NOTIFICATION

date-20.02.2015

No.4926 (M)-Home-DA1-Rule-0091-2014/D&A --- In exercise of the powers conferred by Section 2 of the Police Act, 1861 (Act 5 of 1861) and in supersession of the rules, regulations, orders and instructions except as in respects things done or omitted to be done before such supersession, the Government do hereby make the following rules for regulating the method of recruitment and conditions of service of the persons appointed to the posts of Drivers in the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalions Service, namely:—

1. **Short title and commencement**—(1) These rules may be called the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalion Service (Method of Recruitment and Conditions of Service of Drivers) Rules, 2014.

2. **Definitions** -(1) In these rules, unless the context otherwise required,-

(a)—Appointing Authority‖ means the Superintendent of Police, Police (Motor Transport) who is competent to give appointment in the service;

(b)—Ex-servicemen‖ means a person as defined in the Odisha Ex-

Servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;

(c)—Government" means the Government of Odisha;

(d)—Recruitment year‖ means the calendar year during which advertisement for recruitment is actually issued;

(e)—Scheduled Castes and Scheduled Tribes‖ (S. C. & S. T.) means such Castes and Tribes as notified from time to time by the President of India under Articles 341 and 342 of the Constitution of India, respectively;

(f)—S.E.B.C.‖ means Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in Clause (a) Section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(g)—Service" means the Odisha Police Motor Transport and Odisha State Armed Police (Special Security) Battalions (Driver) Service;

(h)—Sports person‖ means a person, who would have been issued with identity card as Sportsmen by the Director, Sports as per the Resolution No. 24808-Gen., dated the 18th November 1985 of the General Administration Department, as amended from time to time.

[(i) —Zonal Board‖ means the Zonal Selection Board constituted under rule 6]1

(2) All other words and expression which have been used but not specificially defined in these rules shall have the same meaning as respectively assigned to them in the Police Act, 1861.

3. **Constitution of Service—** The service shall consist of the posts of Motor Transport Sub- Inspector, Driver Havildar Major, Driver Havildar and Driver and such other posts as may be notified by the Government, from time to time.

1-inserted vide Home Department Notification No. 31833 dt. 24.07.2018

4. **Recruitment—(1)** The post of Driver shall be filled up by direct recruitment from the open market:

Provided that the Government may, from time to time fill up such posts by re-deployment of regular in-service Armed Police (Sepoys or Constables), surplus drivers of other Departments of the Government and by appointment under the Odisha Civil Service (Rehabilitation Assistance) Rules, 1990 by a candidate, who have valid Driving License and have to pass in the Driving Test to conducted by SP, PMT centrally.

(2) The posts of Driver Havildar, Driver Havildar Majors and Motor Transport Sub-Inspectors shall be filed up by way of promotion in accordance with the provisions of Rule 20 of these rules.

5.Eligibility—(1) A candidate, to be eligible for consideration for appointment to the post of Driver must—

(a)have passed High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board having valid Driving License:

Provided that persons having ITI certificate in Motor Mechanic or Diesel Mechanic shall be given preference;

(b)be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to Middle English standard recognised or conducted by the School & Mass Education Department;

(c)have registered his name, in one of the District Employment Exchanges of the State before the date of publication of the advertisement for recruitment:

Provided that he shall have no registration in more than one Employment Exchange;

(d)be not less than 18 years of age and be not more than 23 (twenty-three) years of age on the 1st day of January of the year in which the advertisement for recruitment is issued:

Provided that the upper age limit in respect of candidates belonging to any reserved category, referred to in Rule 8 shall be relaxed in accordance with the provisions of the Acts, rules, orders or instructions in force, for the respective reserved categories; (e)not have more than one spouse living,

(f)be of good character;

(g)be of sound health and free from organic defects and physical deformity; and

(h)have clear eye-sight so as to distinguish colour.

