

## INFORMATION &amp; PUBLIC RELATIONS DEPARTMENT

## NOTIFICATION

The 5th January 1996

No. 533-I.P.R.—In exercise of the powers conferred by the provision to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules, regulating the recruitment and the conditions of service of persons recruited to the Orissa Information Service, namely :—

## 1. Short Title and Commencement—

(1) These rules may be called the Orissa Information (Recruitment and Condition of Services) Rules, 1995.

(2) These rules shall come into force, with effect from the 22nd June 1989.

## 2. Definitions—

(1) In these rules unless the context otherwise requires :—

(a) "Appendix" means the appendix appended to these rules;

(b) "Commission" means the Orissa Public Service Commission;

(c) "Committee" means the Departmental Selection Committee constituted under rule 5;

(d) "Government" means the State Government of Orissa;

(e) "Service" means the Orissa Information Service;

(f) "Year" means calendar year.

(2) All other words and expression which have been used and but not defined in these rules, unless the context otherwise requires, shall have the same meaning as responsibility assigned to them in the Orissa Service Code.

## 3. Constitution of Service—

(1) The service shall comprise of the following categories of posts, namely :—

(a) Additional Director (Class I, Supertime Scale)

(b) Joint Director (Class I, Senior Branch)

(c) Deputy Director (Class I, Senior Branch)

(d) O. I. S. (Class I, Junior Branch), (Floating)

(e) District Information and Public Relation Officers in O. I. S. (Class II)

(f) The post specified in Appendix-I (Class II).

(2) The service shall also comprise of such other categories of posts as the State Government may determine from time to time.

(3) The scale of pay of the posts in the service shall be such as may be determined by the Government from time to time.

## 4. Method of Recruitment—

(1) Recruitment of Class II posts in the service shall be filled up by promotion from among the Officers holding the posts specified in Appendix-II.

(2) Recruitment to the posts of Orissa Information Service, Class I shall be filled up by promotion from among the officers holding Class II posts in the service.

(3) Recruitment to the post of Orissa Information Service, Class I (Senior Branch) shall be filled up by the promotion from among the officers holding the posts of Orissa Information Service, Class I (Senior Branch) Officers.

(4) Recruitment to the post of Joint Director shall be filled up by promotion from among the officers holding the posts of Deputy Director.

(5) Recruitment to the post of Additional Director shall be filled up by promotion from among the officers holding the posts of Joint Director.

#### 5. Selection Committee—

(1) There shall be a Departmental Selection Committee for selection of persons for appointment to the posts specified in clauses (e) and (f) of sub-rule (1) of Rule 2 consisting following members, namely :—

- |   |                  |
|---|------------------|
| (i) Secretary to Government, Information and Public Relations Department ..     | Chairman         |
| (ii) Director of Information and Public Relation Department ..                  | Member           |
| (iii) Additional Director of Information and Public Relation Department ..      | Do.              |
| (iv) Joint/Deputy Secretary (Estt.), Information and Public Relation Department | Member-Secretary |

(2) There shall be Departmental Selection Committee for selection of persons for appointment to the posts specified in clauses (a), (b), (c) and (d) of sub-rule (1) of Rule 3 consisting the following members namely :—

- |  |                  |
|--|------------------|
| (i) Chief Secretary to Government in his absence Additional Chief Secretary to Government. | Chairman         |
| (ii) Secretary to Government, Information and Public Relations Department                  | Member           |
| (iii) Director of Information and Public Relation Department ..                            | Member-Secretary |

#### 6. Meeting of the Selection Committee—

The Committee shall meet during the month of January every year and as and when necessary to consider the cases of the eligible officer and to prepare the list of officers found suitable for promotion to different posts in the service.

#### 7. Principle for Preparing the list of Candidates—

(1) The committee shall subject to sub-rule (2) scrutinise the cases of all eligible officers coming within the zone of consideration as per the provisions of the Orissa Civil Services (Zone of consideration for Promotion) Rules, 1988 and the Orissa Reservation of Vacancies in Posts and Services (For S. C. & S. T.) Act, 1975 and the rules framed thereunder and prepare separate lists of officers for promotion to different posts in the service after going through their service records including their confidential character rolls of last five years.

(2) The criteria for promotion to different posts in the service shall be as envisaged in the Orissa Civil Service (Criteria for Promotion) Rules, 1992 (Appendix-III).



(3) The Committee while considering the promotion cases of eligible officers shall also follow the instructions contained in G. A. Department Office Memorandum No. 3928, dated the 18th February 1994 read with Office Memorandum, dated the 4th July 1995. This is subject to amendment if any by the G. A. Department (Appendix-IV).

(4) The number of persons recommended by the Committee for promotion to posts in a particular grade of the service shall be equal to the number of vacancies required to be filled up by promotion.

#### 8. Reference to the Commission—

The list prepared by the Committee in accordance with rule-7 shall be referred to the Commission alongwith service records of all eligible officers who have been considered by the Committee for promotion alongwith officers proposed to be superseded after obtaining Government approval.

