



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

Advertisement No.IIE-157/2019- 4528/OSSC;

Date: 21.12.2019

RECRUITMENT TO THE POST OF COMBINED AUDITORS ON CONTRACTUAL BASIS UNDER DIRECTOR OF INDUSTRIES & FINANCE DEPARTMENT, ODISHA, BHUBANESWAR.

POST CODE-CCA/08

(WEBSITE:-www.osscc.gov.in)

IMPORTANT:

- Online Applications are invited from intending candidates to fill up 161 posts of Combined Auditors under Director of Industries, Odisha, Cuttack & Finance Department, Odisha, Bhubaneswar on contractual basis.
- Online Application will be made available from date 28.08.2020 till 28.09.2020 by 11.55 P.M in the official website of the Commission "www.osscc.gov.in". Applications submitted through online mode shall only be accepted by the Commission.
- Candidates must register their valid E-mail Id and Mobile no. while applying for the post through online and keep the same active till completion of this recruitment process to receive important message from the Commission relating to the 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-7(ii to x) 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-I (b) of this advertisement.
- Candidates claiming PwD category shall have to follow the Advisory Notice published vide Notice No.3453/OSSC dtd.24.10.2019 available in the Commission's website while applying for the post.
- 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 graduation in any discipline from a recognized University and possesses minimum qualification of PGDCA from any Govt. recognised Institution.

- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.16880/- per month(for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules,2017 notified vide Government in GA Department Notification No.GAD-SC-Rules-0037-2017-19569/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-5(a) of this Advertisement) with usual age relaxation for In-Service/Ex-Servicemen/PwD candidates as per relevant rules of Govt. in force.
- The candidate must submit correct data /information in the Online Application Form basing on which the candidate shall be called to appear the recruitment examination at different stages. 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 form.

1. (a) Aspirants have to apply online using the official website of the Commission "www.ossc.gov.in" by clicking on the tab 'online application' in the home page of the website, different advertisements 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 up the online Application Form.

For Registration the candidate needs to click the link "For Registration" available 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 applicants.

Caution: The candidates 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 by clicking 'I Agree' box.**

Once the above details are filled in 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 in the registration page may lead to rejection of the application and no request 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 in the current session. 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 through 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 as follows.



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

All the detailed data/information 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.

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 in by him/her **has been saved** successfully 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 (In Format supported -JPEG/JPG).

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).

- i. **10th Standard Pass Certificate & Mark sheet** containing the 10th Standard Roll Number as given in the registration form.
- ii. **Graduation pass certificate & mark sheet.**
- iii. **PGDCA or equivalent or higher qualification certificate and mark sheet.**
- iv. Candidates need to upload valid caste certificate or a self-declaration in the prescribed format as at **‘Annexure-A/B’** indicating therein his/her category & sub-caste. But such candidates have to submit the valid recent caste certificate issued by the competent authority on the date of certificate verification.
- v. Candidates claiming reservation/age relaxation under **“PwD (Persons with Disabilities)”** category need to upload a valid **PwD** certificate issued by District Medical Board.
- vi. Candidates Claiming **“Ex-Serviceman”** category need to upload any one of the Ex-Servicemen Documents i.e. **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-7(ix)** of the advertisement).
- vii. Candidate Claiming **“Sports Person”** category need to upload Identity Card issued by Director of Sports & Youth Services Department, Govt. of Odisha.
- viii. Candidates not having Odia as a subject in HSC Examination, has to upload Pass certificate in ‘Odia’ as a language subject in the final examination of **Class-VII** from a School or Educational Institution recognised by the Education Department of Govt. of Odisha or the Central Government or any other competent Authority.

- ix. **In-service contractual employees in Government Offices** in the category-I & II (as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014& G.A. Deptt. Notification No.GAD -SC-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-B posts Contractual Appointment Rules, 2013 must upload the required certificate issued by the concerned employer in the 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 (correct data/information) under different tabs, mentioning category, special category, present address, permanent address, full marks, marks secured) in H.S.C, +2 and Graduation or equivalent level which are required for eligibility of the candidate for the post.

