


ODISHA STAFF SELECTION COMMISSION

Advertisement No. IIE-155/2022-7088/OSSC

Date: 13.12.2022

Detailed Advertisement of Combined Recruitment Examination for Junior Stenographer, Junior Typist cum Junior Storekeeper, Junior Storekeeper, Clerk cum Librarian under various departments,

Govt. of Odisha, Bhubaneswar.

(POST CODE:344/22)

 Website: <https://ossc.gov.in/>
1. Application Invited:

	Start Date	End Date
Online Registration	22.12.2022	21.01.2023
Submission of Online Application Form	22.12.2022	21.01.2023
Mode of Application	Online Mode only through the website " www.ossc.gov.in ". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

- a. Applications are invited online through the OSSC website "www.ossc.gov.in" for recruitment to the **Junior Stenographer, Junior Typist-cum-Junior Storekeeper, Junior Storekeeper, Clerk-cum-Librarian** under various Departments, Govt. of Odisha, Bhubaneswar as noted below.
- b. Details of different posts are as follows:

Sl. No.	Name of the post	Name of the Department	Total Vacancy	Scale of Pay (as per 7 th Pay Commission)
1	Junior Stenographer	Rural Development Department	03	25,500-81,100 Level-7
2	Junior Stenographer HOD	E.I.C (Electricity)-Cum-PCEI(O) Energy Department	01	25,500-81,100 Level-7
3	Junior Stenographer (State Cadre Field)	Office of the E.I.C Rural Works, Rural Development Department	05	25,500-81,100 Level-7
4	Clerk Cum Librarian	Information and Public Relation Department	24	19,900-63,200 Level-4
5	Junior Typist Cum Junior Storekeeper	Information and Public Relation Department	01	19,900-63,200 Level-4

6	Junior Storekeeper	Information and Public Relation Department	06	19,900-63,200 Level-4
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- c. No examination fee is payable for the posts.
- d. Candidates should possess a valid e-Mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.
- e. Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/him in the Online Application Form.
- f. Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.
- g. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form 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, her/his candidature for the posts shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.
- h. No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website www.osscc.gov.in regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.
- i. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last-hour rush.

Important instructions to candidates about filling up of Online Application and "How to Apply" is enclosed as Annexure-A to this advertisement.

2. (a) Category-wise break -up of vacancy positions along with reservation thereof:

Sl. No	Name of the Post	Name of the Department	Category wise Vacancy				
			UR	ST	SC	SEBC	Total
1	Junior Stenographer (HOD)	E.I.C Rural Works, Rural Development Department	01 (w-1)	01 (w-0)	01 (w-0)	Nil	03 (w-1)

2	Junior Stenographer (HOD)	E.I.C (Electricity)-Cum-PCEI(O) Energy Department	Nil	01 (w-0)	Nil	Nil	01 (w-0)
3	Junior Stenographer (State Cadre Field)	Office of the E.I.C Rural Works, Rural Development Department	Nil	03 (w-1)	02 (w-1)	Nil	05 (w-2)
4	Clerk-Cum-Librarian	Information and Public Relation Department	13 (w-3)	08 (w-3)	Nil	03 (w-1)	24 (w-7)
5	Junior Typist-Cum-Junior Storekeeper	Information and Public Relation Department	Nil	01 (w-0)	Nil	Nil	01 (w-0)
6	Junior Storekeeper	Information and Public Relation Department	02 (w-1)	02 (w-1)	01 (w-0)	01 (w-0)	06 (w-2)
						Total	40 (w-12)

N.B.:-Candidates belonging to the Transgender community are also eligible to apply.

(b) Special Category vacancies for the posts:

Sl. No.	Name of the Posts/ Services	Special Category					
		Ex-Servicemen (ESM)	Sports Person	Persons with Disability (PwD) Vacancy			
				Category-I	Category-II	Category-III	Category-IV
1	Clerk-Cum-Librarian	Nil	Nil	01 (VI)	Nil	Nil	Nil

- No Post is reserved for Special Category (i.e. Ex-Servicemen and Sports Person).
- Reservation for PwD persons is only for the post of Clerk-cum-Librarian.

UR-Unreserved

SEBC-Socially and Educationally Backward Class

SC-Scheduled Caste

ST-Scheduled Tribe

W-Women

(c) As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021 the PwD candidates having disability of permanent nature not below 40% in the following categories and Benchmark disability & Physical Requirements shall be eligible to apply for the posts.

