Advertisement No.IIE-154/2019- 4691/OSSC;   Date: 30.12.2019

Detailed Advertisement for recruitment to 36 no.s of posts of Junior Clerk –Cum-Typist , 12 no.s of posts of Junior Clerks (for District Mediation Centre) and 02 no.s of posts of Junior Clerk on Contractual Basis under Odisha State Legal Services Authority and 03 no.s of posts of Typist – Cum-Scribe Assistant under Law Department, Odisha, Bhubaneswar
(Post Code-JCT-149)

(WEBSITE: www.ossc.gov.in)

IMPORTANT:

- Online Application registration will be made available from date **09.03.2020** till **08.04.2020** by 11.55 P.M in the official website of the Commission "www.ossc.gov.in". Applications other than online mode shall not be accepted by the Commission.

- Candidates are to be extra vigilant while filling up the online application since there is no edit option.

- The Candidates should go through the eligibility criteria prescribed for the post and must satisfy himself/herself about his/her eligibility for the post before applying through online mode. Application(s) applied in any other mode shall not be entertained by the Commission.

- No hardcopy of online application/ documents required to be sent to the Commission. The applicants are required to upload the required certificates/documents as listed at clause-1(b) of the advertisement in the "Document Upload" tab. The documents should be in pdf format, clearly visible and in prescribed size as mentioned therein.

- PwD candidates have to follow the Advisory Notice published vide No.3453/OSSC dtd.24.10.2019 available in the Commission's website.

- In-service contractual candidates claiming benefits under the Contractual Appointment Rules will also have to follow the advisory notice published vide No.3568/ dtd.01.11.2019 available in the Commission's website.

- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.8880/- per month(for 1st year) as per Odisha Group-C & D Posts (Contractual Appointment) Amendment Rules,2017 notified vide Government in GA Department Notification No. GAD-SC-Rules-0037-2017-19574/Gen dtd.12th September,2017.

- Candidate must not be below 21 Years and must not exceed 32 years of age as on 1st January 2019 to be eligible to apply for the posts of Junior Clerk (for District Mediation Centre) & Typist –cum- Scribe Assistant (for Law Department) and must not be below 18 years and must not exceed 32 years of age as on 1st January,2019 to be eligible to apply for the posts of Junior Clerk-Cum-Typist and Junior Clerks (refer to Clause-6(a) of this Advertisement) with usual age relaxation for reserved categories as per relevant rules of Govt. in force.

- **Option/Choice of Office.**

  The candidates may exercise option for the posts & Offices in order of preference. Candidates having +3(Degree) qualification and fulfilling other eligibility can exercise option for all the posts whereas candidates possessing +2 qualification can exercise option for the post of Junior Clerk – Cum – Typist, Junior Clerk(two posts) and Typist –Cum- Scribe Assistant.

- 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 will be cancelled forthwith.

1. How to apply:

The applicants have to go through the detail advertisement before filling up the online application.

1. **(a)** Aspirants have to apply online using the official website of the Commission "www.ossc.gov.in". The applicants other than S.C., S.T. & PwD categories are required to deposit non-refundable examination fee of **Rs.200/-** only through online mode following the procedure as detailed at **clause-7** of this advertisement to apply for the post. By clicking on the tab 'online application' in the home page of the website, different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the online application process.

There will be 2 links under **"Form Links"** column for each advertisement.

(i)   For Registration.

(ii)   For registered user login.

All the Candidates first need to complete the Registration process before filling the Application Form.

For Registration the candidate needs to **click** the link **"For Registration"** present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form,** where few basic Details will be required as follows to be filled up by the applicant correctly.

i.	**Nationality**
ii.	**Applicant's Full Name**
iii.	**Applicant's Father's Name**
iv.	**Applicant's Mother's Name**
v.	**Name of the husband (In case of Married female applicant)**
vi.	**Gender**
vii.	**10th Standard Roll Number (As Mentioned in the Certificate)**
viii.	**10th Standard Year of Passing**
ix.	**10th Standard Board (Name)**
x.	**10th Standard Passed Exam Type**
xi.	**Whether passed minimum Seventh class exam. in Odia**
xii.	**Mobile Number**
xiii.	**Email Address**

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent sections will be automatically populated with the data filled in this section. **No change in this section will be allowed after the candidates submit the 'I Agree' box.**

Once the above details are filled by the candidate, one CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box "**I Agree**" **for** declaration and submit the registration form.

