ODISHA STAFF SELECTION COMMISSION
Barrack No.1, Unit – V, Bhubaneswar – 751054
Website-"ossc.gov.in"

Advt. No.IIE-63/2021/ 4106 /OSSC; **Date: 17.12.2021**

Selection of candidates for recruitment to the post of Junior Assistants as Initial Appointees under different Heads of Departments, Govt. of Odisha

(Post Code: 39/JAHO)

DETAILED ADVERTISEMENT

IMPORTANT:

- **Online Applications are invited from intending candidates to fill up 140 posts Junior Assistants as Initial Appointees under different Heads of Departments, Govt. of Odisha.**

	Starting Date	Closing Date
Online Registration	22.12.2021	24.01.2022
Online Payment of Examination Fees	22.12.2021	24.01.2022
Submission of Online Application Form	22.12.2021	31.01.2022
Mode of apply	Online Mode only through the website www.ossc.gov.in. No Physical copy/Hard copy of the online application form need to be submitted by the applicant.	

- **Candidates must register their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages from the Commission relating to the recruitment.**
- **Before applying for the post, the Candidates must go through this detailed advertisement and on satisfying the eligibility criteria prescribed there in, may apply for the post through online mode only. Application(s) received through any other mode shall not be entertained by the Commission.**
- **Candidates must have passed +3 in Arts/science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer Skills as on the last date of submission of online application form and must possess requisite certificate of passing HSC or ME standard in Odia as a Language subject are eligible to apply for the post.**
- **The appointment will be initially on contractual basis carrying a consolidated remuneration of Rs.13, 300/- per month (for 1st year) as per Odisha Group-C &D Posts (Contractual Appointment) Rules, 2013 and amended up to date.**
- **Candidate must not be below 21 Years and must not exceed 32 years of age as on 1st January 2021 to be eligible to apply for the post (refer to Clause-6(a) of this Advertisement) with usual age relaxation for ST/SC/SEBC/Women/ Ex-Servicemen/PwD and In-Service contractual candidates as per relevant rules of Govt. in force.**

- **In-service contractual candidates appointed before 17.01.2014 in Group-B post/services or before 18.11.2013 in Group-C&D posts/services & claiming benefits under the Contractual Appointment Rules shall have to follow the advisory notice published vide No.3568/ dtd.01.11.2019 available in the Commission's website.**
- **The Commission may conduct the Preliminary examination and the Main Written examination with objective papers through CBRE (Computer Based Recruitment Examination) Mode. In case of CBRE mode examination is conducted in more than one session, Commission will adopt normalization process as per the advisory Notice No.2444/OSSC dated 02.09.2021(available in the website of the Commission i.e. www.ossc.gov.in) for processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.**
- **The candidate must submit correct data /information in the Online Application Form basing on which he/she shall be allowed to appear the examination. 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 post will be cancelled forthwith.**

2. How to apply:

a. The applicants have to go through the Detail Advertisement before filling up the online application form.

b. Aspirants have to apply online using the official website of the Commission www.ossc.gov.in.

c. All eligible candidates have to register themselves by clicking on "**APPLY ONLINE**" button in the Home page of the Commission's website www.ossc.gov.in.

d. Those candidates who are applying for the first time have to register for the post by clicking on "**NEW USER**" button shown on the screen. On submitting the registration form a User Id and Password will be generated.

e. On clicking "New user" or "Registered User" instruction for filling up the Online Registration/ Re-registration and filling up the online Application Forms shall appear on the computer screen. These instructions are to be read carefully before proceeding for filling up the online Application Form.

f. Step by step procedure for registration/re-registration can be viewed by clicking on "**Instruction to fill up Online Application Form**".