Ans

Benchmark disability eligible to apply for the post:

Sl. No.	Name of the Post	Benchmark disabilities	Physical Requirement to perform the work
1	Junior Stenographer (HOD), Office of the E.I.C Rural Works, Rural Development Department	Category-I-LV-Low Vision Category-II-PD-Hard of Hearing with suitable aid. Category-III-OH- Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim), LD-Locomotor Disability- (OL-One Leg Affected Right or Left, MNR-Mobility not be Restricted)	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing W-Work performed by walking SE-Work performed by seeing R&W-Work performed by reading and writing
2	Junior Stenographer HOD, E.I.C (Electricity)-Cum-PCEI(O) Energy Department	Category-I-VI-Visually Impaired Category-II-HI-Hearing Impaired Category-III-OH- Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim), LD-Locomotor Disability- (OL-One Leg Affected Right or Left, BL-Both legs affected not Arms Right or Left (Mobility not be Restricted), OA-One Arm affected Right or Left)	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing S-Work performed by sitting (on bench or chair) SE-Work performed by seeing R&W-Work performed by reading and writing
3	Junior Stenographer (State Cadre Field) Office of the E.I.C Rural Works, Rural Development Department	Category-I-LV-Low Vision Category-II-PD-Hard of Hearing with suitable aid. Category-III-OH-Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim), LD-Locomotor Disability- (OL-One Leg Affected Right or Left, MNR-Mobility not be Restricted)	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing W-Work performed by walking S-Work performed by sitting (on bench or chair) SE-Work performed by seeing R&W-Work performed by reading and writing C-Work performed by Communication
4	Clerk Cum Librarian, Information and Public Relation Department	Category-I-LV-Low Vision with suitable aid Category-II-Hard of Hearing with suitable aid. Category-III-OH-Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim, muscular dystrophy, OL, mobility not restricted) Category-IV Autism, Intellectual disability, special learning, disability and mental illness Multiple disability from Category-I,	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing W-Work performed by walking S-Work performed by sitting (on bench or chair) SE-Work performed by seeing

		Category-II, Category-III	R&W-Work performed by reading and writing
5	Junior Typist Cum Junior Storekeeper, Information and Public Relation Department	Category-I-LV-Low Vision with suitable aid Category-II-Hard of Hearing with suitable aid. Category-III-OH-Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim, muscular dystrophy, OL, mobility not restricted) Category-IV Autism, Intellectual disability, special learning, disability and mental illness Multiple disability from Category-I, Category-II, Category-III	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing W-Work performed by walking S-Work performed by sitting (on bench or chair) SE-Work performed by seeing R&W-Work performed by reading and writing C-Work performed by Communication
6	Junior Storekeeper, Information and Public Relation Department	Category-I-LV-Low Vision with suitable aid Category-II-Hard of Hearing with suitable aid. Category-III-OH-Orthopaedically Handicapped (LC-Leprosy Cured, DW-Dwarfism, AAV-Acid Attack Victim, muscular dystrophy, OL, mobility not restricted) Category-IV Autism, Intellectual disability, special learning, disability and mental illness Multiple disability from Category-I, Category-II, Category-III	F-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking L-Work performed by Lifting ST-Work performed by standing W-Work performed by walking S-Work performed by sitting (on bench or chair) SE-Work performed by seeing R&W-Work performed by reading and writing

(d) Provision of assistance of Scribe-

PwD candidates with not less than 40% disability and limitation in writing have the option to use his/her own scribe after due permission of the Commission. The intending candidates have to give the option for scribe 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".

(e) PwD candidates must ensure that they possess permanent disability certificate of the appropriate categories and must upload the scanned copy of the original (not photocopy) UDID card issued by competent authority.

(f) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.

(g) The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission, the Requisitioning Authorities and the Government.

3. Eligibility:

(a) General criteria of eligibility: -

Candidates applying for the above post should be

- a citizen of India,
- of good character,
- of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates)
- If married, must not have more than one spouse living
- Must be able to read, write and speak Odia fluently and :-
 - i. Must have passed Middle School Examination with Odia as language subject, or
 - ii. Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or
 - iii. Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. of Odisha or the Central Govt., or
 - iv. Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Govt. of Odisha.

