

**ODISHA STAFF SELECTION COMMISSION**

Unit – II, Bhubaneswar – 751009

Advertisement No.IIE-64/2024/ 4614 /OSSC Date:19.11.2024

**DETAILED ADVERTISEMENT FOR COMBINED GRADUATE LEVEL RECRUITMENT EXAMINATION FOR GROUP-B & GROUP-C SPECIALIST POSTS/SERVICES-2024 (CGLRE SPECIALIST-2024) UNDER DIFFERENT DEPARTMENTS/ HODs OF GOVT. OF ODISHA**

(POST CODE:CGLS/ 345)  
(WEBSITE: [www.osscc.gov.in](http://www.osscc.gov.in))

**1. Application Invited:**

	Start Date	End Date
Online Registration	29.11.2024	28.12.2024
Submission of Online Application Form	29.11.2024	31.12.2024
Date of editing of Online Application form	29.11.2024	02.01.2025
Mode of Application	Online Mode only through the website " <a href="http://www.osscc.gov.in">www.osscc.gov.in</a> ". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

- Appointment shall be guided by “**Combined Graduate Level Recruitment Examination for Group-B and Group-C Specialist Posts and Services Rules-2022**” as amended from time to time (Copy enclosed as Annexure-D).
- Applications are invited through online mode only through the website “[www.osscc.gov.in](http://www.osscc.gov.in)” for recruitment to fill up the vacancies reported by different Department/HODs under Govt. of Odisha as follows.

Sl. No	Name of the Post/ Services	Name of the Department/ Heads of Department in which vacancy exists for this recruitment	No. of Vacancy	Group of Post/ Services	Pay Matrix Level
1	Assistant Statistical Officer	Directorate of Economics & Statistics, under Planning & Convergence Department.	<b>169</b> (W-56)	Group-B	Level-9 of ORSP, 2017
2	Statistical Assistant	Office of the Labour Commission, Odisha. Under Labour & Employees State Insurance Department.	<b>04</b> (W- 01)	Group-B	Level-9 of ORSP, 2017

- a. Candidates must 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.
- b. **The appointment will be only against one of the posts carrying corresponding pay as indicated in the above table and candidates need to give options for the posts/service and Department/HODs in the Online Application Form. The option submitted is final.**
- c. The examination fee has been exempted for all categories of candidates as per G.A. & P.G. Department Notification No.9897/Gen, dtd.11.04.2022.
- d. Appointments shall be on regular basis carrying the level of Pay as mentioned in the table above. The appointment shall be guided by "Odisha Group-'B', 'C' and Group-'D' Posts (Repeal and Special Provisions) Rules, 2022 notified vide Govt. in GA and PG Department Notification No. 29076 dated 16<sup>th</sup> October 2022.
- 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](http://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.
- j. **Candidates must have the requisite qualification for the post on the last date of submission of Online application form.**
- k. Commission will adopt a "Normalisation Formula" published in Commission's website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result where

the examination is conducted through CBRE ( Computer Based Recruitment Examination)/ OMR 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, and such normalized score will be used to determine cut-off marks.

1. For those eligible for and applying for more than one post/ service, the Commission will make the final allotment to post/ service on the basis of merit-cum-preference of post/ service given by the candidate and once a post is allotted, no change of posts will be made by the Commission due non-fulfilment of any post-specific requirements of Physical/medical/educational standards, etc. Candidates thus must ensure that they fulfil all the requirements of the posts before giving their preference/options for any post/ service.