On Submitting the registration form a unique Application Sequence No. will be generated and will be shown to the candidate.

Application Sequence No. generated will act as **user id** of the candidate for the post. E-mail and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the 'User id' and 'Password'.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As mentioned in the Certificate), 10th Standard Board, 10th Standard Year of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) Gender etc. need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained. User registration is only required once during applying for a specific post/advertisement.

After successful submission of the registration form "**Go to Application Form**" & "**Logout**" button will be visible in the top right hand corner of the webpage.

Candidate can also click on the "**Go to Application Form**" to continue with the filling of the application form. Candidate can click the "**Logout**" button if he/she wishes to exit the current session.

1.   (b) For registered user login

In order to fill in the Application form candidate needs to Click the link present under "**For registered user login**" present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate need to login using the 'User id' and 'password' he/she received after registration though **e-mail** as well as **SMS** in the registered mobile no. & e-mail id.

Once the candidate successfully logged in to the application form he/she will be getting 4 tabs

1. **Personal Details**
2. **Additional Details**
3. **Qualification details**
4. **Document Upload**

All the detail data are required in the above 4-tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be auto populated in the respective fields of the application form. Please read the caution below while filing up the column of Marks Secured and Full Mark for the examinations passed

The candidate have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking "**Save & Continue button**" present in the end of the each tab.

Candidate can **preview** the application by clicking the "**Preview Application**" button present in the end of "**Document Upload**" tab as and when required.
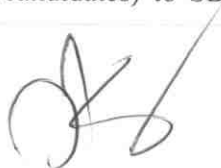
All candidate mandatorily need to upload the scanned image of his/her **recent passport size photograph and scanned image of his/her full signature** in the on line application form which **must be within max 80 kb (The Format supported -JPEG/JPG).**

i. In addition to the above requirement all the candidates need to upload the following document in the **Document Upload Section** in **(File size max 300kb, format supported-pdf).**

ii. **10th Standard Pass Certificate & Mark sheet** containing the 10th Standard Roll Number as given in the registration form

iii. **+2 Certificate & Marksheet**

iv. **Bachelors Degree Certificate & Mark sheet**

v. Certificate of typing knowledge in English and Odia from a recognised/Registered Institution.

vi. Computer proficiency certificate (minimum DCA/O Level/OSCIT/PGDCA) from a recognised Institution/University

vii. Candidates claiming reservation under **SC/ST/SEBC** category need to upload valid caste certificate or a self declaration in prescribed format Annexure-'A' or 'B' appended to this Advertisement.

viii. Candidates Claiming **"PwD (Persons with Disabilities)"** category need to upload a valid **PwD** certificate.

ix. Candidates Claiming "Ex-Serviceman" category need to upload any one of the Ex-Servicemen Documents (**Discharge Certificate/ Identity card/ PPO indicating therein the date of entry, date of discharge and period of service** rendered in Defence Forces) as per **Clause-8(ix)** of the advertisement).

x. Candidates not having Odia as a subject in HSC Examination, has to upload Odia Pass certificate in at least **ME Standard (Class-VII)** or more issued by Head Master/Principal or any other competent authority affiliated to Education Department of Govt. of Odisha or any other competent Authority.

xi. **In-service contractual employees** in the category-I & II (Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014) claiming age relaxation up to 45 years as on 01.01.2018 and have completed one year of continuous service prior to effective of Odisha Group-C & D posts Contractual Appointment Rules, 2013 must upload the required certificate issued by the concerned employer as per proforma prescribed by the Commission vide the Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission **www.ossc.gov.in**

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no further correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, special category, present address, permanent address, full marks, marks secured) in H.S.C , +2 & +3 or equivalent level which are required for eligibility.