(2) A Group _D' employee of the Police Establishment in order to be eligible for consideration for appointment to the post of Driver must—

(a)have completed five years of continuous service in Group _D‘ post;

(b)have good service record;

(c)have passed High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board having valid Driving licence;

(d)not be more than 43 years of age on the 1st day of January of the year in which the advertisement for recruitment is published;

(e)be of sound health and free from organic defects and must have clear eye-sight so as to distinguish colour.

(3) A Home Guard of Odisha Home Guards Organisation to be eligible for consideration for appointment to the post of Driver, must—

(a) have passed the High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board having valid Driving license;

(b) have completed 3(three) years of service from the date of enrolment without any interruption on the date on which the advertisement for recruitment to the post of Driver is published;

(c) have undergone the basic course of training for Home Guard; and

(d) not be more than 28 years of age on the 1st day of January of the year in which the advertisement for recruitment is published.

(4) (a) The candidates must have the minimum physical standards of height, weight and

chest as mentioned below: -

Category	Height	Weight	Chest	
			Unexpanded	Expanded
(1)	**(2)**	**(3)**	**(4)**	**(5)**
Un-reserved / SEBC	168 Cm.	55 Kg	79 Cm.	84 Cm.

Scheduled Tribe

(b) Relaxation in the physical standards for Group _D' employees for selection to the rank of Driver shall be allowed as mentioned below, namely:—

(i) Height shall be relaxed up to three centimetre;

(ii) Weight shall be relaxed up to five kilograms;

(iii)Expansion of Chest shall be relaxed up to two centimetre;

(c) Such relaxation will be availed by the Group 'D' employees in respect of the physical standards prescribed for their respective categories; (i.e., unreserved, S.E.B.C., S.C. & S T.).

(5) (a) Persons with disabilities are not eligible for consideration,

(b) Women candidates are not eligible for consideration.

(6) Eligibility of the candidates may be verified at any stage of the recruitment process.

[**6. Zonal Board**—(1) There shall be a Zonal Selection Board to conduct the Physical Efficiency Test (PET), Written Test and Driving Test at Koraput and Sambalpur or at any other place as decided and directed by the Selection Board with the following members, namely.

(a)I.G/D.I.G.P (to be nominated by the D.G.P)- **Chairman.**

(b)SP/Commandant (to be nominated by the D.G.P)- **Member.**

(c)One Deputy Commandant (to be nominated by the D.G.P) - **Member.**

(d)One technical expert above the rank of MVI nominated by the Collector of the concerned District in which Zonal Board meets -**Member.**

(e)District Welfare Officer/ his representative nominated by the Collector of the concerned District in which Zonal Board meets –**Member**

(f)Chief District Medical officer / his representative nominated by the Collector of the concerned District in which Zonal Board meets – **Member**

(2)The Selection Board constituted under rule 7 shall conduct such tests as mentioned in sub rule (1) at Cuttack.

(3)At the time of submission of application the applicant shall indicate the place at which the applicant desires to attend PET, Written Test and Driving Test

(4)The candidates shall have to appear the written test and driving test at the place where he has appeared the Physical Efficiency Test (PET).]**1**

7. Constitution of Selection Board— There shall be constituted a Selection Board for direct recruitment to the po

(a)Additional Director General of Police or Inspector General of Police nominated by Director General of Police **Chairman**

(b)Superintendent of Police, Motor Transport **Member**

(c)Deputy Commandant Odisha State Armed Police (Special

Security **Member**

Battalion nominated by Director General of Police)

(d)One Technical expert above the rank of the Motor Vehicle Inspector nominated by the Commissioner-cum-Secretary **Member**

(e)One Medical Officer nominated by the Collector of the concerned district in which the Selection Board meets. **Member**

(f)The District Welfare Officer nominated by the Collector Of concerned district in which the Selection Board meets

Member 8. Reservations----- (1) Notwithstanding anything contained in these rules the reservation of vacancies or posts, as the case may be, shall be made for candidates—

(a) belonging to Scheduled Castes and Scheduled Tribes in accordance with the provisions of th

(a) belonging to S.E.B.Cs., in accordance with the provisions of the Resolution issued by the Minority and Backward Classes Development Department from time to time;

(b) who are sports persons or Ex-servicemen in accordance with the provisions made under such Acts, Rules, Orders or instructions as may be issued by the Government, from time to time.

