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## HOME DEPARTMENT

### NOTIFICATION

The 21st October 2016

No. 37003—HOME-DAI-RULE-0144/2016-D&A—In exercise of powers conferred by Section 2 of the Police Act, 1861 (Act No.5 of 1861) and in supersession of the Rules or Regulations or Orders or Instructions except as respects things done or omitted to be done before such supersession, the State Government do hereby make the following rules regulating the Method of Recruitment and Conditions of Service of the persons appointed to Odisha Police Photographic Service, namely:—

1. **Short Title and Commencement**—(1) These rules may be called the Odisha Police Photographic Service (Method of Recruitment and Conditions of Service) Rules, 2016.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

### PART – I

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

- (a) “Appointing Authority” means:
  - (i) Director General and Inspector General of Police, Odisha in respect of posts of Inspector (Photo);
  - (ii) Inspector General of Police, Criminal Investigation Department, Crime Branch in respect of the posts of Sub-Inspector (Photo), and;
  - (iii) Superintendent of Police, Criminal Investigation Department, Crime Branch, in respect of Assistant Sub-Inspector (Photo);
- (b) “Board” means Central Selection Board constituted under Rule—22;
- (c) “Commission” means Odisha Staff Selection Commission;
- (d) “Ex-Servicemen” means a person as defined in the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) “Recruitment Year” means the Calendar year during which advertisement for recruitment is actually made.

- (f) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Article 341 and 342 of the Constitution of India respectively;
  - (g) "Government" means the Government of Odisha;
  - (h) "Sportsperson" means a person, who holds the identity card as sportsperson issued by the Director, Sports;
  - (i) "SEBC" means Socially and Educationally Backward Classes of Citizens, other than Scheduled Castes and Scheduled Tribes, as may be specified by State Government from time to time, ( in the list under Odisha Commission for Backward Classes Act 1993) and;
  - (j) "Year" means the calendar year;
- (2) All other words and expressions which have been used but not specifically 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 consists of the following posts, namely:—

- (a) Assistant Sub-Inspector in Group-C.
- (b) Sub-Inspector and
- (c) Inspectors in Group-B.

**4. Applicability**—These rules shall apply to the Police Establishments namely, Crime Branch, Vigilance, State Forensic Science Laboratory, Security Wing in Special Branch, Biju Pattnaik State Police Academy, District Forensic Science Laboratory etc. and to such other Police Establishments as the Government may decide from time to time.

**5. Reservation of Vacancies** :—There shall be resveration of vacancies for the candidates belonging to,

- (a) The Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Odisha Reservation of Vacancies in Posts and Service (for Scheduled Castes and Scheduled Tribes)Act, 1975 and the rules made there under, and
- (b) SEBC, Ex-servicemen, Sportsperson and Women in accordance with the provisions made under such rules, orders or instructions issued in this regard by the Government from time to time.

**6. Method of Recruitment** :—(1) The post of Assistant Sub-Inspector (Photo) shall be filled up by direct recruitment by the Commission in the manner provided in these rules.

(2) The post of Sub-Inspector (Photo) and Inspector (Photo) shall be filled up by way of promotion.

(3) Notwithstanding any thing contained in this rule the Constable (Photo) and the Constables of other Police establishments who have completed the course in Police Photography and who are continuing immediately before Commencement of these rules shall be promoted to the post of Assistant Sub-Inspector (Photo) against 25% (twenty five percentum) of the vacancies occur in each year of recruitment :

Provided that in case the vacancies remain unfilled due to non-availability of eligible candidates in a particular year of recruitment, those shall be filled up by direct recruitment under sub-rule (1).

## **PART –II**

### **Direct Recruitment**

**7. Direct Recruitment—**(1) Ordinarily in the month of January of the year the Superintendent of Police, Crime Branch shall determine the number of vacancies in the post of Assistant Sub-Inspector (Photo) already existing and vacancies likely to occur in that year and intimate the same to the D.G. & I.G. of Police who shall send the requisition to the Commission indicating therein the number of vacancies required to be filled up by the persons eligible under rule 5.

(2) The Commission on receipt of the requisition under sub-rule (1) shall notify the vacancies and shall make advertisement in two daily news paper having wide circulation in Odisha, inviting applications for the Competitive tests as provided under rules 9 to 13.

**8. Eligibility Criteria for direct Recruitment of Assistant Sub-Inspector of Police—**In order to be eligible for direct recruitment, a candidate must,—

- (a) be not less than 20 years of age and not more than 25 years of age as on the 1st Day of January of the year in which recruitment is made :

Provided that upper age limit shall be relaxed in case of reserved category candidates under Rule 5 as per the provisions of the relevant rules, regulations, orders or instructions, in force, for the respective reserved categories.

