



Government of Odisha

Department of Social Security and Empowerment of Persons with Disabilities

No. 9537 / SSEPD
SSEPD-DA2-DA-0002-2023

Dated 19.08.2025

From

Basanta Kumar Behera
Deputy Secretary to Government

To

Deputy Secretary
Home Department

Sub: Filling up of vacant posts of Junior Executive Assistants.

Ref: Your Memo No. 34790 dtd. 16.08.2025

Madam/Sir,

In inviting a reference to your letter cited above, I am directed to say that total sanctioned posts of Junior Executive Assistants are 271 (217 posts for direct recruitment and 54 posts for induction promotion). Current incumbents in the post of Junior Executive Assistant are 87. Posts for direct recruitment for present year vacancy is 100. Backlog vacancies for the year 2022 is 26.

As such, you are advised to reserve 4 (four) posts for PwDs in present year vacancy of 100 and to reserve 1 (one) post for PwDs in backlog vacancy.

It is also intimated that all Departments were requested vide letter no. 4260 dtd. 16.04.2025 to form a sub-committee at Departmental level under the chairpersonship of not below the rank of Joint Secretary to look into the suitability of each/all post(s) and to furnish information on Number of PwBD employees in their offices within 3 months failing which such post would be deemed to be open for all categories of PwBDs, if not taken exemption earlier.

Since the period of 3 months has ended on dt.16.07.2025, and no specific query or objection has been raised by A/D, all posts are deemed to be open for all categories of PwBDs.

Yours faithfully,

Deputy Secretary to Government