



## STATE SELECTION BOARD, ODISHA POLICE, CUTTACK

Advertisement No.02/SSB

Date: 30.12.2022

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Last date of submission of online application : 21.01.2023 (11:59 PM)

Mode of Application : Online mode only

### DETAILED ADVERTISEMENT FOR RECRUITMENT OF CONSTABLES (CIVIL) IN ODISHA POLICE

The State Selection Board (SSB) will hold an open competitive examination for recruitment of Constables (Civil) in different districts and establishments in Odisha Police. The detailed information regarding method of recruitment for the post of Constables (Civil) is available in Home Department Notification No.31202/D&A.,dtd.04.09.2021. The same has also been uploaded in the websites viz.- [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and [www.opssb.nic.in](http://www.opssb.nic.in)

#### 1. Vacancies:

The detailed category wise break up vacancies of 4790 post of **Constables (Civil) in 35 Districts/Establishments** are as follows:

District	UNRESERVED			SEBC			SCHEDULED CASTE			SCHEDULED TRIBE			TOAL		
	UR (M)	UR (W)	UR Total	SEBC (M)	SEBC (W)	SEBC Total	SC (M)	SC (W)	SC Total	ST (M)	ST (W)	ST Total	Total (M)	Total (W)	Grand Total
Angul	52	26	78	0	0	0	22	11	33	37	19	56	111	56	167
Balasore	63	32	95	5	2	7	24	12	36	15	7	22	107	53	160
Baragarh	37	18	55	0	0	0	8	4	12	13	6	19	58	28	86
Berhampur	63	31	94	0	0	0	13	6	19	49	25	74	125	62	187
Bhadrak	48	24	72	0	0	0	6	3	9	31	16	47	85	43	128
Bolangir	93	46	139	0	0	0	6	3	9	8	4	12	107	53	160
Boudh	23	11	34	0	0	0	8	4	12	6	3	9	37	18	55
Cuttack	12	6	18	0	0	0	13	6	19	49	25	74	74	37	111
Deogarh	22	11	33	0	0	0	8	4	12	3	1	4	33	16	49
Dhenkanal	33	17	50	0	0	0	25	12	37	32	16	48	90	45	135
Gajapati	53	26	79	0	0	0	8	4	12	9	5	14	70	35	105
Ganjam	73	37	110	0	0	0	10	5	15	52	26	78	135	68	203
Jagatsinghpur	55	27	82	5	3	8	7	3	10	53	27	80	120	60	180
Jajpur	48	24	72	0	0	0	10	5	15	38	19	57	96	48	144
Jharsuguda	37	19	56	0	0	0	19	9	28	0	0	0	56	28	84
Kalahandi	73	37	110	0	0	0	0	0	0	24	12	36	97	49	146
Kandhamal	69	35	104	0	0	0	6	3	9	3	1	4	78	39	117
Kendrapara	25	12	37	0	0	0	1	1	2	36	18	54	62	31	93
Keonjhar	89	44	133	0	0	0	23	12	35	0	0	0	112	56	168
Khurda	11	6	17	0	0	0	10	5	15	31	15	46	52	26	78

Koraput	107	54	161	0	0	0	16	8	24	15	7	22	138	69	207
Malkangiri	29	14	43	0	0	0	0	0	0	5	2	7	34	16	50
Mayurbhanj	78	39	117	0	0	0	28	14	42	0	0	0	106	53	159
Nabarangapur	47	24	71	0	0	0	5	3	8	7	4	11	59	31	90
Nayagarh	18	9	27	0	0	0	13	6	19	28	14	42	59	29	88
Nuapada	28	14	42	0	0	0	10	5	15	1	1	2	39	20	59
Puri	101	51	152	0	0	0	22	11	33	89	44	133	212	106	318
Rayagada	66	33	99	3	1	4	4	2	6	27	14	41	100	50	150
Rourkela	85	42	127	0	0	0	44	22	66	0	0	0	129	64	193
Sambalpur	89	45	134	0	0	0	11	6	17	0	0	0	100	51	151
Subarnapur	28	14	42	0	0	0	0	0	0	11	5	16	39	19	58
Sundargarh	55	27	82	0	0	0	15	7	22	0	0	0	70	34	104
Government Railway Police (GRP), Cuttack	16	8	24	0	0	0	5	3	8	26	13	39	47	24	71
Government Railway Police (GRP), Rourkela	24	12	36	0	0	0	5	3	8	1	0	1	30	15	45
Police Commissionate, Cuttack- Bhubaneswar	167	83	250	0	0	0	44	22	66	117	58	175	328	163	491
<b>TOTAL</b>	<b>1917</b>	<b>958</b>	<b>2875</b>	<b>13</b>	<b>6</b>	<b>19</b>	<b>449</b>	<b>224</b>	<b>673</b>	<b>816</b>	<b>407</b>	<b>1223</b>	<b>3195</b>	<b>1595</b>	<b>4790</b>