**NOTE: 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 Posts/ Services	Name of the Department	Category wise Vacancy				
			UR (Out of which women)	SEBC (Out of which women)	SC (Out of which women)	ST (Out of which women)	Total (Out of which women)
1	Assistant Statistical Officer	Directorate of Economics & Statistics, Planning & Convergence Department.	85 (w-28)	19 (w-6)	27 (w-9)	38 (w-13)	169 (w-56)
2	Statistical Assistant	Office of the Labour Commission, Odisha, Labour & Employees State Insurance Department.	02 (w-01)	-	01	01	04 (w-01)
						<b>Total vacancy:</b>	<b>173 (W-57)</b>

UR: Unreserved

SEBC: Socially and Educationally Backward Class

SC: Scheduled Caste

ST: Scheduled Tribe

W: Women

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

**b. Special Category vacancies reserved for the following posts only:**

Name of the Posts/ Services	Special Category				
	Ex-Servicemen (ESM)	Sports Person	Persons with Disability (PwD)		
			Vacancy	Category & No. of vacancies	Benchmark of Disability to get a reservation
Assistant Statistical Officer	05	01	07	Cat-I: 02	a) Low Vision having visual disability not more than 50%.

under Directorate of Economics & Statistics.				<b>Cat -II: 02</b>	b) Hard of Hearing with suitable aid having disability not more than 50%.
				<b>Cat-III:02</b>	c) Leprosy cured, Dwarfism, Acid attack victim and Muscular dystrophy.
				<b>Cat -IV:01</b>	d) Autism, Intellectual disability, Specific learning disability. e) Multiple Disability- having combination of disabilities from the above categories (a) to (d).

**NOTE:**

**I.** 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 the above Benchmark Disability of permanent nature and having Disability not below 40% in the above categories as shown in the table shall be eligible to apply and avail reservation for the post of Assistant Statistical Officer.

**II. Physical Requirements of PwD eligible for the post.**

<b>Name of the Posts/ Services</b>	<b>Physical Requirements</b>
Assistant Statistical Officer under Directorate of Economics & Statistics.	MF-Work performed by manipulating (with fingers) H-Work performed by hearing/speaking BN- Work performed by bending R&W-Work performed by reading & writing SE-Work performed by seeing ST-Work performed by standing S-Work performed by sitting (on bench or chair) W-Work performed by walking PP- Work performed by pulling and pushing L- Work performed by lifting
Besides, the candidate must perform following works: 1. Work conducted by crop cutting & harvesting in the crop field. 2. Work performed by moving from plot to plot in different seasons.	

**c. Provision of assistance of Scribe**

PwD candidates with disabilities not less than 40% of permanent nature and limitations in writing have the option to use her/his own scribe with prior permission of the Commission separately for each stage of examination. The intending candidates must give option for scribe in the appropriate place while filling up the Online Application Form.

- d. She/ He must submit the following documents as mentioned in the Advisory Notice No.3453/OSSC Dt.24.10.2019, available on the website of the Commission, to the Commission within the stipulated duration.
- i. Copy of the undertaking Form in Appendix -II duly filled and signed by both the candidate and the scribe.
  - ii. Copy of the disability Certificate of the candidate.
  - iii. Certificate in Appendix-I given by Medical Authority for physical limitation in writing in respect of the candidates having disabilities.
  - iv. Copy of the admission letter of the candidate.
  - v. Copy of ID proof of the scribe duly signed by the candidate.
  - vi. Copy of the highest educational qualification certificate of the scribe duly signed by the candidate. Educational qualification of the scribe must be lower than prescribed educational qualification of the recruitment.
- e. PwD candidates must ensure that they possess permanent disability certificate and must upload a valid & clear scanned copy of the original (not photocopy) UDID card issued by the 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 suitable male candidate(s) of the same category.
- g. The number and reservation of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment, are subject to change without any prior notice, as per discretion of the Commission, the Requisitioning Authorities /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
- 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 prior to the date of closing date of Online application form.

**b. Minimum Educational Qualification:**

Candidates to be eligible for appearing in the selection examination for the post(s) must have passed:

Sl. No.	Name of the Posts/ Services	Minimum Educational Qualification prescribed for the post
1	Assistant Statistical Officer under Directorate of Economics & Statistics, Odisha.	Bachelor's degree in arts/ science with Statistics/ Applied Statistics/ Economics/ Mathematical Economics/ Mathematics/ Sociology/ Computer Science/ Computer Application as Honours/ Major subject or Degree in Commerce/ Data Science. Or Post Graduate Degree in Statistics/ Applied Statistics/ Agricultural Statistics/ Economics/ Applied Economics/ Agricultural Economics/ Mathematical Economics/ Mathematics/ Sociology/ Commerce/ Data Science.
2	Statistical Assistant under Office of the Labour Commission, Odisha.	Bachelor's degree in arts/ science with Honours in Mathematics/ Statistics/ Computer Application/ Physics/ Economics/ Applied Economics/ Agriculture Economics or having degree in Commerce.

