

**ODISHA STAFF SELECTION COMMISSION****Unit – II, Bhubaneswar – 751001****Advertisement No.IIE-119/2022-6490/OSSC; Date:02.11.2022****DETAILED ADVERTISEMENT FOR COMBINED GRADUATE LEVEL EXAMINATION -2022 FOR
RECRUITMENT OF GROUP-B AND GROUP-C STATE CADRE POSTS IN DIFFERENT OFFICES
UNDER GOVERNMENT OF ODISHA****POST CODE: CGL/ 281****(WEBSITE: www.osscc.gov.in)****1) Application Invited:**

	Start Date	End Date
Online Registration	11.11.2022	10.12.2022
Submission of Online Application Form	11.11.2022	10.12.2022
Mode of Application	Online mode only through the website www.osscc.gov.in No Physical copy/hard copy of the online application form needs to be submitted by the applicant.	

Applications are invited online through the OSSC Website www.osscc.gov.in from candidates for recruitment to fill up vacancies in the following offices under “Combined Graduate Level Recruitment Examination for Group-B and Group-C Posts/Services Rules-2022”.

Sl. No.	Name of the Post/Service	Name of Department/Heads of Department where vacancy is located	Total No. of Vacancy	Classification of Posts	Combined Examination Classification of Posts
1.	Assistant CT&GST Officer.	Commissioner of Commercial Taxes	107	Level-9 Rs.35,400-1,12,400	Group-B
2.	Auditor	Directorate of Local Fund Audit	193	Level-9 Rs.35,400-1,12,400	Group-B
3.	Auditor	Directorate of Treasury & Inspection	14	Level-9 Rs.35,400-1,12,400	Group-B
4.	Auditor	Directorate of Handicrafts	3	Level-9 Rs.35,400-1,12,400	Group-B
5.	Auditor	Directorate of Mines	8	Level-9 Rs.35,400-1,12,400	Group-B
6.	Auditor	EIC-Electricity-Cum-PCEI(O)	2	Level-9 Rs.35,400-1,12,400	Group-B
7.	Gram Panchayat Extension Officer	Panchayati Raj Department	87	Level-9 Rs.35,400-1,12,400	Group-B
8.	Handicrafts Promotion Officers	Directorate of Handicrafts	48	Level-9 Rs.35,400-1,12,400	Group-B
9.	Inspector of Cooperative Societies	Directorate of Handicrafts	7	Level-9 Rs.35,400-1,12,400	Group-B
10.	Inspector of Cooperative Societies	Directorate of Fisheries	6	Level-9 Rs.35,400-1,12,400	Group-B
11.	Inspector of Cooperative Societies	Registrar of Co-operative Societies	59	Level-9 Rs.35,400-1,12,400	Group-B

12	Inspector of Supplies	Food Supplies & Consumer Welfare Department	110	Level-9 Rs.35,400-1,12,400	Group-B
13	Junior Correctional Officer	Directorate of Prisons and Correctional Services	20	Level-9 Rs.35,400-1,12,400	Group-B
14	Junior Employment Officer	Directorate of Employment	26	Level-9 Rs.35,400-1,12,400	Group-B
15	Small Savings & Financial Inclusion Officer	Directorate of Small Savings	9	Level-9 Rs.35,400-1,12,400	Group-B
16	Junior Assistant	Office of Excise Commissioner	5	Level-4 Rs.19,900-63,200	Group-C
17	Junior Assistant	Directorate of Prisons and Correctional Services	10	Level-4 Rs.19,900-63,200	Group-C
18	Junior Assistant	Directorate of Industries	8	Level-4 Rs.19,900-63,200	Group-C
19	Junior Assistant	Directorate of Employment	04	Level-4 Rs.19,900-63,200	Group-C
20	Junior Assistant	Directorate of Employment. (Field offices)	71	Level-4 Rs.19,900-63,200	Group-C
21	Junior Assistant	Directorate of Technical Education & Training (Field offices)	72	Level-4 Rs.19,900-63,200	Group-C
22	Junior Assistant	Directorate of Technical Education & Training (Headquarters)	3	Level-4 Rs.19,900-63,200	Group-C
23	Junior Assistant	EIC-Electricity-Cum-PCEI(O)	6	Level-4 Rs.19,900-63,200	Group-C
24	Junior Assistant	Office of the Principal Chief Conservator of Forests (HOD)	9	Level-4 Rs.19,900-63,200	Group-C
25	Junior Assistant	Madhusudan Das Regional Academy of Financial Management	03	Level-4 Rs.19,900-63,200	Group-C
26	Junior Assistant	Directorate of Health Services	02	Level-4 Rs.19,900-63,200	Group-C
27	Junior Clerk	Directorate of Fisheries	7	Level-4 Rs.19,900-63,200	Group-C
28	Junior Clerk	EIC-Electricity-Cum-PCEI(O)	44	Level-4 Rs.19,900-63,200	Group-C