Besides, the reservation for Ex-Serviceman /Sports Person / Home Guards / Group-D employees of Police Department will be made in accordance with the provisions made under such Acts, Rules, Orders or instruction as issued by the Govt. from time to time.

**Abbreviations:**

ST	:	Scheduled Tribe,
SC	:	Scheduled Caste
SEBC	:	Socially & Educationally Backward Class,
UR	:	Un-Reserved.
Ex-SM	:	Ex-Serviceman
SSB	:	State Selection Board

The numbers of vacant posts to be filled up on the basis of this recruitment process are subject to change at any time at the discretion of the Board which will be duly notified in the same website as mentioned above.

**NOTE**

- I. Persons with Disability are not be eligible for recruitment to the post of Constables (Civil).**
- II. Transgenders can also apply for the post of Constable (Civil) if they fulfill the eligibility criteria.**
- III. A candidate filling the application form can apply for recruitment to one Police District only. This option cannot be changed.**
- IV. The reserved category candidates availing age relaxation are eligible to compete against UR category vacancies.**

## 2. Reservation:

The vacancies shall be reserved for candidates belonging to the SC and ST category in accordance with the provisions contained in the Odisha Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder and for candidates belonging to SEBC category/ ex-servicemen / women / sports person in accordance with the provisions made under such rules, orders or instructions issued in this regard by the Government from time to time, for direct recruitment only, and other relevant Government guideline regarding reservation as prevalent.

- i) The reservation rules shall be followed district cadre-wise.
- ii) There shall be 10% reservation of notified vacancies in the rank of Constable (Civil) in each district for Home Guards in each recruitment year. The selected Home Guard candidates will be placed in the category to which they belong.
- iii) There shall be 10% reservation of notified vacancies in the rank of Constables (Civil) in each district for Group 'D' employees of Police Department in each recruitment year. The selected Group 'D' candidates will be placed in the category to which they belong.

## 3. Scale of Pay :

The Scale of Pay of Constables under ORSP Rules, 2017 is Level -05 of the Pay Matrix in the Scale of Pay (Rs.21,700 – Rs. 69,100).

## 4. Age

- a. The candidates shall not be less than 18 (eighteen) years of age and not more than 23 (twenty three) years of age as on 01-01-2022.

**Note:** Date of Birth recorded in the High School Certificate such as Board of Secondary Education of Odisha, Cuttack/ Central Board of Secondary Education, New Delhi/ Indian Council of Secondary Education, New Delhi or equivalent certificate issued by the concerned Board/ Council will only be acceptable to the Board.

- b. The upper age limit is relaxable by 5 years in respect of the SC/ST/SEBC/Women candidates. For ex-servicemen, the relaxation shall be for the entire period of service rendered in the Armed Forces.
- c. The Home Guard candidates, who intend to apply for the post of Constables (Civil) in District/Establishment, should not be more than 28 years of age as on 01.01.2022. Similarly, the candidates belonging to Group-D in the Police Department should not be more than 43 years of age as on 01.01.2022. However, **a candidate can avail only one type of age relaxation as per rules.**

**Note:** The Ex-Servicemen personnel having more than six months for discharge/retirement from the forces as on the last date of submission of online application form are not eligible to apply for the post. However, such candidates, who are due for discharge/retirement within six months from the last date of submission of online application, are eligible to apply for the posts. All such candidates shall have to submit the discharge certificate (or NOC in lieu of discharge certificate) before the Board, as and when required, for considering their claims under ex-servicemen category.

