



ODISHA STAFF SELECTION COMMISSION
Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No.IIE-136/2019- 4643/OSSC; Date: 27.12.2019

Recruitment for 31 posts of Junior Assistants on Contractual Basis in the Offices of Odisha Staff Selection Commission, Bhubaneswar and General Administration & P.G.(Rent) Department.
(Post Code-JAHO/39)

(WEBSITE: www.osscc.gov.in)

IMPORTANT:

- Online Applications are invited for selection of candidates for recruitment to 31 nos. of Junior Assistants on contractual basis.
- Online Application registration will be made available from date 08.01.2020 till 07.02.2020 by 11.55 P.M in the official website of the Commission "www.osscc.gov.in". Applications other than online mode shall not be accepted by the Commission.
- Candidates should keep active their E-mail Id and Mobile no. till completion of this recruitment.
- Candidates are to be extra vigilant while filling up the online application since there is no edit option.
- The Candidates should go through the eligibility criteria prescribed for the post and must satisfy himself/herself about his/her eligibility for the post before applying through online mode. Application(s) applied in any other mode shall not be entertained by the Commission.
- No hardcopy of online application/ documents required to be sent to the Commission. The applicants are required to upload the required certificates/documents as listed at clause-8(ii to xi) of the advertisement in the "Document Upload" tab. The documents should be in pdf format, clearly visible and in prescribed size as mentioned in Clause-1 (b) of this advertisement.
- PwD candidates have to follow the Advisory Notice published vide No.3453/OSSC dtd.24.10.2019 available in the Commission's website.
- In-service contractual candidates claiming benefits under the Contractual Appointment Rules will also have to follow the advisory notice published vide No.3568/ dtd.01.11.2019 available in the Commission's website.
- Candidates must have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent with knowledge of Computer Skill to apply for the posts.
- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.8880/- per month(for 1st year) as per Odisha Group-C & D Posts (Contractual Appointment) Amendment Rules,2017 notified vide Government in GA Department Notification No. GAD-SC-Rules-0037-2017-19574/Gen dtd.12th September,2017.

- Candidate must not be below 21 Years and must not exceed 32 years of age as on 1st January 2019 to be eligible to apply for the post (refer to Clause-6(a) of this Advertisement) with usual age relaxation for reserved categories as per relevant rules of Govt. in force.
- Option/Choice - The post of Junior Assistant of Odisha Staff Selection Commission is of HOD cadre but the post of Junior Assistant of GA & PG (Rent) Department is not at par with HOD cadre. However, the candidates can exercise option/choice of the Offices to which they prefer to be allotted if selected
- If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination will be cancelled forthwith.

1. How to apply:

The applicants have to go through the detail advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the official website of the Commission "www.osscc.gov.in". The applicants other than S.C., S.T. & PwD categories are required to deposit non-refundable examination fee of **Rs.200/-** only through online mode following the procedure as detailed at **clause-7** of this advertisement to apply for the post. By clicking on the tab 'online application' in the home page of the website, different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the online application process.
There will be 2 links under "**Form Links**" column for each advertisement.

(i) **For Registration.**

(ii) **For registered user login.**

All the Candidates first need to complete the Registration process before filling the Application Form.

For Registration the candidate needs to **click** the link "**For Registration**" present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form**, where few basic Details will be required as follows to be filled up by the applicant correctly.

- i. **Nationality**
- ii. **Applicant's Full Name**
- iii. **Applicant's Father's Name**
- iv. **Applicant's Mother's Name**
- v. **Name of the husband (In case of Married female applicant)**
- vi. **Gender**
- vii. **10th Standard Roll Number (As Mentioned in the Certificate)**
- viii. **10th Standard Year of Passing**
- ix. **10th Standard Board (Name)**



- x. **10th Standard Passed Exam Type**
- xi. **Whether passed minimum Seventh class exam. in Odia**
- xii. **Mobile Number**
- xiii. **Email Address**

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent sections will be automatically populated with the data filled in this section. **No change in this section will be allowed after the candidates submit the ‘I Agree’ box.**

Once the above details are filled by the candidate, one CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box “I Agree” for declaration and submit the registration form.

On Submitting the registration form a unique Application Sequence No. will be generated and will be shown to the candidate.

Application Sequence No. generated will act as **user id** of the candidate for the post. E-mail and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the ‘User id’ and ‘Password’.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As mentioned in the Certificate), 10th Standard Board, 10th Standard Year of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) Gender etc. need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained. User registration is only required once during applying for a specific post/advertisement. After successful submission of the registration form “Go to Application Form” & “Logout” button will be visible in the top right hand corner of the webpage.

