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SCHEDULED TRIBE & SCHEDULED CASTE DEVELOPMENT DEPARTMENT

NOTIFICATION

The 22nd November 2012

No. 33130—TD-II(SCSTRTI)-43/2012-SSD.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Welfare (Research and Training) Service, namely :—

PART I

GENERAL

1. Short title and commencement :

(1) These rules may be called the Odisha Welfare (Research and Training) Service (Methods of Recruitment and Conditions of Service) of the officers of Scheduled Caste & Scheduled Tribe Research and Training Institute Rules, 2012.

(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) "Commission" means the Odisha Public Service Commission for matters relating to direct recruitment and promotion of Group 'A' and Group 'B' posts and Odisha Staff Selection Commission for matters relating to recruitment to Group 'C' posts;
- (b) "Committee" means the Departmental Promotion Committee or Selection Committee constituted under Rules 14 and 15 as the case may be;
- (c) "Ex-Servicemen" means person as defined under Rule 2(d) of the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (d) "Government" means the Government of Odisha;
- (e) "Persons with Disabilities (or Physically Handicapped Persons)" means persons who would have been granted disability certificates by competent authority as per the provisions under Rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Odisha Rules, 2003;

- (f) "Schedule" means the Schedule appended to these rules;
- (g) "Scheduled Castes & Scheduled Tribes" shall have reference to such Castes and Tribes as mentioned in the Constitution (Scheduled Caste) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950 notified by the President of India under Articles 341 and 342 of the Constitution of India respectively;
- (h) "SEBC" means the Socially and Educationally Backward Class or as referred to in Clause (e) of Section 2 of the Odisha Reservation of Posts and Services for Socially and Educationally Backward Classes Act, 2008;
- (i) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808-Gen., dated the 18th November 1985 of General Administration Department;
- (j) "Service" means Odisha Welfare (Research and Training) Service;
- (k) "State" means the State of Odisha; and
- (l) "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 Service :

- (1) The service shall consist of the following grades, namely :—
 - (a) The Odisha Welfare (Research and Training) Service, Group-A, which includes the posts of Director, Joint Director and Deputy Director;
 - (b) The Odisha Welfare (Research and Training) Service, Group-B, which includes the posts of Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum); and
 - (c) The Odisha Welfare (Research and Training) Service, Group-C, which includes the posts of Research Assistant, Librarian, Statistical Assistant, Laboratory Assistant, Primary Investigator and Junior Librarian.

PART II

METHODS OF RECRUITMENT

4. Methods of recruitment :

Subject to fulfillment of the conditions of other provisions made in these rules, recruitment to the posts in the service shall be made by the methods specified in the Schedule.

5. Reservations :

Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for—

- (a) Scheduled Castes & Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the rules made thereunder; and

- (b) SEBC, Women, Sportsmen, Ex-Servicemen and Physically Handicapped Persons shall be made in accordance with the provisions made under such Acts, rules, orders or instructions issued in this behalf by the Government from time to time.

PART III

DIRECT RECRUITMENT

6. *General conditions of eligibility :*

(1) *Nationality*—A candidate must be a citizen of India.

(2) *Age Limits*—A candidate for direct recruitment must have attained the age of 21 years and must not be above the age of 32 years on the 1st day of January of the year of recruitment :

Provided that the upper age limit in respect of reserved categories of candidates referred to in Rule 5 shall be relaxed in accordance with the provisions of the Acts, rules, orders or instructions, for the time being in force, for the respective categories.

(3) *Knowledge in Odia*—The candidate must be able to read, write and speak Odia and have—

- (a) Passed Middle School Examination with Odia as a language subject; or
- (b) Passed Matriculation or equivalent Examination with Odia as medium of examination in non-language subject; or
- (c) Passed Odia as language subject in the final examination of Class VII or above; or
- (d) Passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department.

(4) *Marital Status*—A candidate if married, must not have more than one spouse living :

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

(5) *Physical Fitness*—A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination, as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

"NOTE—This provision is not applicable in case of physically handicapped candidates."