1-substituted vide Home Department Notification No.31833 dt.24.07.2018

(2) There shall be 10% reservation of notified vacancies in the posts of Driver for Home Guards in each recruitment year. The selected Home Guard candidates will claim the category to which they belong;

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provisions of these Rules.

(3) There shall be 10% reservation of notified vacancies in the posts by Driver for Group-D Employees of Police Establishment in each recruitment year. The selected Group-D candidates will claim the category to which they belong:

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provision of these Rules.

9. Advertisement of vacancies for recruitment:—(1) The vacancies for recruitment to the post of Driver shall be calculated taking into account the existing vacancies and the anticipated vacancies of a year which shall be limited to the number of Driver retiring within the calendar year in which the advertisement is issued.

(2) The State Police Headquarters shall collect the number of vacancies for recruitment and their category wise break-up from Superintendent of Police, Police Motor Transport, Cuttack and Superintendent of Police-cum-ex officio Commandants of Odisha State Armed Police (Special Security) and communicate the same to the Selection Board constituted under Rule 7 of these rules.

(3)Vacancies shall be advertised by the Superintendent of Police, Police Motor Transport, Odisha, Cuttack through State Police Headquarters by publication of the same in two Odia daily newspapers having wide circulation.

(4)Application Forms shall be purchased on payment of the prescribed amount from the notified places as advertised.

(5)The candidates shall be required to pay examination fee at the time of submission of Application Form. The amount of examination fee payable by the candidates and the mode of payment shall be decided by the Selection Board:

Provided that no examination fees shall be payable by the candidates belonging to Scheduled Caste and Scheduled Tribe.

(6) The candidates shall be cancelled, if, in the opinion of the Selection Board the candidates is not found eligible for consideration according to the eligibility criteria prescribed in these rules.

(7) No application, except in the case of candidates belonging to Scheduled Castes or Scheduled Tribes shall be considered unless it is accompanied by proof of payment of examination fees as prescribed.

(8)The self-attested photocopies of the testimonials or certificates submitted by the candidates shall be deemed to be the conclusive proof of the fact of submission of such testimonials or certificates by such candidates for the recruitment

(9)The application of Home Guards and Group 'D' employees of Police establishment shall be forwarded by the respective Heads of Office and while forwarding the applications of the Home Guards, the Heads of Office shall certify that the Home Guards have completed three years of enrolment without any interruption and have undergone Basic Course of training for Home Guards and in case of Group _D' employees of Police establishment, the Heads of Office shall certify that the Group _D' employees have completed 5 years of service without any interruption and have good service records.

10. **Recruitment Process (1)** (i) Applications may also be accepted through on-line which shall contain all the information of a particular candidate i.e.,, Candidate's name, Father's Name, Date of Birth, Category, Domicile, Educational qualification including proof of payment of examination fees and any other additional information required by the Selection Board.

(ii) The Selection Board shall decide time and venue of different tests and publicise the same widely for the information of the candidates.

(iii)Close Circuit Television (CCTV) technology may preferable be used to video graph various stages of recruitment and thereby maintain a back-up record and also keep track of activities at recruitment centers functioning in the State.

(iv)Till arrangement of Close Circuit Television (CCTV) is made, video recording of recruitment process may be made.

(v)Candidates shall be informed about their eligibility or status at different stages and rejection slips, indicating reasons for rejection shall be issued to them after physical measurement or after Physical Efficiency Tests and they may also be issued with identity card or admit card as decided by the Selection Board.

(vi)Selection Board shall start the recruitment process by conducting the physical measurement.

(vii)Candidates only qualifying in the physical measurement shall proceed to the next stage.

(viii)Selection Board may decide thereafter the sequence of further tests, i.e. Driving test, Written test and Physical efficiency test.