- (b) have passed +2 examination in 10+2 pattern in any Discipline with diploma in Photography or Cinematography from a recognized Institute;
- (c) be a citizen of India;
- (d) be of good moral character;
- (e) be of sound health, good physique and free from any organic defect or any bodily infirmity;
- (f) not have more than one spouse living;
- (g) be able to speak, read and write Odiya and must have passed Odiya as one of the subjects in the High School Certificate Examination or an examination in Odiya language equivalent to Middle English Standard recognized conducted by the School & Mass Education Department of the Government of Odisha.
- (h) not have been debarred from the Government Service; and
- (i) not be convicted for any criminal offences;

**9. Recruitment Process:—**(1) The Commission shall start the recruitment process by conducting the Physical Efficiency Test.

(2) The Commission may decide thereafter the sequence of further tests, i.e. Written tests, Psychological Test and Practical Test.

(3) The candidates shall appear Practical Test which is of qualifying nature.

**10. Written Test:—**The written test shall comprise of the following syllabus with marks indicated against each namely:—

(a) Subject, Marks, Time :

Sl. No.	Subject	Maximum marks	Time	Qualifying marks
(1)	(2)	(3)	(4)	(5)
(i)	General English and General Studies	100	1 & 1/2 Hours	50
(ii)	Theory on Photography	100	1 & 1/2 Hours	50

**(b) Syllabus for written test of General English :- (a)** The pattern of questions must, broadly be of +2 standard with the following syllabus, namely :—

- (i) Comprehension of a given passage
- (ii) Précis Writing
- (iii) Usage and vocabulary
- (iv) Short essay writing, and
- (v) Questions to test the knowledge of grammar;

**(c) General Studies :**

General Science and recent Scientific and Technological developments, Current events of national and international importance, Mental ability and test of reasoning Numerical ability test and arithmetic of High School Certificate standard.

**(d) Theory on Photography :**

History of Photography, Camera and its type, Parts of Camera, Construction of lens, Lens aberration, Focal Length, type of Lens, Digital Cameras, Constituents of Chemicals, Papers, Films, Exposure meter, Exposure Techniques, Speed light, Colour Photography, Video Cameras and Video formats, Audio recording and devices, Digital Photography and Abbreviation, Basic of Computer, Printer, making files and CDs.

**11. Practical Test :**

The candidates came out successful in the Physical Efficiency Test and written examination shall have to appear in a practical test on photography, the details of which is as follows, namely,—

**(a) Marks, time and qualifying mark :**

Maximum Marks	Time	Qualifying Marks
100	2 Hours	50

**(b) Syllabus for Practical Test :** Study of different Photo equipments and materials, Exposure in Single Lens Reflex/Digital Single Lens Reflex Camera, Video recording of a scene. Development of films, printing, Black and White photography, transferring data into computer, editing still photo/video, making print with a printer etc.

**(c) Physical Standard :—**Candidates qualifying in practical test shall be called for measurement of following Physical standards of qualifying nature at the places decided by the Commission.

**Physical Standards –Qualifying :**

Category	Height	Weight	Chest	
			Unexpanded	Expanded
(1)	(2)	(3)	(4)	(5)
General & SEBC (Men)	168 Cm.	55 Kg.	79 Cm.	84 Cm.
General & SEBC (Women)	155 Cm.	47.5 Kg.	..	..
Scheduled Caste/Scheduled Tribe (Men)	163 Cm.	50 Kg.	76 Cm.	81 Cm.
Scheduled Caste/Scheduled Tribe (Women).	150 Cm.	45 Kg.		

**12. The Physical Efficiency and Psychological Test Qualifying :****(a) For Men of all categories:**

The Physical Efficiency Tests shall comprise of the following events:

- (i) Running 1.6 Kms. in 8 minutes.
- (ii) Cycling 1.6 Kms. in 5 minutes
- (iii) Running over low hurdles of 77 cm height, 100 meters 10 flights, in 25 seconds.
- (iv) Broad Jump of 3.66 meter length in three attempts
- (v) Cross-country- 5 Kms,  
If covered within 40 minutes : Qualified  
Beyond 40 minutes : Disqualified.

