Member,
- d. District Welfare Officer –Member,
- e. Addl. Executive Officer, (Admn), Zilla Parishad- Member Convenor



12. Issue of Appointment Order:-

After selection, the candidate shall be appointed provisionally in the service for a period of Two Years on probation basis.

13. Probation and Confirmation- (1) Every person appointed to the post in the service shall be on probation for a period of two years from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation for another year but not exceeding two years:

Provided further that such period of probation shall not include-

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

(2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any.

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

(4) In case of appointment by way of selection, the candidate shall be imparted with required Institutional Computer Training for a duration of 3 (Three) months and also accounting training 3 (Three) months. On completion of the training period, the candidate shall be required to pass the training course during the 1st Year of the probation period.

(5) A maximum of 3 (three) chances shall be allowed to the trainees to pass the training course.

(6) A pass in the Computer training and Accounting training shall be one of the basic criteria for satisfactory completion of the probation.

(7) After satisfactory completion of the probation, the candidate shall be regularized in the service. The appointment of the candidates who fail to clear the training in three chances shall not be extended further.

14. Seniority:-

(1) The seniority of persons appointed by way of direct recruitment in a particular Year shall be fixed according to their names in the Select List and they shall be ranked above the persons appointed by way of selection.

(2) The seniority of the employees appointed through selection shall be determined on the basis of their batch and position in the Training Examination and they shall be placed below the candidates appointed through direct recruitment during the particular Year.

15. Training:- The members of the service shall have to undergo Departmental training or to pass Departmental examination as may be decided by the Government from time to time.

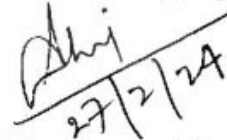
16. Other conditions of service:- The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

17. Relaxation:- Where the Government are of the opinion that it is necessary or expedient so to do in the public interest, 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 employees.

18. Interpretation:- If any question arises relating to the interpretation of these rules, it shall be referred to Government in Panchayatiraj & Drinking Water Department whose decision thereon shall be final.

18. Power to issue instructions:- The Government may issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

By Orders of the Governor


27/2/24

Principal Secretary to Government

By Regd. Post/E.mail

Memo No. 4728 / PR & DW, Date: 27/02/2024

Copy forwarded to the Assistant Director, Government Branch Press, Unit-III, Bhubaneswar/Gazette Cell, Commerce & Transport Department with a request to publish the Notification in an extra-ordinary issue of the Odisha Gazette and send fifty (50) copies to this Department and also upload in Odisha Gazette site. The Notification is statutory and shall bear an SRO number.

File 27.2.2024
Addl. Secretary to Government

By Regd. Post/E.mail

Memo No. 4729 / PR & DW, Date: 27/02/2024

Copy forwarded to the Secretary to Governor, Raj Bhawan, Bhubaneswar/Secretary to Chief Minister/All Departments/All Heads of Departments/Director General of Police, Odisha, Cuttack/Secretary, OLA/All RDCs/All Collectors/All Sub-Collectors/All CDO-cum-EO, Zilla Parishad/All DPOs/All BDOs for information and necessary action.

File 27.2.2024
Addl. Secretary to Government

By Regd. Post/E.mail

Memo No. 4730 / PR & DW, Date: 27/02/2024

Copy forwarded to All Section of PR & DW Department/Guard File (E. Mail- padmgf@gmail.com) (two spare copies to PADM Section) for information and necessary action.

File 27.2.2024
Addl. Secretary to Government