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, scanned photographs & scan copy of documents uploaded are clearly identifiable /visible.

Submission of online application form:

The form will be submitted after clicking the '**Submit Button**' located in right bottom of the 'document upload page' of the online application form. Except SC/ST/PWD candidates, after clicking the '**submit**' button the system will redirect the applicant to '**SBI Collect portal**' for payment of examination fees. The details in this regard have been furnished at clause-6 of this advertisement. After successful payment of examination fees through the SBI collect Portal, the '**online application Form**' will be submitted in the OSSC website directly and the candidate will get a message regarding successful submission of online application form in his/her registered Mobile number /E-mail Id. In case of SC/ST/PWD candidates the '**online application form**' will be submitted directly and the candidate will get a message regarding successful submission of the application in his/her registered Mobile phone/ E-mail. After the form is successfully submitted, the candidate has to take the printout of the filled in application form for future reference.

1. (c) After the form is successfully submitted, the candidate has to take out the printed copy of Online Application for future use and submit the same at the time of certificate verification along with the originals of certificate/documents as listed at '**Clause-7 of this advertisement**' & a set of self-attested photo copies of same.

1. (d) Applications received through any mode other than Online mode will not be considered by the Commission and are liable to be summarily rejected.

1. (e) **The candidate must submit correct data/information in the Online Application Form basing on which he/she will be allowed to appear the examination at different stages. If at any stage of recruitment or thereafter it is found that any information furnished by the candidate in his online application form is false/incorrect and does not tally with the information contained in the documents uploaded by the candidate 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 or the scan signature, Photograph and the documents uploaded are not clearly identifiable/ visible & not in appropriate file size then the application of the candidate for the post will be rejected out rightly. Further the Commission reserve the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.

1. (f) 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. (g) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to this Advertisement. All the information regarding date of examination, date of certificate verification etc. will be intimated to candidate through the registered mobile number/ e-mail id. 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 application 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 issued for the particular 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 PM of Date 28.09.2020**. 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-7**. 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 Requisitioning Authorities, the category-wise break-up of the total 161 number of posts to be filled up by this recruitment are as follows:

3(a) Vacancy position

Name of the Office to which vacancy relates.	Category wise vacancy Position					Vacancies for Special Categories		
	SC	ST	SEBC	UR	Total	EX-SM	PwD *	Sports Person
Auditors under Director of Industries, Odisha, Cuttack	02 (w-01)	03 (w-01)	02 (w-01)	07 (w-02)	14 (w-05)	Nil	01	Nil
Auditors (Common Cadre of Auditors) under Finance Department, Odisha, Bhubaneswar	26 (w-09)	45 (w-13)	08 (w-02)	68 (w-27)	147 (w-51)	04	06 (w-02)	01
Total	28(w-10)	48(w-14)	10(w-03)	75 (w-29)	161(w-56)	04	07(w-02)	01

Suitability of PwD

PwD candidates having minimum 40% disability or more in the category of Locomotor disability including cerebral palsy, Leprosy cured, dwarfism, Acid Attack, victims and Muscular dystrophy are eligible to apply for the post.

However candidates having minimum 40% permanent disability in the above mentioned category are eligible for PwD reservation. The candidates having temporary disability in the above bench mark disability shall have to submit recent Disability Certificate to get age relaxation for the post.

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

3.(b) Provision of assistance of Scribe

PwD candidates who have not less than 40% disability and have limitation in writing shall have the option to use his/her own scribe with due permission of the Commission. 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.ossce.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 Requisitioning Authorities and Government.

4. Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.16,880/- per month (for 1st year) as per Govt. in G.A. & P.G. Department Notification No.19569/GA dtd.12.09.2017 and Conditions of Service will be guided by the Odisha Group-B Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.1147-GAD-SC-RULES-0061-2013/Gen dated 17th January 2014. And Odisha Auditors Service (Method of Recruitment and Conditions of Service (Rules,1987), (Amendment), Rules,1990 and (Amendment) Rules,2017.

5. Eligibility:

5. 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 Services 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. The 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 **no objection 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 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.

Note: Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt.(Res) dt.14 August,2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim of reservation under Ex-Serviceman category.

