


**ODISHA STAFF SELECTION COMMISSION**

Bhubaneswar, Odisha - 751 005

Advertisement No. IIE-79/2015/4282/OSSC; Date: 15-8-2015

**Selection of candidates for Combined recruitment to the post of Junior Assistants & Junior Clerks under different Heads of Departments and its sub-ordinate offices on contractual basis (post code-Junior Clerk - 106/JC-subordinate offices) & (Post Code -Junior Assistant-39/JAHO - HOD Offices)**

**IMPORTANT: (1) Online application form will be available from 19.09.2015 TILL 30.10.2015 BY 11.59 P.M.**

- (2) No physical copy of application form is required to be sent to Odisha Staff Selection Commission.
- (3) Only candidates who qualify in the written examinations and Computer Skill Test shall submit their original certificates, documents, for verification at the time duly notified.
- (4) Candidates passing (10+2) or any equivalent examination with knowledge in Basic Computer skill are eligible to apply for the post.
- (5) The candidates who intend to apply should read the eligibility criteria before filling up the application and satisfy himself/ herself about his/her eligibility and apply online.
- (6) The preliminary examination will be held on 27.12.2015.

Online Applications are invited for selection of candidates for recruitment to 288 numbers of **Junior Clerks** and 129 numbers of **Junior Assistants** on

contractual basis under **Different Directorates/H.O.D.offices and subordinate offices** on consolidated remuneration of Rs.5200 /- + Grade Pay Rs1900/-. It is the liability of the applicant to ensure that he/she is eligible to apply for the post as per this advertisement. Admission of the candidates for the written examination would be on the basis of the information furnished by them 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 application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post or has not paid the requisite examination fee, his/her candidature will be rejected forthwith.

**1.How to apply:**

1. (a) Candidates have to apply online using the website of the Commission [www.osscc.gov.in](http://www.osscc.gov.in) By clicking on the tab 'online application' in the home page of the website, the posts advertised for online application and **detailed instructions** for submitting application online are displayed on the computer screen. These instructions are to be read carefully before proceeding to fill up the application form. The application form can be generated by clicking on '**apply online**' after selecting the post. Here, the system will ask to furnish the 10<sup>th</sup>/ HSC Examination Roll number, name of the Board & year



of Passing and whether Annual or Supplementary. The Applicant should furnish the correct information including the Roll number as mentioned in the H.S.C / Matriculation Certificate and other information so as to validate the same and to proceed to the next step. **Candidates should ensure that correct information relating to passing the 10<sup>th</sup> Standard Examination is furnished. Furnishing of any wrong information may lead to rejection of the application.**

1. (b) Thereafter, the candidates are to fill in all the required information in the application form. After filling the application, the candidate has 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. The candidates are also advised to fill up relevant column, mentioning full marks, marks secured and percentage of mark in H.S.C, +2 or equivalent examinations which is required for eligibility of every candidate. **The uploaded photograph and full signature must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence on this count will be entertained.** The filled in application form can be submitted by clicking on 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 are clearly identifiable and visible and then click the '**submit button**'. After the form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button, '**print application form**' to generate the filled in application form. This time the application form is generated by the system with a 'unique bar code' and the bar code number printed on the format, is the index number of the application. **If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'log in' within 48 hours of clicking the 'submit button'.**

**Editing of the application will not be possible after 48 hours.**

1. (c) The candidate has to take print of the **Applicant's copy** and the **OSSC copy**. The OSSC copy has to be preserved by the applicant. In case of selection of the candidate for Computer Skill Test the candidate has to submit the same in the Commission along with the original & self attested photo copy of the following certificates on the date fixed for verification of documents.



1. H.S.C. or equivalent Certificate & mark sheet
2. +2 or equivalent Certificate & mark sheet
3. Certificate & mark sheet of Computer Application
4. Caste certificate (within validity period).
5. Candidates have to submit a 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 concerned Board/Council.
6. Identity Card/Disability certificate issued by the Competent Authority in case of PwD.
7. Identity Card and Discharge certificate indicating the period of service rendered, in case of Ex-Serviceman
8. Identity card issued by Sports & Youth Service Department in case of sports person
9. Copy of original Treasury Chalan



10. Copy of experience certificate in case of contractual Govt. employees appointed following Govt. instructions.
11. Copy of Identity proof such as PAN Card/Voter I.D/Passport/Adhar Card or any other identity card issued by Govt. authority having candidates photograph.