Candidate can also click on the “Go to Application Form” to continue with the filling of the application form. Candidate can click the “Logout” button if he/she wishes to exit the current session.

1. (b) For registered user login

In order to fill in the Application form candidate needs to Click the link present under “For registered user login” present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate need to login using the ‘User id’ and ‘password’ he/she received after registration though e-mail as well as SMS in the registered mobile no. & e-mail id.



Once the candidate successfully logged in to the application form he/she will be getting 4 tabs

1. Personal Details
2. Additional Details
3. Qualification details
4. Document Upload

All the detail data are required in the above 4-tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be auto populated in the respective fields of the application form. Please read the caution below while filing up the column of Marks Secured and Full Mark for the examinations passed.

The candidate have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking "**Save & Continue button**" present in the end of the each tab.

Candidate can **preview** the application by clicking the "**Preview Application**" button present in the end of "**Document Upload**" tab as and when required.

All candidate mandatorily need to upload the scanned image of his/her **recent passport size photograph and scanned image of his/her full signature** in the on line application form which **must be within max 80 kb (The Format supported -JPEG/JPG)**.

- i. In addition to the above requirement all the candidates need to upload the following document in the **Document Upload Section** in (**File size max 300kb, format supported-pdf**).
- ii. **10th Standard Pass Certificate & Mark sheet** containing the 10th Standard Roll Number as given in the registration form
- iii. **+2 Certificate & Marksheet**
- iv. **Bachelors Degree Certificate & Mark sheet**
- v. Computer proficiency/knowledge certificate
- vi. Candidates Claiming reservation under **SC/ST/SEBC** category need to upload valid caste certificate (refer to Clause-6 of this Advertisement)
- vii. Candidates Claiming "**PwD (Persons with Disabilities)**" category need to upload a valid **PwD** certificate.
- viii. Candidates Claiming "**Ex-Serviceman**" category need to upload any one of the Ex-Servicemen Documents (**Discharge Certificate/ Identity card/ PPO indicating therein the date of entry, date of discharge and period of service** rendered in Defence Forces) as per **Clause-8(ix)** of the advertisement).
- ix. Candidates not having Odia as a subject in HSC Examination, has to upload Odia Pass certificate in at least **ME Standard (Class-VII)** or more issued by Head Master/Principal or any other competent authority affiliated to Education Department of Govt. of Odisha or any other competent Authority.



- x. **In-service contractual employees** in the category-I & II (Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 & G.A. Deptt. Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.12.11.2013) claiming age relaxation up to 45 years as on 01.01.2019 and have completed one year of continuous service prior to effective of Odisha Group-C & D posts Contractual Appointment Rules, 2013 must upload the required certificate issued by the concerned employer as per proforma prescribed by the Commission vide the Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.oss.gov.in.

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no further correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, special category, present address, permanent address, full marks, marks secured) in H.S.C , +2 & +3 or equivalent level which are required for eligibility.

The filled in Application Form must be submitted by clicking the '**Submit Button**'. Before submitting the **online application the applicant must re-check the information** filled in and ensure that the information provided and the scanned signature and scanned photographs uploaded are clearly identifiable /visible. After clicking the submit button, the system will redirect all candidates (Except SC/ST/PwD category candidates) to SBI Collect portal for payment of examination Fees, The details of which has been furnished at **Clause-7** of this advertisement. After successful payment of Examination fees (as applicable) the form will be submitted in the OSSC website. In case of applicants in the category of SC/ST/PwD the form will be submitted directly. After the form is successfully submitted, the candidate has to take the printout of the filled application form (OSSC Copy and Applicant Copy) for future reference.

1. (c) The candidate has to take both the printed copies of application (i.e. 1. **OSSC Copy** and 2. **Applicant's Copy**). The **OSSC** copy has to be preserved by the applicant for future use. In case the candidate is shortlisted for verification of documents, he/she has to submit the same in the Office of the Commission on the date of certificate verification along with the originals of certificate/documents as listed at Clause-8 & a set of self attested photo copies of certificates/documents.

1. (d) The **Applicant's copy** contains the '**User ID**' and '**Password**' printed on the bottom of the Application Form. The applicant has to keep it carefully for his future reference to access to the website to know the status of the application and also to download the admission letter from the Commission's website.

1. (e) Applications received through any mode other than online mode are liable to be summarily rejected.

