



GOVERNMENT OF ORISSA

**The Orissa Subordinate Co-operative Service
(Recruitment and Conditions of Service)
Rules, 1992**

CO-OPERATION DEPARTMENT

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NOTIFICATION

The 8th December 1992

No. 23631—Co-op.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following Rules to regulate the recruitment and conditions of service of the persons appointed to the Orissa Subordinate Co-operative Service, namely:—

- Short title and Commencement. 1. (1) These Rules may be called the Orissa Subordinate Co-operative Service (Recruitment and conditions of Service) Rules, 1992.
(2) They shall come into force on the date of their publication in the *Orissa Gazette*.
- Definitions 2. (1) In these Rules, unless the context otherwise requires :—
(a) "Appointing authority" means the Registrar, Co-operative Societies ;
(b) "Committee" means the Departmental Promotion Committee constituted under Rule 6;
(c) "Co-operative Institutions" means the Co-operative Societies registered or deemed to be registered under the Orissa Co-operative Societies Act, 1962 and are under the Administrative control of the Registrar ;
(d) "Government" means the Government of Orissa ;
(e) "Registrar" means the Registrar of Co-operative Societies ;
(f) "Recruitment year" means the calendar year in which the vacancies occurred;
(g) "Select list" means the list prepared under Rule 8 and Rule 11;
(h) "Service" means the Orissa Subordinate Co-operative Service; and
(i) "Scheduled Castes" and "Scheduled Tribes" mean such Castes and such Tribes as notified from time to time by the President of India under Articles 341 and 342, respectively of the Constitution of India.
(2) Words and expressions used herein but not defined shall have the same meaning as respectively assigned to them in the Orissa Service Code.

Composition of Service.

3. (1) The service shall comprise of the following two branches, each constituting a separate cadre, namely:—

(i) The General Branch, comprising the posts of:—

(a) Sub-Assistant Registrars of Co-operative Societies (General); and

(b) Inspectors of Co-operative Societies (General); and

(ii) The Audit Branch, comprising the posts of:—

(a) Sub-Assistant Registrars of Co-operative Societies (Audit); and

(b) Inspectors of Co-operative Societies (Audit).

(2) The categories of posts specified in sub-clauses (a) and (b) of clauses (i) and (ii) of Sub-rule (1) shall each constitute a separate grade.

Strength of the service.

4. (1) The Service shall consist of such number of permanent and temporary posts of the categories specified in Rule 3 as the Government may, from time to time, by order, create.

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

Recruitment to the service.

5. (1) Recruitment to the posts in the General Branch of the Service shall be as follows, namely:—

(a) The posts of Sub-Assistant Registrars of Co-operative Societies (General) shall be filled up by promotion from among the Inspectors of Co-operative Societies (General) in accordance with the provisions of Rule 7; and

(b) Fifty per cent of the vacancies arising in a particular recruitment year in the posts of Inspectors of Co-operative Societies (General) shall be filled up by direct recruitment in accordance with the provisions of Rule 8 and the rest fifty per cent shall be filled up by selection in accordance with the provisions contained in Rule 10.

(2) (a) The posts of Sub-Assistant Registrars of Co-operative Societies (Audit) shall be filled up by promotion from among the Inspectors of Co-operative Societies (Audit) in accordance with the provisions of rule 7; and

(b) Fifty per cent of the vacancies arising in a particular recruitment year in the posts of Inspectors of Co-operative Societies (Audit) shall be filled up by direct recruitment in accordance with Rule 8 and the rest fifty per cent shall be filled up by selection in accordance with the provisions of Rule 10.

Constitution of Departmental Promotion Committee.

6. (1) There shall be Departmental Promotion Committee to consider the cases of eligible Inspectors of Co-operative Societies (General) for promotion to the posts of Sub-Assistant Registrars of Co-operative Societies (General) and the eligible Inspectors of Co-operative Societies (Audit) for promotion to the posts of Sub-Assistant Registrars of Co-operative Societies (Audit).

(2) The Committee shall consists of the following officials namely:—

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|---|----|-----------|
| (i) Registrar | .. | Chairman |
| (ii) Additional Registrar of Co-operative Societies (General) | .. | Member |
| (iii) Additional Registrar of Co-operative Societies (Audit) | .. | Member |
| (iv) Administrative Officer | .. | Secretary |

Eligibility
for
appointment
as Sub-Assis-
tant Regis-
trars

7. (1) The Committee shall meet once in a year ordinarily during the month of December to consider the eligible officers and prepare separate lists of suitable officers for promotion to the posts of Sub-Assistant Registrars (General) and Sub-Assistant Registrars (Audit). The Committee shall, for the purpose of preparing the lists of suitable candidates consider the case of such Inspectors of Co-operative Societies in their respective branch who have :—

- (a) rendered at least five years of continuous service as Inspectors on the first day of January of the year in which recruitment is made and have satisfactory record of performance and conduct; and
- (b) passed such departmental examinations as may be specified by the Registrar from time to time.