Once an ex-serviceman has joined the Govt. Service in civil side after availing the benefit as an ex-serviceman for re-employment, the ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. In such cases, he can avail age relaxation only. However, as per clause-4 of O.M.No.36034/2014-Esst.(Res) dtd.14.08.2014 of Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training, Government of India, if an ex-serviceman applied 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 shall, as soon as joining any civil employment, furnish a self-declaration/undertaking to the concerned employer about the date wise details of application for various posts for which he/she has applied before joining in the said establishment. The applicant should furnish the copy of above declaration duly endorsed by the employer, as and when required by the Board, for consideration of the claim under ex-serviceman. Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of ex-servicemen.

## **5. Educational Qualification:**

The candidates must have passed +2 Examination or equivalent examination conducted by the Council of Higher Secondary Education, Odisha or by any other recognized Board/Council.

## **6. General Eligibility Criteria:**

A candidate, in order to be eligible for the post:

- a) Must be a citizen of India
- b) Must be of a good moral and character.
- c) He should not have been convicted for any criminal offence.
- d) Must be of sound health and free from organic defects and physical deformity.
- e) Must not have more than one spouse living. Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

- f) Must have registered in one of the **Employment Exchanges** of the district or covering the district for which he applies for recruitment, before the date of publication of advertisement for recruitment. The candidates applying for the post against Commissionrate of Police, Cuttack-Bhubaneswar must have registered their names in one of the Employment Exchanges of Cuttack or Khordha district before the date of publication of the advertisement for recruitment. The candidates belonging to SC/ST applying to any district other than their own district should register their names in the Special Employment Exchange, Bhubaneswar. The Home guards and Group D employees working in the Police department and Ex-servicemen need not register their names in any Employment Exchange. A candidate should not be registered in more than one Employment Exchange.
- g) Must be able to speak, read and write Odia.
- h) Must have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to M.E. standard recognized or conducted by the School and Mass Education Department, Government of Odisha
- i) In case of Group "D" employee the Heads of Office shall certify that the Group "D" employees have completed 5 years of service with good service Record without any major punishment as per the format enclosed as Annexure-B, which must be uploaded by the candidate.
- j) In case of Home Guards, the Heads of Office shall certify that the Home Guards have completed three years of enrolment without any interruption and undergone Basic Course of training as per the format enclosed as Annexure-C, which must be uploaded by the candidate.

**N.B.:-** The candidates are required to produce original certificates of their educational qualifications for verification by the Board at any time during the recruitment process. If any candidate fails to produce the required certificates, he/she shall be disqualified and the candidate shall not be allowed to participate in the further recruitment process. Besides, at any point of time, if the Board feel that the candidates do not possess the requisite qualification for the post of Constable (civil) in the Districts/Establishments, at that particular point of time, their candidature shall be disqualified. The detailed information and requisite qualification is available in the Home Department Notification No.31202/D&A., dtd.04.09.2021 for recruitment of Constable (civil) in Districts/Establishments. The same has also been uploaded in the website viz. [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and [www.opssb.nic.in](http://www.opssb.nic.in).

## 7. Certificates/Documents:

The applicants shall be required to upload the scanned copies of the original certificates/documents as listed below from 7(a) to 7(l) during filling of the application form, which are mandatory. The original copies of the certificates will be submitted to the Appointing Authority for prior verification during final appointment. The qualifying candidates will also be required to submit self-attested photo copies of the certificates during document verification along with original documents. The original copies shall be returned to the applicants after due verification.