#### 9. Recommendation of the Commission—

The Commission shall consider the list prepared by the Committee and recommend to the Government a list of candidates in respect of each category of posts required to be filled up by promotion containing equal to the number of vacancies for promotion to different posts in the service in accordance with these rules.

#### 10. Select List—

(1) The list forwarded by the Commission under rule-9 shall be placed before the Government for approval. After approval of the Government with modification, if any, shall form the select list.

(2) The select list shall remain valid for a period of one year from the date of its approval.

#### 11. Eligibility for Promotion—

(1) No officer shall be eligible for promotion to the posts in Class-II of the Service unless he has completed minimum five years of continuous service in one or more of the posts specified in Appendix-II by the 1st day of January of the year in which the Committee meets :

Provided that out of the five years, one must have atleast one year field or production experience :

Provided further that the said provision of one year experience may be relaxed if the officer concerned would have not been given the proper opportunity for such experience.

(2) No Officer of Class-II Service shall be eligible for promotion to the posts in clause (d) of sub-rule (1) of rule-3 of the Service unless he has completed minimum five years of continuous service in Class-II Service by the 1st day of January of the year in which the Committee meets and has undergone the mass-communication training :

Provided that Government may relax this provision on the recommendation of the Committee would recommend only when opportunity for such training was not provided to the officer.

(3) No Officer of Class-I ( Jr. Branch ) Service shall be eligible for promotion to the post in clause (c) of sub-rule (1) of rule-3 of the service unless he has completed minimum three years of continuous service in Class-I ( Jr. Branch ) Service by the 1st day of January of the year in which the Committee meets.

**12. Seniority :—**

The seniority of officers appointed to a post in a particular grade of the Service shall be in the order in which their names appear in the Select list.

**13. Probation —**

An Officer appointed to a post in a particular grade of the Service shall be on probation for a period of one year which shall count from the date he actually joins the post. If during or at the end of the said period he/she is found unsuitable to hold the post, he/she shall be reverted to his/her former post:

Provided that the period of probation may be extended for a further period not exceeding one year for unsatisfactory conduct during the period of probation.

**14. Confirmation —**

An officer after successful completion of the probation be confirmed against a permanent vacancy subject to availability.

**15. Reservation of Vacancies—**

Notwithstanding anything contained in these rules, reservation of vacancies in the Service shall be made and filled up in accordance with the provisions of the Orissa Reservation of vacancies in the Services and posts (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder.

**16. Relaxation —**

When the operation of any of the provisions of these rules causes undue hardship and in particular to remove any anomaly or to set right any injustice in the matter of promotion to the Service under these rules may in respect of such case, after due consultation with the Commission, dispense with or relax the requirements of said provisions.

**17. Training —**

(1) Every officer immediately after his appointment to any of the posts in the Service shall unless exempted by the Government, be required to undergo a period of training as specified by the Finance Department from time to time in the Madhusudan Accounts Training College, Bhubaneswar.

(2) Every officer of the Service, on being deputed by the Government shall undergo further training in the Indian Institute of Mass-Communication, Ministry of Information & Broadcasting, New Delhi or any such recognised Institution selected by Government for the purpose for a period as may be specified by the Government.

**18. Interpretation —**

If any question arises relating to the interpretation of these rules, it shall be referred to the Government in Information and Public Relations Department for decision.

**19. Repeal and Savings —**

The Information Service Rule, 1973 is hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

By order of the Governor

A. K. TRIPATHY

Secretary to Government



## APPENDIX-I

[ See Rule 3 (1) (f) ]

1. Assistant Director of Information and Public Relations ( Production ).
2. Assistant Director of Information and Public Relations ( Field ).
3. Manager of Publication ..
4. Information Officer ( Head Quarters ) ..
5. Information Officer to Group of Department
6. Information Officer ( State Information Centre ).
7. Research and Reference Officer ..
8. Special Officer ( Exhibit ) ..
9. Production Officer ..
10. Additional Production Officer ..
11. Information Officer ( Information Centre ) Calcutta.
12. Regional Organiser, Radio Rural Forum ..
13. Leave-cum-Training Reserve District Information Deputation Officer.
14. Deputation Reserve ..
15. Store Officer ..
16. Oriya Translator to Government ( Other than those in the Law Department ).
17. P; R. O. to the Chief Minister ..

## APPENDIX-II

[ See Rule 4 (1) ]

1. Subdivisional Information and Public Relations Officer.
2. Assistant Information and Public Relations Officer.
3. Assistant Information Officer ..
4. Assistant Press Information Officer ..
5. Zonal Organiser, Radio Rural Forum ..
6. Exhibition Officer ..
7. Exhibition Organiser ..
8. Senior Production Assistant ..
9. Senior Translation Assistant ..
10. Senior Research Assistant ..
11. Stores Supervisor ..
12. Assistant to Oriya Translator ..
13. Manager, Soochana Bhawan ..