3. Pre-requisites for filling up online Application Form

a. Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and to fill up the online Application Form. **Candidates should keep that e-mail Id and**

Mobile Number (given during registration) active to receive all important communication relating to this recruitment till publication of the final result.

b. Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 100kb shall be kept handy for uploading during Registration for any post.

c. Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.

d. Applicant shall keep their Certificates, Mark sheets & other documents ready as per Clause-8 of the advertisement while filling in the details of the educational qualification & other claims during filing of Online Application Form.

e. Applicants should enter the Aadhar number in the appropriate field in the online application form.

f. SC/ST/SEBC category candidates need to submit detail information of online Caste Certificate issued by competent Authority in the online application form. But if the valid online Caste Certificate issued by the competent Authority is not in possession with the candidate at the time of submission of the online application form, he/she must give self declaration in the format appended to the online application form.

g. Candidate claiming reservation/age relaxation under "**Ex-Serviceman**" category need to upload any one of the Ex-Servicemen Documents i.e. **Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service** rendered in Defence Forces have been reflected). 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 on the date of certificate verification for considering their claims under Ex-Serviceman category. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

h. Candidates claiming reservation/ age relaxation under **"PwD (Persons with Disabilities)"** category need to upload a valid online **PwD** certificate issued by **Unique Disability Identification (UDID)**. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

i. In-service contractual employees of Government Offices claiming age relaxation (maximum age limit 45 years as on 01.01.2021) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 (for the candidates in Group-B Post& Services) & Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 (for Group-C & D Post &services) and who have completed minimum one year of continuous service prior to commencement of the above Rules must possess the required certificate issued by the concerned

employer in the proforma prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission **www.ossc.gov.in**. They shall have to fill the detail information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. in the online application form and candidate has to produce the relating originals documents during Certificate Verification for consideration of their claim under Contractual in-service benefits.

The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents must be clearly identifiable/ visible, otherwise the registration and application shall be liable for rejection and no correspondence on this account shall be entertained.

Candidates must submit correct data /information in the Online Application Form basing on which the candidate shall be allowed to appear the examination. 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 post will be cancelled forthwith.

Option:- The Candidates will be given option to exercise their choice of Office in order of preference, in the online application form, for appointment if selected. The option so exercised at the time of filling the online application form shall be final. A candidate will be allotted to the office in order of preference exercised subject to his/her position in the common merit list & category wise availability of vacancy. However, the decision of the Commission in allotting a candidate to any HODs' shall be final and binding.

4. Vacancy position:-

(a) Number of posts for Junior Assistants to be filled up in different Heads of Department Offices:-

As per requisition received from different Heads of Departments, the category-wise break-up of the total no. of posts and posts reserved for women in each category in each office including special category vacancies to be filled up through this recruitment is as follows:-

Sl. No	Name of the Requisition Authorities	Name of the Department	UR (Out of which women)	SEBC (Out of which women)	SC (Out of which women)	ST (Out of which women)	Total (Out of which women)	PwD With Bench mark disability to be reserved	Ex-Service men	Sports Person
1	Directorate of Local Fund Audit, Bhubaneswar	Finance Dept.	03 (w-01)	01	01	01	06 (w-01)	-	-	-
2	Directorate of SC, ST Research & Training Institute, Bhubaneswar	ST & SC Development Dept.	02 (w-01)	-	01	01 (w-01)	04 (w-02)	-	-	-
3	D.G & I.G of Police, Odisha, Cuttack	Home Dept.	20 (w-07)	04 (w-01)	6 (w-02)	9 (w-3)	39 (w-13)	02 LV-Cat-I OL- Cat-II	01	-
4	Directorate of Health Services, Bhubaneswar	Health & F.W Dept.	7 (w-02)	02 (w-01)	02 (w-01)	03 (w-01)	14 (w-05)	01 BL(Both legs affected but not arms) Mobility Not restricted	01	-
5	Commissioner, CT& GST, Odisha, Cuttack	Finance Dept.	11 (w-04)	02 (w-01)	04 (w-01)	5 (w-02)	22 (w-08)	01 HI(with suitable aid)	01	-
6	Controller of Accounts, Bhubaneswar	Finance Dept.	16 (w-05)	04 (w-01)	05 (w-02)	7 (w-02)	32 (w-10)	01 LV-(Low Vision)	01	-
7	Directorate of Treasuries & Inspection, Bhubaneswar	Finance Dept.	03 (w-01)	01 (w-01)	01	01	06 (w-02)	-	-	-
8	Revenue Divisional Commissioner (ND), Sambalpur	R&D.M Dept.	01	01	01	02	05	01 (OL,OA,BL) (Mobility not restricted)	-	-
9	Revenue Divisional Commissioner (CD),Cuttack	R&D.M Dept.	03 (w-01)	-	01	-	04 (w-01)	-	-	-
10	Director of Textiles & Handloom, Bhubaneswar	Handloom, Textile & Handicraft Dept..	05 (w-02)	01	01	01 (w-01)	08 (w-03)	-		
Total			**71 (w-24)**	**16 (w-05)**	**23 (w-06)**	**30 (w-10)**	**140 (w-45)**	**06**	**04**	-

