

Government of Orissa
Revenue & Disaster Management Department

No.Con.R-II-71 /08 - 1373/Bhubaneswar, dated the 19th June, 2008

To

All Department

All Heads of Department

All Collectors

Sub: Recruitment to OAS Class-II by way of “**selection**” for the year 2001, 2002, 2003, 2004 and 2005.

Sir,

I am directed to say that it has been decided to recruit some officers to the cadre of OAS Class-II by way of “**selection**” under Rule 3(c) of OAS Class-II (Recruitment) Rules, 1978 from amongst such non-gazetted officers.

- a) who are on the identical scale of pay of Rs.400-10-410-15-500-EB-20-620/- which is subsequently revised to Rs.4750-7500/- under ORSP Rules, 1998 or above scale of pay as notified by Govt. from time to time and who have worked at least three years in the approved scale of pay as on 1.1.2001, 1.1.2002, 1.1.2003, 1.1.2004 & 1.1.2005.
 - b) who are of outstanding merit and ability.
 - c) Who have passed the prescribed department examination, if any, or have been exempted from passing the same and
 - d) Who are not more than 48 years of age as on 1st day of January, 2001, 2002, 2003, 2004 & 2005 as the case may be.
2. Since the vacancies, to be filled up by ‘selection’ are very limited, you are particularly requested to ensure that minimum number of willing candidates who really deserve consideration on the basis of their outstanding performances and exceptional merit and ability as reflected in their C.C.Rs. are to be sponsored to this Deptt. No lien of service will be allowed.
 3. It must also be verified meticulously before forwarding the recommendation that the persons recommended, fulfil all conditions of eligibility relating to age, period of service (in posts carrying the specified scales of pay) and departmental examination. While sending the recommendations, care may be taken to indicate the year of recruitment according to the eligibility of the officers. The recommendation should be sent separately for each recruitment year.

4. No candidates are to be recommended against whom CBI/ vigilance/ Criminal or departmental proceedings under Rule 15 of OCS(C.C&A) Rules 1962 are pending.
5. The recommending authorities are particularly requested to see that all the columns of the prescribed proforma (enclosed) are correctly filled up separately in respect of each nominee, with accurate particulars duly authenticated.
6. The recommending authorities are requested to furnish one set of CCRs. (attested copies) for the period of 5 years preceding to each recruitment year. In case 5 preceding CCRs are not available at least 3 CCRs of the preceding 5 years and 2 years back CCRs of the preceding years along with NRC for these 2 years may be furnished as per G.A.Deptt. circular No.5906/gen, dt.25.2.2005 & NO.20162/Gen,dt.18.7.2005.
7. It is further requested that all sheets of the CCR dossier including its folder together with service particulars should contain full name without abbreviation and date of birth in words of the individuals recommended.
8. As per ORV in posts and services(for SC & ST) Act, 1975 and Rules framed thereunder, required number of vacancies will be filled up by eligible SC & ST candidates who are coming under eligibility criteria may be recommended alongwith other general candidates.
9. The recommendations along with CCRs. and the required service particulars in respect of each nominee should reach Revenue & D.,M.Deptt. on or before 15.7.2008 positively. Recommendation received after the stipulated date will be rejected outright without assigning any reason thereof . No further extension of time will be allowed.
10. Any omission, wrong or incomplete information furnished in service particulars, CCRs and the certificate of recommending authorities etc. may render the recommendation invalid and shall be liable for rejection for which recommending authorities shall be entirely responsible. An Officer in the subordinate office may be entrusted with the responsibility of verification of documents and submission of correct information to this Department. In the event of any error or omission by way of inadvertence or otherwise detected later will render such officer liable for suitable disciplinary action.
11. The names of officers with identical names must be differentiated clearly by A,B or 1,2 etc.
12. The recommendation must be sent in sealed cover with specification on the cover Recommendation by way of "**selection**" and the year of recruitment.
13. Candidates having 5 outstanding CCRs. may only be recommended. The proforma for recommendation along with instructions are available in the Rev.&D.M Deptt. Web site (www.orissa.gov.in/revenue).

