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## **SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT**

### **NOTIFICATION**

The 27th February, 2024

No.1981—SDTE-ITI-IITTI-0026/2022/SDTE.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Odisha Technical Education and Training Service Rules' 1985 and subsequent partial amendments made thereof namely in the year 1987, 2013 & 2015 and instruction/ guidelines issued by this Department relating to recruitment of ATOs; except as respects things done or omitted to be done before such supersession, the Governor of Odisha is pleased hereby to make the following rules regulating the method of recruitment and conditions of service of the persons appointed to the Odisha Government ITI Trainers' Services; namely:—

### **PART-I**

#### **GENERAL**

**1. Short title and commencement:—**(1) These rules may be called the "Odisha Government ITI Trainers' Services (Methods of Recruitment and Conditions of Service) Rules, 2024".

(2) These shall come into force on the date of their publication in the *Odisha Gazette*.

**2. Definitions:—** (1) In these rules unless the context otherwise requires-

- a. "Commission" means the Odisha Staff Selection Commission as well as Odisha Public Service Commission as the cases may be;
- b. "Committee" means the Departmental Promotion Committee/ Selection Committee constituted under rule 10;
- c. "Ex-servicemen" means persons as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;

- d. "Government" means the Government of Odisha;
- e. "Persons with Disabilities" means persons who have been granted with disability certificates by competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003;
- f. "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Article 341 and 342 of the Constitution of India, respectively;  
"SEBC" means the Socially and Educationally Backward Classes of citizens as defined in clause (a) of Section 2 of the Odisha State commission Backward Classes Act, 1993
- h. "Select List" means the list of the candidates approved by the appointing authority containing the names of persons considered suitable in the order of merit for appointment;
- i. "Service" means the Odisha Govt. ITI Trainer Services;
- j. "Sportsman" refers to a person who holds the identity card as sportsmen issued by the Director, Sports; and
- k. "Year" means the Calendar Year.
- l. "ITI" means the Industrial Training Institutes imparting Craftsman Training in different trades under the aegis of National Council for Vocational Training (NCVT);
- m. "SCTE&VT" means State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar
- n. "Ministry" means Ministry of Skill Development and Entrepreneurship Government of India.
- o. "DGT" means Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India
- p. "NCVT" means National Council for Vocational Training of Government of India, Ministry of Skill Development and Entrepreneurship
- q. "CITS" means the Crafts Instructor's Training Scheme course offered under the aegis of NCVT;

r. "NSQF" means National Skill Qualification Frameworks as formulated by Government of India for uniform skill qualification in the Country.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

**3. Constitution of Service:** - (1)The Cadre shall consist of the following posts/Services namely: —

- a. Assistant Training Officer (ATO), Group-B;
- b. Deputy Training Officer (DTO), Group-B;
- c. Training Officer (TO), Group-B;
- d. Principal(Level-II)/ Vice-Principal of Government ITIs Group-A;
- e. Principal(Level-I) of Government ITIs Group-A;
- f. Joint Director, Group-A;

## PART II

### METHODS OF RECRUITMENT

**4. Methods of Recruitment:**—Subject to other provisions made in these rules, the recruitment to the Posts in the service shall be made by the following methods, namely: —

- a. In respect of the post of Assistant Training Officers, by way of direct recruitment through competitive examination in accordance with the provisions under rule 6.
- b. Appointment to the posts other than the posts mentioned in Sub-rule (a) of Rule-4, shall be made only by way of promotion in accordance with the provisions of this rule.

**5. Reservations-** Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for-

- a. Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under or any other law or rule in force at the relevant time; and

- b. SEBC, women, sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

### **PART III**

#### **DIRECT RECRUITMENT**

**6. Recruitment Procedure:—** (1) Recruitment to the post of Assistant Training Officers in Government ITIs in the service shall be made by way of competitive examination by Odisha Staff Selection Commission (OSSC). 50% of the vacancy at base level shall be filled up from ITI pass outs/NTC/NAC certified candidates and rest of the 50% of vacancy at the base level shall be filled up by Diploma or higher technical qualified candidates as detailed in **Appendix A**.

(2) The standard, syllabus and subjects/pattern of examination shall be as set forth in **Appendix-B**.