(ix) The Director General and Inspector General of Police may condone the deficiencies of a candidate, in respect of physical standards of measurement up to 3(three) centimeters in height, up to 2(two) centimeters in chest and up to five kilograms in weight for his candidature for appointment to the post of Driver on the recommendation of the Selection Board, in case he has represented the State in a National level sports and games meet, or he is eligible for consideration for appointment under the Rehabilitation Assistance Scheme:

Provided that for such representation in sports & games only the certification from the Director of Sports shall be considered.

(x)The amount collected from the sale of Application Forms and Examination Fees shall be spent towards expenses to be incurred in the recruitment process.

(2) Height, weight and chest shall be measured to determine the eligibility and candidates who could not qualify in any of the physical standard, i.e. height/weight/chest, shall not be allowed to appear in further stage of the recruitment process.

(3) (a) The candidates shall be required to appear at a written examination of 20 marks in which the qualifying mark shall be 8 (eight).

(b)The written examination shall be preferably in Optical Mask Reader (OMR) format.

(c)The Selection Board shall conduct the Written Test on the same day and at the same time in all the venues as may be decided by it.

(d)The candidates not appearing in the written test shall be disqualified.

(e)The candidates shall appear practical in driving which is of qualifying in nature.

(f)The whole process of setting of question papers and evaluation of answer sheets may be outsourced, if considered necessary, by the Selection Board.

[(4) **Physical Efficiency Test (PET): Allotted marks-35:**

(a) Run-1.6 Kms if covered within 5minutes : 10 Marks

5 minutes 30 Seconds : 07 Marks

6 minutes : 04 Marks

Beyond 6 minutes : Disqualified

(b) High Jump Qualifying height-1.22 Meters (3 chances)

If cleared in 3 chances : 5 Marks

Not able to clear : Disqualified

Note: Only those who qualify high jump of 1.22 Meters shall be allowed to compete to jump 1.38 Meters in single chance. Only those candidates, who qualify 1.38 Meters, shall be given to compete for 1.50 Meters in single chance. Higher marks shall be awarded as follows**:**

If cleared 1.38 Meters : 7 Marks

If cleared 1.50 Meters : 10 Marks

Note: Marks shall be awarded only for the highest jump cleared.

(c) Cross-Country**:** (5KM), Allotted Marks**:** 15

If covered within 20 Minutes : 15 Marks

23 Minutes : 10 Marks

25 Minutes : 05 Marks

Beyond 25 Minutes : Disqualified

(d) Swimming (40 Meters)**:**

If covered within 08 Minutes : Qualified

Beyond 08 Minutes : Disqualified]1

11. Medical Examination -

(a) A Medical Test shall be conducted by a Doctor in the rank of Subdivisional Medical Officer

or equivalent rank at any stage of recruitment process as scheduled by the Selection Board.

(b) Following shall be the specifications for Medical examination, namely:—

i)Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes,

poor vision, colour blindness, inability to flex the fingers properly and any other obvious

deformities

ii)The candidates must have no impediment in speech and hearing.

12. Educational Achievements--- Marks shall be awarded for educational achievement in High

School Certificate Examination or other equivalent examination in the following manner,

namely:—

1.Substituted vide Home Department Notification No.31833 dt. 24.07.2018

Academic Qualification	Percentage of marks secured	Mark awarded
High School Certificate equivalent	61% and above	5 Marks or
	51% to 60% 3 Marks	41% to 50% 1 Marks
Compartmental / Supplementary / less than 41%		No Mark

Note: Marks shall be awarded if the examination has been cleared in 1 st attempt.