- (i) Candidates must possess a valid e-mail Id and mobile number while applying and should keep the same active till the completion of this recruitment process to receive important messages from the Commission.
- (ii) The appointment will be against one of the posts carrying pay as indicated in the above table.
- (iii) The Candidate must possess Bachelor's Degree in any Discipline from a recognized University and have proficiency in the use of the computer, internet, email, word processing, data analysis, and presentation.
- (iv) Commission will adopt a "Normalization" process for processing the result where the examination is conducted through CBRE (Computer Based Recruitment Examination) mode in multiple batches using different sets of question papers so as



to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.

- (v) The prescribed age limit for the post is from 21 years to 38 years as on 01.01.2022 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-Service Contractual Employees.
- (vi) 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.
- (vii) The candidates should ensure that they fulfil the eligibility in all respect prescribed for the post as laid down in this advertisement. Admission of a candidate to written examination and other tests shall be provisional and shall be on the basis of information provided by him/her in the online application form.
- (viii) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination may be cancelled. He/she may further be debarred from the recruitment examination conducted by OSSC either temporarily or permanently.
- (ix) No admission letter for recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access the Commission's website www.ossc.gov.in regularly to download admission letter after the publication of the Notice in this regard by the commission and to know the status of their applications, date of the test(s) etc.
- (x) Bachelor's Degree Certificate, Caste Certificate, Odia Test pass Certificate, Sports Persons Certificate and Disability Certificate of Persons with Disabilities (having a permanent disability) etc. must have been issued by Competent Authority within the last date of submission of Online Application Form.
- (xi) The Commission will make the final allotment of posts on the basis of merit-cum-preference of posts given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post-specific requirements of Physical/medical/educational standards, etc. Candidates thus must ensure that they fulfill all the requirements of the posts before giving their preference/options for such posts.
- (xii) Candidates must indicate their preference for the posts/ services while filing the online application. If vacancies for same post, (say Auditor or Junior Assistant or Junior Clerk) is available in many Department/HOD, the candidate should indicate a preference among Department/HOD as well. This is mandatory. Those candidates who are shortlisted for Main Examination may or may not be asked to take Mathematics Test or Computer Skill Test based on their indicated preference. Candidates will be provided another opportunity online for revising their options after the result of the Mathematics Test and Computer Skill Test is declared.



(xiii) The eligible contractual employees belonging to Category-I and Category-II coming under Rule-8(a) of Group-B posts (Contractual Appointment) Rules, 2013 will be given the benefit as per the said rules.

(xiv) **Important instruction to candidates about the filling of the Online Application is enclosed as Annexure-A.**

2) Number of Posts to be filled up and reservations.

The Category wise and total vacancies are as follows:

Sl. No.	Name of the Post							Special Category wise Vacancy		
			Un reserved	Scheduled Tribe	Scheduled Caste	Socially and Economically Backward Class	Total	Ex-Serv ice Man	Sports Person	Person with Disability
1	Assistant CT & GST Officer	Commissioner of CT & GST	54 (W-18)	24 (W-08)	17 (W-06)	12 (W-04)	107 (W-36)	03	01	04(W-01) Cat-I-LV Cat-II-HI(W.S.A) Cat-III DW,AAV,LC,LD(O OA) Cat-IV
2	Auditor	Directorate of Local Fund Audit	134 (W-45)	15 (W-05)	44(W-15)	-	193 (W-65)	06	02	08 Cat-I-VI-02(W-01) LV Cat-II-HI-03(W-01 HI(W.S.A) Cat-III-OH-03(W-01 Dwarfism, Acid attac victim, LD[BL(MNR OL, BH]
3	Auditor	Directorate of Treasury & Inspection	07 (W-02)	03 (W-01)	02 (W-01)	02 (W-01)	14 (W-05)			01 Cat-III-OH-01 BL (MNR), OA, OL Leprosy cured, Dwarfism, Acid attac victim.
4	Auditor	Directorate of Handicrafts	02 (W-0)	01 (W-0)			03			
5	Auditor	Directorate of Mines	04 (W-01)	02 (W-01)	01 (W-0)	01 (W-0)	08 (W-02)			
6	Auditor	EIC-Electricity-Cum-PCEI(O)	01 (W-01)	01 (W-0)			02 (W-01)			
7	Gram Panchayat Extension Officer	Panchayati Raj Department	45 (W-15)	20 (W-07)	13 (W-04)	09 (W-03)	87 (W-29)	03	01	03 Cat-II-HI-01 PD Cat-III-OH-01 CP,LC,DW,AAV,LI BL(MNR),OL(R/L Cat-IV-MD-01
8	Handicrafts Promotion Officers	Directorate of Handicrafts	46 (W-15)		01 (W-0)	01 (W-0)	48 (W-15)	01		02 Cat-I-VI-01 Cat-III-OH-01 OL(R/L), OA(R/L)BL(MNR)
9	Inspector of Cooperative Societies	Directorate of Handicrafts	04 (W-01)	01 (W-0)	01 (W-0)	01 (W-0)	07 (W-01)			
10	Inspector of Cooperative Societies	Directorate of Fisheries	01 (W-0)	03 (W-01)	01 (W-0)	01 (W-0)	06 (W-01)			

11	Inspector of Cooperative Societies	Registrar of Co-operative Societies	31 (W-10)	10 (W-03)	09 (W-03)	09 (W-03)	59 (W-19)	02	01	02 Cat-I-VI-01(B & LV Cat-II-HI-01
12	Inspector of Supplies	Food Supplies & Consumer Welfare Department	87 (W-33)	14 (W-10)	09 (W-02)		110 (W-45)	03	01	04 Cat-I-VI-01 LV Cat-II-HI-01 PD Cat-III-OH-01 CP,LC,DW,AAV,MI LD(OL,OA) Cat-IV-01 AT,ID,SL
13	Junior Correctional Officer	Directorate of Prisons and Correctional Services	11 (W-3)	03 (W-0)	04 (W-01)	02 (W-1)	20 (W-05)	01	-	01 Cat-II-HI-01
14	Junior Employment Officer	Directorate of Employment	13 (W-04)	06 (W-02)	04 (W-01)	03 (W-1)	26 (W-08)	01	-	02 Cat-I-VI-01(LV) Cat-III-OH-01 [OA(R/L)]
15	Small Savings & Financial Inclusion Officer	Directorate of Small Savings	04 (W-02)	02 (W-0)	01 (W-0)	02 (W-0)	09 (W-02)	-	-	-
16	Junior Assistant	Office of Excise Commissioner (HOD)	03 (W-02)	01 (W-01)		01 (W-0)	05 (W-03)			
17	Junior Assistant	Directorate of Prisons and Correctional services(HOD)	05 (W-02)	03 (W-01)	02 (W-01)		10 (W-04)			
18	Junior Assistant	Directorate of Industries(HOD)	04 (W-1)	02 (W-01)	01 (W-0)	01 (W-0)	08 (W-02)			01 Cat-III-OH-01 BL(MNR),OL,OA
19	Junior Assistant	Directorate of Employment (HOD)	03 (W-01)	01 (W-0)			04 (W-01)			
20	Junior Assistant	Directorate of Employment, Skill Devt. & Technical Education Dept. (Field office)	38 (W-14)	15 (W-05)	08 (W-03)	10 (W-03)	71 (W-25)	02		03 Cat-I-VI-01(LV) Cat-II-HI-01 HI(W.S.A) Cat-III-OH-01 OA, OL, BL(MNR) Leprosy cured, Dwarfism, Acid attack victim.
21	Junior Assistant	Directorate of Technical Education & Training (Field offices)	29 (W-12)	18 (W-06)	14 (W-04)	11 (W-04)	72 (W-26)	01	01	03 Cat-I-VI-01 LV Cat-II-HI-01 HI(W.S.A) Cat-III-OH-01(W-0) OL(R/L), Dwarfism Acid attack victim.
22	Junior Assistant	Directorate of Technical Education & Training (Headquarters)	01 (W-0)	01 (W-0)	01 (W-0)		03	01		
23	Junior Assistant	EIC-Electricity-Cum-PCEI(O) (HOD)	03 (W-01)	01 (W-0)	01 (W-0)	01 (W-0)	06 (W-01)			
24	Junior Assistant	Office of the Principal Chief Conservator of Forests (HOD)	05 (W-02)	02 (W-01)	01 (W-0)	01 (W-0)	09 (W-03)	01		01 Cat-I-VI-01(LV)
25	Junior Assistant	Madhusudan Das Regional Academy of Financial Management (HOD)	01 (W-0)	01 (W-0)	01 (W-0)		03			