**c. Age:**

Minimum Age as on 01.01.2024	Maximum Age as on 01.01.2024
21 Years	38 Years

However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST category & 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 will be more beneficial to her/him. To be eligible, candidates not enjoying any relaxation of upper age limit,

must not have been born earlier than **2<sup>nd</sup> January 1986** and not later than **1<sup>st</sup> January 2003**.

- d. 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.

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

- e.** The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.
- f.** Sports person candidates claiming reservation must submit sports ID Card issued by Director of Sports & Youth Service Department, Government of Odisha.
- g.** 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.
- h.** 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.

**4. a. Plan and Pattern of Examination:**

The competitive examination shall comprise three stages namely:

**Stage - I: Preliminary Examination- 150 marks.**

The indicative Syllabus is in **Annexure-C** of the Advertisement.

The examination will be conducted through CBRE/OMR mode. The questions will be of MCQ type. Other details like duration of the examination, number of questions etc. will be shared in due course on the website through Notice.

Candidates numbering minimum five (05) times of the vacancies category wise shall be shortlisted for Main written Examination based on their marks secured in the Preliminary Examination.

**Stage - II: (a) Main Written Examination:**

**Technical paper (s)- 200 Marks.**

The indicative Syllabus of technical paper for the post of **Assistant Statistical Officer & Statistical Assistant** will be published shortly.

The examination will be conducted through CBRE/OMR mode. Details about the type of questions, duration of the examination, number of questions etc. will be shared in due course on the website through Notice.

(b) Candidates applying for any of the two posts are required to qualify the **Computer Skill Test**.

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

**Note:** In pursuance of GA & PG Department Notification No-29246, Dated-18<sup>th</sup> October 2022, the Preliminary and Main written Examination, shall be conducted both in Odia and English. 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:**

Candidates numbering 1.5 (**One & half**) times of the vacancies advertised (Post Wise &Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Main Written Examination.



In case, during the stage of Certificate Verification, the Commission observes that the vacancy(ies) for a particular category of post(s) is/are not likely to be filled up completely, an additional number of candidates who have qualified in the order of merit shall be called **only for one more time, at the discretion of the Commission** for filling up the number of vacancies.

(I) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

(II) The Commission may conduct the Preliminary examination and/or the Main Written examination with objective papers through OMR or CBRE (Computer Based Recruitment Examination) Mode. In case of CBRE/ OMR mode of examination being conducted in more than one session/sitting, Commission will adopt the normalization process as per the advisory Notice No.2444/OSSC dated 02.09.2021(available on the website of the Commission i.e. [www.oss.gov.in](http://www.oss.gov.in)) for processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.

(III) 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 one mark question.**

(IV) 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.) and different posts/ services.

**(V) Qualifying marks in Computer Skill Test will be 50 % of the total marks.**

(VI) Based on the performance in Technical Paper(s) of the Main written examination and having qualified in Computer skill test whatever applicable, candidates will be shortlisted for document verification.

**The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.**

- b. The candidates who fail to appear at 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 the examination must be sent to the commission by email "[support.oss.gov.in](mailto:support.oss.gov.in)" within 05(five) days of completion of examination.

**5. Place and Date of examination:**

- a. Tentative date for Preliminary examination is likely to be in the first quarter (January-March) of 2025. 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 Main written examination, Computer Skill Test and 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 from time to time.

**6. \*Option/ Preference of Candidates:**

Option / Preference of candidates for various post/services will be indicated in the Online Application Form. The option/preference submitted will be final. Preference will only be indicated for such posts for which the candidate has requisite qualification.