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-B 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-7(xi)** of this advertisement.

5.(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.

5. (c) Educational Qualification:

The Candidate must be a graduate in any discipline from a recognised University and possesses minimum computer qualification of PGDCA from a recognised institution.

5.(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.

6. 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:

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

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

The certificates/documents as listed below from (ii) to (xi) have to be submitted in original along with self-attested Xerox copies of the same and the copy of the application form during certificate verification. The original documents to be submitted during certificate verification must tally with the documents uploaded by the candidate except the declaration of caste certificate. The candidates claiming reservation/age relaxation under SC/ST/SEBC category must submit the valid caste certificate issued by the competent Authority to get reservation/age relaxation in the respective category.

- (i) Copy of Online Application Form .
 - (ii) HSC or equivalent pass certificate & mark sheet issued by any recognised Board/Council.
 - (iii) +2 pass Certificate & Mark sheet.
 - (iv) Graduation pass certificate and mark sheet
 - (v) PGDCA or equivalent or higher qualification certificate and mark sheet
 - (vi) Valid caste certificate issued by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
 - (vii) Candidates have to submit certificate of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of Class-VII issued by Principal/Head Master or any Educational Institution duly recognised by Govt. of Odisha/ Central Govt. or other competent authority.
 - (viii) Disability certificate issued by the Medical Board of the concerned district in case of PwD candidates. The candidates with permanent disability shall get reservation in the Benchmark category advertised. The candidates with temporary disability shall have to produce recent disability certificate.
 - (ix) Candidates claiming reservation /age relaxation under Ex-servicemen category must submit 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.
 - (x) Candidates claiming reservation under Sports person category must submit the Identity Card issued by Director Sports and Youth service Department, Govt. of Odisha.
 - (xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer in the proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission www.osscc.gov.in.
8. **Option:** - Candidates may exercise his/her option for appointment in either of the office or for both at the appropriate column in the online application form in order of preference. The option so exercised at the time of online application shall be final. However, while allotting the selected candidates to different posts, the candidate's eligibility for the said post, his/her position in the Common Merit List and category wise availability of vacancies will be taken into consideration. Each selected candidate will be allotted to only one post. The decision of the Commission on allotment of candidates to different posts is final.

9. Plan of Examination:

The plan, pattern, scheme and syllabus of Examination is as follows:-

Stages of Examination.	Type of Examination	Nos. of papers	Marks allotted	Duration	Remarks
Stage-I	Preliminary Examination	One Paper	100 marks	1 and ½ hrs	<u>Qualifying in nature.</u> Objective type to be held in OMR sheet. The Commission at their discretion may conduct the Test through CBRT mode. The candidates numbering about 12 times of vacancies in each category in order of merit shall be shortlisted for the Main Written Exam. <u>There shall be negative marking @0.25 marks for each wrong answer.</u>
Stage-II	Main Written examination	Three papers	250 marks	05 hours	<u>The details of the of main written exam is mentioned below in the tabular form.</u> Candidates three times of the vacancies in order of merit category wise shall be shortlisted for the Computer Practical Skill Test.
Stage-III	Computer Practical skill Test (Qualifying)	-	50 marks	one hour	Minimum qualifying mark is 25. Candidates two times of the vacancy category wise as per the advertisement securing minimum qualifying mark in the computer skill test shall be shortlisted for certificate verification basing on the sum total of marks in the main written exam and computer skill test.
Stage-IV	Certificate verification	-	-	-	The candidates found suitable in certificate verification shall be considered for preparing the merit list. The candidate who will not attend in the certificate verification his/her name will be deleted from the merit list.
		Full Marks	300 marks		Stage-II and III only.