(2) No mark shall be awarded for higher academic qualifications

13. **Sports achievement-----** Only the following disciplines in the sports achievement shall be considered for award of marks, namely:—

(i) Athletics
(ii) Archery
(iii) Badminton
(iv) Basket ball
(v) Body Building
(vi) Boxing
(vii) Cricket
(viii) Cycling
(xiv) Kabaadi
(xv) Karate Do
(xiv) Kayaking & Canoeing
(xvii) Lawn Tennis
(xviii) Power Lifting
(xix) Rowing
(xx) Shooting
(xxi) Swimming

(ix) Equestrian
(x) Football
(xi) Gymnastics
(xxiv) Volleyball
(xiii) Judo
(xxii) Table Tennis
(xxiii) Tae Kwon Do
(xii) Hockey (xxv) Weight Lifting
(xxvi) Wrestling

(2) The following guidelines shall be followed while awarding marks for sports achievement, namely:—

(a) For each of the 26 sports disciplines above, there are National Sports Federations/ Associations, recognized by the Department of Youth Affairs & Sports, Government of India. In case of team games such as Football, Cricket and Hockey, there are separate recognized National Sports Federations for men. The Indian Olympic Association is also a similarly recognized National Sports body for all the Olympic Sports disciplines. The marks shall be awarded for winning medals or positions either in the international competitive sports events or National Sports Championships organized, or in case of international sports events, the participation sponsored, either by the recognised National Sports Federations or Associations or Indian Olympic Association, or by the corresponding Odisha State Sports Association affiliated to the recognised National Sports Federations or Associations.

(b) The Sports events, not being the Open National Championship, even if organised by the aforesaid recognised National Federations or Associations, or the corresponding affiliated Odisha State Sports Associations shall not be eligible for award of marks for sports achievements.

(c) Sports achievements in the Open National Championships organised for men, Junior and sub-junior boys only shall be eligible for award of marks.

(d) Sports achievements or participation in the open competitive international sports events organised for men, Junior and sub-junior boys only shall be eligible for award of marks, provided the participation was sponsored either by the recognised National Sports Federations or Associations or the Indian Olympic Association.

(e) It shall be the responsibility of candidates, who may produce certificates of their sports achievements, to establish that the sports events in question were organised by the recognised National Sports Federations or Associations or under their aegis, by their corresponding affiliated State Sports Associations; or in case of international sports events, the participation was sponsored as required in this rules; and that the sports certificates produced by them have been issued by the authorised office bearers of such National or the International Sports Organisations. The sports certificates produced must identify the sports meet, the discipline, the event, the venue and the dates on which it was held. It must mention that it was either an Open National Championship or an international competitive sports event. The sports achievement certificates issued otherwise than above shall not be eligible for award of marks.

(f) In case of any doubt with regard to the veracity of the sports achievements certificates the matter shall be referred to the Director of Sports by the Board for seeking necessary reports or confirmation from the concerned recognised National Sports Federations or Associations or the Indian Olympic Association, as the case may be. The names of such candidates shall not appear in the select lists until final decision is taken by the Board.

(g) A candidate must choose only one of his achievements in the aforesaid sports event for awarding the marks.

(h) Marks shall not be awarded for more than one achievement.

(3) The marks shall be awarded for the following sports achievement only:—

(a) Winning a medal in Open National Championship:

For a Gold Medal 10 Marks

For a Silver Medal 07 Marks
For a Bronze Medal 05 Marks

(b) Representing the Country and participating in a competitive International Sports Meet or Championship and winning no medal. 10 Marks

(c) Winning medals in the competitive International Sports Meet or Championship:

For a Gold Medal 15 Marks
For a Silver Medal 14 Marks
For a Bronze Medal 13 Marks

Note:1 The Gold, Silver and Bronze Medals respectively shall mean the First, Second and Third Rank, whenever the Medals are not awarded.

Note:2 Recognised National Federation or Association of various sports discipline shall mean recognised by the Department of Youth Affaires & Sports of Government of India.

14. **National Cadet Corps Certificates**— (1) Marks shall be awarded in the following National Cadet Corps Certificate as:—

i)National Cadet Corps A‘ Certificate 1 Mark
ii)National Cadet Corps _B‘ Certificate 3 Marks
iii)National Cadet Corps _C‘ Certificate 05 Marks

(2) Marks for educational achievements, sports achievements and N.C.C. certificates shall be awarded, in accordance with the provisions of this rule only.