**(b) For Women of all categories :**

- (i) Running 1.6 Kms. in 10 minutes
- (ii) Cycling 1.6 Kms. in 7 minutes
- (iii) Running over low hurdles of 70 cm height, 80 meters with 10 flights in 30 seconds
- (iv) Broad jump of 2.75 Meter length in three attempts
- (v) Cross-country-4 Kms.  
If covered within 40 minutes : Qualified.  
Beyond 40 minutes : Disqualified

(c) Psychological test will be designed by Commission in consultation with Additional Director General of Police or Inspector General of Police, Criminal Investigation Department, Crime Branch. It shall be designed to test the suitability of the candidates for the job. Those who fail in tile test shall be disqualified. No marks shall be awarded to those, who pass the test.

**13. Viva Voce Test :** (1) Candidates qualifying in physical standards shall be called for *Viva Voce* Test.

(2) Maximum marks to be awarded in *Viva Voce* Test shall be 20 (twenty).

**14. Educational Achievements :—**(1) A candidate must have passed at least +2 or any equivalent Examination in any discipline recognized by the Council of Higher Secondary Education, Odisha. The following marks shall be awarded after verification of original certificate :

	Percentage of marks	Marks
(i)	61% and above	10 marks
(ii)	51% and above	7 marks
(iii)	41% and above	5 marks

(2) The marks shall be awarded to the candidates who have passed the +2 examination in 1st attempt only. No marks shall be awarded to the candidates securing less than 41% marks passed Compartmentally or passed in Supplementary Examination. No marks shall be awarded for higher academic qualification.

**15. N.C.C. Certificates :—**

The following marks shall be awarded after due verification of original N.C.C. certificates :

(i)	N.C.C. 'A' Certificate	5 marks
(ii)	N.C.C. 'B' Certificate	7 marks
(iii)	N.C.C. 'C' Certificate	10 marks

**16. Merit List :—**(1) Marks secured by the candidates in written test, Practical test, *Viva Voce* Test, Educational Achievements and N.C.C. Certificates shall be added for preparation of the Merit List.

(2) The Commission shall prepare composite as well as categorywise merit list based on the aggregate marks obtained by each category of candidate.

**17. Select List :—**(1) The Commission shall sponsor a list of successful candidates which shall be equal to the number of vacancies advertised or notified by the Commission in order of merit.

(2) In the list of sponsored candidates, those claiming the reserved vacancies shall not exceed the number of vacancies reserved for that category and notified in the advertisement :

Provided that in case sufficient number of suitable female candidates are not available, the short fall can be made up by increasing correspondingly the male candidates of that category.

(3) There shall be no reserved or waiting list.

(4) The list of sponsored candidates after being approved by Director General and Inspector General of Police shall form the select list and be sent to the appointing authority for issue of appointment order.

**18. Appointment:—**(1) Candidate shall be appointed after satisfactory verification of his/her character and antecedents and;

(2) Submission of his/her Medical Fitness Certificate issued by an authorized government doctor.

**19. Training :—**(1) After joining, the recruited personnel shall undergo a Technical Training on Police Photography for a period of 3 months in State Photographic Bureau, Criminal Investigation Department, Crime Branch under supervision of Deputy Superintendent of Police, Photo Bureau.

(2) They shall undergo a short course of Police training for a period of 3 months at the designated Police Training Institutions to learn Police discipline, Law and Drill.

(3) They may also attend the course of training on Police Photography conducted by National Institute Criminology and Forensic Science, New Delhi or any other Government Institutes.

### **PART —III**

#### **PROMOTION**

**20. Appointment by way of Promotion :—**(1) Promotions to the rank of Assistant Sub-Inspector, Sub-Inspector and Inspector shall be made from Constable (Photo) and willing Constable of general line who have completed the course of Police Photography, Assistant Sub-inspector and Sub-Inspector respectively.

(2) Gradation list of Constables (Photo) and willing Constable of general line who have completed the course of Police Photography and absorbed in the existing post of Constable (Photo), Assistant Sub-Inspectors (Photo), Sub-Inspectors (Photo) and Inspectors (Photo) shall be maintained in the office of Additional Director General of Police/Inspector General of Police, CID, CB, Odisha, Cuttack and shall be published at least once in every five years for general information.

**21. Eligibility for Promotion :—**(1) 25% of vacancies in the rank of Assistant Sub-Inspectors (Photo) arising in the recruitment year shall be filled up by way of promotion from amongst the Constables (Photo) and the willing Constable of general line who have completed the course of Police Photography and 7 years of service as on 1st day of January of the recruitment year :

Provided that, the Constables (Photo) and willing Constables of general line must have qualified in a Trade Test (Theory and Practical), as specified in Appendix-I.