The filled in Application Form must be submitted by clicking the **'Submit Button'.** Before submitting the **online application the applicant must re-check the information** filled in and ensure that the information provided and the scanned signature and scanned photographs uploaded are clearly identifiable /visible. After clicking the submit button, the system will redirect all candidates (Except SC/ST/PwD category candidates) to SBI Collect portal for payment of

examination Fees, The details of which has been furnished at **Clause-7** of this advertisement. After successful payment of Examination fees (as applicable) the form will be submitted in the OSSC website. In case of applicants in the category of SC/ST/PwD the form will be submitted directly. After the form is successfully submitted, the candidate has to take the printout of the filled application form (OSSC Copy and Applicant Copy) for future reference.

1. (c) The candidate has to take both the printed copies of application (i.e. 1. **OSSC Copy** and 2. **Applicant's Copy**). The **OSSC** copy has to be preserved by the applicant for future use. In case the candidate is shortlisted for verification of documents, he/she has to submit the same in the Office of the Commission on the date of certificate verification along with the originals & a set of self attested photo copies of certificates/ documents.

1. (d) The **Applicant's copy** contains the '**User ID**' and '**Password**' printed on the bottom of the Application Form. The applicant has to keep it carefully for his future reference to access to the website to know the status of the application and also to download the admission letter from the Commission's website.

1. (e) Applications received through any mode other than online mode are liable to be summarily rejected.

1. (f) The candidate must submit correct information in the Online Application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, the Commission reserves the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.

1. (g) The candidate may find out the status of his/her application as well as his/her Admission letter/hall ticket for appearing the examination by accessing OSSC website, clicking therein '**online application**' tab, and thereafter clicking on the link present under "**For registered user login**" in **Form Link section against that particular advertisement/post,** by using the user ID and password.

1. (h) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement.
The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter for the examination and valid Photo Identity proof issued by any Govt. Authority.

2. Option/Choice of Office.

The candidates may exercise their option for the posts & Offices in order of preference. Candidates having +3(Degree) qualification and fulfilling other eligibility can exercise option for all the posts whereas candidates possessing +2 qualification can exercise option for the post of Junior Clerk – Cum – Typist, Junior Clerk(two posts) and Typist –Cum- Scribe Assistant.

3. Last date of online Applications:

3.a. The last date for submission of online Application in response to this advertisement is **11.55 P.M. of Dtd..08.04.2020**. The system will be automatically disabled from **11.55 PM** of the said date after which the application form for this particular post will not be generated any more.

3.b. No. Physical Copy (hard copy) of the online application form/documents required to be sent to the Commission. Candidates have to upload the relevant documents as listed at **clause-1(b)** . They are required to produce originals at the time of certificate verification.

4. Vacancies to be filled up and reservations :

As per requisition placed before the Commission by the Recruiting Authorities, the category-wise break-up of the posts to be filled up by this recruitment are as follows:

4. (a) Vacancy position

Name of the posts	Vacancy Position					Vacancies for Special Categories		
	SC	ST	SEBC	UR	Total	EX-SM	PwD	Sports Person
Junior Clerk-cum-Typist of OSLSA	06 (w-2)	08 (w-2)	04 (w-1)	18 (w-6)	36 (w-11)	01	01	Nil
Junior Clerk of OSLSA in Dist. Mediation Centre	03 (w-1)	03(w-1)	02(w-nil)	04(w-Nil)	12(w-2)	Nil	Nil	Nil
Junior Clerk of OSLSA	Nil	Nil	Nil	02(w-1)	02(w-1)	Nil	Nil	Nil
Typist–Cum-Scribe Assistant of Law Department	01 (w-nil)	01 (w-nil)	Nil	01 (w-nil)	03 (w-nil)	Nil	Nil	Nil

The PwD candidate having permanent disability of 40% or more and in the Benchmark disability of Low Vision only are eligible to get reservation for the post of Junior Clerk-cum-Typist.