15. **Select List**— **(1**) On completion of the recruitment test, the Selection Board shall draw up a select list of the successful candidates in order of merit, category wise as per the advertisement.

(2) The select list shall be prepared in decreasing order of aggregate marks in accordance with the vacancies advertised.

(3) The select list shall be prepared in the format as decided by the Selection Board.

(4) Candidates securing higher aggregate marks shall be placed higher in the select list. (5) If the aggregate marks obtained by two or more candidates are equal, the person older in age shall be placed above the other in the select list.

(6) If the date of birth is also the same, the candidate securing higher marks in Physical Efficiency Test, shall be placed above the other in the select list.

(7) If the marks in Physical Efficiency Test are also same, the candidate securing higher marks in written test shall be placed above the other in the select list.

(8) The select list shall contain names of candidates equal to the number of vacancies advertise.

(9) Mere inclusion of the name of a candidate in the select list, shall not confer any right to appoint, unless after inquiry it is found that the candidate is suitable in all respect for being appointed to the service.

(10) The select list so prepared by the Selection Board and approved by the D.G. and I.G. of Police shall be sent to the appointing authority.

(11) There shall be no reserved and waiting list.

(12) The select list unless the Government otherwise decides, shall remain in force for a period of one year, from the date of its approval by the D.G. and I.G. of Police.

16. Appointments— (1) All the original certificates, like those of High School Certificates or equivalent Caste / Class, Sports Achievements, Home Guard, Driving License, Ex-Servicemen and employment certificate in respect of Group-D employees in respect of the candidates placed in the select list, shall be re-verified by the appointing authorities before the appointment orders are issued to individual candidates.

(2) Character and antecedents of selected candidates shall be duly verified.

(3) Appointment pending verification of character and antecedents, if made, shall be subject to satisfactory verification of character and antecedents.

(4) The appointment letters shall be pasted with the photographs of the candidates concerned. The seal and signature of the appointing authority shall be given across the photograph which shall be pasted in the Service Book.

(5) Terms and conditions of service and duties and responsibilities of the Drivers shall be the same as assigned to them in the Police Act, the rules/ orders framed under this Act and in the instructions of the Government issued from time to time.

(6) They shall undergo Maintenance Course of Training in order of seniority.

17. *Inter se* seniority— The *inter se* seniority of candidates appointed as Drivers shall **be** fixed according to their position in the select list.

18. Constitution of Trade Test Board— There shall be constituted a Trade Test Board to conduct Technical Trade Test of the candidates for promotion to the following posts consisting of the following members, namely:—

(a) Motor Transport Sub-Inspector:

i)Addl. D.G.P. / I.G.P., Communication	----	President
ii)S. P., P.M.T.	----	Member
iii)One S. P. or one A.I.G. to be nominated by the D. G. P.	----	Member
iv)A Senior M.V.I., Technical of Transport Deptt. Or Engineer of O.S.R.T.C	----	Member
v)Principal or Vice-Principal of B.O.S.E. or I.T.I. or one Lecturer of any of the Institution	-----	Member

b) Driver Havildar Major:

i) S.P., P.M.T.	-----	Member
ii) D.S.P., Tech. P.M.T. or Inspector P.M.T. W/S	-----	Member
iii) A Dy. Comdt. or Asst. Comdt. nominated by D.GP	-----	Member
iv)A senior M.V.I. Technical of Transport Deptt. or Engineer of O.S.R.T.C.	-----	Member

19. Constitution of Promotional Selection Board— There shall be constituted a Promotional Selection Board to consider the matter of promotion to different ranks under these rules consisting

of the following members, namely: -----

(a)For the post of Motor Transport Sub-Inspector :

i)One Addl. D.GP./I.G.P./D.I.GP. nominated by the D.G.P	-----	President
ii)One D. I. G. to be nominated by the D.G.P	-----	Member
iii) S. P., P.M.T. nominated by D.G.P.	-----	Member

(b) For the post of Driver Havildar Major:

i)A senior most D.I.G. to be nominated by the D.G.P.	------ President
ii)S. P., P.M.T.	------ Member
iii)One S. P./Commandant to be nominated by the D.G.P.	------ Member

(b)For the post of Driver Havildar:

i)A senior most D.I.G. to be nominated by the D.G.P. ii)One A. I. G to be nominated by the D.G.P.