- a) **Updated** caste certificate, issued by the competent authority.
- b) 10<sup>th</sup> or equivalent pass certificate, issued by the concerned Board/Council, in support of declaration of age.
- c) Pass certificate of 12<sup>th</sup> standard (+2 Examination) or equivalent examination conducted by the Council of Higher Secondary Education, Odisha or by any other recognized Board/Council.
- d) In case of Ex-Servicemen, documents such as: Identity Card / Discharge Certificate 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" (NOC) from the appropriate authority mentioning there in the date of appointment, date of retirement and year of service rendered in Defence Forces. However, such candidates have to submit the original discharge certificate on the date of certificate verification for considering their claim under Ex-Servicemen category. Besides, the Ex-Servicemen candidate will have to submit an undertaking that he has not availed of the benefit as Ex-Servicemen for employment earlier during document verification as and when required (Format given in Annexure-D).
- e) In case of Sports Person, Identity Card for Sports Person issued by the Director of Sports, Sports and Youth Services Department, Government of Odisha as per Resolution No.24808/Gen., dated the 18<sup>th</sup> November 1985 of General Administration Department, as amended from time to time.
- f) A certificate, either of passing HSC examination with Odia as one of the subjects, or, in lieu thereof, a certificate of passing an examination in Odia language equivalent to M.E. standard recognized or conducted by the School and Mass Education Department, Government of Odisha.

- g) For claiming of weightage mark of NCC, the applicant shall submit the NCC 'B' or 'C' certificate.
- h) In case of Transgender, a certificate of Identity issued by the District Magistrate under Rule 5 of the Transgender Persons (Protection of Rights) Rules 2020 read with section 6 of the Transgender Persons (Protection of Rights) Act, 2019.
- i) Employment Exchange Registration Certificate
- j) Driving License
- k) Aadhar Card issued by the Govt. Authority, with candidates' photograph there in.
- l) For claiming of Group-D and Home Guard, the candidate shall submit the required certificates as per Annexure -B & C respectively

### 8. Examination Fees:

The Examination Fee has been exempted to all the categories of candidates as per G.A. & P.G Department Notification No.-9897/Gen,dtd.11.04.2022.

### 9. How to Apply:

Applications, complete in all respect, must be submitted in online mode only on the application portal as per procedure explained in **Annexure "A"**

### 10. Plan of Examination/Scheme of Examination:

The recruitment examination shall consist of the following stages;

Sl. No.	Stages of the Examination	Paper	Duration	Marks	Type of test
1.	OMR Based Written Examination	Paper-I (only paper) As prescribed at clause-10(A)	120 Minutes	100 Marks	Objective type with MCQ type. Each correct answer will carry 1 mark. There will be negative marking @ 0.25 marks for each wrong answer. No marks will be awarded or deducted if any question is left un-attempted.
2.	Measurement of Physical Standards and Physical Efficiency Test (Qualifying)	As prescribed at Clause-10(B) & (C)	-----	Qualifying in nature; (No Marks)	As prescribed at Clause-10 (B) & (C)
3	Driving Test (Optional)	As prescribed at Clause-10 (D)		For heavy motor vehicles - 05 marks & For light vehicles-03 marks	As prescribed at Clause-10 (D)
4	Medical Examination	As prescribed at Clause-10 (E)			As prescribed at Clause-10 (E)

**Note:**

- i) There will not be any viva-voce Test.
- ii) The written test will be conducted in the mode of OMR Based Recruitment Examination.
- iii) Tentative answer keys will be placed on the same websites as mentioned above after conduct of the examination. Applicants may go through the answer keys and submit their online representations only, if any, within 3 days of uploading of the answer keys, on payment of Rs.250/- per question. Representation received through any other mode e.g. letter, application, email etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Board in this regard will be final. If the representation of the applicant about a question is found valid, the paid amount shall be refunded to the applicant.

**(A) Written Examination:****Allotted Marks-100 (One hundred Marks), Duration - 120 Minutes**

- (a) The questions in the written examination shall comprise of Odia language, English Language, Arithmetic, General Knowledge, Situational Awareness, Logical Reasoning and Basic Computer Knowledge. The standard of the questions shall be such that a student who has passed +2 Examination will be able to answer. There shall be negative marking of 0.25 marks for each wrong answer in written examination.
- (b) The medium of written examination shall be in English except the questions in Odia language.
- (c) The Candidates not appearing for written test shall be disqualified.
- (d) The minimum qualifying marks in the written test will be decided by the State Selection Board as per Recruitment Rules.

