

**ODISHA STAFF SELECTION COMMISSION**

Barrack No. I, Unit – V, Bhubaneswar – 751054

**Advertisement No.IIE-132/2019- 4697 /OSSC; Date: 30.12.2019**DETAILED ADVERTISEMENT FOR RECRUITMENT FOR 19 (NINETEEN) POSTS JUNIOR CLERKS UNDER  
DIRECTORATE OF FISHERIES, F & ARD DEPARTMENT, GOVERNMENT OF ODISHA**POST CODE-JC/106****(WEBSITE:-[www.osscc.gov.in](http://www.osscc.gov.in))****DETAILED ADVERTISEMENT****1. IMPORTANT INSTRUCTIONS:**

- Online Applications are invited from intending candidates to fill up 19(Nineteen) numbers of posts of Junior Clerks as initial appointees under Directorate of Fisheries, Odisha, Cuttack.

	Starting Date	Closing Date
Online Registration	20.12.2021	20.01.2022
Online Payment of Examination Fees	20.12.2021	20.01.2022
Submission of Online Application Form	20.12.2021	29.01.2022
Mode of apply	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 need to be submitted by the applicant.	

- Candidates must register their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages from the Commission relating to the recruitment.
- Before applying for the post, the Candidates must go through this advertisement uploaded in the official website of the Commission and on satisfying the eligibility criteria prescribed may apply for the post through online mode only. Application(s) received through any other mode shall not be entertained/received by the Commission.
- Candidates must have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer skills are eligible to apply for the post and must possess requisite certificate of passing HSC or ME standard in Odia as a Language subject are eligible to apply for the post.
- The appointment will be initially on contractual basis carrying a consolidated remuneration of Rs.13,300/- per month (for 1<sup>st</sup> year) as per Odisha Group-C & D Posts (Contractual Appointment) Amendment Rules, 2013 and amended up to date.
- Candidate to be eligible to apply for the post (refer to Clause-6(a) of this Advertisement) may claim usual age relaxation only in case of SEBC/SC/ST/Women/PwD/ In-Service (Contractual employees) /Ex-Servicemen candidates as per relevant rules of Govt. Of Odisha in force.
- In-service contractual candidates appointed before 17.01.2014 in case of Group-B post/services and before 18.11.2013 in case of Group-C posts/services & claiming benefits under the Contractual Appointment Rules shall have to follow the advisory notice published vide No.3568/ dtd.01.11.2019 available in the Commission's website.
- The candidate must submit correct data /information in the Online Application Form basing on which he/she shall be allowed to appear the examination. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate

in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.

**2. How to apply:**

- a. The applicants have to go through the Detail Advertisement before filling up the online application form.
- b. Aspirants have to apply online using the official website of the Commission [www.osscc.gov.in](http://www.osscc.gov.in).
- c. All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button in the Home page of the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in).
- d. 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.
- e. 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 are to be read carefully before proceeding for filling up the Application Form.
- f. Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

**3. Pre-requisites for filling up Online Application Form**

- a. Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. **Candidates should keep that e-mail Id and Mobile Number (given during registration) active for all important communication till publication of the final result of this recruitment exam.**
- b. Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format between ranges of 20kb to 100kb shall be kept handy for uploading during Registration for any post.
- c. Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20kb to 50kb shall be kept handy for uploading during Registration.
- d. Applicant shall keep their Certificates, Mark sheets & other documents ready as per Clause-8 of the advertisement while filling in the details of the educational qualification & other claims during filing of Online Application Form.
- e. Applicants should enter the Aadhar number in the appropriate field in the online application form.
- f. SC/ST/SEBC category candidates need to submit detail information of online Caste Certificate issued by competent Authority in the online application form. But if the valid online Caste Certificate issued by the competent Authority is not in possession with the candidate at the time of submission of the online application form, he/she must give self declaration in the format appended to the online application form.
- g. Candidate claiming reservation/age relaxation under "Ex-Serviceman" category need to upload any one of the Ex-Servicemen Documents i.e. **Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected).** Ex-Servicemen who are going to retire within six

months from the closing date of online application may apply for the post by obtaining relevant "No Objection Certificate" 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 on the date of certificate verification for considering their claims under Ex-Serviceman category.

The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

**h. 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.**

**i. In-service contractual employees in Government Offices** claiming age relaxation must be less than 45 years (as on 01.01.2019). The upper age limit is relaxable (upto 45 years as on 01.01.2019) for such 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 and Group-D posts (Contractual Appointment) Rules, 2013 as per Govt. in GA & PG Department Notification No.GAD-SC-Rules-0009-2013/32010/Gen dtd.12.11.2013 or prior to commencement of Odisha Group-B posts (Contractual Appointment) Rules, 2013 as per Govt. in GA & PG Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 as the case may be. They must have completed one year of continuous service by 18.11.2013 in case engaged in Group-C post and they must have completed one year of continuous service as on 17.01.2014 in case engaged in Group-B posts. In order to claim the benefits they must have to submit the required proof from their employer as per the Advisory Notice appended as **Appendix-III** of this advertisement, during Certificate/document verification. The candidate has to fill up the detail information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. in the Online Application Form. He/she has to produce the original(s) during Certificate Verification for consideration of his/her claim under Contractual in-service benefits.