1. The examination shall be held through Written Examination
2. The Written Examination shall be conducted in two categories (for NTC/NAC Category and for Diploma/Degree category) as per the following:
  - B. There shall be two categories in NTC/ NAC category as mentioned below:
    - a. For Engineering Category:
      1. Theory (60) & Practical (40) of Craftsman Training Scheme curriculum in relevant trade **(Total-100 marks)**.
      2. Workshop Calculation & Science (15), Engineering Drawing (15), Employability Skill (10) and English (10) **(Total 50 marks)**
    - b. For Non-Engineering Category:
      1. Theory (60) & Practical (40) of Craftsman Training Scheme curriculum in relevant trade **(Total-100 marks)**.
      2. Employability Skill subject (40) and English (10) **(Total 50 marks)**.
  - C. For Diploma/Degree Category:
    1. Diploma level 1st year common syllabus (90 marks) and Entrepreneurship, Management & Smart Technology (10 marks) **(Total-100 marks)**

2. Diploma level Engineering Drawing (20), Engineering Mathematics (20) and English (10) **(Total 50 marks)**.
3. **20 marks** shall be awarded by the Commission after the Written Examination to the candidates who have possessed Craft Instructors Training Scheme (CITS) examination final pass certificate under the aegis of NCVT in the relevant trade.

**7. Eligibility Criteria for Direct Recruitment:—** In order to be eligible for direct recruitment a candidate has to satisfy the following minimum conditions, namely: -

1. Nationality: A candidate must be a citizen of India,
2. Age Limits: A candidate must have attained the age of 21 years and must not be above the age of 32 years as on 1st day of January of the year of recruitment:

Provided that, the upper age-limit shall be relaxed by 05(five) years in case of Scheduled Caste, Scheduled Tribe, SEBC and Women category candidates, 10(ten) years in case of Persons with Disability (PwD) category candidates and to such extent as provided in Odisha Ex-serviceman (Recruitment to State Civil Services and Posts) Rules, 1985 in respect of Ex-serviceman category candidates or any other relaxations provided by Govt. from time to time.

3. Knowledge in Odia: He/she must be able to read, write and speak Odia; and have-
  - a. Passed Middle School examination with Odia as a Language subject; or
  - b. Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
  - c. Passed in Odia as language subject in the final examination of Class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
  - d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department of the Government of Odisha/ Board of Secondary Education, Odisha.
4. Marital Status: A candidate, if married, must not have more than one spouse living:

Provided that the State Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

5. Physical Fitness: A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. Provided that this provision shall not be applicable in case of persons with disabilities.

**8. Select List in Direct Recruitment: -**

- i. The Odisha Staff Selection Commission shall prepare three merit lists (1. For the NTC/NAC certificate holder, 2. For the Diploma/ Degree holder and 3. Common merit list among all ATOs) of selected candidates arranged in order of merit equal to the number of vacancies advertised. The merit list received from the Commission shall be placed before the Director of Technical Education and Training, Odisha for approval and on such approval it shall form the Select List.
- ii. Every candidate included in the select List shall be examined by the Medical Board and any candidate who fails to qualify the Medical Board shall not be eligible for appointment.
- iii. Appointment of candidates from the select list by Appointing Authority shall be made after re-verification of original certificates of his eligibility for the post. This will include certificates of age, caste or category, educational qualifications, certificates of special categories Certificate of Experience etc.

**PART-IV**

**PROMOTION**

**9. Eligibility Criteria for Promotion:—**

- i. No ATOs of ITIs shall be eligible for promotion to the post of Deputy Training Officer, unless:
  - A. He / She have completed Eight years of continuous service as regular ATO as on the 1st day of January of the year in which the Departmental Promotion Committee meets.

- B. He / She has undergone and passed Craft Instructor's Training Scheme course of prescribed duration.
- C. He / She has undergone at least 3 Refresher Training courses made available by Government.
- ii. No Deputy Training Officer shall be eligible for promotion to the post of Training Officer of Government ITIs unless he/ she has completed six years of continuous service in the said post as on the 1st day of January of the year in which the Departmental Promotion Committee meets.
- iii. No Training Officer shall be eligible for promotion to the post of Principal Level-II/Vice-Principal in Government ITIs unless he/she has completed five years of continuous service as on the 1st day of January of the year in which the Departmental Promotion Committee meets.
- iv. No Principal Level-II/Vice-Principal shall be eligible to the Post of Principal Level-I unless he/ she has completed continuous service of four year(s) in the said post as on the 1st day of January of the year in which the Departmental Promotion Committee meets.
- v. No Principal Level-I shall be eligible for promotion to the Post of Joint Director unless he/ she have completed continuous service of three year(s) in the said post as on the 1st day of January of the year in which the Departmental Promotion Committee meets.