Main Written Examination:

Paper		Duration	Marks	Remarks
Paper-I	<u>Mathematics & Test of Reasoning</u> (Mathematics-50 marks Test of Reasoning-50 marks)	2 hours	100Marks	Objective type with multiple choices of answers to be held in OMR sheet.
Paper-II	<u>English, General Knowledge & Computer Application (Theory)</u> (English-40 marks General Knowledge-40 marks Computer Application (Theory)-20 marks)	2 hours	100Marks	Objective type with multiple choices of answers to be held in OMR sheet.
Paper-III	<u>Essay & Letters</u> English -25 marks Odia- 25 marks	1 hour	50 Marks	Descriptive
		Total marks	250 marks	

1. Syllabus

i. Preliminary Examination

A Preliminary examination (of 100 marks, 1 and ½ hrs duration) in General Awareness will be conducted to shortlist candidates numbering about twelve (12) times of the vacancy category wise in order of merit including Special Category for Main Written Examination. The examination will be done in OMR sheet/through CBRT mode as per discretion of the Commission. There shall be negative marking @0.25 marks for each wrong answer. **The examination will be qualifying in nature. There shall be negative marking @0.25 marks for each wrong answer.** For each correct answer one (01) mark will be awarded. There will be a negative marking of 0.25 marks per one wrong answer given. However, no mark will be awarded and no marks will be deducted for any question which is left unanswered.

Questions shall test the candidates knowledge on General Science, Current events, History & Geography of India and Odisha, Literature & Culture, Socio-economic development, Indian Polity, Quantitative Aptitude, Logical ability & Reasoning & Human Rights etc. generally expected from a general Graduate student.

ii. **Main Written examination**

The syllabus of Mathematics, Reasoning, English, General Knowledge, Computer Application (Theory) and pattern of Essay & Letters will be as per the details given below. **There will be negative marking @0 .25 marks for each wrong answer in Paper-I & Paper-II.**

a. Mathematics

This section will test the quantitative and Mathematical Skills of the candidate. Question will be asked mainly from the following category. Question shall be of Secondary School standard.

- (i) Arithmetic
- (ii) Algebra
- (iii) Mensuration (2D & 3D)
- (iv) Statistics and Probability

b. Test of Reasoning/ Mental ability

This section will test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories.

VERBAL

- i. Number Series
- ii. Alphabet Series
- iii. Test of Direction sense
- iv. Coding-Decoding
- v. Number Ranking
- vi. Arithmetic Reasoning
- vii. Problem of Age Calculation
- viii. Analogy
- ix. Decision Making, etc.

NON-VERBAL

- i. Non-verbal series
- ii. Mirror Image
- iii. Cubes & Dice
- iv. Grouping Identical Figures
- v. Embedded Figures, etc.

c. English

Verb, Preposition, Adverb, Subject-verb agreement, Error Correction/ Recognition, Tenses, Sentence Rearrangement, Articles, Comprehension, Unseen Passages, vocabulary.

d. General Knowledge

Current Affairs (National & International), Major Financial/ economic news, Budget & Five year plans, who's who, Sports, Books & Author, Awards & Honours, General Science, Abbreviations, Important Days, International & National Organisations, History, Geography, Civics, Culture.

e. Computer Application (Theory)

i. Computer Fundamentals

ii. Windows (MS-Windows)

i. MS OFFICE

a) Word Processing

b) Spread sheet

c) Presentation knowledge (MS-Power point)

ii. Usage of Internet Services

e. Essay & Letter (Subjective Type)

i. English Essay on familiar topics- within 250 words and letter writing (application, official letters, business letters) within 150 words.

ii. Odia Essay on familiar topics- within 250 words and letter writing (application, official letters, business letters) within 150 words.

iii. Computer Practical Skill Test

The candidates numbering about 3 times of the vacancies from each category in order of merit category wise on the basis of performance in Main Written Examination (i.e. sum total of marks secured in the Paper-I, Paper-II & Paper-III taken together) will be shortlisted for appearing the Computer Practical skill Test. The qualifying mark in the computer skill test is 25 marks out of Full Mark-50. The duration of the Test is one (01) hour.

The Computer Practical Skill Test seeks to test the basic knowledge & skills of computer on following matter.

- i. Windows Operation System,
- ii. MS-Word,
- iii. MS Excel,
- iv. MS Power Point,
- v. MS Access.