**(B) Measurement of Physical Standards & Physical Efficiency Test**

Basing on the performance in the OMR Based Written Examination, candidates equal to five times of category wise vacancies advertised for each District / Establishment will be called to appear for the Physical Standards Measurement in order of merit and only those qualifying in the same shall be allowed to participate in the Physical Efficiency Test. The date of Physical Standards Measurement and Physical Efficiency Test will be uploaded in the above websites and the same will also be intimated to candidates through SMS/ e-mail in their registered mobile numbers and mail ID. The Physical Standard Measurement and Physical Efficiency Test are qualifying in nature and will carry no marks. The candidate must have to qualify both the Physical Standard Test and Physical Efficiency Test which are mentioned below in details. Failure at any stage will lead to disqualification.



**Note:** The transgender candidates will be asked to give option whether they want to appear physical test as per male or female standard and accordingly they will be allowed. On final selection they will be posted against post not reserved for women in their respective category (SC, ST, SEBC, UR). As per Home Deptt. Letter No.32978/D&A, dtd. 16.09.2021.

**Physical Standard Measurements for all categories : (Qualifying only)**

The candidates must have the minimum Physical standard of height, weight and chest as follows:

Category	Height	Weight	Chest	
			Un-expanded	Expanded
UR & SEBC (Men)	168 cm	55 kg	79 cm	84 cm
UR & SEBC (Women)	158 cm	47.5 kg	-	-
SC / ST (Men)	163 cm	50 kg	76 cm	81 cm
SC / ST (Women)	153 cm	45 kg	-	-

- There shall be minimum of 5 cms difference between unexpanded and expanded chest.
- Relaxation in the physical standards for Group 'D' employees for participating in the recruitment test of Constable will be allowed as follows : Height - 3 cm, Weight – 5 kg & Chest -2 cm (Unexpanded-expanded)
- Such relaxation will be availed by the Group 'D' employees in respect of the physical standards prescribed for their respective categories (UR, SEBC, SC, ST).

**(C) Physical Efficiency Tests: (Qualifying):**

Only those candidates who qualified in the Physical Standard shall be allowed to participate in the Physical Efficiency Test.

Candidates	Events	Time/Attempt
Men (all categories)	Running 1.6 kms.	6 minutes 30 seconds
Women (all categories)	Running 1.6 kms.	8 minutes 30 seconds
Men (all categories)	Broad jump 3.66 mtrs.	03 attempts
Women (all categories)	Broad jump 2.75 mtrs.	03 attempts

**NOTE:**

- If a candidate fails to qualify in any of the above events, he / she shall be disqualified from the recruitment process.

- b. Any grievance or complaint during the course of the Physical Standards Measurement and Physical Efficiency Test should be brought to the notice of the Chairman of the Board of the concerned district instantly on the very day before completion of the Test and the decision of the Chairman in this regard shall be final and binding.
- c. The candidates shall appear in the Physical Efficiency Test at their own risk. The Board shall not be responsible for any loss or physical damage of the candidates during the Physical Efficiency Test or any time thereafter caused due to appearing in the Physical Efficiency Test.

**IMPORTANT:**

The candidate shall produce a self-declaration certificate regarding physical fitness to participate in different physical efficiency tests and submit it to the Recruiting Board while appearing for the physical test. The format of self-declaration certificate is enclosed at Annexure - E

**(D) Driving Test:**

(Allotted Marks: 05 marks for Heavy Motor Vehicle and 03 marks for Light Motor Vehicle.

The test shall be conducted only for those candidates, who claim in their applications that they are proficient in driving and possess a valid Light or Heavy Vehicle Driving license for the last Six Months (excluding learning period) or more from the date of advertisement of vacancies and who have qualified in Written Examination, Physical Standard and Physical Efficiency Test will be called for Driving Test.

The candidates, who possess valid Light Vehicle Driving License and qualify during Light vehicle driving test, shall be awarded 03 marks and those who possess valid Heavy Vehicle Driving License and qualify during Heavy vehicle driving test, shall be awarded 05 marks. The candidates appearing for the test and awarded the marks shall be deemed to have accepted the service condition that if called upon, they shall have to drive the Light or Heavy vehicle, as the case may be, as part of their normal duties and responsibilities. The candidates must produce the valid original driving license, which must tally with the details given by him in the Application Form.