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

Candidates shall be shortlisted for Certificate Verification based on the marks secured in Main Written Examination and having qualified in Computer Skill Test.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Government servants (State or Central) or working under PSUs of the State Government/ Central Government or Govt. Universities or Autonomous Bodies/ Institutions of State/ Central Government 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 online application form duly signed by the applicant. **(Details are enclosed in Annexure-B).**

**NOTE: 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 on its website [www.osscc.gov.in](http://www.osscc.gov.in) for the convenience of the candidates.
- 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, instructions to candidates and facsimile signature of the Secretary of Commission.

**9. Merit List :**

- a. A merit list shall also be prepared for each post or service. A Common Merit List may be prepared for more than one Service or Post, if there is Common Technical Paper for such service or post. The names of candidates shall be arranged in the order of merit.
- b. The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.
- c. If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of men candidates in that category.
- d. In the event of tie in scores of candidates, merit will be decided by applying the following criteria, one after another in the given order, till the tie is resolved, namely:-
  - 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.
- e. Appointment of candidates from the select list by Appointing Authority shall be made after re-verification of original certificates of his eligibility for the post. This will include certificates of age, caste or category, educational qualifications, certificates of special categories, etc.

**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 the conduct of the 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. Criminal proceeding may be started in appropriate places.
  - 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 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 or any of the functionaries of the Commission (OSSC).
- 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 during examination.
- 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.
- Submitting more than one application for any recruitment 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 functionaries or representatives.
- 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.
- Impersonation/ 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.
- Obtaining question paper(s)/Examination-related materials before commencement of the examination irregularly.

(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 centres 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. The candidate has to fill/confirm in the OMR answer sheet or CBRE Screen, as the case may be, correct Roll Number and other data as required in the place(s) indicated therein and darken the appropriate circles in Blue or Black Ball Point Pen only properly in case of OMR-based examination. If the information so furnished is incomplete or different from the application form or if appropriate circle is not darkened properly, then zero mark will be awarded.
- b. In Descriptive Paper, candidate must write her/ his correct Roll Number at the prescribed place on the cover page of the Answer Book. Candidates must also affix their signature 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.
- c. 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.
- d. There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- e. Sharing of marks with the candidate: Marks obtained by an applicant in Preliminary Examination, Main written Examination and Computer Skill Test are proposed to be shared with him/ her after final merit list is published.
- f. All these are State Cadre posts. The candidate, on selection, may be asked to serve anywhere in Odisha.
- g. 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 05 days of the declaration of the said result through e-mail [support.osscc@gov.in](mailto:support.osscc@gov.in).
- h. Applicants who are Government servants (State or Central) or working under PSUs of the State Government/ Central Government or Govt. Universities or Autonomous Bodies/ Institutions of State/ Central Government should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application Form failing which their candidature for the post may be rejected. At the certificate verification stage, they must produce the original "No Objection Certificate". Those who were not Government Servants/**

working in PSUs at time of submission of application but became Government Servants subsequently must submit "No Objection Certificate" at stage of certificate verification. Those Government Servants/ working in PSUs who are unable to produce No Objection Certificate during Certificate Verification will not be included in the Merit List. Similarly, if any candidate hides his/her Govt. Servant/ PSU employee status and found to be a Government servant/ PSU employee on the day of Certificate Verification or before, will not be included in the Merit List.

By Order of the Commission

  
19.11.2024  
Secretary

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## 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 likely 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.
- PWD Candidates must submit the Self-attested Xerox copy of their permanent disability certificates issued by competent Authority/UDID having disability not less than 40% for availing Compensatory time at the examination center.
- PwD candidates availing the facility of scribe must opt for scribe in the Online Application Form at the prescribed place. She/ He shall have to take prior permission of the Commission separately for each examination for which a notice will be published on the website of the Commission before conduct of examination.
- She/ He must submit the following documents as mentioned in the Advisory Notice No.3453/OSSC Dt.24.10.2019, available on the website of the Commission, to the Commission within the stipulated duration.
  - h. Copy of the undertaking Form in Appendix -II duly filled and signed by both the candidate and the scribe.