There will be no Viva-voce Test:

10. Certificate verification -

Basing on the performance in the Main Written Examination and Computer Practical Test candidates about 02 (two) times of the vacancies notified, in order of merit category wise shall be shortlisted for certificate verification/ verification of original certificates. Age, Educational qualification, caste, Special category claiming age relaxation etc will be verified to check the

eligibility of the candidate for the post. The candidate has to submit the originals of the certificate documents uploaded along with a set of the Xerox copy of the same for verification. Candidates claiming reservation /age relaxation under the SC/ST/SEBC category shall have to submit the valid **original caste certificate** issued by the competent Authority for consideration of his/her claim under the category. **The candidates who will fail to appear in the certificate verification on the date notified, their names will not be taken into consideration while preparing the merit list.**

11.Place, Date, Venue of written examination/certificate verification & admission letter

The Date/Time/ Venue of the main Written Examination and Certificate Verification will be informed to the candidates in the Admission Letter, which will be uploaded in the Web-site of the Commission. The Admission Letter will be carrying the photograph and signature of the candidate and facsimile signature of the **Secretary OSSC** there in. The Admission Letter will also contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate during the examination/will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission about 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 written examinations/certificate verification. Notice regarding date of the examination/ test will be informed to candidates through a public notice in each stage which will be published in two leading local newspaper as well as in the website of the Commission about one month prior to the date of examination/ Test. Alert message will also be sent to the candidates through their registered Mobile Number/ E mail Id. while uploading of the Admission Letters in the Commission's website. Further, Alert message regarding the date of examination will be sent to the candidates concerned in his/her registered Mobile No.& Email Id of the candidate. 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.

12.Select list: The Merit list of the candidates found suitable in certificate verification shall be prepared basing on the sum total of marks secured in the Main Written Examination(Paper-I, Paper-II & Paper-III) and Computer Practical Test (subject to securing minimum qualifying marks in the Computer Practical Test).The select list in order of merit category wise shall be published from the said Merit list which will be equal to the number of vacancies notified in the advertisement.



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.ossce.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 newspapers.
- 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

Annexure-'A'

Self Declaration

(At the time of applying for different posts to be filled up through OPSC/OSSC/OSSSC)

I Smt./Sri _____ Daughter/Son of _____ Age (as per advertisement) _____ Years _____ months _____ days, Caste (ST/SC/SEBC) _____ Resident of Village _____ P.O. _____ P.S. _____ Town (NAC/Municipality/Municipal Corporation) _____ Tahasil _____ District _____ Odisha, PIN Code _____, do hereby declare that the information given above is true to the best of my knowledge and belief . I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all the benefits, if any, availed by me shall be summarily withdrawn.

Date :

Place:

Signature of the applicant

(Name of the applicant)

Annexure-'B'

ଆମ୍ଭଘୋଷଣାକାମୀ

(ଓଡ଼ିଶା ଲୋକସେବା ଆୟୋଗ/ଓଡ଼ିଶା କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ/ଓଡ଼ିଶା ଅଧିକାରୀ କର୍ମଚାରୀ ଚୟନ ଆୟୋଗଦ୍ୱାରା ବିଭିନ୍ନ ପଦବୀ ପୂରଣ ପାଇଁ ଚୟନ ନିମନ୍ତେ ଆବେଦନ ସମୟରେ)

