

**BOARD OF REVENUE: ODISHA: CUTTACK**  
(Confidential Section)

No.VI-Con-41/2022- 683 /CS., Dated: 29.06.2022

From,

Dr. Bijay Ketan Upadhyaya, I.A.S,  
Secretary

To,

The All Departments of Government /  
All Heads of Departments /  
All Collectors

Sub: Recruitment of Odisha Revenue Service(ORS) (Group-B) by way of  
**Selection** for the recruitment year, 2021.

Sir,

I am directed to say that, it has been decided by the Government in Revenue & Disaster Management Department to recruit **09 nos. of Officers (UR-06, SC-Nil, ST-03)** to the cadre of Odisha Revenue Service(ORS) (Group-B) by way of "**Selection**" for the recruitment year, 2021 under Rule-4(c) of the Odisha Revenue Service (Recruitment) Rules, 2011 and ORS(Recruitment) Amendment Rules,2020 from among the officers having the following eligibility criteria with **Outstanding merit and ability**.

- a) He/ She is a graduate and has worked for at least 05 years of service in Group-C post carrying a scale of pay of Rs. 4,750-7,500/- in pre-revised scale of pay(ORSP Rules 1998) & Pay Band-2, Rs-9,300-34,800/- with Grade Pay of Rs. 4,200/- in pre-revised Scale of pay (ORSP Rules, 2008) Corresponding to pay at Level-9 as per Pay matrix under ORSP Rules,2017 or higher scale of pay as on 1<sup>st</sup> January, 2021.
- b) He/ She has passed Departmental Examination, if any.
- c) Not more than 50 years of age as on 1<sup>st</sup> January, 2021.

2. For recommendation against Selection, you are requested to ensure that the names of the willing candidates who really deserve consideration on the basis of their outstanding performance and exceptional merit as reflected in their CCRs/PARs are to be sponsored to this office. An undertaking to accept the appointment on selection to ORS (Group-B) should be obtained from the concerned candidates.
3. The recommending authorities are particularly requested to see that all columns of the **prescribed proforma(enclosed)** are correctly filled up separately in respect of each nominee with accurate particulars duly authenticated.
4. The recommending authorities are requested to furnish the attested copies of relevant pages of Service Books / Orders if any, in support of age, educational qualification, date of entry into Govt. Service with designation, date of pay fixed at pay scale of Rs. 4750-7500/- or higher(as per ORSP Rules 1998), date of pay fixed at pay band-2 Rs. 9,300-34,800/- with grade pay of Rs. 4,200/- or higher(as per ORSP Rules 2008), date of pay fixed at Level-9 or higher (as per pay matrix under ORSP Rules 2017), departmental examination of recommended eligible employees alongwith Service particulars & CCRs/PARs to Board of Revenue after thorough verification.
5. The recommending authorities are requested to furnish attested photocopy of latest available 05(Five) years CCRs/PARs preceding the Recruitment year, 2021( i.e. from 2015-16 to 2019-20) of officers who are eligible as on 1<sup>st</sup> day of January of the Recruitment year, 2021 as per Rule-3(C) of the Orissa Civil Service ( Criteria for Promotion) Rules, 1992 read with clarification issued by Government in General Administration Department vide Letter No. 4280, dated 19.02.2010. The employee should have any three years of CCRs/ PARs among the preceding five years. In case of non-availability of CCRs/PARs of any of the said period, back CCRs/ PARs of the corresponding number of years may be furnished. **No Remarks Certificate** may be furnished for the non-available period of CCRs/ PARs. The recommendation should be routed through their respective Heads of Department/ Department of Govt. as the case may be &

reach the Board within the stipulated period. Any application received directly at Board of Revenue without the Knowledge of concerned Heads of Department/ Department of Govt. will be rejected out rightly & will not be considered at all.

6. The Ministerial Officers/ Revenue Field Service Staff working under Revenue Administration need not be recommended for Recruitment to ORS against “**SELECTION**” category for the year, 2021 as per Rule 4(C) of ORS(Recruitment) Rules, 2011 as they are coming under the category of recruitment to ORS cadre by way of promotion.
7. No candidate should be recommended against whom CBI/ Vigilance/ Departmental or Judicial Proceeding is pending or being contemplated.
8. While sending the recommendation to the Board of Revenue, Odisha, Cuttack, the recommending authorities are requested to arrange the names according to their seniority following the principle provided under Rule-8 of Odisha Revenue Service(Recruitment) Rules, 2011.
9. The proforma for recommendation along with instructions are available in Board of Revenue Web-site(i.e. <http://boardodisha.nic.in>) which may be accessed. However, a copy of the prescribed proforma is enclosed for reference ( **Annexure-‘B’**).
10. The recommendations along with CCRs/PARs, required Service particulars in format as at Annexure-‘A’ & ‘B’, an undertaking from candidates and supporting documents( as cited in point-4 above) in respect of each nominee should reach Board of Revenue, Odisha, Cuttack on or before **16<sup>th</sup> August, 2022 by 5 P.M.** unfailingly. The scan copy of the said recommendations alongwith Service particular & CCRs/PARs should be furnished by E-mail address: **[bor.conf@gmail.com](mailto:bor.conf@gmail.com) on or before 11.59 P.M. of 16<sup>th</sup> August, 2022** to avoid receipt of fake/forged recommendations. The sending of recommendations from official Email of recommending authority to aforesaid

E-mail ID is mandatory. Recommendation received after the stipulated date will be rejected out rightly without assigning any reason thereof.