------- President ------- Member

iii)One S. P. / Commandant to be nominated by the D.G.P. ------- Member

PART- II

PROMOTION

20. **Eligibility Criteria**—(1) The posts of Motor Transport Sub-Inspector shall be filled up by way of promotion from the rank of Driver Havildar Major having 3(three) years of continuous service as Driver Havildar Major and who must have qualified in the Technical Trade Test.

(2) The posts of Driver Havildar Major shall be filled up by way of promotion from the rank of Driver Havildar having 3 (three) years of continuous service as Driver Havildar and have qualified in the Technical Trade Test.

(3) The posts of Driver Havildar shall be filled up by way of promotion from the rank of Driver subject to the following condition, namely:—

(a)He must have completed 5 years of service as Driver as on the 1 st January of the year in which the Selection Board for promotion is held.

(b)He must be in possession of a valid heavy motor vehicle driving license.

(c)He must have passed the driving and maintenance course of training at P.M.T.

(d)He must have qualified in the Practical Test in driving of each kind of vehicle such as car, jeep, medium, heavy vehicle and motorcycle conducted by the Supdt. of Police, Police Motor Transport, Odisha.

(4) Drivers shall have to pass the basic Constable course of training.

21. Procedure for selection by the Promotional Selection Board—(a) The promotional Selection Board constituted under Rule 19 of these rules shall meet at least once in a year preferably in the month of January to prepare a list of employees, as.are held by them, suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(b) The Superintendent of Police of respective districts or Head of establishment of that level shall recommend for promotion to different higher posts in the service to their respective Deputy Inspector General of Police or Inspector General of Police, as the case may be, who shall send the same to the Director General and Inspector General of Police for holding the Promotional Selection Board for the purpose.

(c) The Promotional Selection Board while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of:—

i)the Odisha Reservation of Vacancies in Post and Services (for Scheduled Casts and Scheduled Tribes) Act, 1975 and the rules made thereunder;

ii)the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988; and

iii)the Odisha Civil Services (Criteria for Promotion) Rules, 1992 ; and

iv)the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

22. Syllabus for Technical Trade Test— The Syllabus for holding Technical Trade Test shall be as prescribed in Appendix—'A'.

23. Validity of the Technical Trade Test—(1) The Trade Test shall be conducted by the Technical Trade Test Board constituted under Rule 18 of these rules, in two parts *viz.* Theory and Practical. Each part shall carry 100 marks and to qualify in the Trade Test Board one must secure

marks not less than 60% in each part. Candidates securing less than 60% marks shall be declared to have failed the Trade Test;

(2) Departmental candidates, who once qualified in the Technical Trade Test but not selected by the Selection Board or could not be promoted due to want of vacancies, shall not be required to appear again in the Technical Trade Test and their cases shall be considered by the subsequent Selection Board treating them to have passed Technical Trade Test. Such passing in the Technical Trade Test shall remain valid for 3 (three) consecutive years only. In case the candidate is not selected by the Selection Board within three years or not promoted due to want of vacancies, he will have to appear again before the Technical Trade Test Board in order to establish that he has not lost his technical skill in the Trade.

PART-III

OTHER CONDITION OF SERVICE

24. Departmental Examination—(a) All Drivers on appointment shall undergo a maintenance course of training for a period of 4 months in the Police Motor Transport Training Centre in due course, failing which they are liable for reversion or discharge as the case may be.

(b) The directly recruited Drivers shall undergo basic Constables course of training for a period of 9 months at Police Training College or Police Training School or at any other Police Training Institution after completion of the driving and maintenance course of training, failing which they are liable for discharge from service.