- i. Copy of the disability Certificate of the candidate.
  - j. Certificate in Appendix-I given by Medical Authority for physical limitation in writing in respect of the candidates having disabilities.
  - k. Copy of the admission letter of the candidate.
  - l. Copy of ID proof of the scribe duly signed by the candidate.
  - m. Copy of the highest educational qualification certificate of the scribe duly signed by the candidate. Educational qualification of the scribe must be lower than prescribed educational qualification of the recruitment
- When the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take the 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 Form. 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 her/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, her/his candidature will be cancelled and she/he may be debarred from all the examinations of the Commission.
  - **The candidate can exercise option for more than one post,** if he/she is eligible for those posts in all respect i.e. he/she must have requisite educational qualification for those posts as mentioned in clause-3(b) of the Advertisement.
  - The candidates should ensure that they have filled in the correct data in the online application before submission. However, in case any data or information has been wrongly extended, they may correct the same in the Online Application Form (except the data filled in Registration) at any time before closing date of the online application. After the closing date of the online application, no correction /modification/changes in the online application form shall be allowed under any circumstances. Any request reviewed in any form in this regard through e-mail/ by hand shall not be entertained.
  - The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.
  - Applications with blurred/ illegible Photograph/ Signature will be rejected.
  - Female candidates who have changed first/last/surname post marriage must produce Gazette Notification/ Marriage Certificate/ Affidavit to appear for the examination.



- 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 may fill their correct Aadhaar number.
- 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.
- All PwD candidates must submit valid and clear PwD certificate to avail compensatory time.
- 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](http://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 a valid 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 examination.
- 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 ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- **Applicants must upload their Graduation/Post-Graduation Certificate and Marksheets for verification to shortlist eligible candidates for next stage of examination. This is mandatory.**
- 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 is 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 100 kb 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.
- Candidate claiming reservations under Sports Person category need to **upload sports identity card issued by Director of Sports and Youth Service Department, Odisha.** The scanned document must be in "pdf" format between ranges of 100kb to 500kb.
- 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 have the requisite qualification for the post on the last date of submission of Online application form.**
- Applicants who are Government servants (State or Central) or working under PSUs of the State Government/ Central Government or Govt. Universities or Autonomous Bodies/ Institutions of State/ Central Government should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application Form 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 Government Servants/ working in PSUs at 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 Government Servants/ working in PSUs who are unable to produce No Objection Certificate during Certificate Verification will not be included in the Merit List. Similarly, if any candidate hides her/his Govt. Servant/ PSU employee and found to be Government servant/ PSU employee on the day of Certificate Verification or before, will not be included in the Merit List.
- The Candidate shall be allowed for the examination at different stages provisionally basing on the information furnished in the Online Application. As such they 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 the time of Certificate Verification:**

- a. Downloaded copy of Admission letter for Certificate Verification.
  - b. Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.
  - c. Copy of the Online Application form legibly signed by the candidate at the 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 (As applicable for the post).
  - f. +3 Arts/Science/Commerce or equivalent Bachelor's Degree certificate & mark sheets.
  - g. Post Graduate Degree certificate & mark sheets.
  - h. Caste certificate issued by the competent authority for the purpose of employment/service (In case of ST, SC & SEBC Candidates only).
  - i. 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 and SEBC Declaration form.
  - j. 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.
  - k. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.
  - l. Discharge certificate, identity card, document indicating the period of service rendered in defence forces and Undertaking form regarding avail/non-avail of ESM benefit in case of Ex-Servicemen candidates.
  - m. Sports Identity Card issued by Director of Sports & Youth Service Department, Govt. of Odisha in case of sports person candidates.
  - n. NOC in case of candidates working in Government Service/ PSUs of the State Government as well as Central Government/ Govt. Universities or Autonomous Bodies/ Institutions of State/ Central Government, etc.
  - o. An ID Proof such as Voter's Identity Card/Driving License/Aadhar Card etc. issued by Government Authority.
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## ANNEXURE-C

### **Indicative syllabus of Preliminary Written Examination**

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

### **Indicative Syllabus of Computer Skill Test:**

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

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