PWD Reservation: The PwD candidates in the following categories with type of disabilities mentioned against each are eligible to apply for the post. The type of disabilities of PwD as mentioned against the offices in the above table is eligible get reservation in the respective office.

Category	Benchmark Disability
I	LV (Low Vision)
II	HI (Hearing Impaired – With suitable Aid)
III	Loco Motor Disability like OL (One Leg), OA (One Arm), BL(Both Leg), Leprosy Cured, Dwarfism, Acid Attack Victims

Physical Requirement:-

Code	Function
MF	Work performed by manipulating (with fingers)
PP	Work performed by pulling and pushing
L	Work performed by lifting
BN	Work performed by bending
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
H	Work performed by hearing/speaking
R W	Work performed by reading and writing

Note: The number of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authorities and the Government.

(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/her own scribe with due permission of the Commission. The intending candidates have to give option for scribe in the online application form and have to submit the required certificate in prescribed format at Appendix-I and Appendix-II appended to this advertisement before 15 days of conduct of examination as per Notice to be published by the Commission.

(c) Option:

The Candidates will be given option to exercise their choice of Office in order of preference for appointment if selected. A candidate will be allotted to the office in order of preference exercised in the online application form subject to his/her position in the merit list & category wise availability of vacancy. However, the decision of the Commission in allotting a candidate to any HODs' shall be final and binding.

5. Scale of Pay & Condition of Service.

The appointment to the post shall be guided by Odisha Heads of Department (Method of Recruitment and Condition of Service of Junior Assistants, Assistant Section Officers and Section Officers in the offices of Heads of Departments) Rules, 2019 and Odisha Group-'C' & Group- 'D' posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-32010/Gen dated 12.11.2013 as amended up to date. The scale of pay attached to the post is in the PB-I, level-4 of ORSP Rules, 2017 from Rs.19900/- to rs.63200/-. However on appointment the candidate will be eligible to get a consolidated salary of Rs. 13,300/- applicable to the post per month for the first year as per Odisha Group-C & D Posts (Contractual Appointment) Amendment Rule,2021.The salary/scale of pay may vary from time to time according to decision of the Government.

6. Eligibility:

6 (a) Age:

(i) The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2021. 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, 1989 and not later than 1st January 2000. The persons in Defence Forces not having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are eligible to apply as ex-serviceman for the post. 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.

However 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 the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of the said rules as per provision of "Odisha Group-C & D posts (Contractual appointment) Rules, 2013" shall get age relaxation. As such they must be less than 45 years as on 01.01.2021. They should submit the required proof from their employer (as furnished in detail in Clause-8) for availing the age relaxation at the time of document verification.

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.

7. (a) 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 Skills as on the last date of submission of online application form are eligible to apply for the post.

7(b) 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. A candidate, who after such medical examination as the Government may prescribe is not found to satisfy these requirements shall not be appointed to 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.

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

8. Examination Fee:

The candidates other than SC/ST/PwD (having Permanent Disability) 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/other available payment methods linked with the online application form. 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.