1. (f) **If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, the Commission reserves the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.**

1. (g) The candidate may find out the status of his/her application as well as his/her Admission letter/hall ticket for appearing the examination by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the link present under "For registered user login" in Form Link section against that particular advertisement/post, by using the user ID and password.

1. (h) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement.

The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter for the examination and valid Photo Identity proof issued by any Govt. Authority.

2. Last date of online Applications:

2.a. The last date for submission of online Application in response to this advertisement is **11.55 P.M. of Dtd.07.02.2020**. The system will be automatically disabled from **11.55 PM** of the said date after which the application form for this particular post will not be generated any more.

2.b. No. Physical Copy (hard copy) of the online application form/documents required to be sent to the Commission. Candidates have to upload the relevant documents as listed at **clause-8**. They are required to produce originals at the time of certificate verification.

3. Vacancies to be filled up and reservations :

As per requisition placed before the Commission by the Recruiting Authority, the category-wise break-up of the total **31** number of posts to be filled up by this recruitment are as follows:

3. (a) Vacancy position

Name of the Office	Categorywise vacancy Position					Vacancies for Special Categories		
	SC	ST	SEBC	UR	Total	EX-SM	PwD	Sports Person
Odisha Staff Selection Commission, Bhubaneswar	02 (w-01)	02 (w-01)	01 (w-nil)	06 (w-02)	11 (w-04)	Nil	Nil	Nil
General Administration & P.G. (Rent) Department	03 (w-01)	05 (w-02)	03 (w-01)	09 (w-04)	20 (w-8)	Nil	01	Nil
Total	05(w-02)	07(w-03)	04(w-01)	15(w-06)	31(w-12)	-	01	-

The PwD candidate having permanent disability of 40% or more and in the Benchmark disability of OL are eligible to get reservation for the Office of the G.A. & P.G.(Rent) Department.

However, PwD candidates having disability of 40% or more in the following categories claiming age relaxation are eligible to apply for the post and compete under respective category to which they belong.

Category	Types of disabilities
Category-I	(a) Blindness and Low Vision:
Category-II	(b) Deaf and hard of hearing: (with suitable aid)
Category-III	(c) Locomotor disability including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
Category-IV	(d) Autism, intellectual disability, specific learning disability and mental illness: (e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disability from time to time

NOTE : Vacancy position is subject to change as per discretion on of the Commission/Government.

3.(b) Provision of assistance of Scribe

PwD candidates who have not less than 40% permanent disability and have limitation in writing shall have the option to use his own his/her own scribe. The intending candidates have to give option in the appropriate place while filling up online application form and also to submit the required certificate prescribed by the Commission as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission www.osscc.gov.in.

3. (c) The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission, the Recruiting Authority and Government.

4. Option/Choice -The post of Junior Assistant of Odisha Staff Selection Commission is of Heads of Department cadre but the post of Junior Assistant of GA & PG (Rent) Department is not at par with Heads Of Department cadre. However, the candidates can prefer any office by exercising their option/choice of the Office to which they will be allotted if selected. At the time of selection candidate's position in the combined merit list & category wise availability of vacancy shall be taken into consideration before allotting any office as per option exercised. However, the decision of the Commission for allotment of the offices for the selected candidates will be final and binding.

5. Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.8,880/- per month (for 1st year) as per Govt. in G.A. & P.G. Department Notification No.19574/GA dtd.12.09.2017 and Condition of Service will be guided by the Government of Odisha from time to time as per Odisha Group-C & Group-D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013/Gen dated 12th November 2013. The conditions of services of Junior Assistants of Odisha Staff Selection Commission only will also be governed and guided by Odisha Heads of Department (Method of Recruitment and Conditions of Service of Junior Assistants, Assistant Section Officers and Section Officers in the offices of the Heads of Departments) Rule,2019. The conditions of services of Junior Assistants of GA & PG (Rent) Department will be governed by Government Orders/instructions.



6. **Eligibility:**

6. a. **Age:**

The minimum age for the post is 21 years and the maximum age is 32 years as on 01.01.2019. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled to **cumulative age relaxation** of ten years over & above the normal relaxation specified for the category. However, a candidate can only avail one type of age relaxation as per rule. **To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1987 and not later than 1st January 1998.** The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as ex-serviceman for the post. Ex-Servicemen who are going to retire within six months from the closing date of online application may apply for the post by obtaining relevant certificate from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However such candidates have to submit the discharge certificate in original on the date of certificate verification for considering their claims under Ex-Serviceman category.

Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.

The upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or in the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of "Odisha Group-C & Group-D posts (Contractual appointment) Rules-2013. They must be less than 45 years as on 01.01.2019. They should submit the required proof from their employer for availing age relaxation and upload the required document as per **Clause-8(x)** of this advertisement.

6.(b). Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/by an Indian University as equivalent there to shall only be acceptable to the Commission.

6. (c) **Educational Qualification:**

Candidates must have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer Skill.

6.(d) **General Eligibility Criteria**

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

- (i) The candidate must be a citizen of India.
- (ii) Be able to speak, read & write Odia.
- (iii) Be of good moral character & conduct.
- (iv) 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.

- (v) If married, must not have more than one spouse living. Provided that Government may, if satisfied that such marriage is permissible under Personal Law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (vi) Candidate must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-Language subject, or have passed in Odia as a language subject in the final examination of Class VII or above or have passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

Not fulfilling any of the eligibility criteria shall render the applicant's candidature invalid & rejected.

7. Examination Fee:

The candidates other than SC/ST/ Persons with Disabilities (PwD) category have to pay a non refundable examination fee of Rs.200/-. The fees can be deposited only through online mode using Internet Banking/ Debit Card/Credit card/UPI in SBI payment gateway linked with the online application form following procedure as detailed below:-

Online Fee Depositing process in State Bank of India (SBI) through State Bank Collect Portal
Important: Candidate other than SC, ST & PwD category needs to "Make Online Payment" of Rs. 200/- for submission of online application form for the post. Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.
<u>Steps to be followed in SB Collect portal for Online Payment</u>
<ol style="list-style-type: none"> 1. System will redirect you from online application form portal to State Bank Collect Portal after clicking on the 'Submit' button. 2. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking "Submit" Button. 3. Select the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein. 4. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.
Candidates are advised to keep with them the copy of the e-receipt as a token successful payment of required examination fee for future reference.
Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.

Note:

- (i) Applications without payment of examination fee except SC/ST/PwD category candidates shall be liable for rejection.
- (ii) SC/ST candidates are exempted from paying examination fee.



8. **Certificates / documents to be submitted at the time of certificate verification**

The self attested certificates/documents as listed from (ii) to (xi) have to be uploaded in the website as per clause- 1(a) of this advertisement and the originals of the same alongwith the (OSSC copy as listed at (i) are to be produced during certificate verification.

- (i) OSSC Copy of the registered online application with declaration duly filled in & ink signed at the appropriate place.
- (ii) Self-Attested photocopy of HSC certificate or equivalent certificate & mark sheet issued by the recognised Board/Council.
- (iii) Self Attested photocopies of +2 pass Certificate & Mark sheet.
- (iv) Self-Attested photocopies of Degree certificate and Mark sheet.
- (v) Candidates have to submit Computer proficiency certificate viz.DCA/PGDCA/'O'-level/OS-CIT or any higher qualification in computer knowledge
- (vi) Candidates of SC/ST/SEBC category shall enclose self-attested photocopy of a valid caste certificate issued by competent authority. Candidate belongs to SEBC category should submit SEBC certificate which must be within one year prior to last date of online application.
- (vii) Candidates have to submit a self-attested Photocopy of the certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E. standard/Class-VII issued by Principal/Head Master or any other competent authority.
- (viii) Self-Attested photocopy of the certificate of disability issued from the concerned Medical Board of the concerned district in case of PwD candidates with permanent disability to get reservation in the Benchmark category advertised. For candidates with temporary disability, they shall have to produce recent disability certificate.
- (ix) Copy of the e-receipt/transaction slip showing successful payment of Rs.200/- towards examination fees (in case of candidates other than SC, ST & PWD).
- (x) Self attested photo copies of documents in support of claim against Ex-servicemen i.e. Discharge certificate, identity Card & P.P.O issued by the appropriate Authority indicating there in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces. However, Ex-Servicemen candidates who are going to retire/discharge within six months from the closing date of online application should upload the permission/order/certificate from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in defence force.
- (xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission www.oss.gov.in.



9. Option/Choice-

The post of Junior Assistant of Odisha Staff Selection Commission is of Heads of Department cadre but the post of Junior Assistant of GA & PG (Rent) Department is above District Cadre and below Heads Of Department cadre. However, the candidates can prefer any office by exercising their option/choice of the Office to which they will be allotted if selected. At the time of selection candidate's position in the combined merit list & category wise availability of vacancy shall be taken into consideration before allotting any office as per option exercised. However, the decision of the Commission for allotment of the offices for the selected candidates will be final and binding.