**The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents must be clearly identifiable/visible, otherwise the registration and application shall be liable for rejection and no correspondence on this account shall be entertained.**

**Candidates must submit correct data /information in the Online Application Form basing on which the candidate shall be allowed to appear the examination.**

**If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has**

suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.

**4. (a) Vacancy position and reservation thereof:-**

Name of the Office	Name of the post	Category wise vacancy Position					Vacancies for Special Categories		
		SC	ST	SEBC	UR	Total	ESM	PWD	Sports Person
Directorate of Fisheries	Junior Clerk	02	01	02	14	19	01	01	Nil
		(W-01)	(W-01)	(W-01)	(W-04)	(W-07)			

**Note:** SC- Scheduled Caste  
ST- Scheduled Tribe  
SEBC-Socially & Educationally Backward Classes  
UR- Unreserved  
ESM- Ex-Servicemen  
PwD- Persons with Disabilities  
W- Women

(b) 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, the Recruiting Authority and Government.

**(c) Suitability of PwD**

One post is reserved for Candidates of PwD category having minimum 40% permanent disability and Benchmark Disability of Category-I (a) Blindness and Low Vision of SSEPD Department Resolution No.7140/SSEPD dated 05.09.2017 as per the requisition placed by the Requisitioning Authority. However, PwD candidates having minimum 40% permanent disability with following Physical requirement & Functional Classification are eligible to apply for the post:

**Note:** B- Work performed by Bending  
H- Work performed by hearing/speaking  
KC- Work performed by Kneeling and Crouching  
L- Work performed by Lifting  
F- Work performed by manipulating (with fingers)  
PP- Work performed by Pulling and Pushing  
R & W-Work performed by reading and writing  
SE- Work performed by seeing  
S- Work performed by sitting (on bench or chair)  
ST- Work performed standing  
W- Work performed by walking

**(d) 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/her own scribe with due permission of the Commission. The intending candidates have to give option for scribe in the online application form and have to submit the required certificate in prescribed format at Appendix-I and Appendix-II appended to this advertisement.

(e) 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 on initial appointment carrying a remuneration of **Rs.13,300/- per month (for 1<sup>st</sup> year) as per Odisha Group-C Posts (Contractual Appointment Amendment Rules, 2013 and amended up to date** and Condition of Service will be guided by the above rules and other relevant Recruitment Rules in Force.

**6. Eligibility:**

**a. Age:**

The minimum age for the post is 21 years and the maximum age is 32 years as on 01.01.2019. 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. **To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January, 1987 and not later than 1<sup>st</sup> January 1998.** The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the 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 last date of submission of online application may apply for the post by obtaining relevant **“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 document 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.**

**Note:** 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 his present employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

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 and Group-D posts (Contractual Appointment) Rules, 2013 or "Odisha Group-B posts (Contractual appointment) Rules, 2013" as the case may be. In case of Group-C posts they must have completed one year of continuous service by 18.11.2013 and in case of Group-B posts they must have completed one year of continuous service as on 17.01.2014. **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 as per **the Advisory Notice in prescribed format appended as Appendix-III**, during Certificate/document verification.

(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.

**(c) Educational Qualification:**

Candidates must have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer skills are eligible to apply for the post.

**(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. A candidate, who after such medical examination as the Government may prescribe 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. 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.

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

**7. Examination Fee:**

The candidates other than SC/ST/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/other available payment methods linked with the online application form. 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.

Applications without payment of examination fees (except SC/ST/PwD candidates) will be taken as incomplete and shall be liable for rejection.

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

The certificates/documents as listed below have to be submitted in original along with a set of self-attested photo copies of the same and duly ink signed the copy of the Online Application Form during certificate verification on the date of certificate/document verification.

- (i) Copy of the Online Application Form.
- (ii) HSC or equivalent pass certificate & mark sheet.
- (iii) +2 Examination or equivalent pass certificate and mark sheet.
- (iv) +3 Arts/Science/Commerce or equivalent pass Certificate & Mark sheet from any recognised University.
- (v) Certificate relating to Computer knowledge (optional).
- (vi) Recent valid caste certificate issued through online mode by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
- (vii) Certificate of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of Class-VII issued by Principal/Head Master or any Educational Institution duly recognised by Govt. of Odisha/ Central Govt. or other competent authority.
- (viii) Certificate of disability issued online by UDID (Unique Disability Identification Card) in case of PwD candidates with 40% or above permanent disability claiming reservation for the post.
- (ix) Candidates claiming reservation /age relaxation under Ex-servicemen category must submit Discharge certificate, identity Card & P.P.O issued by the appropriate Authority where in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the 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 last date of submission of online application may apply

for the post by obtaining relevant “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/Document verification for considering their claims under Ex-Serviceman category.