NOTE : Vacancy position is subject to change as per discretion on of the Commission/Requisitioning Authority .

4.(b) Provision of assistance of Scribe

PwD candidates who have not less than 40% permanent disability and have limitation in writing shall have the option to use his own his/her own scribe. The intending candidates have to give option in the appropriate place while filling up online application form and also to submit the required certificate prescribed by the Commission as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission **www.ossc.gov.in**.

4. (c) The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission/Requisitioning Authority/ Government.

5. Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.8,880/- per month (for 1st year) as per Govt. in G.A. & P.G. Department Notification No.19574/GA dtd.12.09.2017 and Condition of Service will be guided by the Government of Odisha from time to time as per Odisha Group-C & Group-D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013/Gen dated 12th November 2013 as well as orders/instructions of the Appointing Authorities.

6. Eligibility:

6. a. Age:

Name of the post	Minimum age as on 01.01.2019	Maximum age as on 01.01.2019	Relaxation of upper age
Junior Clerk-cum-Typist of OSLSA	18 years	32 years	The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled **to cumulative age relaxation** of ten years over & above the normal relaxation specified for the category. However, a candidate can only avail one type of age relaxation as per rule
Junior Clerk of OSLSA in Dist. Mediation Centre	21 years	32 years	
Junior Clerk of OSLSA	18 years	32 years	
Typist –cum-Scribe Assistant of Law Deptt.	21 years	32 years	

To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1987 and not later than 1st January 2001 for the posts of Junior Clerk-Cum-Typist and Junior Clerk(2 posts). However, to be eligible for the post of Junior Clerk in District Mediation Centre of OSLSA and for the post of Typist-Cum-Scribe Assistant under Law Department, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1987 and not later than 1st January 1998. The 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. 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 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 in original on the date of certificate verification for considering their claims under Ex-Serviceman category.

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

The upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or in the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of "Odisha Group-C & Group-D posts (Contractual appointment) Rules-2013. They must be less

than 45 years as on 01.01.2019. They should submit the required proof from their employer for availing age relaxation and upload the required document as per **Clause-8(xii)** of this advertisement.

6.(b). Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/by an Indian University as equivalent there to shall only be acceptable to the Commission.

6. (c) Minimum educational Qualification prescribed:

Name of the post	Minimum qualification prescribed	Desirable qualification
Junior Clerk-cum-Typist (36 posts)	Passed +2 Arts/ Science/ Commerce conducted by CHSE or equivalent examination with basic Computer Knowledge.	Having knowledge in typing in English-40 words per minutes and in Odia- 20 words per minutes
Junior Clerk (12 posts) in Dist. mediation Centre	Degree in Arts/ Science/ Commerce or equivalent from a recognized University with basic Computer Knowledge.	
Junior Clerk (02 posts)	Passed +2 Arts/ Science/ Commerce conducted by CHSE or equivalent examination with basic Computer Knowledge.	
Typist –cum-Scribe Assistant (03 posts) of **Law Deptt.**	Passed +2 examination in any discipline or equivalent examination Having knowledge in typing in English-40 words per minutes and in Odia- 20 words per minutes with basic Computer Knowledge.	

6.(d) General Eligibility Criteria

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

(i) The candidate must be a citizen of India.

(ii) Be able to speak, read & write Odia.

(iii) Be of good moral character & conduct.

(iv) Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.

(v) If married, must not have more than one spouse living. Provided that Government may, if satisfied that such marriage is permissible under Personal Law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

(vi) Candidate must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-Language subject, or have passed in Odia as a language subject in the final examination of Class VII or above or have passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

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

7. **Examination Fee:**

The candidates other than SC/ST/ Persons with Disabilities (PwD) category have to pay a non refundable examination fee of Rs.200/-. The fees can be deposited only through online mode using Internet Banking/ Debit Card/Credit card/UPI in SBI payment gateway linked with the online application form following procedure as detailed below:-

Online Fee Depositing process in State Bank of India (SBI) through State Bank Collect Portal
Important: Candidate other than **SC, ST & PwD** category needs to **"Make Online Payment"** of **Rs. 200/- for submission of online application form for the post. Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.**
Steps to be followed in SB Collect portal for Online Payment 1. System will redirect you from online application form portal to State Bank Collect Portal after clicking on the '**Submit**' button. 2. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking **"Submit"** Button. 3. Select the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein. 4. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.
Candidates are advised to keep with them the copy of the e-receipt as a token successful payment of required examination fee for future reference.
Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.