**10. Constitution of Committee:** – (1) There shall be constituted a Departmental Promotion Committee for considering the cases of promotion of Assistant Training Officer to the posts of Deputy Training Officer/ Training Officer under Group-B of the Service with the following members:—

- |  |                 |
|--|-----------------|
| 1. Director, Technical Education and Training, Odisha :- | Chairman        |
| 2. Joint Director: -                                     | Member          |
| 3. Deputy Director (Administration): -                   | Member Convener |
| 4. Special invitee(ST & SC Department)-                  | Member          |

2. For the promotion to the posts other than the posts mentioned in sub rule (1), a Committee shall be constituted with the following members:

- |  |          |
|--|----------|
| 1. Secretary, SD&TE Department: -                        | Chairman |
| 2. Director, Technical Education and Training, Odisha :- | Member   |

3. Additional Secretary/ Joint secretary, SD&TE Department :- Member
4. Joint secretary /Deputy Secretary, SD&TE Department:- Member Convener
5. Special invitee(ST & SC Department)- Member

3. The recommendation of the Committee shall be valid and may be acted upon notwithstanding the absence of any one of its members other than the Chairman:

Provided that the member so absent was duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

**11. Procedure for Selection by the Committee:—** (1)The Committee shall meet at least once in a year preferably in the month of December to prepare a list of officers/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.

2. The Committee while considering the promotion cases of suitable officers / employees and preparation of the list shall follow the provisions of –

- i. the Odisha Reservation of Vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and rules made there under,
- ii. the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988,
- iii. the Odisha Civil Services (Criteria for Promotion) Rules, 1992,
- iv. the Odisha Civil Service (Criteria for Selection for Appointment including Promotion) Rule, 2003

**12. Consultation with the Odisha Public Service Commission:—** (1) The recommendations of Committee under Rule-10 shall be referred to the Commission along with the service particulars in respect of all officers included in the list for its concurrence including those whose cases have not been recommended.

2. The Commission shall consider the list along with other documents and service records received from Government under Rule-10 above and shall furnish its recommendation to the Government.

**13. Select List in case of promotion:—** (1) The recommendations of the Odisha Public Service Commission in respect of reference made to it under Rule-12 shall be notified after being approved by Government from the select list.



(2) The lists referred to under sub-rule (1) of this rule shall ordinarily be in force for a period of one year from the date of its approval by the Government or until another select list is prepared afresh whichever is earlier.

(3) Appointment to any post in the service shall be in the order in which their names appear in the select list.

## **PART-V**

### **OTHER CONDITIONS OF SERVICE**

**14. Probation and Confirmation:—** (1) Every person appointed to any grade/post in the service 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 for another year:

Provided further that such period of probation shall not include-

- (a) Extraordinary leave;
- (b) Period of unauthorized absence; or
- (c) Any other period held to be not being on actual duty.

(2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his/ her former cadre/post, if he/she is a promotee.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

### **15. Training and Departmental Examination:—**

**1. Training:** Every person appointed to the service under Clause-(a) of Rule 4, shall, during the period of probation undergo such training as may be prescribed by the Government from time to time.

**2. Departmental Examination:** (i) All officers of the service unless specially exempted by the government shall be required to pass the departmental

examination conducted by the board of revenue/any exam body approved by Govt. time to time.

- ii. An officer who has passed the departmental examination shall be deemed to have passed the same on the last day on which the said examination was held or if he/ she has passed it in more than one chance, the last date of the examination in which he finally passed shall be taken as the date of passing departmental examination.
- iii. An officer who is exempted from passing any or all the subjects of departmental examination shall be deemed to have passed the said examination in such subject or subjects as the case may be within the period of probation.

**16. *Inter se* Seniority:—** The *inter se* Seniority of the persons appointed to any post in the service in a particular year shall be in the order in which their names appear in the select list.

**17. Other conditions of service:—** These rules recognizes the agility and dynamism of the skilling ecosystem. Accordingly, Department has a robust institutional mechanism for capacity building, multi disciplinary training, industries ready trades, etc. and repurposing the trainers/ faculty members for their optimum utilization in the interest of the students. The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

## PART-VI

### MISCELLANEOUS

**18. Relaxation:—**When it is considered by the Government 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 class or category of the employees.

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

**20. Power to issue Instructions:—** The Government may also issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

### **ORDER**

Ordered that this Resolution shall be published in the Extraordinary issue of *Odisha Gazette* and copies thereof be forwarded to all Department of Government/All Heads of Department/ Accountant General, Odisha, Bhubaneswar/ Odisha Public Service Commission, Cuttack/Odisha Staff Selection Commission, Bhubaneswar Secretary to Governor and Registrar, Orissa High Court.