(2) The Orissa Civil Service (Zone of Consideration for Promotion) Rules, 1988 and the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules framed there under shall be followed while considering the case of eligible officers for promotion.

The criteria of promotion will be as specified in the Orissa Civil Services (Criteria of Promotion) Rules, 1992.

(4) The list prepared by the Committee shall be placed before the Registrar for approval.

(5) Appointment orders shall be issued by the Registrar from the lists finalised under sub-rule (4) in the order in which their names appear.

Procedure
for direct
recruitment.

8. (1) The number of vacancies in the posts of Co-operative Inspector (General) and Co-operative Inspector (Audit) required to be filled up through direct recruitment shall be calculated in October of each year. The vacancies shall be reported to such authority as Government may, by general or special order, specify for conducting recruitment to these posts.

(2) The authority referred to in sub-rule (1) above shall conduct the competitive examination in the manner approved by Government.

(3) Such authority shall forward a list of candidates for appointment to either branch arranged in order of merit to the Registrar.

(4) Appointment orders in respect of each branch shall be issued by the Registrar out of the respective lists received by him in pursuance of sub-rule (3).

Eligibility
for direct
recruitment.

9. A candidate in order to be eligible for direct recruitment to the posts of Inspector both in the General and Audit branch of the service must:—

- (a) not be less than twenty-one years and more than thirty-two years of age on the first day of January of the recruitment year;

Provided that in the case of candidate belonging to a Scheduled Caste/Scheduled Tribe, the upper age-limit shall be relaxed for 5 (five) years;

Provided further that in the case of physically handicapped/ex-Service men, the upper age-limit shall be relaxed as per the instructions issued by Government in General Administration Department from time to time :—

- (b) hold a Bachelor's degree from any recognised University in Arts, Science, Commerce or Law or possess such other educational qualifications equivalent to such degree and duly recognised by a University of Orissa;

- (c) be of good character;

- (d) not have more than one spouse living, if the candidate is married;

Provided that Government may, if satisfied that there are special reasons for doing so, exempt any candidate from operation of this clause;

- (e) be able to speak and read and write Oriya and have at least passed a test in Oriya equivalent to Class VII Standard.

Recruitment
by selection.

10. (1) Field employees and Ministerial employees including Typists and Stenographers serving in the offices of the Registrar and the Divisional and Circle Offices and the Co-operative Institutions who have completed not less than five years of continuous service as such on the first day of January of the year in which recruitment is made shall be eligible for appointment to the posts of Inspector of Co-operative Societies both in General and Audit Branch by selection;

Provided that eighty per cent of the total number of posts to be filled up by way of selection in a year shall be reserved for the field employees of the said offices and Co-operative Institutions.

Provided further that in the event of non availability of suitable candidates from among such field employees the posts remaining unfilled on that account may be filled up by Ministerial employees of such offices and institutions.

(2) No person shall be considered for appointment to the posts of Inspector of Co-operative Societies in both General and Audit Branch by selection unless he;—

(a) holds a Bachelor's Degree from any recognised University in Arts, Science, Commerce or Law or possess such other Educational qualification equivalent to such degree and recognised by a University;

(b) has a satisfactory record of performances and conduct; and

(c) is less than 45 years of age on the first day of the year in which recruitment is made.

Constitution
of Selection
Committee &
Procedure
for filling up
the post of
Inspector
by Selection

11 (1) The Committee constituted under rule 6 shall consider the cases of eligible employees for appointment to the posts of Inspectors of Co-operative Societies by selection.

(2) The Committee shall meet once a year ordinarily during the month of July to prepare the lists of suitable candidates for appointment to the posts of Inspectors of Co-operative Societies in the General or in the Audit Branch by selection under sub-rule (1) of rule 10.

(3) The Committee shall consider the cases of all persons eligible for appointment to such posts by selection, scrutinise their service records for the last five years immediately preceding the year in which the Committee meets and prepare separate lists of employees who in its opinion are suitable for appointment to the General or Audit Branch. The name of persons to be included in the list shall ordinarily be twice the number of vacancies required to be filled up in that year and shall be in the order of merit:

“ Provided that in case of non availability of systematic service records and Confidential Character Rolls, etc. of the eligible employees of the Co-operative Institutions, the Committee shall consider their suitability for the post of Inspector of Co-operative Societies by conducting a written examination and *viva voce* test on various working affairs/problems of Co-operative Institutions ”.