Note:

    (i)   **Applications without payment of examination fee except SC/ST/PwD category candidates shall be liable for rejection.**

    (ii)   **SC/ST/PwD candidates are exempted from paying examination fee.**

8. **Certificates / documents to be submitted at the time of certificate verification**

The certificates/documents as listed below from (ii) to (xi) have to be submitted in original alongwith self attested Xerox copy of the same and the OSSC copy as mentioned below at (i) during certificate verification. The documents submitted in original must tally with the documents uploaded by the candidate except the declaration for caste certificate. The candidate must submit the valid caste certificate for verification.

    (i) OSSC Copy of the registered online application with declaration duly filled in & ink signed at the appropriate place.

    (ii) Self-Attested photocopy of HSC certificate or equivalent certificate & mark sheet issued by the recognised Board/Council.

    (iii) Self Attested photocopies of +2 pass Certificate & Mark sheet.

    (iv) Self-Attested photocopies of Degree certificate and Mark sheet.

    (v) Certificate of typing knowledge in English and Odia from a recognised/Registered Institution.

(vi) Computer proficiency certificate (minimum DCA/O Level/OSCIT/PGDCA) from a recognised Institution/University

(vii) Candidates of SC/ST/SEBC category shall enclose self-attested photocopy of a valid caste certificate issued by competent authority. Candidate belongs to SEBC category should submit SEBC certificate which must be within one year prior to last date of online application.

(viii) Candidates have to submit a self-attested Photocopy of the certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E. standard/Class-VII issued by Principal/Head Master or any other competent authority.

(ix) Self-Attested photocopy of the certificate of disability issued from the concerned Medical Board of the concerned district in case of PwD candidates with permanent disability to get reservation in the Benchmark category advertised. For candidates with temporary disability, they shall have to produce recent disability certificate to avail age relaxation.

(x) Self attested photo copies of documents in support of claim against Ex-servicemen i.e. Discharge certificate, identity Card & P.P.O issued by the appropriate Authority indicating there in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces. However, Ex-Servicemen candidates who are going to retire/discharge within six months from the closing date of online application should upload the permission/order/certificate from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in defence force.

(xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission www.ossc.gov.in.

9. **The plan, syllabus and scheme(stages) of Examination will be as follows:-**

Sl. No.	Stages	Name of Examination	Remarks
1	Stage-I	Main written examination	100 marks Candidates about 6(six) times of the vacancies in order of merit category wise basing on the marks of the main written examination will be shortlisted to appear the Stage-II (i.e. typing test in English & Odia & Basic Computer Skill Test).
2	Stage-II	Typing Test in Computer (both in English & Odia) & Basic Computer (Practical) Skill Test.	Qualifying in nature. Candidates about two times of the vacancies, category wise in order of merit basing on the marks of the main written examination, who will qualify in the typing test both in English & Odia & Basic Computer Skill Test shall be called for Stage-III i.e. for document/ certificate verification.
3	Stage-III	Document verification	Document/Certificate verification of the candidate will be done for verification of eligibility in all respect to the post. The candidates who will not attend the Document/Certificate verification, their candidature for the post shall be rejected.