ମୁଁ(ଶ୍ରୀମତୀ/ଶ୍ରୀ).....ପିତା.....,ବୟସ (ବିଜ୍ଞାପନ ଅନୁଯାୟୀ)ବର୍ଷ.....ମାସ.....ଦିନ.....ଜାତି(ଅନୁସୂଚିତ ଜନଜାତି / ଅନୁସୂଚିତ ଜାତି / ସାମାଜିକ ଓ ଶିକ୍ଷାଗତ ପଛୁଆ ବର୍ଗ)....., ବାସସ୍ଥାନ ଗ୍ରାମ/ଘାଟ)....., ପୋ/ଅ.....ଥାନା....., ସହର (ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ/ନଗରପାଳିକା / ମହାନଗର ନିଗମ)....., ଚହସିଲ ଜିଲ୍ଲା ଓଡ଼ିଶା, ପିନ କୋଡ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଅଛି ଯେ ମୋ ଦ୍ୱାରା ଉପରୋକ୍ତ ପ୍ରବର୍ତ୍ତ ସମସ୍ତ ତଥ୍ୟ ମୋର ଜ୍ଞାତସାର ଓ ବିଶ୍ୱାସ ଅନୁଯାୟୀ ସତ୍ୟ ଅଟେ । ମୁଁ ଭଲ ଭାବରେ ଅବଗତ ଯେ, ଯଦି ମୋ ଦ୍ୱାରା ପ୍ରବର୍ତ୍ତ କୌଣସି ତଥ୍ୟ ଅସତ୍ୟ କିମ୍ବା ମିଥ୍ୟା ପ୍ରମାଣିତ ହୁଏ, ତେବେ ମୁଁ ଆଇନ ଅନୁଯାୟୀ ବର୍ଣ୍ଣିତ ହେବି ଏବଂ ମୋ ଦ୍ୱାରା ଉପଲବ୍ଧ ସମସ୍ତ ସୁବିଧା ମୋ ଠାରୁ ସମ୍ପୂର୍ଣ୍ଣ ଭାବେ ପ୍ରତ୍ୟାହାର କରିନିଆଯିବ ।

ତା.

ସ୍ଥାନ.

ଦସ୍ତଖତ.....

ନାମ.....

Annexum-e

ODISHA STAFF SELECTION COMMISSION, UNIT-V, BHUBANESWAR.
Email: orjssassc@gmail.com, Tel.0674-2392833, FAX-2396011

No. HE-122 /2019 - 3568 /OSSC.

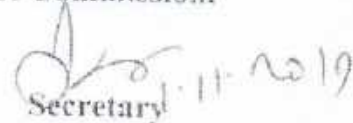
Date:- 01.11.19

Advisory Notice to candidates claiming benefits available to in-service contractual employees under the In-service contractual appointment Rules while applying for different posts and services of Odisha Staff Selection Commission.

Pursuant to Rule-3,4,5 & 8 of Odisha Group-'C' & 'D' Posts (Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.32010/Gen dtd.12.11.2013, and Rule-3,4,5 & 8 of Odisha Group-'B' posts(Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.1147/Gen dtd.17.01.2014, it is notified that candidates while applying for different State cadre Posts and Services under Odisha Staff Selection Commission and claiming benefits available to in-service contractual employees under the above mentioned Rules are required to upload a certificate from the Employer/Appointing Authority in the format as prescribed in Annexure-'A' to this Notice.

No certificate other than in the prescribed format shall be accepted by the Commission and will lead to forfeiture of the claim of the candidate to avail the benefits under the above said Rules.

By order of Commission.


Secretary. 11.11.19

Annexure-A.

Format of certificate to be submitted by Contractual Employees under different offices of Government of Odisha claiming benefits under Contractual Appointment Rules-2013.

1. Certified that Ms/Mrs./Shri/Mr _____ S/O.
_____ resident At _____
Po _____, PS _____, Dist _____
Date of Birth _____ has been engaged in this Office as
_____ (post held) in Group-'B'/Group-'C' post on contractual
basis from _____ to _____ as per this office Order
No. _____ dtd. _____.(Copy enclosed) and has completed total
_____ year of continuous service.

2. It is further certified that Mr./Ms/Mrs./Shri _____ has
been engaged against the contractual posts created with concurrence of Finance
Department vide their Order No./UOR No. _____ dtd. _____
without following the recruitment procedure including ORV Act-1975.

OF

It is certified that the engagement of Mr./Ms/Mrs./Shri _____ is
through Man power Service Provider Agencies i.e. _____ with
concurrence of Finance Department vide their Order No. _____
dtd. _____/UOR No. _____ dtd. _____

3. It is further certified that Mr./Ms/Mrs./Shri _____ has been
engaged as _____ (Post held), prior to commencement of Odisha
Contractual Appointment Rules,2013 and he/she has not been engaged under
Temporary Plan Scheme/Temporary Establishment/Tenure Based post in this
office.

Signature of Appointing Authority/Employer

With seal