(b) Minimum Educational Qualification:

The minimum educational Qualification for different posts is as follows:

Sl. No.	Name of the post	Minimum Educational Qualification	Age
1	Junior Stenographer(HOD), Office of the E.I.C Rural Works, Rural Development Department	Graduation or equivalent qualification with shorthand typing. (The typing speed of a candidate for English can be 40 words per minute and 80 words per minute in shorthand)	21-38 years
2	Junior Stenographer HOD, E.I.C	Graduation in Arts, Science, Commerce or such other qualifications as are equivalent to	21-38 years

	(Electricity)-Cum-PCEI(O) Energy Department	graduation examination with knowledge of computer skill.	
3	Junior Stenographer (State Cadre Field) Office of the E.I.C Rural Works, Rural Development Department	Graduation or equivalent qualification with shorthand typing. (The typing speed of a candidate for English can be 40 words per minute and 80 words per minute in shorthand)	21-38 years
4	Clerk Cum Librarian, Information and Public Relation Department	Higher Secondary School Certificate Examination (10+2 or its Equivalent) with basic knowledge in computer application.	18-38 years
5	Junior Typist Cum Junior Storekeeper, Information and Public Relation Department	Higher Secondary School Certificate Examination (10+2 or its Equivalent) with basic knowledge in computer application.	18-38 years
6	Junior Storekeeper, Information and Public Relation Department	Higher Secondary School Certificate Examination (10+2 or its Equivalent) with basic knowledge in computer application.	18-38 years

(c)Age:

- For Sl. No. 1, 2 & 3 a candidate must have attained the age of (Twenty-one) 21 years and must not be above the age of (Thirty-eight) 38 years as on **1st January 2022**. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2nd January 1984** and not later than **1st January 2001**.
- For Sl. No. 4, 5 & 6 a candidate must have attained the age of (Eighteen) 18 years and must not be above the age of (Thirty-eight) 38 years as on **1st January 2022**. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2nd January 1984** and not later than **1st January 2004**.

(d) 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 who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which is more beneficial to her/him.

(e) Note for Ex-Servicemen- 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 under Ex-Serviceman category.

Moreover, persons in Defence Forces, due to retire within six months from the last date of Online Application form may apply, However they should note that they must submit the discharge certificate on the date of certificate verification otherwise their candidature will be cancelled.

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

- (f) 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 be acceptable by the Commission.
- (g) A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.

[For important instructions about filling up online application and "How to Apply" refer Annexure "A" enclosed].

4. (a) Plan and Pattern of Examination:

There shall be following stages of examination

Stages of Examination	Type of Examination	No. Of Paper & Marks	Mark distribution	Remarks
Stage-I	Preliminary Examination	One Paper (Detail Syllabus as Annexure C)	150 marks (150 Questions)	Candidates approximately ten times the number of vacancies category-wise and post-wise will be shortlisted for Main Written Examination based on marks obtained in Preliminary Examination.

Stage-II	Main Written Examination	Language Paper- (Detail Syllabus as Annexure C)	100 marks	Candidates approximately six times the number of vacancies category-wise and post-wise will be called for Stage-III based on performance in Main Written Examination.
Stage-III	<ul style="list-style-type: none"> • Computer Skill Test (For all Post) • Stenography Test (For Post of Junior Stenographer) • Typing Test (For Post of Junior Typist Cum Junior Storekeeper) 	<ul style="list-style-type: none"> • Computer Skill Test • Stenography Test • Typing Test 	50 Marks 50 Marks 50 Marks	
Stage-IV	Certificate Verification			

There will be Negative Marking of 0.25 for each wrong answer

N.B.: In pursuance of GA & PG Department Notification No-29246, Dated-18th October 2022, the Preliminary and Main examination, shall be conducted both in Odia and English except for the language subject. The Candidate who desires to answer the paper in English shall exercise his option in the application form. All may note that the option once given cannot be changed. Options are available in the online application form.

The candidature of the candidate will be rejected /not considered for selection if he/she fails to attend in any of the tests/examinations/ certificate verification.

- (b) The candidates those who fail to appear in any stage of the recruitment process will not be considered for final selection and their names will be deleted from the merit list.
- (c) Any complaint on the conduct of examination must be sent to the commission by email "support.osscc@gov.in" within 05(five) days of completion of examination.

5) Place and Date of written examination:

- a) Tentative date for Preliminary examination will be February or March 2023. The exact Date, Time and Venue will be conveyed in due course through a Notice and/or Admission Letter.



- b) The Date, Time and Venue of the Preliminary examination, Main written examination, Computer Skill Test, Stenography Test, Typing Test & Certificate Verification will be conveyed to the candidates in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website.

6) Option/Preference of Candidates:

Candidate will specify clearly in his/her application the service(s) for which he/she wishes to be considered if he is considered for more than one service in order of his/her preference. Candidates should give preference only for such post/service for which they are eligible.

