

Government of Orissa
Revenue & Disaster Management Department

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No. CON-R-II-33/2008 878/R (CS).,

Dated, Bhubaneswar the 28th April, 2008

From :

Sri Biswar Kumar Nayak,
Additional Secretary to Government.

To

All Departments

All Heads of Departments

All Collectors

Sub : Recruitment to OAS Class-II by “SELECTION” for the Year, 2008.

Sir,

I am directed to say that, it has been decided to recruit some officers to the cadre of OAS Class-II by “SELECTION” under Rule-3 (c) of the 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 has subsequently revised to Rs. 4750-7500/- under ORSP Rules, 1998 or in such other scale of pay as notified by Government from time to time and have worked atleast three years in the approved scale of pay as on 01.01.2007.
- (b) who are of outstanding merit and ability.
- (c) who have passed the prescribed departmental 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, 2007.

02. Since the vacancy, 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 performance and exceptional merit and ability as reflected in their CCRs are sponsored to this Department. No lion of service will be allowed.

03. It must be verified meticulously, before forwarding the recommendations that, persons recommended, fulfill all the conditions of eligibility relating to age, period of service (in posts carrying the specified scales of pay) and Departmental Examination.
04. No candidates are to be, recommended against whom CBI/ Vigilance/ Criminal or Departmental proceedings under Rule-15 of OCS(CCSA) Rules, 1962 are pending.
05. The recommending authorities are particularly requested to see that all the columns in the prescribed proforma (enclosed) are correctly filled up separately in respect of each nominee, with accurate particulars duly authenticated.
06. The recommending authorities are requested to furnish one set of CCRs (attested copies) for the period from 2002-2003 to 2006-2007. In case five CCRs of the preceding 5 years are not available, at least 3 CCRs of the preceding 5 years and 2 back CCRs of the preceding years alongwith No Remarks Certificate for those 2 years may be furnished completing 5 CCRs as per General Administration Department Circular No.5906/Gen., dt.25.02.2005 and No.20162/Gen., dt.18.07.2005.
07. It is further requested that, all sheets of the CCRs dossier including its folder together with service particulars should contain the full name without abbreviation and date of birth in words of the individuals recommended.
08. As per the ORV in posts and services (for SC & ST) Act, 1975 and Rules framed thereunder, required number of vacancies will be filled up by eligible S.C and S.T candidates. The cases of SC/ST candidates who are coming under eligibility criteria may be recommended alongwith other general candidates.
09. The recommendations alongwith CCRs and required service particulars in respect of such nominee should reach the Revenue & Disaster Management Department on or before 26.05.2008 positively. Recommendations received after the stipulated date will be rejected outright without assigning any reason thereof. No further extension will be allowed.
10. Any omission, wrong or incomplete information furnished in service particulars, CCRs and the certificate of the recommending authorities etc. may render the recommendation invalid and shall be liable for rejection for which the recommending authorities shall be entirely held responsible. An officer in the subordinate offices may be entrusted with the responsibility after 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 authorised officer liable for suitable disciplinary action.
11. The names of the officers with identical names must be differentiated clearly by A, B or 1,2 etc.
12. The recommendations must be sent in sealed cover with a specification on the cover "Recommendation by way of Selection to OAS-II for the year, 2008."

13. Candidates having 5 outstanding CCRs may only be recommended. The proforma for recommendation alongwith instructions are available in the Revenue & Disaster Management Department Website (www.orissa.gov.in/revenue).

14. The recommendation must be sent in proforma prescribed, sample copy is enclosed for reference.

Yours faithfully,

Sd/-

(B.K. Nayak)

Additional Secretary to Government

Memo No. **879/R(CS)**., Dt. : 28.04.2008

Copy with copy of the proforma service particulars forwarded to the Secretary, Orissa Public Service Commission, Orissa, Cuttack/ Secretary, Board of Revenue, Orissa, Cuttack/ Inspector General and Director General of Police, Orissa, Cuttack/ Secretary to Governor/ All Revenue Divisional Commissioners/ Secretary, Orissa Legislative Assembly/ Registrar, Orissa High Court, Cuttack/ Deputy Registrar, Orissa Administrative Tribunal, Cuttack and Bhubaneswar/ Secretary, Staff Selection Commission, Bhubaneswar/ State Election Commission, Bhubaneswar/ Inspector General of Registration, Cuttack/ Director, Land Records and Surveys, Orissa, Cuttack for information and necessary action.



Additional Secretary to Government

Memo No. **880/R(CS)**., Dt. : 28.04.2008

Copy with copy of the format or service particulars forwarded to OE (A) Branch, Revenue & Disaster Management Department and Computer Cell (kind attention of Dr. Usharani Sahoo, OAS) for information and necessary action. She is requested to host the same in Revenue & Disaster Management Department Website.



Additional Secretary to Government

13. 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)

14. Particulars of Non-Gazetted service in different grade 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)	Period		Scale of pay as it was on the date (According to designation)
	From	To	

15. Whether complete Confidential Character Rolls arranged in proper sequence have been furnished and gaps/ omissions (if any) have been properly explained.

C E R T I F I C A T E

I hereby certify that -

- i. the particulars furnished in items 1 to 15 are correct and to be 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 the Orissa Administrative Service, 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 Recommending Authority
Designation with full Official Address.