(2) The vacancies in the rank of Sub-Inspector (Photo) arising in the recruitment year shall be filled by way of promotion from among the Assistant Sub-Inspectors of the cadre who have completed three years of service as on 1st day of January of the recruitment year and must have qualified in a Trade Test Board (Theory and Practical), as specified in Appendix-II.

**Note—**The results of the trade test shall remain valid for a period of 3 (three) years from the date of approval by the Director General and Inspector General of Police, Odisha.

(2) Promotion to the post of Inspector of Police (Photo) shall be made by promotion from amongst Sub-Inspectors who have completed at least three years of continuous service on the 1st day of January of the year of promotion.

**22. Constitution of Central Selection Board:—**(1) The composition of Central Selection Board for promotion to the rank of Assistant Sub-Inspector, Sub-Inspector and Inspector shall be as constituted in Appendix-III.

(2) The Board shall be convened at least once in a year preferably in the month of January.

**23. Criteria for Promotion:—**The Board while considering the cases of promotion shall follow the provisions of,—

- (a) The Odisha Civil Services (Criteria for promotion) Rules, 1992;
- (b) The Odisha Civil Services (Zone of Consideration for promotion) Rules, 1988;
- (c) The Odisha Civil Services (Criteria for selection for appointment including promotion) Rules, 2003; and

(d) The Odisha Reservation of Vacancies in posts and Services (for Scheduled Caste and Scheduled Tribe) Act, 1975 and the rules framed or made thereunder.

**24. Select List :—**(1)The Board shall furnish the names of suitable candidates for promotion to the Assistant Sub-Inspector (Photo), Sub-Inspector (Photo) and Inspector (Photo) as the case may be to State Police Headquarters for approval of the Director General and Inspector General of Police. On receipt of the approval of Director General and Inspector General of Police, the same shall form the Select List for the purpose of allowing promotion.

(2) The Select List shall remain valid for a period of one year from the date of its approval or until it is exhausted, or whichever is earlier.

**25. Appointment :—**Appointment shall be made by the appointing authority in the order the names appear in the select list.

**26. Training :—**(1)The persons enrolled in the service may attend the course of training on Police Photography conducted by National Institute of Criminology Forensic Science, New Delhi or any other Government Institutes, being sponsored by the Director General and Inspector General of Police.

(2) The Director General and Inspector General of Police may also prescribe any course of training at any stage to develop the professional competency of the officers.

#### **PART – IV**

#### **CONDITIONS OF SERVICE**

**27. Probation and Confirmation :—**(1)Every person appointed to the service by way of direct recruitment, shall be on probation of a period of two years and when appointed by way of promotion, shall be on probation for a period of one year from the dates of joining :

Provided that, the appointing authority in any special case, extend the period of probation of any employee for reasons to be recorded in writing for a further period as he may deem fit.

Provided further that such period of probation shall not include,—

- (i) extraordinary leave;
- (ii) period of unauthorized absence; or
- (iii) 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 the probationer when appointed on promotion shall be reverted to his former post.

(3) A probationer after completion of the period of his probation to the satisfaction of competent authority shall be eligible for confirmation subject to availability of vacancy in permanent post.

**28. Seniority:—**(1)The *inter se* seniority in the rank of the Sub-Inspector (Photo) for the existing personnel shall be fixed from the date of their appointment in the respective posts.

(2) *Inter se* seniority of direct recruit Assistant Sub-Inspector (Photo) shall be in the order in which their names are arranged in the select list prepared by the Commission.



(3) *Inter se* seniority of persons promoted to different grades in the service and shall be in order in which their names appear in the select list prepared under Rule-24.

(4) Persons appointed on promotion in a year shall, en-block, be senior to the persons appointed by way of direct recruitment during that year.

**29. Relaxations:**—Where the Government, on a reference made by the Director general and Inspector General of Police or otherwise, are satisfied that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons in public interest.