The candidate has to submit the original certificates at the time of verification of documents duly notified.

1. (d) The **Applicant's copy** contains the '**user ID**' and '**pass word**' 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 down load the call letter from the Commission's website.

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

1. (f) The Commission has the right to reject the application of any candidate at any stage of the recruitment process if the candidate is found to have submitted false information in the application form or ineligible for whatsoever reason(s) it may be.



1. (g) The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in, and using the user ID and password.

**2. Last date for receipt of applications:**

The last date for online submission of Application in response to this advertisement is 11.59 P.M. of 30.10.2015. The system will be automatically disabled from 00.00 Hours of 31.10.2015 after which the application form for this particular post will not be generated any more at the candidate's end.

**3. Vacancy position.**

**(a) Number of posts for Junior Clerk to be filled under subordinate offices. (288):**

As per requisition received from different Directorates, the category-wise break-up of the total no. of posts and posts reserved for women out of the total posts to be filled up by this recruitment is as follows:

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Sl. No	Name of the office	UR		SEBC		SC		ST		Total		Grand Total
		M	W	M	W	M	W	M	W	M	W	
01	Transport Commissioner (STA)	19	9	4	2	6	3	19	4	38	18	56
02	Directorate of State Insurance Scheme	13	7	-	-	5	2	9	3	27	12	39
03	Higher Education	-	-	10	5	10	5	20	8	40	18	58
04	Directorate of Cooperative Audit	-	-	-	-	2	1	4	1	6	2	8
05	Director Technical Education & Training	32	15	7	3	10	5	14	7	63	30	93
06	Director of Fisheries	5	3	4	2	3	2	9	4	21	11	32
07	Revenue officers' Training Institute	1	1	-	-	-	-	-	-	1	1	2
	Total	70	35	25	12	36	18	65	27	196	92	288

NOTE:- SC - Schedule Caste  
ST- Scheduled Tribe,  
SEBC- Socially & Educationally Backward Class,  
UR- Un-Reserved.  
M- Men  
W-Women





**Vacancy for special category for Junior Clerk**

Name of the Office	Vacancy under Ex-Serviceman Category	Vacancy under PwD Category	Vacancy under Sports person
Director of Fisheries	1	1	-
Director Technical Education & Training	3	3	1
Director of E.S.I.	-	1	1
Transport Commissioner	2	2	1
Higher Education	1	1	1
<b>Total</b>	<b>07</b>	<b>08</b>	<b>04</b>

PWD candidates of following functional classification are suitable for the post of Junior Clerk.

- BL- Both leg affected but not arms (Mobility not restricted)
- OL- One leg affected
- OA- One arm affected
- HI- Partially Deaf
- B- Blindness
- LV- Low Vision

3.(b)Number of posts for Junior Assistant to be filled up under H.O.D.

Offices.(129) :-

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Sl No	Name of the office	UR		SEBC		SC		ST)		Total		Grand Total
		M	W	M	W	M	W	M	W	M	W	
01	Labour Commissioner	-	-	-	-	-	-	1	-	1	-	1
02	RDC ,Sambalpur	1	2	-	-	01	-	-	-	2	2	4
03	Odisha watershed Dev.Mission, Bhubaneswar	3	2	1	1	-	-	-	-	4	3	7
04	DTET	6	3	1	1	2	1	3	1	12	6	18
05	Director Legal Metrology	1	-	-	-	-	-	-	-	1	-	1
06	Board of Revenue	18	8	4	2	6	3	9	4	37	17	54
07	Odisha Sales Tax Tribunal	1	-	-	-	-	-	-	-	1	-	1
08	Chief Engineer PH(U)	-	-	1	1	-	-	1	-	2	1	3
09	RDC (SD) Berhampur	1	-	-	-	-	-	-	-	1	-	1
10	Higher Education	8	7	-	-	4	2	1	1	13	10	23
11	Gopabandhu Academy of Administration	03	-	-	-	-	-	-	-	03	-	3
12	RDC (CD) Cuttack	-	-	1	-	-	1	-	1	1	2	3
13	Odisha Administrative Tribunal	4	2	-	1	-	-	2	1	6	4	10
	<b>Total</b>	<b>46</b>	<b>24</b>	<b>8</b>	<b>6</b>	<b>13</b>	<b>7</b>	<b>17</b>	<b>8</b>	<b>84</b>	<b>45</b>	<b>129</b>