26	Junior Assistant	Directorate of Health Services (HOD)	01 (W-0)	01 (W-0)			02			
27	Junior Clerk	Directorate of Fisheries (Field Offices)	05 (W-02)		01 (W-0)	01 (W-0)	07 (W-02)			
28	Junior Clerk	EIC-Electricity-Cum-PCEI(O)	19 (W-06)	11 (W-04)	08 (W-03)	06 (W-02)	44 (W-15)	01		02 Cat-I-VI-01(LV) Cat-II-HI-01
			561 (W-193)	162 (W-57)	145 (W-44)	75 (W-22)	943 (W-316)			

Note: - SC- Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially & Educationally Backward Classes

UR- Unreserved

ESM- Ex-Servicemen

PwD- Persons with Disabilities

W-Women

a) Transgender are also eligible to apply.

b) 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 shall be eligible to apply for the post as follows: -

Category	Types of Disabilities	No. of Vacancy
Category-I	Visually Impaired a) LV-low vision b) B & LV – Blindness and Low Vision	11 (W-02)
Category-II	Hearing Impaired; a) PD-Partially Deaf b) HI-Hard of Hearing (with suitable aid)	11 (W-02)
Category-III	a) Dwarfism (DW) b) Locomotor Disability (one Leg affected)-OL(Right or Left) OH(Orthopedically Handicapped)- BL-Both Leg(MNR)-Mobility Not to be Restricted BH-Stiff Back & Hips(Cannot sit or stoop) OA-One Arm (Right or Left) c) Acid Attack Victim (AAV) d) Leprosy Cured	12 (W-02)
Category-IV	Multiple Disability AT-Autism ID-Intellectual Disability SL-Specific Learning Disability (Category-I to Category-III as above)	03
Total		37 (W-06)

Code	Physical Requirement
MF	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
ST	Work performed by standing

W	Work performed by walking
SE	Work performed by seeing
R & W	Work performed by reading and writing
S	Work performed by sitting on Bench or Chair

c) Provision of assistance of Scribe

PwD candidates who have not less than 40% of disability of permanent nature and have limitation in writing shall have the option to use their own scribe with due permission of the Commission. The intending candidates have to give the option for scribe in the Online Application Form and have to submit the required certificate in the prescribed format as per Advisory Notice No.3453/OSSC dated 24.10.2019 available on the website of the Commission.

Note:

- 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.
- 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)
- must not have more than one spouse living
- must have passed M.E. School Examination with Odia as a language subject, or
- have passed HSC Examination or equivalent examination with Odia as the medium of examination in the non-language subject, or
- passed in Odia as a language subject in the final examination of Class-VII and above, or
- Passed a test in Odia in M.E. School standard conducted by Education Department.



b) Age:

- The minimum age for the post is 21 years and the maximum age is 38 years as of 01-01-2022. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST and all Women candidates, 10 years for candidates belonging to the PwD category and the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST and SC categories shall be entitled to cumulative age relaxation of ten years over and 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 the rule which will be more beneficial to him/her. To be eligible, candidates not enjoying any relaxation of the upper age limit, must not have been born earlier than 02.01.1984 and not later than 01.01.2001. Persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as Ex-Serviceman for the post, provided that those ex-servicemen who have already secured regular employment under the State Government in Civil Post and services would be permitted the benefit of age relaxation as admissible for an ex-serviceman for the securing another employment in any higher post and services under the state Govt. but such candidates shall not be eligible for the benefit of reservation.
- Moreover candidates for Defence Service Personnel, due to retire within six months from the last date of the Online Application form should note that they must submit the discharge certificate on the date of certificate verification for considering their claims under the Ex-Serviceman category. [For details refer to Annexure-A "How to apply".
- **Note for Ex-serviceman** Once an Ex-Serviceman has joined the Govt. Service on the civil side after availing benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. jobs shall cease. He can avail of 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, as soon as he joins any civil employment, he should give self-declaration/ undertaking to the concerned employer about the date wise details of application for various post which he /she had applied for before joining. The applicant should furnish a copy of the above declaration duly endorsed by the employer on the date of document/certificate verification for consideration of the claim of reservation under the Ex-Servicemen Category.