7. *Educational Qualification for different Grades of Service :*

(1) *The essential Educational Qualification for recruitment to Group 'B' of the Service—*

(a) ***Assistant Director (Research) :***

- (i) A Master Degree in subjects those would be required for carrying out the basic activities of Scheduled Caste and Scheduled Tribe Research and Training Institute (SCSTRTI) and in the interest of public service (to be decided by the Government in consultations with the Director, SCSTRTI) including Anthropology, Tribal Studies, Sociology, Social Work and Applied Economics from a University or Institution recognised by Government with at least 60% marks and knowledge of computer applications.

- (ii) Preference shall be given to the candidates having an M. Phil. or Ph.D. Degree in their respective fields of specialisation and experience of doing research works on S.Cs./S.Ts. in a University or Institution recognised by Government.

(b) **Assistant Director (Tribal Museum) :**

- (i) A Master Degree in Anthropology or Tribal Studies or Museology from any University or Institution recognised by Government with at least 60% marks and knowledge of computer applications.
- (ii) Preference shall be given to the candidates having an M.Phil. or Ph.D. Degree in their respective fields of specialisation.

(c) **Assistant Director (Statistics) :**

- (i) A Master Degree in Statistics or Mathematics/Economics/Applied Economics with Statistics as a Paper from any University or Institution recognised by Government with at least 60% marks and knowledge in management of software like SPSS/STATA.
- (ii) Preference shall be given to the candidates having an M.Phil. or Ph.D. Degree in their respective fields of specialisation or a Degree/Diploma in population studies.

(2) *The essential Educational Qualification for recruitment to Group 'C' of the Service—*

(a) **Research Assistant :**

- (i) A Master Degree in Anthropology, Tribal Studies, Sociology, Social Work, Applied Economics and Statistics from any University or Institution recognised by Government with at least 55% marks and in such other subjects as would be required for carrying out the basic research activities of SCSTRTI and in the interest of public service (to be decided by the Government in consultation with the Director, SCSTRTI) from time to time and knowledge of computer applications.
- (ii) Preference shall be given to the candidates having an M.Phil. or Ph.D. Degree in their respective fields of specialisation.

(b) **Librarian :**

- (i) At least a Masters Degree in Library Science (M. Lib.) with 55% marks or Masters Degree in any discipline of Social Sciences with 55% marks along with Bachelors Degree in Library Science and knowledge of computer applications in library work.
- (ii) Preference will be given to the candidates having experience in library management of a reputed library.

(c) **Statistical Assistant :**

At least a second class Bachelors Degree with Statistics or Applied Economics/ Mathematics/Anthropology/Tribal Studies/Sociology with Statistics as one of the subjects and knowledge of computer applications.

(d) **Laboratory Assistant :**

- (i) At least a second class Bachelors Degree with Museology or Anthropology as one of the subjects in the order of preference with knowledge of computer applications.
- (ii) Preference shall be given to the candidates having specialisation in Physical Anthropology.

(e) Junior Librarian :

At least a second class Bachelors Degree in Library Science (B.Lib.) or Bachelors Degree in any discipline of Social Sciences with a Diploma in Library Science and knowledge of computer applications.

(f) Primary Investigator :

Bachelors Degree in Arts, Commerce or Science with Statistics, Economics, Applied Economics, Anthropology, Tribal Studies, Sociology and Social Work as one of the subjects and knowledge of computer applications.

(3) If the number of vacancies arising in a year is more than one then 50 per cent of such vacancies in the posts of Assistant Director (Research), Research Assistant, Statistical Assistant and Primary Investigator shall be filled up from among the candidates who possess the prescribed qualification in the discipline of Anthropology and the remaining 50 per cent shall be filled up from among the candidates of other discipline.

8. Manner of Selection :

- (1) (i) Direct recruitment to all category of Group 'B' posts in service shall be made by the Commission through career marking, written test and interview.
- (ii) The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI) shall communicate the total number of vacancies, i.e., existing vacancies, if any, and the anticipated vacancies likely to arise during the recruitment year to be filled up by the direct recruitment to the Commission in the first week of December, indicating the posts to be reserved for candidates belonging to different reserved categories.
- (iii) The Commission on receipt of the vacancy list from the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute shall take steps for recruitment of those posts as expeditiously as possible.
- (iv) The date and place of the examination shall be notified by the Commission.
- (v) The syllabus of the examination shall be made in consultation with the Scheduled Tribe and Scheduled Caste Development Department.
- (vi) After the interview the Commission shall publish a final list of the candidates in order of their merit for appointment into the post.
- (2) (i) Direct recruitment to all category of Group 'C' posts in service shall be made by the Odisha Staff Selection Commission through written test and interview.
- (ii) The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI) shall communicate the total number of vacancies, i.e., existing vacancies, if any, and the anticipated vacancies likely to arise during the recruitment year to be filled up by the direct recruitment to the Odisha Staff Selection Commission in the first week of December, indicating the posts to be reserved for candidates belonging to different reserved categories.
- (iii) The Odisha Staff Selection Commission on receipt of the vacancy list from the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute shall take steps for recruitment of those posts as expeditiously as possible.