**Vacancy for special category for Junior Assistant**

Name of the Office	Vacancy under Ex-Serviceman Category	Vacancy under P.H. Category	Vacancy under Sports person	Vacancy under Low Vision	Vacancy under OH
Board of Revenue	1	2	-		
Watershed Development Mission	3	-	-		
Total	4	2			

PwD candidates of the following functional classification are eligible for the posts of Junior Assistant.

BL,  
OL,  
OA,  
HI,  
B,  
LV.

**3(b)** The number 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 and the Requisitioning Authorities and the Government.

**4. Scale of Pay & Condition of Service.**

The appointment shall be made in a consolidated salary of Rs. 5200-+G.P Rs. 1900/- applicable to the post as per Odisha Group-C & Group- D

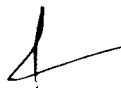


posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-32010/Gen dt. 12.11.2013. The salary/scale of pay may vary according to decision of the Government from time to time. The service condition shall be regulated as per relevant recruitment rules.

**5. Eligibility:**

**5(a) Age:**


The minimum age for the post is 18 years and the maximum age is 32 years as on 01-01-2015. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & Women candidates, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-servicemen. However, a candidate can only avail one type of age relaxation as per rule. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January, 1983 and not later than 1<sup>st</sup> January 1997. The persons in Defence Forces having more than six months to retire/ discharged from the Forces as on the date of the submission of online application are not eligible to apply as ex-serviceman for the post. Once an ex-serviceman has joined the Govt. job on civil side after availing of the benefits given to



him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. ceases.

However 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 the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of advertisement as per provision of "Odisha Group-C & D posts (Contractual appointment) Rules,2013". As such they must be less than 45 years as on 1.1.2015. They should submit the required proof from their employer for availing the age relaxation at the time of document verification.

**5(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(a) . Educational Qualification**

(i)The candidate must have passed minimum (10+2) or equivalent examination with knowledge in Basic Computer Skill.

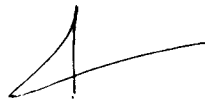
As Basic Computer Skill ,the candidate must have proficiency in computer knowledge such as (a) Basic Knowledge & skills of computer (b) Internet & E mail,(c) M.S word, M.S. Excel,(d) MS-Access (e)MS-Power points etc. or as prescribed for OS-CIT course as decided by the Govt. in Higher Education Deptt. Resolution No. 20959/HE dt. 21.8.2012. The above said Resolution is available in the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in) .

The candidates having BCA/MCA/B.Tech Degree are also eligible.

**6(c). General eligibility of the candidate**

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) Shall possess requisite qualification (educational and age eligibility) shown at para 5 & 6 above.
- (iii) The candidate must have passed Odia equivalent to M.E standard.



- (iv) Be able to read and write and speak Odia; and have
  - (a) Passed middle School Examination with Odia as a Language subject; or
  - (b) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
  - (c) Passed in Odia as language subject in the final examination of class VII from a school or educational institution recognised by the State Government or the Central Government, or Passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department;
- (v) Be of good mental condition, bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate who after medical examination as may be prescribed is not found to satisfy these requirements shall not be appointed to the service.



- (v) If married, must not have more than one spouse living.

7. **Examination Fee:**

All SEBC & UR candidates other than SC/ST and persons With Disability (PWD) have to pay an examination fee of Rs.100/-. The fees can be deposited either through online or off-line mode using the Treasury Portal or by the conventional mode of deposit in the Treasury. No application for admission to examination shall be considered if the examination fee is not deposited through Treasury Challan showing payment in the Government Treasury.