10. Plan of Examination:

Sl. No	Type of the Examination	Subject/Papers	Marks Allotted	Time Allotted	Remarks
i	Preliminary Examination (Qualifying only)	General Awareness	100	1 & 1/2 hrs	Objective type with MCQ to be done in OMR sheet. The Commission may conduct the preliminary examination through CBRT (Computer Based Recruitment Test). There is negative marking @ 0.25 marks for each wrong answer. Candidates about 12 times of category wise vacancies shall be shortlisted for Main written examination.
ii	Main Written Examination (The standard of examination shall be equivalent to that of Higher Secondary Examination)	Paper-I Language Test in (English & Odia) Descriptive Type	100	2 hours	In one question-cum-answer booklet.
		Paper-II General Knowledge (Objective)	100	1 hour	Objective type with MCQ to be done in OMR sheet. There is negative marking @ 0.25 marks for each wrong answer.
		Paper-III Mathematics and Basic Computer Skills (Both Objective)	100 (Math.) 100 (Basic Computer Skill)	3 hours	Objective type with MCQ to be done in one OMR sheet. 50 questions from each subject carrying 2 marks for each question. There is negative marking @ 0.50 marks for each wrong answer.
		Total	400 marks		
iii	Computer Skill Test (practical)	Basic Computer skill Test	50	1 hour	Candidates about 3 times of the category wise vacancies will be shortlisted for Computer Skill Test basing on their sum total of marks in the main written examination. Qualifying in nature. Qualifying marks is 30 marks.
Iv	Certificate verification				The names of the candidates will be deleted from the merit list who will not attend certificate verification.

There shall be no viva-voce test.

10(i) Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying):-

This is a screening test which will be only qualifying in nature (i.e. Marks obtained in this examination will not be added to the marks of main written examination). Basing on the marks secured in Preliminary Examination candidates numbering about 12 times of the vacancies category-wise in order of merit shall be shortlisted for appearing the main (Written) examination. The Preliminary Examination will be held on General Awareness and will be of objective type with multiple choices of answers to be answered in OMR Sheet. **The Commission may conduct the preliminary examination through CBRT (Computer Based Recruitment Test).** Questions will be from Current events, History of India & Odisha, Geography of India & Odisha, General Science, Constitution of India, Human rights, Environmental Studies, Computer fundamentals, Comprehension of a given passage in English & Odia and Reasoning Ability (verbal). There will be 100 questions each carrying one mark. There shall be negative marking @ 0.25 marks for each wrong answer. However, no marks will be deducted if a question is left un-attempted. The standard of questions shall be that of Higher Secondary Examination. The marks obtained in the preliminary examination shall not be taken into account while preparing the final select list.

The Preliminary Examination will be conducted tentatively in March,2020.

10(ii) Main Written Examination-400 Marks:

The detail Syllabus of Main Written Examination given in the following:-
The standard of examination shall be equivalent to that of Higher Secondary Examination.

Syllabus of Main(written) Examination: -

Paper-I

A. English Language Test:- 50 marks

(a) Grammar – 20 marks

- (i) Verbs: Tenses, Modal, Active and Passive voice, subject-verb concord, non-finite verb forms (infinitives and participles).
- (ii) Sentence structure: Connectors, Types of sentences, types of phrases and clause, Direct and Indirect speech, Comparison.
- (iii) Other Areas: Determiners, Pronouns, Prepositions.

(b) Reading – 10 marks

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c) Writing – 20 marks

- (i) Essay writing on familiar topics (within 250 words) – 10 marks
- (ii) Letter writing (Personal letter, applications, Business and official) (within 150 words) - 10 marks

B. Odia Language Test :- 50 marks

(a) Grammar – 20 marks

(1) Transformation of sentences - (02 marks)

- (i) Affirmative, Negative, Interrogative, Exclamatory
- (ii) Simple, Compound, Complex

- (2) Transformation of words (noun to adjective and adjective to noun) (02 marks)
- (3) Sandhi (02 marks)
- (4) Samasa (03 marks)
- (5) Antonyms and Synonyms (02 marks)
- (6) Correction of common errors in words (03 marks)
- (7) Idioms and Phrases (02 marks)
- (8) Taddhita and Krudanta (02 marks)
- (9) Punctuation marks (02 marks)

(b) Composition – 20 marks

- (1) Essay writing on familiar topics and personality (10 marks)
(within 250 words)
- (2) Letter writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)
- (3) Translation (One English passage of around 100 words to be translated into Odia) (05 marks)

(c) Comprehension of an unseen passages 5 X 2 = (10 marks)

Five short questions to be asked.

