



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

Advertisement No.IIE-161/2019- 4657/OSSC;

Date: 30.12.2019

Detail Advertisement for recruitment against 03 vacancies for the posts of Junior Stenographer on Contractual Basis in the Office of Directorate of Local Fund Audit, Bhubaneswar.
(Post Code--JSHO/40)

(WEBSITE: www.ossce.gov.in)

IMPORTANT:

- Online Applications are invited for selection of candidates for recruitment to 03 nos. of Junior Stenographers on contractual basis.
- Online Application registration will be made available from date 26.08.2020 till 25.09.2020 by 11.55 P.M in the official website of the Commission "www.ossce.gov.in". Applications other than online mode shall not be accepted by the Commission.
- Candidates must register their valid E-mail Id & Mobile number while applying for the post through online and keep the same active till completion of this recruitment process so as to receive important message from the Commission relating to 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 about their 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-1(b) of the advertisement in the "Document Upload" tab and the documents should be in pdf format, clearly visible and in prescribed size as mentioned therein.
- 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 Higher Secondary School certificate examination (+2 Arts/ Science/ Commerce) conducted by CHSE Odisha or equivalent examination and possess a minimum speed of 80 words per minute in Shorthand both in English and Odia.
- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.9500/- 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 18 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 reserved categories as per relevant rules of Govt. in force.

- Candidate must furnish correct data/information in the online application basing on which he/she will be admitted to the examination in 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.

1. (a) Aspirants have to apply online using the official website of the Commission "www.osscc.gov.in". 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 furnish 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 same by clicking '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 click 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 candidates 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 online application which must be within max 80 kb (The 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. +2 or equivalent Certificate & Mark sheet

- iii. 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 or more from a School or Educational Institution affiliated to Education Department of Govt. of Odisha/Central Government or any other competent Authority
- iv. Shorthand Certificate both in English & Odia (if separate certificate than both certificates to be uploaded) from ITI/any Govt. recognised Institution.
- v. Candidates claiming age relaxation/reservation under SC/ST/SEBC category need to upload valid caste certificate or a self-declaration as per Annexure- 'A' or 'B' appended to this Advertisement. But the candidate has to furnish the valid caste certificate issued by a competent Authority during certificate verification.
- vi. Candidates claiming age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid PwD certificate issued by the concerned District Medical Board.
- vii. Candidates claiming age relaxation under "Ex-Serviceman" category need to upload the Ex-Servicemen Documents (Discharge Certificate, Identity card, PPO(if discharged) indicating therein the date of entry, date of discharge and period of service rendered in Defence Forces) as per Clause-8(viii) of the advertisement).
- viii. 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 & Group-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.osscc.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 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 and the candidate will get a message regarding successful submission of Application form in his/her registered Mobile Number/E-mail Id. In case of applicants in the category of SC/ST/PwD the form will be submitted directly and the candidate will also get the same message in his/her registered Mobile No/E-mail Id. After the form is successfully submitted, the candidates are advised to take the printout of the Online Application Form for future reference.

1. (c) The candidate has to take the printed copy of Online Application Form and preserve it 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 & a set of self-attested photo copies of certificates/ documents.

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

1. (e) Candidate must furnish correct data/information in the online application basing on which he/she will be admitted to the examination in different stages. **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. (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 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.25.09.2020**. 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-1(b)**. They are required to produce originals at the time of certificate verification.

3. Vacancies to be filled up and reservations :

As per Online requisition placed before the Commission by Directorate of Local Fund Audit, Bhubaneswar, the category-wise break-up of the total 03 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
Director, Local Fund Audit, Bhubaneswar	Nil	01 (w-nil)	Nil	02 (w-01)	03 (w-01)	Nil	Nil	Nil

There is no reservation for SC & SEBC. However, SC & SEBC candidates have to compete against vacancies under UR category.

There is also no reservation for special category. However, PwD & Ex-Servicemen candidates can apply availing age relaxation. But PwD and Ex-Servicemen candidates belonging to SC & SEBC category have to compete against vacancies under UR category. The PwD candidate having disability of 40% or more and in the Benchmark disabilities of following categories are eligible.

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/ Government.

4. Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.9500/- 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.

5. Eligibility:

5. a. Age:

The minimum age for the post is 18 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

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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 2001.** 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 '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 in original on the date of certificate verification for considering their claims under Ex-Serviceman category to get age relaxation.

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(ix)** 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:

- Candidates Must have passed (i) Higher Secondary School certificate examination (+2 Arts/ Science/ Commerce) conducted by CHSE Odisha or equivalent examination and
(ii) possess a minimum speed of 80 words per minute in Shorthand both in English and Odia.