(c) The Driver Havildars, Driver Havildar Majors, Motor Transport Sub-Inspectors shall undergo the refresher course of training prescribed for them as and when necessary.

25. **Select List—** (a) The merit list so prepared by the respective Selection Board after being approved by the Director General and Inspector General of Police shall form the select list for appointment to respective post in the service.

(b)The select list prepared for promotion shall remain valid for a period of one year from the date of approval or until it is exhausted, whichever is earlier.

(c) Appointment on promotion to the service shall be made in the order the names of the persons appear in the select list.

26. Probation and Confirmation— (1) Every person appointed to the service of the post of Driver by direct recruitment shall be on probation for a period of two years and when appointed on promotion 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 furtherthat such period of probation shall not include the period of,:

(a)extraordinary leave;

(b)unauthorized absence; or

(c)any other period held to be not being on actual duty.

(2) The appointment of a probationer coming through direct recruitment 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 in case of the employee who has been appointed by way of promotion shall be deem to be reverted to his former post

27.***Inter Se*Seniority—** (a) The *inter se* seniority of the Motor Transport Sub-Inspectors, Driver Havildar Majors, Driver havildar and Driver shall be fixed as per the position in the select list.

(b) The *inter se* seniority among the Drivers selected from the Group _D' post or Home Guards of the Police Establishments shall be fixed as per the position in the selected list.

(c) While fixing the *inter se* seniority among the departmental candidates and directly recruited Drivers, the departmental candidates shall take precedence over the persons directly recruited in a same recruitment year.

28. Relaxation— Where the Government is of the opinion that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any category of persons of posts.

29 **Interpretation—** If any question arises relating to the interpretation of the provisions of these rules it shall be referred to the Government whose decision thereon shall be final.

By the Order of the Governor

Principal Secretary to Government

APPENDIX 'A'

(See Rules 22 and 23)

District Driving Cadre

I. Driver

(A) Theory Test:

1. Road Signal
2. Lubrication system of vehicle
3. Cooling system of vehicle
4. Main vital parts, spares, component of vehicles

(B) Practical Test:

1. Driving of light vehicles by marching, reverse, gear change, controlling of clutch, accelerator and brake.
2. Road Signal.

II. Driver Havildar

(A) Theory Test.

1. Maintenance of different kinds of vehicles.
2. Tyre rotation and its pressure (4 wheels & 6 wheels)
3. Application of lubricants in vehicles and different components.
4. Rectification of minor defects in road (fuel line and electrical line).
5. Adjustment and bleeding of brakes.
6. Maintenance of Motor Cycles.
7. Knowledge regarding use of tyres in Police vehicles.

(B) Practical Test:

1. Driving of heavy vehicles, Motors Cycles, and Cars etc.
2. Knowledge of the road signal
3. Identification of lubricants
4. Knowledge regarding spare parts

III. Driver Havildar Major

(A) Theory Test:

1. Functions of different parts of vehicles
2. Prevention of maintenance of vehicles/tyres
3. Type of lubricant to be used in vehicles 4. Different type of brake system and prevention of air lock 5. Fixing of timing in petrol vehicles
6. Knowledge of ignition system and transmission
7. Knowledge in gear and operation system
8. Maintenance of different kinds of vehicles

(B) Practical Test:

1. To fix timing checking other defects in the engine 2. Starting and tunning of the engine.
3. To assess knowledge in the spare parts tools and equipment

IV Motor Transport Sub-Inspector

(A) Theory Test:

1. Knowledge regarding engine and transmission system
2. Maintenance of different kind of vehicles
3. Lubrication of vehicle
4. Repair of break system
5. Repair of ignition charging and light system
6. Knowledge regarding different parts of vehicle and its functioning
7. How to maintain records of MT section
8. How to storage the POL

(B) Practical Test:

1. Fixation of timing in petrol/diesel vehicles
2. Starting/testing of vehicles on road
3. Rectification of defects of carburetor, distributor, fuel pump and master cylinder.
4. Testing of Battery
5. Identification of special tools and equipment.