**NOTE:**

**The candidates must note that they will stand disqualified if they do not appear or are found absent by the last call of each event.**

**(E) Medical Examination:-**

Medical test by a Medical Board may be conducted at any stage of recruitment process as scheduled by the Board. Following shall be the specifications for Medical examination.

The Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities. He should have no impediment in speech and hearing.

**11. Marks for NCC Certificate:**

These marks shall be awarded after due verification of original certificates as below;

NCC 'B' Certificate: 01 mark

NCC 'C' Certificate: 02 marks.

**12. Summary of Marks Distribution**

SL No	Name of the Test	Maximum Marks
1	Written Test	100
2	National Cadet Corps Certificate (NCC)	02
3	Driving Test (Optional)	05

**13. Place and Date of OMR Based Written Examination.**

The specific date of the Written Examination, Physical Standard Measurement Test and Physical Efficiency Test will be conveyed in due course through the same websites as mentioned above. An alert message will also be sent to candidates in their registered email-id / mobile number. Candidates, after applying for the post, are advised to visit the same websites regularly given above to know further updates about the examination, as and when uploaded.

**14. Admit Card:**

The Admit Card of eligible candidates shall be available for download on the websites viz.- [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and [www.opssb.nic.in](http://www.opssb.nic.in) about one week before the announcement of Written Examination date. The candidates are advised to download their Admit Cards and take a printout thereof. The Admit Card will carry intimation about the date, time and venue of the Written Examination, and will bear the scanned photograph and scanned signature of the candidate with facsimile signature of the Member of the Board. The admitted

candidates will have to produce the Admit Card along with a Photo Identity Card issued by any Government Authority, at the allotted examination Centre for appearing in the examinations. A New Admit Card / Call Letter will be issued to the eligible candidates (qualified in OMR based written examination) for appearing in the Physical Standard Measurement and Physical Efficiency Test. The Admit Card will be available on the same websites with prior intimation to the candidates through their registered mobile numbers / e-mail.

**Note:** No Admit Card at any stage will be dispatched to any candidate by post.

### **15. Selection Procedure:**

On completion of the recruitment test, a select list of the successful candidates in order of merit, category-wise for each District / Establishment separately as per the advertisement, will be drawn up. The select list shall be prepared in decreasing order of aggregate marks secured by them in written examination, driving test and NCC equal to the number of vacancies advertised. The results will be published in due course on the same websites as mentioned above.

The persons getting the higher aggregate marks shall be placed higher in the Select list.

- i. If the aggregate marks obtained by two or more persons are equal, the person older in age shall be placed above the other in the Select List;
- ii. In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List;
- iii. In case the negative marks in the written test is also the same, the Board may decide any other criteria.
- iv. There shall be no reserve or waiting list..

### **16. Disqualification:**

Any attempt, on the part of candidate to obtain undue support for their candidature, by any means, will entail disqualification by the Board at any stage of the examination and the decision of the Board in this regard shall be final and binding.

### **17. Appointment:**

- 1) No candidate shall be appointed from the select list, without verification of
  - a) Character certificate and antecedents report;
  - b) Medical Fitness Certificate issued by an authorised Government Doctor;

- c) Original certificates of the eligibility for the post shall include certificates in support of age, caste or category, educational qualifications, Sports Identity Card, NCC Certificate, Home Guard, Driving License, Ex-Servicemen, Group-D etc.
- 2) The persons appointed shall be on probation for a period of two years.
- 3) Terms & conditions of service and duties & responsibilities of the Constables shall be the same as assigned to them in the Police Act, the rules or orders framed under this Act, Police Manual Rules and in the instructions of the Government issued from time to time.