7. (1)\* In case of e-payment the applicant is required to log on to [www.odishatreasury.gov.in](http://www.odishatreasury.gov.in) or access through the link available in the OSSC portal.

\* She/He will click on the option of e-Payment and choose the option 'Other Deposit'

\* The details of the challan will be filled in by the applicant

\* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.





7. (2)\* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.
7. (3)\* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. **(The list of Bank branches for making offline payment is available at the Treasury Portal).**
- \* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.
  - \* The challan will be deposited under the "Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees".
  - \* The applicant will fill in the challan **reference ID and date** in the online application.
7. (4) The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees". In this case the



candidate has to mention the Treasury Challan No. and date in the online application.

\* Non indication of correct and valid treasury challan no., date, and name of the treasury in the application form relating to examination fees deposited through off-line mode is liable for rejection of the application.

An enquiry on the deposit of examination fee by the candidates in the concerned Treasury shall be made by the Commission. Applications without examination fee shall be rejected.

- SC/ST/PH candidates are exempted from paying examination fee.

**Plan of examination**

Sl. No.	Type of Examination	Marks allotted
A	A combined Preliminary examination (Qualifying nature only) will be conducted.	100marks (1&1/2 hrs) ( Qualifying)
B	Main written examination-(1) Language test in English-50 marks- 1 hour (2) Language test in Odia- 50 marks- 1 hour (3)General knowledge(objective)- 100 marks-1& ½ hours(OMR) (4) Mathematics - 100 marks-1& ½ hours(OMR) (5)Basic Computer Skill Test- 100 marks -1& 1/2 hours Total - 400 marks	
C	Basic Computer Skill Test - Qualifying in nature-1 hr duration - 50 marks (Minimum qualifying marks-30)	



Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying)

The Combined Preliminary Examination will be held on General Awareness and will be of objective type with multiple choices of answers to be answered in OMR Sheet. Questions on Current events, History, Geography, General Science, Constitution of India, Human rights, Basic Computer Skill Test, English language/Odia language comprehension etc. as may be commonly expected from +2 qualified person and Arithmetic of High School standard will be set in the examination.

This is a screening test which will be qualifying in nature. Candidates numbering about twelve times, categorywise vacancies shall be called for appearing the main written examination. The marks obtained in the preliminary examination shall not be added to the marks secured in main (written) examination while preparing the final select list.

The candidates numbering 12 times of the vacancy in each reserve/unreserved category shall be selected for the main examination for JAHO & JUNIOR CLERK, basing on the marks secured in the preliminary test.

The Commission at their discretion may fix a qualifying mark for the examination.



(B) **Main (written) Examination**

Syllabus, plan & procedure of the main written examination will be notified lateron through Commission's website.

(C) Computer Skill Test:-

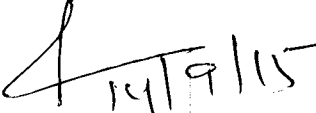
The candidates numbering 3 times of each category on the basis of marks secured in the main written examination will be called for Computer Skill Test. The candidate who shall secured minimum 30 marks in the Computer Skill Test shall be called for verification of documents.

Those candidates who are selected in the Computer Skill Test shall be called for verification of their original certificates and proof of Identity. The candidates who fail to appear in person with the original certificates shall not be considered for selection and their names will be deleted from the select list. From among the candidates who appear for the verification of documents shall be selected category wise accordingly to the number of vacancies and in order of merit on the basis of marks secured in the main written examination and their names will be sponsored for appointment as Junior Assistant of H.O.Ds and Junior Clerks of Subordinate offices by the Commission in that order. The decision of the Commission in allotment of names to different Appointing Authorities shall be final and no correspondences in this regard shall be entertained.



- NOTE:- Blue/Black ball point pen only should be used for answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet.
- The candidates are required to visit the website of the Commission at '[www.osscc.gov.in](http://www.osscc.gov.in)' for detailed information about the programme of the examination/viva-voce test etc. , notice regarding rejection of the application, 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 for information.
- The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.
  - WARNING
- Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.

By order of the Commission,

  
Secretary