Applications without payment of examination fees (except SC/ST/PwD (having Permanent Disability) candidates will be taken as incomplete and shall be liable for rejection.

9. Certificates / documents to be submitted at the time of Certificate verification:-

The certificates/documents as listed below have to be submitted in original along with a set of self-attested xerox copies of the same and duly ink signed the copy of the Online Application Form during certificate verification on the date of Viva-Voce Test.

- Copy of the Online Application Form.
- HSC or equivalent pass certificate & mark sheet.
- +2 Examination or equivalent pass certificate and mark sheets.
- Degree/ Graduation pass Certificate & Mark sheet from any recognised University.
- Certificate relating to Computer knowledge.
- Recent valid caste certificate issued through online mode by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
- 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.
- Certificate of disability issued online by UDID (Unique Disability Identification Card) in case of PwD candidates with 40% or above permanent disability claiming reservation for the post.
- Candidates claiming reservation /age relaxation under Ex-servicemen category must submit Discharge certificate, identity Card & P.P.O issued by the appropriate Authority where in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the 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 last date of submission 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.
- 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** appended to this advertisement. Further the candidates shall have to furnish the detail information/documents like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. as filled in the online application form for Verification.

10. Plan of examination:

Stages of Examination	Type of the Examination	Subject/Papers	Marks Allotted	Time Allotted	Remarks
Stage-I	Preliminary Examination (Qualifying only)	General Awareness	100	1&1/2 hrs	The examination is of qualifying in nature and the mark secured by the candidates in this stage will not be considered while deciding the merit position. **Candidates 6(Six) times of the vacancies in order of merit category wise shall be shortlisted for appearing the Main Written Examination.**
Stage-II	Main Written Examination	**Paper-I** Language Test (English & Odia) Descriptive type	100	2 hours	In Paper-II, there shall be 100 questions carrying one mark each with negative marking @0.25 for each wrong answer. In Paper-III there will be 100 questions from Mathematics and 100 questions from Basic Computer Skills carrying one mark each. There shall be negative marking @ 0.25 for each wrong answer in both Mathematics and Basic Computer Skill Candidates three times of vacancies in order of merit category wise basing on the total mark secured in the Main Written Examination shall be shortlisted for appearing the stage-III i.e, Computer skill Test (Practical).
		Paper-II General Knowledge (Objective type)	100	1 Hour	
		Paper-III Mathematics (Objective)	100	3 hours	
		Basic Computer Skills (Objective)	100		
		Total Mark in Main Written Exam	**400**		
Stage-III	Computer Skill Test (practical)	Basic Computer skill Test	50	1 hour	Qualifying marks in this Test is 30. Candidates qualifying in this test shall be shortlisted for certificate verification.
Stage-IV	Certificate Verification	-	-	-	Candidates equal to the vacancies advertised in order of merit category wise and found eligible in certificate verification shall be selected.

Note: **It is binding on the candidate to appear every stage of examination. The candidature of the candidate shall be rejected if he/she fails to appear any stage of recruitment examination & will not be allowed for subsequent stages of examination.**

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

This is a screening test which will be only qualifying in nature. The Examination will be held on General Awareness and will be of objective type with multiple choices of answers. The examination will be held through CBRE (Computer Based Recruitment) Mode. Questions on Current events, History, Geography, General Science, Constitution of India, Indian Polity & Governance, Human rights, Computer Fundamentals, English language, Odia language Grammar & comprehension as may be commonly expected from a graduate shall be asked. The questions on logical reasoning and aptitude shall be of High School standard. The marks obtained in the preliminary examination shall not be taken into account while preparing the final select list.