- (iv) The date and place of the examination shall be notified by the Odisha Staff Selection Commission.
- (v) The syllabus of the examination shall be made in consultation with the Scheduled Tribe and Scheduled Caste Development Department.
- (vi) After the interview the Odisha Staff Selection Commission shall publish a final list of the candidates in order of their merit for appointment into the post.

PART IV

APPOINTMENT OF DIRECTOR

9. Eligibility for Appointment of Director :

Appointment to the post of Director shall be made by way of selection or deputation of an officer not below the rank of Additional Secretary or a researcher or an academician of a recognised University or College having administrative experience of at least 3 (three) years :

Provided that the officer or researcher or academician should not be above the age of 55 years :

Provided further that in case a researcher or an academician he/she must have—

- (a) A Post Graduate Degree with at least 60 % marks from the discipline of Anthropology/ Tribal Studies/Population Studies with a Ph.D. degree in these areas.
- (b) 10 (ten) years experience in guiding and supervising Anthropological Research and field experience on major S. Ts./S. Cs. of India.
- (c) At least 5 (five) years experience in teaching in Post Graduate classes.
- (d) At least 5 published Books with ISBN Number and 10 Research articles pertaining to the S. T./S. C. published in reputed Research Journals with ISSN number.

10. Constitution of a Selection Committee :

To select a suitable candidate for the post of Director, Scheduled Castes & Scheduled Tribes Research and Training Institute there shall be constituted a Selection Committee with the following members :—

- (i) Chief Secretary or Development Commissioner in charge of S. T. and S. C. Development Department—Chairman.
- (ii) Two members to be nominated by the Chairman having expertise in the field of Anthropology/ Tribal Studies/Population Studies.
- (iii) Principal Secretary or Commissioner-*cum*-Secretary to Government, S. T. and S. C. Development Department—Member-Convener.

PART V

SELECTION AND PROMOTION

11. Eligibility Criteria for Selection & Promotion :

In order to be eligible for promotion—

- (a) *to the post of Joint Director (Group-'A')*—a Deputy Director must have published at least 2 books with ISBN number and 7 research articles pertaining to the S. Ts./S. Cs. in reputed research journals with ISSN number;

- (b) *to the post of Deputy Director (Group-'A')*—an Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum) must have completed at least 5 years of service as such on the first day of January of the year in which the vacancy arises and have published at least 1 published book with ISBN Number and 5 research articles pertaining to the S.Ts./S.Cs. in reputed research journals with ISSN number;
- (c) *to the post of Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum) (Group-'B')*—a Research Assistant must have completed at least 8 years of service as such on the first day of January of the year in which the vacancy arises and published 3 research articles pertaining to the S.Ts. and S.Cs. in reputed research journals with ISSN number;
- (d) *to the post of Research Assistant (Group-'C')*—a Statistical Assistant must have completed at least 3 years of service as such in the feeder grade on the 1st day of January of the year in which the vacancy arises;
- (e) *to the post of Librarian (Group-'C')*—a Junior Librarian must have completed at least 8 years of service as such on the 1st day of January of the year in which the vacancy arises; and
- (f) *to the post of Statistical Assistant (Group-'C')*—a Primary Investigator must have completed at least 5 years of service as such on the 1st day of January of the year in which the vacancy arises.

12. Gradation List for the purpose of promotion to the post of Deputy Director :

For consideration of promotion of Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum) to the post of Deputy Director under item 3 of the Schedule, a combined gradation list of all the eligible Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum) shall be prepared in the order of their dates of appointment to the post/service :

Provided that if the dates of appointment of officers between any two or all grades are the same, then their names shall be arranged in the order of their dates of birth.