STAGE-I WRITTEN EXAMINATION (One composite Paper) & Syllabus

English	40 questions	40 marks	The questions of General English & Odia Language will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage & grammar. The questions of General Studies Paper will comprise of questions on Indian History & History of Odisha, Geography of the world and of India, India Polity, Environmental studies, Human rights, Socio Economic Development, Art & Culture & General Science. The questions will be of HSC standard.
Odia	40 questions	40 marks	
General Studies	20 questions	20 marks	
	Total	100 marks	
			The language test will be done in OMR sheet.
			There shall be negative marking @ 0.25 marks per each wrong answer.
			Candidates about 6(six) times of the vacancies in order of merit category wise basing on the marks of the main written examination will be shortlisted to appear the Stage-II (i.e. typing test in English & Odia & Basic Computer Skill Test).

STAGE-II
(i) **Type Writing Test** (Transcription in English & Odia in Computer) (qualifying in nature)

Transcription in English on Computer)	A passage/Paragraph of 500 words	Duration 10 minutes
Candidates typing less than 400 words correctly will be disqualified.		
Transcription in Computer on Odia	A passage/Paragraph of 500 words.	Duration 20 minutes
Candidates typing less than 400 words correctly will be disqualified.		

The Transcription (on Computer) in odia will be done in "Leap Office" software.

(ii) **Basic Computer Skill Test (Practical Test)** - 50 marks - 1 hour   (qualifying in nature)
The minimum cut off mark will be 20. A candidate has to secure a minimum 20 marks to qualify in this test. Computer Skill Test will be done on the following:
Basic knowledge in Computer Application:-

A. Computer Fundamentals.
B. MS Windows.
C. MS Office.
   (i)   Word processing (MS Words)
   (ii)   Spread sheet(MS Excel)
D. Usage of internet services available on internet.

NOTE - The answer script of English Typewriting test shall only be evaluated of the candidates who will qualify in Odia Typewriting Test. The answer papers of Basic Computer Skill Test shall be evaluated of the candidates who will qualify both in Odia typewriting test as well as English typewriting test.

STAGE-III –
DOCUMENT VERIFICATION

Candidates about two times of the vacancies category wise in order of merit basing on the marks of the main written examination, who qualify in Odia Typewriting Tests, English Typewriting test and Basic Computer(Practical) Skill Test shall be short listed for certificate/document verification. The names of the candidates will be deleted from the merit list who do not attend for document verification.

There shall be no viva-voce test.

10. **Place, Date, Venue of written examination/practical skill test/certificate verification & admission letter:**

The Date/Time/ Venue of the Main Written Examination, Basic Computer (practical) skill test and Certificate Verification will be informed in their Admission Letters carrying the photograph and signature of the candidate and facsimile signature of the Secretary. The Admission Letter will contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission one week prior to the date of the examination/skill test/certificate verification. The candidates shall have to download the admission letters by accessing the Commission's website and using their **'User ID' and 'Password'** to appear the respective examinations/skill test/certificate verification. Notice will be issued in this regard in each stage while uploading of the Admission Letters in the Commission's website and in the Local Dailies (News papers). Further, the message regarding the date of examination will be sent to the candidates concerned in his/her registered Mobile No. & Email Id mentioned by the applicant in the online Application form. Each candidate shall have to download his/her admission letter well before the date of the examination. The candidates are advised to be in constant touch with the website of the Commission to know the status of each examination/tests etc. No Admission letter will be send through post.

11. Merit list:

The merit list of the candidates, found suitable for the certificate verification and having qualifying in the Typing Tests both English & Odia as well as qualified in Basic Computer Skill Test, will be prepared on the basis of the marks secured in written examination.

12. Select list and allotment of office:

The select list will be prepared from the merit list (Clause-11 above) equal to the vacancies notified categorywise in order of merit from among the candidates who qualified in both the typing test(English & Odia), Basic Computer (Practical) Skill Test and found suitable in document verification considering their option exercised. **The candidate's position in the merit list & category wise availability of vacancy shall be taken into consideration before allotting to office as per option exercised. However, the decision of the Commission for allotment of the offices will be final and binding.**

Note:

i. Blue/Black ball point pen only should be used for answering (ovalling) in OMR Sheet. Whiteners/Erasers should not be used on the OMR Sheet.

ii. The candidates are required to visit the website of the Commission the official website of the Commission 'www.ossc.gov.in' for detailed information about the programme of the examination other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers.

iii. The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. The Mobile No. & e-Mail Id should remain active till completion of the recruitment process to avoid any communication gap.