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

By order of the Governor

LALIT DAS

Special Secretary to Government

**APPENDIX-I**  
**[See Rule 21 (1) ]**

COMPOSITION AND SYLLABUS FOR TRADE TEST BOARD FOR PROMOTION TO ASSISTANT SUB-INSPECTOR (PHOTO) AND SUB-INSPECTOR (PHOTO)

Sl. No.	Composition of Trade Test Board		Syllabus for Trade Test			
1.	PROMOTION TO ASSISTANT SUB-INSPECTOR (PHOTO)					
(1)	Superintendent of Police, CID, CB, Odisha	Chairman	Theory Test	Maximum marks	Time	Qualifying marks
(2)	Asst. Director/Photo Officer of I.&P.R. Department (to be nominated by Director of I. & P. R. Department) or Photo Officer of any other Government.	Member	Subjects : Types of camera, photographic equipments, type of lenses, focal length, types of films, grades of papers, chemical formula, colour chemicals, digital photography, videography, basis of computer and printer.	100	1½ hours	50
(3)	Deputy Superintendent of Police (Photo Bureau) If the post of DSP (Photo Bureau) is vacant, any officer of equivalent rank may be nominated as member by Addl. D.G.P./I.G.P., CID, CB).	Member	Practical Test	Maximum marks	Time	Qualifying marks
			Exposure in film base camera and digital camera, finger print and footprint photography, macro photography, portrait photography, scene of crime photography/videography, portrait building system, handling of computers, printers, transferring data from camera to computers.	100	2 hours	50

**APPENDIX-II**  
**[See Rule 21 (2) ]**

Sl. No.	Composition of Trade Test Board	Syllabus for Trade Test				
1.	<b>PROMOTION TO SUB-INSPECTOR (PHOTO)</b>					
(1)	I.G. of Police, CID, CB, Odisha/ D.I.G. of Police, CID, CB, Odisha	Chairman	Theory Test	Maximum marks	Time	Qualifying marks
(2)	Asst. Director/Photo Officer of I.&P.R. Department (to be nominated by Director of I. & P. R. Department) or Photo Officer of any other Government Organization.	Member	Subjects : History of photography, Types of camera, Parts of Camera and different functions, types of lenses and their constructions, types of films and sensitives, photographic papers and sensitives, chemicals and constituents, chemical formula, digital photography and videography, finger prints/documents photography, computer awareness.	100	1½ hours	50
(3)	Deputy Superintendent of Police (Photo Bureau) If the post of DSP (Photo Bureau) is vacant, any officer of equivalent rank may be nominated as member by Addl. D.G.P./I.G.P., CID, CB).	Member	Practical Test	Maximum marks	Time	Qualifying marks
			Recording of scene of crime in film base/digital camera, development of black and white films and printing in dark room or by computer and printer. UV photography or macro photography and document photography, videography of a scene of crime, Portrait Building System, transfer of data to computers.	100	2 hours	50

**APPENDIX-III**  
**[See Rule 22 (1) ]**

**COMPOSITION OF CENTRAL SELECTION BOARD/DEPARTMENTAL PROMOTION COMMITTEE**

Sl. No.	Name of Board	Composition of Central Selection Board/Departmental Promotion Committee		
1.	Promotion of Constable (Photo)/willing Constable of general line who have completed the course of Police Photography to Assistant Sub-Inspector (Photo).	(1)	I. G. of Police (Personnel), Odisha or an Officer of equivalent rank to be nominated by D.G. & I. G. of Police, Odisha.	. . Chairman
		(2)	D.I.G. of Police, Odisha or an officer of equivalent rank to be nominated by D.G. & I.G. of Police, Odisha.	. . Member
		(3)	Superintendent of Police to be nominated by D.G. & I.G. of Police, Odisha.	. . Member
2.	Promotion of Assistant Sub-Inspector (Photo) to Sub-Inspector (Photo).	(1)	I.G. of Police (Personnel), Odisha or an Officer of equivalent rank to be nominated by D.G. & I. G. of Police Odisha.	. . Chairman
		(2)	I.G. of Police (Vigilance), Odisha/DIG of Police (Vigilance), Odisha or an officer of equivalent rank to be nominated by Director, Vigilance, Odisha.	. . Member
		(3)	D.I.G. of Police to be nominated by D.G. & I.G. of Police, Odisha.	. . Member
		(4)	A.I.G. of Police, Headquarters, or an officer of equivalent rank to be nominated by D.G. & I.G. of Police, Odisha.	. . Member

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|---|---|--------------|
| 3. Promotion of Sub-Inspector (Photo) to Inspector (Photo). | (1) D.G. & I.G. of Police, Odisha.  | . . Chairman |
|   | (2) Addl. D.G. of Police, CID, CB, Odisha/IG of Police, CID, CB, Odisha   | . . Member   |
|   | (3) Addl. D.G. of Police, Vigilance, Odisha/I.G. of Police, Vigilance, Odisha to be nominated by Director, Vigilance, Odisha. | . . Member   |
|   | (4) D.I.G. of Police (Personnel) or an officer of equivalent rank to be nominated by D.G. & I.G. of Police, Odisha.           | . . Member   |