13. Gradation List for the purpose of promotion to the post of Research Assistant :

For consideration of promotion of Statistical Assistants to one-third posts of Research Assistants under item 7 of the Schedule, a gradation list of all the eligible Statistical Assistants shall be prepared in the order of their merits in the Select List.

14. Constitution of Departmental Promotion Committee :

- (a) *Departmental Promotion Committee for promotion to Group-'A' Posts*—There shall be constituted a Committee for selection of officers for promotion to the Group-'A' posts such as Joint Director and Deputy Director with the following members, namely :—
- | | | |
|---|----|-----------------|
| (i) Chief Secretary or Development Commissioner
(in charge of the Scheduled Tribe & Scheduled Caste Development Department). | .. | Chairman |
| (ii) Principal Secretary/Commissioner-cum-Secretary,
Scheduled Tribe & Scheduled Caste Development Department. | .. | Member |
| (iii) Director (S.T./S.C.)-cum-Addl./Spl. Secretary to Govt.,
Scheduled Tribe & Scheduled Caste Development Department. | .. | Member |
| (iv) Director, Scheduled Castes & Scheduled Tribes
Research and Training Institute. | .. | Member-Convener |

(b) *Departmental Promotion Committee for promotion to Group-'B' Posts*—There shall be constituted a Committee for selection of officers for promotion to any Group-'B' posts such as Assistant Director (Research), Assistant Director (Statistics) and Assistant Director (Tribal Museum) with the following members, namely :—

- | | | |
|---|----|-----------------|
| (i) Commissioner- <i>cum</i> -Secretary,
Scheduled Tribe & Scheduled Caste Development
Department. | .. | Chairman |
| (ii) Director (S.T./S.C.)- <i>cum</i> -Addl./Spl. Secretary to Govt.,
Scheduled Tribe & Scheduled Caste Development
Department. | .. | Member |
| (iii) Director, Scheduled Castes & Scheduled Tribes
Research and Training Institute. | .. | Member-Convener |
| (iv) Deputy Secretary/Under-Secretary, Scheduled Tribe &
Scheduled Caste Development Department (in charge
of the establishment of Scheduled Castes &
Scheduled Tribes Research and Training Institute). | .. | Member |

(c) *Departmental Promotion Committee for promotion to Group-'C' Posts*—There shall be constituted a Committee for selection of officers for promotions within Group 'C' posts with the following members, namely :—

- | | | |
|--|----|-----------------|
| (i) Director (S.T./S.C.)- <i>cum</i> -Addl./Spl. Secretary to Govt.,
Scheduled Tribe & Scheduled Caste Development
Department. | .. | Chairman |
| (ii) Director, Scheduled Castes & Scheduled Tribes
Research and Training Institute. | .. | Member |
| (iii) Deputy Secretary/Under-Secretary, Scheduled Tribe &
Scheduled Caste Development Department (in charge
of the establishment of Scheduled Castes &
Scheduled Tribes Research and Training Institute). | .. | Member |
| (iv) Assistant Director (Admn.)/Establishment Officer,
Scheduled Castes & Scheduled Tribes Research and
Training Institute. | .. | Member-Convener |

15. Procedure for Selection by the Committee(s) :

(1) The Committee shall meet once in a year preferably in the month of January to prepare a list of officers suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee while considering the promotion cases of suitable officers or employees and preparation of the list shall follow the provisions of :—

- (a) The Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the rules made thereunder;
- (b) The Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) The Odisha Civil Services (Criteria for Promotion) Rules, 1992; and

(d) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

(3) The recommendation of the Committee shall be valid and can be operated upon notwithstanding absence of anyone of its members other than the Chairman :

Provided that the member so absenting was duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

16. Consultation with the Commission :

(1) The recommendation of the Committee(s) under sub-rule (3) of Rule 15 for promotion to Group-'A' and Group-'B' posts shall be referred to the Commission for concurrence along with a list of all eligible candidates, including those candidates, whose cases have not been recommended together with the service particulars relating to their academic qualification, research papers, etc.

(2) The Commission shall consider the list along with the service particulars received under sub-rule (1) and shall furnish its recommendations and observations, if any, for consideration and approval of the Government.