**18. Important Instructions:**

- a) Applications, complete in all respect, must be submitted in online mode only at the registration portal on the websites as mentioned above **before the due date and time i.e. 21.01.2023 (11:59 PM).**
- b) Incomplete applications, applications received through any mode other than online mode and applications not submitted properly will not be accepted in any circumstances and shall be rejected summarily. No representation against such rejection will be entertained.
- c) When application is successfully submitted, it will be accepted provisionally.
- d) Only one Online application shall be submitted by an applicant. In case, more than one application of an applicant is detected at any stage, all the applications may be rejected by the SSB and the candidature for the examination may be cancelled.
- e) The applicants should note that particulars mentioned in the Online application will be considered as final and after submission of the online application form, no change / correction / modification will be allowed under any circumstances. Requests / Correspondence received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained.
- f) Applicants are advised in their own interest to submit Online applications and not to wait till the last date. This is in order to avoid the possibility of disconnection / inability or failure to login to the Online Registration Portal on account of heavy load on the portal during the closing days.
- g) The SSB does not accept any responsibility for the applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond control.
- h) Before final submission of the online application, applicants must check that they have filled correct details in each field of the form. After submission of the online application form, 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 considered.

- i) Applicants will be allowed in the examination only if they possess a valid Admit Card issued by the SSB and a valid Photo Identity Proof issued by any Govt. Authority.
- j) Mobile phone or any other communication device is not allowed into the premises of the examination centre. The applicants are advised not to bring any such banned items to the examination centre venue. Any violation of these instructions will entail debarment of the concerned candidate from the particular examination / future examinations.
- k) Admission of an applicant for the OMR based Written Examination, Physical Standards Measurement and Physical Efficiency Test etc. shall be on the basis of the information furnished by the candidate in the Online application form, and shall be provisional.
- l) Applicants have to furnish a declaration to the effect that all the entries / statements made in this application form are genuine, complete and correct and nothing has been concealed therein. If at any stage of recruitment process or thereafter, it is found that any information furnished by the applicant in the Online application form is false / incorrect or the candidate has suppressed any relevant information or the applicant otherwise does not satisfy the eligibility criteria prescribed for the post, their candidature shall be cancelled forth with and they may be debarred from appearing at any further recruitment examination conducted by the SSB / Odisha Police, either temporarily or permanently, and may also be liable for criminal prosecution.
- m) Applicants are advised to visit the websites viz.- [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and [www.opssb.nic.in](http://www.opssb.nic.in) time to time, for detailed information / updates about the recruitment.

## **19. Help Desk:**

Applicants may contact the Help Desk for any application related technical queries at the following number/e-mail id.

Phone Number : 02656118160  
E-Mail : [opssb@onlineregistrationforms.com](mailto:opssb@onlineregistrationforms.com)  
Timing : 9:00hrs-18:00hrs Monday to Saturday (Except on National Holidays)

**Note:** The above Help Desk is only for Online application related technical queries pertaining to OTP, User ID, Password, Application Download etc. For any other issues, please refer to the advertisement.

Sd/-  
**Chairman  
State Selection Board,  
Odisha Police**

**(A Procedure to fill up Online Application)**

**1. Prerequisites:**

Before proceeding to fill the application, the following be kept in readiness;

- a) Mobile Number (to be verified through OTP)
- b) Email ID
- c) Scanned colour passport size recent photograph in JPEG, JPG, PNG and PDF format (40 KB to 100 KB).
- d) Scanned signature in JPEG format (20 KB to 50 KB).
- e) In order to meet the specified image file size for photo & signature, candidate can get them resized by visiting any online file converter website.

**2. Registration:**

- a. To register first time, click on “**Register**” on Home page of State Selection Board (SSB), Odisha Police by clicking on the link [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and [www.opssb.nic.in](http://www.opssb.nic.in) Once it is registered successfully, SMS / e-mail will be sent to the candidates through their registered mobile and e-mail ID.

Candidates are advised to remember Registration Number and Password for future reference and use. Candidates have to login into the system with email/user ID/ Mobile Number and the password generated by the candidate.