WARNING

- Mobile phone or any other electronics devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

By order of the Commission

Secretary

Self Declaration
(At the time of applying for different posts to be filled up through OPSC/OSSC/OSSSC)

I Smt./Sri_____ Daughter/Son of _____ Age(as per advertisement) _____Years _____ months _____ days, Caste _____ * (ST/SC/SEBC) _____ Resident of Village _____ P.O._____ P.S. _____ Town * (NAC/Municipality/Municipal Corporation) _____ Tahasil _____ District _____ Odisha, PIN Code _____ do hereby declare that the information given above is true to the best of my knowledge and belief. I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all the benefits, if any, availed by me shall be summarily withdrawn.

Date:

Place:

Signature of the applicant
(Name of the applicant)

N.B:- Put (✓) mark in appropriate place.

ଆମ୍ ଘୋଷଣାନାମା

(ଓଡ଼ିଶା ଲୋକ ସେବା ଆୟୋଗ/ ଓଡ଼ିଶା କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ/ଓଡ଼ିଶା ଅଧସ୍ତନ କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ ଦ୍ୱାରା ବିଭିନ୍ନ ପଦବୀ ପୂରଣ ପାଇଁ ଚୟନ ନିମନ୍ତେ ଆବେଦନ ସମୟରେ)

ମୁଁ (ଶ୍ରୀମତୀ/ଶ୍ରୀ .... ପିତା .... ବୟସ (ବିଜ୍ଞାପନ ଅନୁଯାୟୀ) ବର୍ଷ .... ମାସ ....ଦିନ ....ଜାତି............... * (ଅନୁସୂଚିତ ଜନଜାତି/ଅନୁସୂଚିତ ଜାତି /ସାମାଜିକ ଓ ଶିକ୍ଷାଗତ ପଛୁଆ ବର୍ଗ).................. ବାସସ୍ଥାନ ଗ୍ରାମ/ ୱାର୍ଡ .... ପୋ/ଅ .... ଥାନା.................... ସହର * (ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ/ନଗରପାଳିକା/ମହାନଗର ନିଗମ).................. ତହସିଲ ....ଜିଲ୍ଲା...................., ଓଡ଼ିଶା, ପିନ କୋଡ...............ଏତଦ ଦ୍ୱାରା ଘୋଷଣା କରୁଅଛି ଯେ ମୋ ଦ୍ୱାରା ଉପରୋକ୍ତ ପ୍ରଦତ୍ତ ସମସ୍ତ ତଥ୍ୟ ମୋର ଜ୍ଞାତସାର ଓ ବିଶ୍ୱାସ ଅନୁଯାୟୀ ସତ୍ୟ ଅଟେ । ମୁଁ ଭଲ ଭାବରେ ଅବଗତ ଯେ, ଯଦି ମୋ ଦ୍ୱାରା ପ୍ରଦତ୍ତ କୌଣସି ତଥ୍ୟ ଅସତ୍ୟ କିୟା ମିଥ୍ୟା ପ୍ରମାଣିତ ହୁଏ, ତେବେ ମୁଁ ଆଇନ ଅନୁଯାୟୀ ଦଣ୍ଡିତ ହେବି ଏବଂ ମୋ ଦ୍ୱାରା ଉପଲବ୍ଧ ସମସ୍ତ ସୁବିଧା ମୋ ଠାରୁ ସମ୍ପୂର୍ଣ ଭାବେ ପ୍ରତ୍ୟାହାର କରିନିଆଯିବ ।

ତା
ସ୍ଥାନ

ଦସ୍ତଖତ......................

ନାମ........................

ବି.ଦ୍ର - * ଯଥା ସ୍ଥାନରେ (✓) ଚିହ୍ନ ମାରନ୍ତୁ ।