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



- The upper age limit is relaxable for the candidates coming under Rule-8(a) of Odisha Group-B and Group-C posts (Contractual Appointment) Rules, 2013 as per the rules provided, they satisfy the conditions mentioned therein. They must be less than 45 years as of 01.01.2022. They should upload their self-attested copies of their appointment letter(s) for the entire period of contractual engagement in the online application form. If they have different spells of engagement, it should be mentioned clearly in the online application and such appointment letter shall be uploaded. Such candidates shall keep the original appointment letter in support of their claim with them for verification during certificate verification.
- 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 thereto shall be acceptable by the Commission.

(c) Minimum educational qualification:

Candidate in order to be eligible for appearing in the selection examination for the post must have passed: Bachelor's Degree in any discipline from a recognised university and have computer knowledge such as proficiency in the use of Computer Internet, e-mail, Word Processing, data analysis and presentation.

4) Plan of Examination:

(i) The competitive examination shall comprise three stages namely:

Stage - I: Preliminary (CBRE mode) Examination:
Multiple Choice Questions: 150 Marks.
The indicative Syllabus is in **Annexure-C** of the Advertisement.

Time: 150 Minutes

Stage - II: (a) Main Written Examination: Two papers- 200 Marks. (Pen and Paper mode)
The indicative Syllabus is in Annexure-C of the Advertisement.

Paper-I: Language (Odia and English)

Paper-II: (General Studies)

Time: 2 & 1/2 Hours

Time: 2 & 1/2 Hours

Mark: 100 Marks

Mark: 100 Marks

Most of the Questions in Paper-I and II shall be objective type and short answer type.

(b) Mathematics tests shall be held only for the posts of Auditors. The indicative syllabus is in **Annexure-C** of the Advertisement.

(c) Candidates of the following Services/Posts are required to qualify for the Computer Skill Test.

(i) Auditor

(ii) Inspector of Supplies under FS & CW Department.

(iii) Junior Assistant/Junior Clerk.

The indicative syllabus is in Annexure-C of the Advertisement.

(d) **Note:** 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 paper I of main exam i.e. language. The candidate shall exercise his/her option for medium of examination in the online application form. All may note that the option once given cannot be changed.

Stage -III: Certificate Verification.

- (II) Tentative Answer Keys of the Computer Based Examinations will be placed on the website of the Commission after the examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit, on payment of Rs500/- per question. Representations 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 Commission in this regard will be final. If the representation of the candidate about a question is found valid, the payment received will be returned to the candidate.
- (III) There shall be no provision for re-evaluation/ re-checking of the scores. NO correspondence in this regard shall be entertained.
- (IV) There will be a penalty (Negative marking) for wrong answers marked by the candidate in examinations consisting of Multiple Choice Questions. The Quantum of penalty / negative marking will be 0.25 marks for each wrong answer.
- (V) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary written examination as fixed by this Commission in their discretion, for the next stage of the main written examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.). A minimum of five times the number of vacancies may be called for main written examination.
- (VI) Qualifying marks in Computer Skill Test, as well as Mathematics Test, will be **50% of the total.**
- (VII) Based on the performance in two papers of the main written examinations and having qualified in Mathematics or Computer Skill Tests wherever applicable, candidates will be shortlisted for document verification.

5) Place and Date of Written Examination:

- The date, time & venue of the Written Examination and certificate verification will be conveyed to the eligible 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 from time to time.
- The Preliminary examination is likely to be held in January/February 2022.

6) Certificate verification and submission of Detail Application Form (DAF):

Candidates numbering about two times of the vacancies category-wise shall be shortlisted for certificate verification based on their sum total of marks secured in the main written examination and Computer Skill Test taken together in order of merit.

The candidates will be required to produce their Original academic certificates, mark sheets, caste certificate, special category certificate, and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the application duly signed by the applicant. **(Details in Annexure-B)**

The candidates who fail to appear for document verification will not be considered for final selection and their names will be deleted from the merit list.

7) Admission Letter:

- The Commission shall upload the admission letter for the convenience of the admitted candidates on its Website. "www.ossc.gov.in". 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 a printout.
- Admission of a candidate for the written examination and other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.
- The admitted candidates will have to produce the printout of the admission letter at the venue allotted for appearing in the examination/test.
- The admission letter contains the 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.