(4) The Selections of persons for appointment to the posts of Inspector either in the General or Audit Branch by selection shall be based on merit and suitability with due regard to seniority:

Provided that the Committee may assign a higher position to Junior Officer than his Senior if the former is considered exceptionally meritorious, but supersession shall be within the same batch or year of recruitment.

(5) The lists prepared under sub-rule (3) shall be valid for a period of one year from the date of their approval by the Registrar:

Provided that the Registrar may at any time after selection and before appointment for grave lapses in the conduct or deterioration in the standard or performance or duties on the part of any person included in the list, remove the name of such person from the said list.

(6) Appointment to the different posts in the service shall be made in the order of ranking assigned to the candidates in the respective lists prepared under sub-rule (3).

Reservation
for SC/ST
Sports man
& Ex-Ser-
viceman and
Physically
handicap-
ped.

12. Notwithstanding anything contained in these rules reservation of vacancies for Scheduled Castes/Scheduled Tribes, Sportsman, Ex-Serviceman and Physically handicapped shall be as provided under the Orissa Reservation of Vacancies in the Services and Posts (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules framed thereunder, and under such other rules and orders issued by Government from time to time.

Seniority.

13. The seniority of persons appointed to a particular grade of the posts in the service in any particular year shall be regulated in the following manner, namely:—

(a) Persons appointed to the posts of Sub-Assistant Registrars of Co-operative Societies (General) or Sub-Assistant Registrars (Audit) shall be ranked *inter se* in the order in which their names appear in the list prepared under sub-rule (5) of rule 7.

(b) Persons appointed to the posts of Inspector of Co-operative Societies (General) or Inspector of Co-operative Societies (Audit) by selection shall rank *inter se* in the order in which their names appear in their respective lists prepared under sub-rule (3) of rule 11 and shall enable be senior irrespective of their date of joining to the persons appointed to the said grade by direct recruitment in that particular recruitment year.

(c) Persons appointed to the grade of Inspector of Co-operative Societies of the Service by direct recruitment whether in General or Audit Branch shall rank *inter se*, in the order in which their names appear in the list from which appointment made. In cases where two or more persons secure equal marks in the total, seniority shall be assigned to them on the basis of date of birth, i. e. the older one shall be senior over the younger.

Probation

14. (1) Every person shall, on appointment to a post in the service, be on probation for a period of two years in case of appointment made by direct recruitment and one year in the case of appointment made by promotion/ election which shall be calculated from the date of actual joining in the post.

(2) The appointing authority may dispense with the services of a person appointed on probation in case of a direct recruit or, revert him to his previous post in the case of a person appointed by promotion or selection during or at the end of the period of his probation if such person fails to work satisfactorily or is found to be otherwise unfit for eventual confirmation in the service.

Training and
Departmental
Examination.

15. (1) Every person shall on appointment be required to undergo such training as may be decided by the Registrar from time to time.

(2) Every person appointed to the service shall be required to pass departmental examination if any, prescribed by the Registrar.

(3) If a person appointed to the Service fails to pass the training or departmental examination in four successive chances, he shall be liable for reversion to the previous post if he is a person other than a direct recruit or shall be discharged from the service if he is a direct recruit.

Provided that:—

(a) The Registrar may after taking into consideration the special circumstances of a case to be recorded in writing, allow a candidate one more chance to pass the departmental examination.

(b) The State Government may, if satisfied that there are reasons for doing so, grant one more chance to a person to pass the departmental examination.

Confirmation

16. A person appointed to a post in the service on successful completion of the probation and subject to availability of substantive vacancies, be confirmed if he is considered suitable in all respect.

Relaxation

17. The Government may, if consider necessary or expedient so to do in the public interest 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.

Repeal and
Saving

18. All rules including the Orissa Co-operative Sub-ordinate Service Rules, 1949 instructions or orders corresponding to these rules and in force immediately before the commencement of these rules relating to the method of recruitment etc. to the posts of Sub-Assistant Registrars and Inspectors of Co-operative Societies both in General and Audit Branch are hereby repealed:

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

Interpreta-
tion

19. If any question arises relating to the interpretation of these rules, it shall be referred to Government in Co-operation Department for decision.

By order of the Governor

RAAM BEHRA

Secretary to Government