(ii) Stage-II: Main Written Examination-400 Marks:

Candidates **numbering about 6(six) times of the vacancies in order of merit category-wise** shall be shortlisted for appearing the Main Written Examination. The details of Syllabus of Main Written Examination are as follows:-

Syllabus of Main Written Examination:-

Paper-I

(a) Language Test (English and Odia)

(i) English Language Test: (50 marks)

- **Grammar (20 marks)** - Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison, Determiners, Pronouns, Prepositions.
- **Unseen passage**-(400-450 words in length) with a variety of comprehension questions including vocabulary **(10 marks)**
- **Essay writing**-on familiar topics(within 250 words) **(10 marks)**
- **Letter writing**-(Personal letter, applications, Business and Official) (Within 150 words) **10 marks**

(ii) Odia Language Test: (50 marks)

- **Grammar (20 marks)**

Transformation of sentences **(02 marks)** Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex.

Transformation of words (noun to adjective and adjective to noun) **(02 marks)**

Sandhi **(02 marks)**

Samasa **(03 marks)**

Antonyms and Synonyms **(02 marks)**

Correction of common errors in words **(03 marks)**

Idioms and Phrases **(02 marks)**

Taddhita and Krudanta **(02 marks)**

Punctuation marks **(02 marks)**

- **Composition (20 marks)**
  Essay writing on familiar topics and personality (within 250 words) **(10 marks)**
  Letter Writing (Personal letter, applications, Business and Official) within 150 words) **(05 marks)**
  Translation (one English passage of around 100 words to be translated into Odia) **(05 marks)**
- **Comprehension of an unseen passage ((5x2)= 10 marks)**
  Five short questions to be asked.

Paper-II

(b) General Knowledge (100 marks)

In this paper, there shall be a series of questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, countries and institutions with headquarters.
- Books and authors.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.
- Matching questions of miscellaneous type.

Note: There shall be negative marking @ 0.25 for each wrong answer in Paper-II

Paper-III

(c) Mathematics (100 marks)

- Fractions and Decimals
- Percentage
- Average
- Simple Interest and Compound Interest
- Rates and Taxes, Insurance
- Profit, Loss and Discount
- Mixtures
- Partnership
- Problems on Time & Work
- Problems on Time and Distance
- Ratio and Proportion
- 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.

(d) Computer Awareness (100 marks)

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

Note: There shall be negative marking @ 0.25 for each wrong answer in Paper-III i.e both in Mathematics & Basic Computer Skill.

(iii) **Stage-III-Computer Skill Test-50 marks: (1 hour & Qualifying in nature)**
The Candidates numbering 3-times of the vacancies in order of merit category wise basing on the marks secured in the Main Written Examination will be called for Computer Skill Test (Practical) which will be of qualifying nature. **The Candidates securing minimum 30 marks in the Computer Skill Test shall be called for Certificate/Documents verification.**

Syllabus of Computer Skill Test (practical)

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) should be attached with the answer Sheets.**

Stage-IV:

Certificate Verification:

The candidates qualifying in the Computer Skill Test shall be called for verification of their Original Certificates/documents relating to educational qualification and other eligibility and identity. **The candidate who fails to appear in person with the original certificate/documents shall not be considered for selection and their names will be deleted from the select list.**

11. Place, Date, Venue of Written Examination:

The Date,Time,Venue of the Computer Based Recruitment Examination (CBRE) & certificate verificationt will be informed to the candidates in the Admission Letter, which will be made available in the website of the Commission. The Admission Letter will be carrying the photograph and signature of the candidate and facsimile signature of Secretary of the Commission. 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 prior to the holding of the CBRE & certificate verification. Alert message will be sent to the candidates through their registered Mobile Number/ e-mail Id. while the Admission Letters is made available in the Commission's website. Candidates are therefore advised to keep their e-Mail Id and Mobile number active till completion of the recruitment process. Each candidate shall have to download his/her Admission Letters well before the date of the examination. The candidates are also advised to regularly visit the website of the Commission to know the status of each examination/tests etc. No Admission letter will be sent through post.

12. SELECT LIST:

The select list shall be prepared in order of merit equal to the vacancies advertised basing on the performance of the candidates in the Main Written Examination who are found suitable in the certificate verification. The candidates will be sponsored to different HODs in order preference exercised by them in online application form subject to their position in the merit list and availability of vacancy in the particular category. However the decision of the Commission on the allotment of candidate to any Department shall be binding and final.