By Order of the Governor

USHA PADHEE

Principal Secretary to Government

## Appendix-A

**General & Essential Qualification for recruitment of Assistant Training Officer  
of ITIs**

Sl. No.	Designation with trade/Discipline	Qualification	Desirable
1	2	3	4
1	<b>Assistant Training Officer</b> (Draughtsman; Mechanical; Draughtsman Civil; Surveyor; Fitter; Turner; Machinist; Mech. Ref. & A.C; Instrument Mechanic; Electrician; IT & ESM; Electronic Mech; Mechanic. Motor Vehicle.; Attendant Operator (C.P); Lab. Asst.(C.P); Wireman; Painter (General); Plastic Processing Operator; Pump Mechanic; Diesel Mechanic ; Sheet Metal Worker;Carpentry; Foundryman (Molder); Welder; Plumber; Tractor Mechanic; Tool & Die Making; Mech. Machine Tool Maintenance; Mech. Applied Electricals and Electronics; Driver-Cum-Mechanic (LMV); Sanitary Hardware Fitter; Building Maintenance) and such other trades by designation under Craftsman Training Scheme pattern introduced /renamed from time to time	National Trade Certificate (NTC) / National Apprenticeship Certificate (NAC)/ITI pass in the corresponding Trade under the aegis of NCVT, New Delhi Or b) Diploma or above qualification from an AICTE approved Institutes/recognized Council /Board/ State and Statutory University in the relevant branch of Engineering	Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi (As per guidelines issued by the DGT, New Delhi from time to time)

2	<b>Assistant Training Officer</b> (COPA; Stenographer (English); Secretarial Practice Preservation of Fruits & Vegetable; Dress Making; Bakery & Confectionery; Bleaching Dying & Calico Printing; Weaving of Silk & Woolen Fabrics; Cutting & Sewing; Cosmetology) and such other trades by designation under Craftsman Training Scheme pattern introduced re-named from time to time	National Trade Certificate (NTC) / National Apprenticeship Certificate (NAC)/ITI pass in the corresponding Trade under the aegis of NCVT, New Delhi Or b)Diploma or above qualification from an AICTE approved Institutes/recognized Council /Board / State and Statutory University in the relevant branch of Engineering	Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi (As per guidelines issued by the DGT, New Delhi from time to time)
3	<b>Sign Language Interpreter (SLI)</b> for Special ITI for PwD, Jatni, Khordha	a. One Year Post Graduation Diploma in Sign Language Interpreter(DISLI) from an Institution recognized by Rehabilitation Council of India b. Have a valid Professional Registration Certificate from Rehabilitation Council of India	Two years experience in Sign Language Interpreting preferably in educational setting.
4	<b>Assistant Training Officer</b> (Workshop Calculation and Science)	Diploma or above qualification in any	Passed Craft Instructor Training Scheme

		Engineering discipline from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University	(CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi (As per guidelines issued by the DGT, New Delhi from time to time)
5	<b>Assistant Training Officer</b> (Engineering Drawing)	Diploma or above qualification in any Engineering discipline from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University	Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi (As per guidelines issued by the DGT, New Delhi from time to time)
6	<b>Assistant Training Officer</b> “Employment Skill”	Bachelor of Business Administration (BBA) or equivalent or higher qualification from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University.	Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi. (As per guidelines issued by the DGT, New Delhi from time to time)  2.Communication skills, English Proficiency ,Quality Management tools , Entrepreneurial skills’

			Occupational safety and health
<b>7</b>	<b>Trainer</b> -Trade Technology (Fitter; Electrician;Welder; Electronics Mechanic; Mechanic Motor Vehicle);Engineering Technology; Principle of Teaching and such other <b>trades</b> approved by NCVT as may be introduced/re-named in IToT from time to time	a) Diploma or above qualification in any Engineering discipline from an AICTE approved Institutes/ recognized Council /Board / State and Statutory University And b) Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi (As per guidelines issued by the DGT, New Delhi from time to time)	--

**Appendix-B****Indicative Syllabus of Written Examination**

- i. Arithmetic – 10th Standard
- ii. Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- iii. Logical Reasoning and Analytical Ability, General Mental Ability.
- iv. Current Events of National and International Importance.
- v. Computer or Internet Awareness.
- vi. Syllabus for Technical Paper for all services or posts as mentioned in column (2) of Schedule-I will be decided by the Commission in consultation with the Appointing Authority or Cadre Controlling Authority.
- vii. If more than one Appointing Authorities are involved, syllabus will be decided by the Commission in consultation with Cadre Controlling Authority.
- viii. Commission may decide to have a common Technical paper for more than one services or posts.
- ix. Commission can update or revise the syllabus of Technical Paper in consultation with the Appointing Authority or Cadre Controlling Authority, from time to time

**N.B.- Syllabus for written examination to be submitted to Odisha Staff Selection Commission at the time of selection which is likely to change with time to time as per the curriculum in practice and need of the time.**