PART VI

OTHER CONDITIONS OF SERVICE

17. Select List :

(1) The recommendation of the Commission in respect of reference made to it under sub-rule (1) of Rule 16 shall be considered by Government and the list approved by Government shall form the Select List for appointment to respective posts in the service.

(2) The list prepared by the Commission under sub-rule 1(vi) of Rule 8 shall form the Select List for appointment to the Group-'B' service.

(3) The list prepared by the Odisha Staff Selection Commission under sub-rule 2(vi) of Rule 8 shall form the Select List for appointment to the Group-'C' service.

(4) Appointment to any grade in the service shall be in the order in which their names appear in the Select List.

(5) The Select List shall remain in force for a period of one year from the date of its publication by the Commission or Odisha Staff Selection Commission, as the case may be or until another Select List is prepared afresh, whichever is earlier.

18. Probation and Confirmation :

(1) Every person appointed to any post in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion or selection shall be on probation for a period of one year from the date of joining the post :

Provided that the appointing authority may, if think fit in any case or class of cases, extend the period of probation :

Provided further that such period of probation shall not include :—

- (a) extraordinary leave;
- (b) period of unauthorised 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 the appointing authority at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employees shall deem to be reverted to his/her former cadre/post, if he/she is a promotee.

(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.

19. *Inter se seniority :*

The *inter se* seniority of the officers appointed to any post in the service in a particular year shall be in the order in which their names appear in the Select List :

Provided that the officers appointed on promotion or selection in a recruitment year shall enbloc be senior to the officers appointed by direct recruitment in that year to a particular grade.

20. *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 Government.

PART VII

MISCELLANEOUS

21. *Relaxation :*

When the Government are of 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.

22. *Repeal and Savings :*

All rules, regulations, instructions or orders in force immediately before the commencement of these rules in respect of matters relating to the service and covered by these rules are hereby repealed :

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

23. *Interpretation :*

If any question arises relating to the interpretation of these rules, it shall be referred to Government whose decision thereon shall be final.

SCHEDULE
(See Rule 4)

Sl. No.	Name of the Posts	No. of Posts	Method of Recruitment
(1)	(2)	(3)	(4)
Group-'A'			
1	Director	1	Selection or deputation of an officer not below the rank of Additional Secretary or a Researcher or an academician of a recognised University or College, who fulfils the criteria under Rule 9.
2	Joint Director	1	By promotion of eligible Deputy Directors
3	Deputy Director	3	(i) 2/3rd (2) posts by promotion of Assistant Director (Research). (ii) 1/3rd (1) post by promotion of Assistant Director (Statistics) and Assistant Director (Tribal Museum).
Group-'B'			
4	Assistant Director (Research).	13	(i) 50% (7) posts by promotion of Research Assistants. (ii) 50% (6) posts by direct recruitment.
5	Assistant Director (Tribal Museum).	1	(i) By promotion of Research Assistants (ii) By direct recruitment in case of non-availability of eligible Research Assistant.
6	Assistant Director (Statistics).	1	(i) By promotion of Research Assistants (ii) By direct recruitment in case of non-availability of eligible Research Assistant.
Group-'C'			
7	Research Assistant	11	2/3rd (7) posts by direct recruitment and the remaining 1/3rd (4) posts by promotion of Statistical Assistants.
8	Librarian	1	(i) By promotion of Junior Librarian (ii) By direct recruitment in case of non-availability of eligible Junior Librarian.
9	Statistical Assistant	15	2/3rd (10) posts by direct recruitment and the remaining 1/3rd (5) posts by promotion of Primary Investigators.
10	Laboratory Assistant	1	By direct recruitment

(1)	(2)	(3)	(4)
11	Primary Investigator	5	By direct recruitment
12	Junior Librarian	1	By direct recruitment.

ORDER—Ordered that the Notification be published in an extraordinary issue of the *Odisha Gazette* for general information. Ordered also that, copy thereof be forwarded to all Departments of Government/all Heads of Department/Odisha Public Service Commission/Odisha Staff Selection Commission/Registrar of Odisha High Court/Registrar, Odisha Administrative Tribunal (Bhubaneswar and Cuttack)/Director, Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar.

By order of the Governor

SANTOSH KUMAR SARANGI

Commissioner-*cum*-Secretary to Government