Paper-II

General Knowledge:- In this category, there should be a series of questions of different categories like – 100 marks

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with Headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and
- (g) Matching questions of miscellaneous type.

Paper-III

A. Mathematics:- 100 marks

- (i) Fractions and Decimals
- (ii) Percentage
- (iii) Average
- (iv) Simple Interest and Compound Interest
- (v) Rates and Taxes, Insurance
- (vi) Profit, Loss and Discount
- (vii) Mixtures
- (viii) Partnership
- (ix) Problems on Time and work
- (x) Problems on Time and Distance
- (xi) Ratio and Proportion
- (xii) Statistics

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

B. Basic Computer Skills:- (100 marks)

- MS Windows: Introduction of Windows
- MS Office: MS Word, MS Power Point, MS Excel & MS Access

Computer Skill(Practical) Test-50 marks:- (Duration of tests- 1 hr)

Basing on the performance in the main written examination (in Paper-I, Paper-II and Paper-III taken together) ,candidates numbering about 3(three) times of each category in order of merit will be called for to appear Computer Skill (Practical) Test.

This practical skill test shall be of qualifying nature . Qualifying mark is 30. Marks secured in this skill test shall not be taken into account while preparing the final select list.

Practical Skill Test : - Topics for practical test (50 marks)

I. WINDOWS -Operating system

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete,
- Using Clipboard

II. MS Word.

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- Editing and Formatting text and paragraph
- Page and Paragraph Setup.
- Inserting pictures and WordArt.

III. MS Power Point

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- Editing and formatting slides

IV. MS Excel

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- Formatting cells and data
- Functions and Formulae (Relative, absolute and Mixed reference).

V. MS Access

A problem in MS Access related to some of the tools given below to be tested during the examination

- Creating and entering data into a database
- Setting the primary key

Printouts of the document(s) shall be attached with the answer sheets.

11. Certificate verification –

The Candidates who secure minimum 30 marks in the Computer Skill Test will be called for certificate verification. The candidate have to produce their original certificates/documents (as uploaded) before the verification board for verification of their eligibility in all respect for the post. The candidate who fails to appear in person with the required documents/certificates before the verification board on the stipulated date and time shall not be considered for selection and their names will be deleted from the merit list.

12. Place, Date, Venue of written examination/practical skill test/certificate verification & admission letter:

The Date/Time/ Venue of the Preliminary Examination, main Written Examination, Computer (practical) skill test and Certificate Verification will be informed in their Admission Letters carrying the photograph and signature of the candidate and facsimile signature of the Secretary. The Admission Letter will contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission one week prior to the date of the examination/skill test/certificate verification. The candidates shall have to download the admission letters by accessing the Commission's website and using their 'User ID' and 'Password' to appear the respective examinations/skill test/certificate verification. Notice will be issued in this regard in each stage while uploading of the Admission Letters in the Commission's website and in the Local Dailies (News papers). Further, the message regarding the date of examination will be sent to the candidates concerned in his/her registered Mobile No. & Email Id mentioned by the applicant in the online Application form. Each candidate shall have to download his/her admission letter well before the date of the examination. The candidates are advised to be in constant touch with the website of the Commission to know the status of each examination/tests etc. No Admission letter will be send through post.

13. Select list and allotment of office:

The Merit list of the candidates shall be prepared basing on the sum total of marks secured in Paper-I, Paper-II, Paper-III in the Main Written Examination, who attended Certificate Verification and found suitable in respect of their eligibility for the post. The select list in order of merit category wise shall be prepared from the said Merit list equal to the number of vacancies notified in the advertisement. **The candidate's position in the merit list & category wise availability of vacancy shall be taken into consideration before allotting of office as per option exercised. However, the decision of the Commission for allotment of the offices will be final and binding.**



Note:

- i. Blue/Black ball point pen only should be used for answering (ovalling) in OMR Sheet. Whiteners/Erasers should not be used on the OMR Sheet.
- ii. The candidates are required to visit the website of the Commission the official website of the Commission 'www.osscc.gov.in' for detailed information about the programme of the examination other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers.
- iii. The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. The Mobile No. & e-Mail Id should remain active till completion of the recruitment process to avoid any communication gap.

WARNING

- Mobile phone or any other electronics devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

By order of the Commission



Secretary