8) Selection:

The select list of the candidates found suitable in certificate verification shall be prepared in order of merit category-wise as per vacancies advertised/notified based on their sum total of marks secured in the main written examination.



9) 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 the conduct of the examination, his/her 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 sheets, etc. from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- Submitting more than one application form for one recruitment 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 the examination/ instigate other candidates not to take the examination.
- Making statements that 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 examination with a forged admit card, identity proof, etc.
- Possession of firearms/ 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.

10) Commission's final decision: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, the conduct of examination(s), allotment of examination centres and preparation of merit list and 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.

11) Important Instruction/Information for Candidates:

- a) Marks scored by candidates in Computer-based Preliminary Examination. If such examination is conducted in more than one sitting/batch will be normalized 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 the descriptive paper candidate must write his/her correct Roll number and subject at the prescribed place on the cover page of the answer book. Candidates must also affix their signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll number, subject, signature and left-hand thumb Impression 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 and Computer Skill Test, as the case may be, are proposed to be shared with him/her after the 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

application but became subsequently during the recruitment process must submit a No Objection Certificate at the stage of certificate verification.

By order of the Commission


Secretary

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 eligibility and other aspects at the time of written examination and, therefore, the 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 the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printouts 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 an Aadhar Card/ printout of e-Aadhar, Driving License, Voter Identity Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, 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 on it, then the candidate must carry an additional original certificate in proof of his/her Date of Birth. In case of a mismatch in the date of birth mentioned in the admission certificate and Photo ID/ Certificate brought in support of the 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 the 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 on 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 the cyber/ IT act.

How to Apply:

- The applicants should go through this detailed advertisement before filling up the online application form.
- All eligible candidates have to register themselves by clicking on the "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 the "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 the 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 forms. 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 the 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 and 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 and other documents ready while filling up the details of the educational qualification and other fields of the online application form.
- SC/ST/SEBC category candidates need to submit detailed information of the valid online Caste Certificate issued by the 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, he/she must give a self-declaration in the format appended in the online application form.
- Candidate claiming reservation/age relaxation under the “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 is going to retire within six months from the closing date of the 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-Serviceman 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.
- Candidates claiming reservations under sports person category need to upload sports identity card issued by Director of Sports and Youth Service Department. The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- In-service contractual employees of Government Offices claiming age relaxation (maximum age limit 45 years as on 01.01.2022) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/ Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group ‘C’ & ‘D’ posts and who have completed minimum one year of continuous service prior to commencement of Odisha Group-B/Group-C& D posts Contractual appointment Rules, 2013 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.osscc.gov.in. They have to fill the information like name of the employer, scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-4 of Odisha Group-C & D of Contractual Appointment Rules-2013), Finance Department approval/concurrence number in the online application form. The candidate has to produce the certificate issued by the employer in the prescribed format, as prescribed in the above advisory notice along with original documents during Certificate Verification for consideration and examination of his/her 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 are clearly identifiable/visible. Otherwise the

registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

- 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 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.

Annexure-B

Document to be submitted at time of Certificate Verification:

- a. Print copy of the online application legibly signed by the candidate at appropriate place.
- b. HSC certificate and mark sheet or equivalent certificate in support of date of birth, issued by the concerned Board/Council.
- c. +2 Certificate and mark sheet or equivalent certificate.
- d. Bachelor degree certificate and mark sheet.
- e. 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.
- f. 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.
- g. Photocopy of online disability certificate issued by UDID (by Appropriate Medical Authority) in case of PWD candidates.
- h. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- i. Sports identity card issued by Director of Sports & Youth Services in case of sports person candidates.
- j. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her appointment order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, post held, nature of post, scheme under which appointed and No objection to appear the examination.
- k. NOC in case of candidates working in Government Service.



Annexure-C

THE DETAIL SYLLABUS OF THE EXAMINATION :

(a) Detail 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.

(b) Detail Syllabus of Main Written Examination:

Paper-I: Language (Odia and English)

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

Paper-II:

- General Studies. (Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change – Plus Two Standard).

(c) Detail Syllabus of Computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing(MS Word)
- Spread Sheet(MS Excel)
- Presentation/Slide ware(MS PowerPoint)
- Data base(MS Access)
- Usage of the Internet, Services available on the Internet
- Basic Networking Concepts, Communication Technology

(d) Detail Syllabus for Mathematics:

- Arithmetic
- Algebra
- Statistics and Probability
- Mensuration
- All Secondary School Level