7) Certificate verification and submission of Detailed Application Form (DAF):

Candidates numbering 2(two) times of the vacancies advertised (Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in:-

- Main Written Examination & CST for the post of Junior Storekeeper & Clerk-cum-Librarian.
- Main Written Examination, CST & Stenography Test for the post of Junior Stenographer.
- Main Written Examination, CST & Typing Test for the post of Junior Typist-cum-Storekeeper.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Government servant and other documents as intimated in the admission letter for verification along with a set of self-attested photocopy of the same and OSSC copy of the application form duly signed by the applicant. (Details is enclosed in Annexure-B).

Candidates who fail to appear for document verification will not be considered for final selection.

8) Admission Letter:

- a) The Commission shall upload the admission letter in its Website www.oss.gov.in for the convenience of the candidates. Applicants should click on the button "candidates login" and then provide 'user Id' and 'Password' upon which the status of the application will be displayed on the screen. The eligible applicant may click on "Download Admission Letter" to download the Admission Letter and take print out.
- b) Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her / him in the online application form.
- c) The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination / test.

- d) The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

9) Merit List:

The Merit list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category wise equal to the vacancies advertised, basing on their sum total of marks secured in

- Main written examination (100 marks), Computer Skill Test (50 marks) & Stenography Test (50 marks) for Junior Stenographer.
- Main written examination (100 marks), Computer Skill Test (50 marks) & Typing Test (50 marks) for Junior Typist Cum Junior Storekeeper.
- Main written examination (100 marks), Computer Skill Test (50 marks) for Clerk Cum Librarian and Junior Storekeeper.

Resolution of Tie Cases: In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

- i) Marks in Preliminary examination.
- ii) Date of birth, with older candidate placed higher.
- iii) Alphabetical order in which the names of the candidate appear.

10) Action against candidates found guilty of misconduct/ malpractice:

(a) If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before during or after conduct of examination, her/his candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.

- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
- Leaving the Examination Venue uninformed during the Examination
- Misbehaving, intimidating or threatening in any manner the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
- Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Obtaining support/ influence for his candidature by any irregular or improper means.
- Possession of Mobile Phone in either 'switched on' or 'switched off' mode.



- Appearing in the same examination more than once in contravention of the rules.
 - A candidate who is working on examination related matters in the same examination.
 - Damaging examination related infrastructure/ equipment.
 - Appearing in the Exam with forged Admit Card, identity proof, etc.
 - Possession of fire arms/ weapons during the examination.
 - Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
 - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
 - Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
 - Impersonate/Procuring impersonation by any person.
 - Taking snapshots, making videos of question papers or examination material, labs, etc.
 - Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. or attempting the same.
 - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

11) Commission's Decision Final: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.


12) Important Instruction/Information to the Candidates: -

- (a) Marks scored by candidates in Computer based Preliminary Examination, if such examination is conducted in more than one Sitting/Batch, will be normalised by using the formula published by the Commission vide Notice No.2444/OSSC, dt.02.09.2021 and such normalized scores will be used to determine cut-off marks.
- (b) In Descriptive Paper candidate must write his/her correct Roll Number at the prescribed place only on the cover page of the Answer Book. Candidates must also affix their signature and Left-hand Thumb

Impression in the relevant columns of attendance sheet. Answer Books not bearing Roll Number, will not be evaluated and such candidates shall be awarded zero marks. Candidates shall not write any identity particulars e.g., name, roll number, mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.

- (c) There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- (d) Sharing of marks with the candidate: Marks obtained by an applicant in Preliminary Examination, Main Written Examination, Computer Skill Test, Stenography Test, and Typing Test are proposed to be shared with him/her after final merit list is published.
- (e) This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.
- (f) If a candidate scoring more than cut-off marks at any Tier/stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
- (g) **Applicants who are Odisha Government servants should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application. At the certificate verification stage they must produce the original "No Objection certificate". Those who were not Odisha Government Servants at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Those Odisha Govt. servants who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the select list. Similarly, if any candidate hides her/his Odisha Govt. servant status, and found to be an Odisha Govt. servant on the day of Certificate Verification or before, she/he will not be included in the Select List.**

By Order of the Commission


Secretary 13/12/2022

Annexure-A

Important Instructions to Candidates about filling up Online Application:

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from the examinations of all Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.



- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence, or any photo-bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of her/his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

How to Apply:

- The applicants should go through this detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.osscc.gov.in.
- 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.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

Pre-requisites for filling up online Application Form:

- 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 Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment exam.