Note:

i. **The candidates are required to visit the official website of the Commission 'www.ossc.gov.in' regularly 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.**

ii. **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

16/12/21.

Secretary

***

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

No.IIE-09/2016/ 3453 /OSSC Date: 24.X.19

(Website- www.ossc.gov.in)

Advisory Notice to PwD candidates

Following advisory is issued to all Persons with Disability (PwD) candidates who have applied for different Recruitment Examinations under OSSC.

1. They will be allowed compensatory time of 20 minutes per hour on production of PwD certificate in the examination hall to the concerned Deputy Superintendent.
2. Pursuant to Clause IV of Guidelines for conducting written examination for Persons with Benchmark Disabilities of Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment, Government of India O.M No. 34-02/2015-DD-III, dated 29th August 2018 eligible PwD candidates with not less than 40% disability in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy who have limitation in writing have the option to use their own scribe. In case of other category of Persons with Disability, the provision of scribe /reader/ Lab Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Sergon/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (as uploaded in the website of the Commission).

The qualification of the scribe shall be one step below the qualification of the candidate taking the examination as well as he/she shall not be from the same discipline/stream/subject on which the candidate is taking his/her examination. The scribe to be allowed for writing a subject shall not have the same subject in his/her academic qualification as of the candidate taking the examination in the said subject. The PwD candidates opting for scribe shall be required to submit details of the scribe prior to 7 (seven) days of Examination with following documents by e-mail orissasse@gmail.com.

I. Admission letter of written Test
II. Copy of the self attested copy of valid disability certificate.
III. Details of the scribe with Name, Date of Birth, Address, ID Proof issued by any Govt. Authority containing Specimen Signature and Photo.
IV. Copy of Educational qualification certificate of the scribe
V. Letter of undertaking in APPENDIX-II (as uploaded in the website of the Commission)

If, subsequently it is found that the qualification of the scribe is not as declared by the candidate in the declaration then the candidate shall forfeit his/ her right to the post and claims relating thereto.

Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the written examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines.

By order of the Commission

Secretary

Memo No. 3454 /OSSC; Date: 24.X.19

Copy forwarded to the Statistical Assistant/ All ASOs for information and necessary action. Statistical Assistant is requested to upload the Notice in Commission's website for information of all concerned.

Secretary

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

APPENDIX-II

DECLARATION BY THE PwD CANDIDATE FOR EXAMINATION CONDUCTED BY OSSC

I _____ S/o, W/o, D/o _____ Resident of _____ bearing Roll Number : _____ for the post of _____ (Post Code: _____) of Preliminary/Main written examination scheduled to be on _____ and _____ sitting hereby declared that Mr./Ms. _____ S/o, W/o, D/o _____, as follows, has agreed on my request to act as my scribe for the above examination and his educational qualification as on the date is _____ which is one step below that of mine. He/ She does not have the same subject in his/her academic qualification as of mine on which I am taking this examination.

DECLARATION BY THE SCRIBE/WRITER

I _____ S/o, W/o, D/o _____ Resident of Vil-_____, PS-_____, District-_____ have agreed to act as scribe for Mr./Ms. _____ with the disability of _____ bearing Roll No. _____ for Preliminary/Main written examination for the post of _____ (Post Code: _____) scheduled on _____ and _____ sitting. I declare that my educational qualification as on the date of this examination is _____ and my subject(s) of the academic course is/are _____.

Space for pasting of recent passport size photograph of **Scribe** to be cross self attested

Space for pasting of recent passport size photograph of **Candidate** to be cross self attested

If the above declaration is found false, I am liable for any penal action as deemed proper under relevant law and be solely responsible for the consequences and loss suffered by the candidate.
Signature of the Scribe

If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own risk. I understand that if the declaration of scribe is found false, I may be debarred from examination.
Signature of the Candidate

The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose of sitting arrangement.

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

No.IIE-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 1.11.2019

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