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14. The recommendations must be sent in proforma prescribed A sample copy is enclosed for reference.
15. Recommendations received from departments / Heads of Deptt./ Collectors will only be considered. Recommendations received from other offices will not be taken into consideration.
16. Any form of canvassing will render the nomination rejected.

Yours faithfully,

Sd/-

Addl.Secretary to Govt.

Memo No. **1374**/R&DM.,Dt. 19.6.08

Copy with copy of the format of service particulars forwarded to the Secretary,OPSC,Orissa,Cuttack / Board of Revenue, Orissa, Cuttack/ I.G & D.G of Police, Cuttack / Secretary to Governor/ All RDCs./ Secretary, O.L.A.,Orissa, Bhubaneswar/ Registrar, Orissa High Court, Cuttack/ Deputy Registrar, O.A.T, Cuttack & Bhubaneswar/ Secretary, Staff Selection Commission, Orissa/ State Election Commission, Bhubaneswar/ Director, Consolidation, Settlement Land Records & Survey, Orissa, Cuttack / I.G.R.,Orissa, Cuttack for information and necessary action.



Addl.Secretary to Govt.

Memo No. **1375**/R&DM.,Dt. 19.6.08

Copy with copy of the format of service particulars forwarded to OE(A) Branch/ Computer Cell (K.A of Dr.Usharani Sahoo, OAS), Rev. & D.M Deptt. for information and necessary action. She is requested to host the same in the Rev. & D.M Deptt. Web site.



Addl.Secretary to Govt.

PROFORMA FOR RECOMMENDATION TO O.A.S CLASS-II BY WAY OF "SELECTION"

For the Recruitment year 2001/2002/2003/2004/2005 (Strike out which is not applicable)
(use one form for each Recruitment year)

Service particulars of :

- 1.Name (in full) :
- 2.Designation with office address :
3. Father's name :
- 4.Permanent Home Addresss :
At:
PO:
P.S
Tahasil:
Sub-Division:
Home District:
- 5.Date of Birth: :
- 6.Age as on 1.1.2001/2002/
2003/2004/2005: :
- 7.Whether SC/ST :
- 8.Educational Qualification :
- 9.Date of first appointment
in Government service :
- 10.Length of service (as on 1.1.2001/2002/
2003/2004/2005 in the post
carrying a scale of pay Rs.400-10-410-15-
500-EB-20-620/- or its corresponding revised
scales of pay or higher scale of pay from
time to time (the scale of pay of Rs.400-620/-
has been revised to Rs.320-750/- in the
revised scales of pay Rules 1981. This has
again been revised to Rs.890-1830/- in
the revised scales of pay Rules 1985
and Rs.1400-2300/- ORSP Rules, 1989
and subsequently revised to Rs.4750-7500/-
under ORSP Rules 1998 which is still
in operation): : Year Month Day
- 11.Present scale of pay :
- 12.Present Basic pay :

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13. Whether the post held in non-gazetted :

or gazetted Spl. declared gazetted
alongwith date.

14. Whether passed the departmental examination, if any, prescribed or exempted from passing the same:

Yes	No	Not prescribed	Exempted
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(Strike out which is not applicable)

15. Particulars of non-gazetted service in different grades with specific dates of appointment or subsequent promotions and scales of pay in each grade from the beginning of service (specific date of getting the pay in the scale of pay of Rs.4750-7500/- or its corresponding revised scales of pay or higher from time to time should be indicated in the following proforma).

Grade (designation)	From	<u>Period</u> To	Scale of pay as it was on that date. (according to designation)
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16. Whether complete confidential character rolls arranged in proper sequence have been furnished and gaps/omission (if any) have been properly explained.

CERTIFICATE

I hereby certify that –

- i) the particulars furnished in item No.1 to 15 are correct to the best of my knowledge.
- ii) I have gone through the complete Confidential Character Rolls of the nominee carefully and on the basis of the 'Outstanding' entries therein, consider him to be an officer of outstanding merit and ability suitable for selection to OAS Class-II.
- iii) No CBI/ Vigilance cases or departmental proceeding under Rule 15 of O.C.S(C.C & A) Rules, 1962 are pending against the nominee.

Signature of the recommending authority
Designation with full official address