11. Any omission, wrong or incomplete information furnished in respect of service particulars, CCRs/PARs and the certificate of recommending authority etc. may render the recommendation invalid and it shall be liable for rejection for which the recommending authorities shall be entirely responsible.
12. The names of the officers with identical names must be differentiated clearly by A,B (or) 1,2 etc.
13. The recommendations must be sent securely in sealed cover with specification on the cover *Recommendation for "Selection" to ORS against the year of recruitment-2021.*

Yours faithfully,

*12/12/22*  
29.6.22  
Secretary

Memo No. 684 /CS, Dated. 29.06.2022

Copy forwarded to F.A., Board of Revenue / Additional Secretary(Establishment), Main Board,. Board of Revenue for information & necessary action.

**She is requested to furnish the recommendations of suitable Auditors, Board of Revenue in proper format as at Annexure-'A' & 'B' alongwith willing of applicants for the said post (except CCRs/ PARs) within stipulated time period.**

*12/12*  
Secretary

Memo No. 685 /CS, Dated. 29.06.2022

Copy forwarded to Joint Secretary to Govt., Revenue & D.M. Department, Bhubaneswar for information with reference to their letter No. RDM-CON-MISC-0050-2021-19506/R&DM, Dt. 20.06.2022.

*KM*  
29.6.22  
Secretary

ANNEXURE-'A'**PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF "SELECTION"**

(for the recruitment year-2021)

Service Particulars :

1. Name (in full) :

2. (a) Designation as on 01.01.2021

(b) Office Address :

3. Father's Name :

4. Permanent Home Address :

At:

PO:

PS:

Tahasil:

Home District:

5. Date of Birth :

6. Age as on 01.01.2021 :

7. Category (UR/SC/ST) :

8. Educational Qualification :

9. Date of first appointment in

Govt. Service :

10. Length of Service with designation      Year      Month      Day  
as on 01.01.2021

11. Basic Pay & Scale of pay with Grade Pay / (Cell No./Level) as per Pay matrix under  
ORSP Rules,2017 :

As on 31.12.2015	As on 01.01.2020	As on 01.01.2021



## 12. Detail period of Service rendered in

- a) Group-C Post carrying a pay scale of Rs. 4750- 7500/- in pre-revised scale of pay (ORSP Rules 1998) : from \_\_\_\_\_ to \_\_\_\_\_
- b) carrying a pay scale in PB-2, Rs. 9300-34,800/- with Grade pay of 4200/- in pre-revised scale of pay (ORSP Rules 2008) or higher scale of pay :  
from \_\_\_\_\_ to \_\_\_\_\_
- c) carrying a pay in Level-9 or higher Level as per Pay-matrix under ORSP Rules 2017 : from \_\_\_\_\_ to \_\_\_\_\_

13. Length of service rendered in Group-C Post carrying a pay scale of Rs. 4750-7500/- in pre-revised scale of pay (ORSP Rule 1998) & PB-2, Rs. 9300-34,800/- with Grade pay of 4200/- in pre-revised scale of pay (ORSP Rule 2008), corresponding to Cell No. & Level as per Pay-matrix under ORSP Rule 2017 or higher scale of pay as on the 1<sup>st</sup> day of January, 2021.

Year                      Month                      Day

## 14. Whether passed the departmental examination, if any, prescribed or exempted from passing the same. (Yes / No/ Not-Prescribed / Exempted)

(Clearly indicate the position in the Box given below)

15. Whether any CBI/ vigilance case pending (Yes/ No) :

16. Whether any Departmental / Judicial Proceedings pending (Yes/ No) :

17. Whether complete Confidential Character Rolls arranged in proper sequence / have been properly explained.

18. Period of C.C.Rs furnished: From \_\_\_\_\_ To \_\_\_\_\_

### CERTIFICATE

I hereby certify that-

- i) The particulars furnished in items 1 to 18 are correct to the best of my Knowledge.
- ii) I have gone through the complete CCRs/PARs of the nominee carefully and the basis of the entries therein, consider him/ her to be an officer of Outstanding merit and ability, suitable for Selection to the Odisha Revenue Service (ORS) (Group-B).
- iii) I have gone through the relevant provision of the Odisha Revenue Service (Recruitment) Rules, 2011 and ORS (Recruitment) Amendment Rules, 2020 carefully and consider the nominee eligible for "Selection" on the basis of age, experience and other conditions of eligibility specified in the said Rules and Regulations.
- iv) No C.B.I./ Vigilance case/ Departmental/Judicial Proceedings etc are pending against the nominee.

Signature of the recommending authority  
Designation with full official address

Signature of the Countersigning Authority  
Designation with full official address



Signature of the Recommending Authority