6. 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/PwD candidates are exempted from paying examination fee.
- 8. Certificates / documents to be submitted at the time of certificate verification**
- The certificates/documents as listed below from (ii) to (ix) have to be submitted in originals along with a set of attested Xerox copy of the same and ink signed Online Application Form during certificate verification. The original documents to be submitted during certificate verification must tally with documents uploaded in online application by the candidate except that of declaration on caste certificate. The candidates claiming age relaxation/reservation (as the case may be as per vacancy) under SC/ST/SEBC category must submit the valid caste certificate issued by the competent Authority.
- (i) Copy of the Online Application.
 - (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 certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Government run or Government

recognised institution. The Stenography certificates should indicate the speed i.e. minimum eighty words per minute both in English & Odia .

- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) 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.osscl.gov.in.

9. Plan of Examination:

There shall be three stages such as

- (i) Language test both in English and Odia
(ii) Shorthand test in English and Odia.
(iii) Certificate verification

Stage-I

LANGUAGE TEST			
(a) English	Only working knowledge in English language shall be tested.	25 marks 30 minutes	Objective type with Multiple Choices of answers to be answered in OMR Sheet.
(b) Odia	Only working knowledge in Odia language shall be tested.	25 marks 30 minutes	

There will be 25 questions each from English and Odia Language.

Stage-II

SHORTHAND TEST(ENGLISH)		
(a) Dictation (English)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	25 minutes @ 16 words per minute	50 marks
Note: Half (1/2) marks shall be deducted per mistake. Qualifying marks shall be 33%		
SHORTHAND TEST(ODIA)		
(a) Dictation (Odia)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	35 minutes	50 marks
Note: There shall not be any qualifying mark		

Stage-III

CERTIFICATE VERIFICATION
Candidates who appeared the Language Test both in English & Odia shall be eligible to appear the Shorthand Test in English & Odia. Those who will qualify in the Shorthand Test both in English & Odia shall be called for verification of certificates and other documents as detailed in Clause-8 of the Advertisement. The names of the candidates will be deleted from the merit list who will not attend for certificate verification or not found eligible for the post.

The Transcription Test (On Computer) in Odia will be done in “Leap Office” or “Akruti” software as per the convenience of the candidate.

The Candidates appearing in both the papers of the Language Test shall be allowed to appear in Shorthand Test in English. The Candidates who will attend the Shorthand Test in English shall be allowed to appear the Shorthand Test in Odia.

The Qualifying mark in Shorthand Test in English is 33%. The candidates securing minimum 33% Mark in Shorthand Test in English shall be taken into the merit list. There shall be no viva-voce test.

10.Place, Date, Venue of Language Test/Shorthand Test/Certificate verification& admission letter:

The Date/Time/ Venue of the Language Test, Shorthand Test and Certificate Verification will be informed in the 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 tests/ 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 (Newspapers). 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 candidate who will appear both the Language Tests (English & Odia) will be allowed to appear the Shorthand Tests.**

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.

11. Select list:

The merit list shall be prepared category-wise basing on the sum total of marks secured in Language Test both in English & Odia and Stenography Test both in English & Odia taken together. The candidates who have secured the minimum qualifying marks in English Shorthand Test i.e, minimum 33 marks out of 100 marks, shall be taken into the merit List.

The Select list shall be prepared from the merit list from among the candidates found suitable in certificate verification on the basis of merit, category wise and equal to the vacancies advertised and the result will be published in the Commission's website.

Note:

- i. **Blue/Black ball point pen only should be used for darkening circles in OMR Sheet. Whiteners/Eraser 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

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'

ଆମ୍ଭଯୋଷଣାନାମା

(ଓଡ଼ିଶା ଲୋକସେବା ଆୟୋଗ/ଓଡ଼ିଶା କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ/ଓଡ଼ିଶା ଅଧ୍ୟକ୍ଷ 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/ଞ୍ଚାର୍ଡ.....,
ପୋ/ଅ.....ଥାନା....., ସହର (ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ/ନଗରପାଳିକା / ମହାନଗର
ନିଗମ)....., ଡହସିଲ ଜିଲ୍ଲା ଓଡ଼ିଶା, ପିନ
କୋଡ୍ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଅଛି ଯେ ମୋ ଦ୍ୱାରା ଉପରୋକ୍ତ ପ୍ରଦତ୍ତ ସମସ୍ତ ତଥ୍ୟ ମୋର
ଜ୍ଞାତସାର ଓ ବିଶ୍ୱାସ ଅନୁଯାୟୀ ସତ୍ୟ ଅଟେ । ମୁଁ ଭଲ ଭାବରେ ଅବଗତ ଯେ, ଯଦି ମୋ ଦ୍ୱାରା ପ୍ରଦତ୍ତ କୌଣସି
ତଥ୍ୟ ଅସତ୍ୟ କିମ୍ବା ମିଥ୍ୟା ପ୍ରମାଣିତ ହୁଏ, ତେବେ ମୁଁ ଆଇନ ଅନୁଯାୟୀ ଦଣ୍ଡିତ 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: orissassc@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 01.11.2019

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.

OR

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