- b. Click on the “**Start/view application**”
- c. Read the instructions carefully and click the check box to acknowledge the same and proceed. The applicant will not be able to proceed further without doing so.
- d. The process of filling up the online application for the examination consists of seven (7) parts
  - i. Candidates instructions
  - ii. Post selection
  - iii. Personal details
  - iv. Education details
  - v. Document upload
  - vi. District applied for
  - vii. Preview
- e. Click on “**Post Selection**” and then save and continue

- f. In “**Personal Details**” part please fill up all the fields as applicable such as candidate details, other information, father / husband / parent / spouse name, present and permanent address etc.. Then click on “save and continue”
- g. In “**Education Details**” part please fill up all the required fields as applicable. Then click on “save and continue”
- h. In “**Document Upload**” part please upload your photo, signature and caste certificate as applicable. Then click on “save and continue”
- i. In the part of “**District applied for**”, please select the district against which you are applying for.
- j. In “**Preview**” part, you can see and verify all fields which you have filled up. Here you can edit all your information which you have furnished. You cannot submit your online application unless you agree on the check box for **Declaration**.
- k. Once your application is submitted, you cannot edit your application.

**Note:** Candidate can save the application form by clicking on ‘save’ button which will save all the data filled in particular stage and can edit or update later, if needed. The “**Submit**” button is to be used for final submission of application. No further changes will be allowed after submission.

- l. After submission of application, the candidates are advised to download and take a printout copy of their application form for their future reference.



**Annexure-B**

**SERVICE CERTIFICATE FOR GROUP-D EMPLOYEE**

This is to certify that \_\_\_\_\_(name)\_\_\_\_\_ has been serving in this office as \_\_\_\_\_(name of post)\_\_\_\_\_ (Group-D Employee of Police Department). The candidate has completed 05 years of continuous regular service in Group-D post (as required in Recruitment Rule) and has good service record without any major punishment. The candidate is \_\_\_ years old as on 01.01.2022. The Department has no objection for participation in this Recruitment Test and Re-Musteration in the rank of Constables, if the candidate is selected for the post in the Recruitment Test, subject to necessary verification as and when required. This will be deemed as forwarding of the application for the purpose of submission of the application for the Recruitment.

**Signature and official seal of  
Head of the office**

**ENROLMENT CERTIFICATE FOR HOME GUARD**

This is to certify that \_\_\_\_\_(name)\_\_\_\_\_ has been serving as Home Guard in \_\_\_\_\_ District/ Establishment of Odisha Police. He / She has completed 03 years of enrolment without any interruption as on 01.01.2022 (as required in Recruitment Rule) and has rendered good service to the Department. He / She has undergone basic course of training for Home Guard on \_\_\_\_\_. The Department has no objection for participation in this Recruitment Test and appointment in the eventuality of selection to the post, subject to necessary verification as and when required. This will be deemed as forwarding of the application for the purpose of submission of the application for the Recruitment.

**Signature and official seal of  
Head of the office**

**UNDERTAKING FOR EX-SERVICEMAN**

i) I, \_\_\_\_\_ bearing Application Registration No \_\_\_\_\_ claiming Ex- Servicemen do hereby declare that I have not utilised the benefit of Ex- Servicemen for employment purpose till date either in State Govt. / central Govt. or any Govt. undertaking Organisation.

**OR,**

ii) I, \_\_\_\_\_ bearing Application Registration No \_\_\_\_\_ claiming Ex- Servicemen do hereby declare that at present, I am under employment and working as \_\_\_\_\_ under \_\_\_\_\_ Department / Institution and I have already utilised the benefit of Ex- Servicemen. My candidature for the said post may be considered on merit under my own category i.e. UR/SC/ST/SEBC.

**Note:** Please fill up option (i) or (ii) as applicable.

Signature of the candidate  
Name (in full)  
Reference No.  
Address

**Declaration for participation in Physical Efficiency Test for  
appointment as Constable (civil) in Odisha Police**

I, \_\_\_\_\_ Son / Daughter / Wife of  
\_\_\_\_\_ Village \_\_\_\_\_  
Post \_\_\_\_\_ P.S. \_\_\_\_\_ Dist \_\_\_\_\_

hereby declare that I am completely capable and fit to appear in the Physical Efficiency Test for the post of Constable (civil). During the Physical Efficiency Test, if any physical injury or untoward accident takes place, the concerned officers shall not be held responsible or liable.

Place:

Date:

Full Signature of the Candidate