- Recent Passport size Colour Photograph of the Applicant, scanned in “jpg/jpeg” format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- 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.
- Scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Applicant may keep their required Certificates, Mark sheets, Aadhar Number& other documents ready while filling up the details of the educational qualification &other fields of Online Application Form.
- SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, she/he must give a self-declaration in the format appended in the online application form.
- Candidate claiming age relaxation under “Ex-Servicemen” 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 going to retire within six months from the closing date of online application may apply for the post by obtaining “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-Servicemen category. The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- 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.
- The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- **Applicants who are Odisha Government servants should obtain a “No Objection Certificate” from their controlling authority and upload the same with the Online Application failing which their candidature for the post will be rejected. At the certificate verification stage they must produce the original “No Objection Certificate”. Those who were not Odisha Government Servants at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Those Odisha Govt. servants who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the select list. Similarly, if any candidate hides her/his Odisha Govt. servant status, and found to be an Odisha Govt. servant on the day of Certificate Verification or before, will not be included in the Select List.**
- Candidates must submit correct data /information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the

candidate in her/his 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, her/his candidature for the post will be cancelled forthwith.

Annexure-B

Document to be submitted at time of Certificate Verification:

- a. Downloaded copy of Admission letter for Document Verification.
- b. Downloaded copy of Bio-Data-cum-Attestation form duly filled.
- c. Copy of the Online Application form legibly signed by the candidate at appropriate place.
- d. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- e. +2/equivalent certificate & mark sheet.
- f. Graduation & equivalent pass Certificate & marksheet.
- g. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC& SEBC Candidates only) SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of online application.
- h. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- i. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PWD candidates.
- j. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- k. NOC in case of candidates working in Government Service.



Annexure-C

Stage-I

(a) Indicative Syllabus of Preliminary Written Examination

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

Stage-II

(b) Indicative Syllabus of Main Written

Examination: Language Paper (Odia & English)

- Odia Language Comprehension -10th Standard.
- English Language Comprehension - Plus Two Standard.
- Precis Writing (Odia as well as English)- 10th Standard.
- Usage and Vocabulary (Odia as well as English)- Plus Two Standard.
- Translation from English to Odia and vice-versa. Plus Two Standard

(c) Applicants of following Services/Posts are required to write the Main Written Examination Language Paper.

- i. Junior Stenographer under all HOD
- ii. Junior Typist cum Junior Store keeper under Directorate of Information and PublicRelation Department
- iii. Clerk cum Librarian Under Directorate of Information and Public Relation Department
- iv. Junior Store Keeper Under Director of Information and Public Relation Department

Stage-III

(d) Indicative Syllabus of Computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
 - Word Processing (MS Word)
 - Spread Sheet (MS Excel)
 - Presentation/Slide ware (MS Power Point)

- Data base (MS Access)
- Usage of Internet, Services available on Internet
- Basic Networking Concepts, Communication Technology

(e) All Applicants who reach Stage-III are required to appear in the Computer Skill Test.

(f) Indicative Syllabus for Stenography Test:

- Dictation in English for 5 minutes approximately @80 words per minute to be transcribed on computer within 25 minutes.
- Dictation in Odia for 5 minutes approximately @80 words per minute to be transcribed on computer within 35 minutes.

(g) Applicants of following Services/Posts who reach Stage-III are required to write the Stenography Test.

- i. Junior Typist cum Junior Store keeper under Directorate of Information and Public Relations Department

(h) Indicative Syllabus for Typing Test:-

- Transcription in English of a passage of around 500 words in 10 minutes.
- Transcription in Odia of a passage of around 500 words in 25 minutes.

(i) Applicants of following Services/Posts who reach Stage-III are required to qualify the Typing Test.

- i. Junior Stenographer under all HOD
- ii. Junior Typist cum Junior Storekeeper under Directorate of Information and Public Relations Department

(j) Preparation of Merit List for various posts / services will be as noted below

- Merit list "Junior Stenographer under all HOD" will be prepared by adding marks of following examination / tests :

Main Written Examination - Language Paper

100 Marks Computer Skill Test

50 Marks

Stenography Test 50 Marks

Total Marks 200 Marks

- Merit list of Junior Typist cum Junior Store Keeper Under Directorate of Information and Public Relation Department” will be prepared by adding marks of following :

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Typing Test	-		50 Marks
		Total Marks	200 Marks

- Merit list of “Clerk cum Librarian Under Director of Information and Public Relation Department, Junior Store Keeper Under Director of Information and Public Relation Department” will be prepared by adding marks of following examination / tests :

Main Written Examination	-	Language Paper	-100Marks
Computer Skill Test	-		50 Marks
		Total	150 Marks