- (x) 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** appended to this advertisement.

### 9. Plan of Examination:

The plan of examination will be in four stages as detailed below:

Sl. No	Type of the Examination	Subject/ Papers	Total Marks	Duration of Examination	Remarks
i	<b>Stage-I</b> Preliminary Examination (Qualifying only) (To be done through Computer Based Recruitment Examination)	General Awareness	100	1&1/2 Hours	Candidates numbering about 12 (twelve) times the vacancies will be shortlisted in order of merit category wise to appear main written examination (Stage-II) basing on the mark secured in Prelim. Exam. The Syllabus is detailed below: The marks obtained in Prelim. Exam. will be qualifying in nature and shall not be taken into account while preparing the final select list. <b>There shall be negative marking @ 0.25 marks for each wrong answer.</b>
ii	Main Written Examination will be done in two papers.	<b>Paper-I</b> Language Test in (English & Odia) (Subjective) English-50 marks Odia – 50 marks	100	2 hours	Subjective type. The questions will be of HSC Standard as per the Syllabus mentioned below:
		<b>Paper-II</b> Mathematics and Basic Computer Skills (Objective)  Math.-50 marks Computer -50 marks	100	2 hours	Objective type to be done through CBRE. There shall be negative marking @ 0.25 marks for each wrong answer. However, no mark will be deducted or rewarded for a question left un-attempted. Candidates numbering about three times the vacancies will be shortlisted in order of merit category wise to appear Computer Skill Test (Stage-III) basing on the marks secured in main Exam. in Paper-I & Paper –II taken together. The question will be of HSC Standard as per syllabus detailed below.



iii	<b>Stage-III</b> Computer Skill Test (Practical) Qualifying marks- 15	Basic Computer Skill Test	50	1 hour	Qualifying mark is 15 marks. Candidates who qualify in Computer Practical Skill Test will be called to appear document verification (Stage-IV). Having qualified marks secured in computer practical skill test will be added to the main written examination marks and taken into account while preparing the final select list.
Iv	<b>Stage-IV</b> Document verification				Document verification will be done on a date to be fixed by the Commission. Names of the candidates will be deleted in the merit list who remain absent in document verification process on the stipulated date.

There shall be no viva-voce test.

### **Stage-I**

#### **Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying in nature):-**

This is a screening test which will be of qualifying in nature. The Preliminary Examination will be held on General Awareness as may be commonly expected from a person having qualification +2 and will be of objective type with multiple choices of answers to be answered in Computer Based Recruitment Examination. Questions on Current events, History, Geography, General Science, Constitution of India, Human rights, Basic Computer Skill Test, comprehension from a passage in English language/Odia language etc and Arithmetic of High School standard i.e. (Profit, Loss, Discount, Simple interest, Compound interest, Percentage, Ratio & Proportion etc. will be set in the examination. The marks obtained in the preliminary examination is qualifying in nature and shall not be taken into account while preparing the final select list. Candidates numbering about 12 times (category-wise) vacancies shall be called for appearing the main (Written) examination.

### **Stage-II**

#### **Main Written Examination-200 Marks:**

The details of Syllabus of Main Written Examination are as follows:-

#### **Syllabus of Main (Written) Examination:-**

##### **Paper-I**

#### **Language Test (English and Odia)**

#### **English Language Test: (50 marks)**

- Essay – 10 marks
- Letter – 05 marks
- Translation from Odia to English - 05 marks
- Comprehension of an Unseen passage – 10 marks  
(400-450 words in length) with a variety of comprehension questions including vocabulary.

- **Grammar -20 marks**

Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison, Determiners, Pronouns, Prepositions.

**The questions will be of HSC Standard**

**Odia Language Test: (50 marks)**

- **Essay – 10 marks**
- **Letter – 05 marks**
- **Translation from English to Odia - 05 marks**
- **Comprehension of an Unseen passage – 10 marks**
- **Grammar -20 marks**

Transformation of sentences Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex.

Transformation of words (noun to adjective and adjective to noun)

Sandhi, Samasa

Antonyms and Synonyms

Correction of common errors in words

Idioms and Phrases

Taddhita and Krudanta, Punctuation marks

**The questions will be of HSC Standard**

**Paper-II**

**Mathematics (50 marks)**

- Fractions and Decimals
- Simple Interest and Compound Interest
- Rates and Taxes, Insurance
- Profit, Loss and Discount
- Mixtures
- Partnership
- Problems on Time & Work
- Problems on Time and Distance
- Ratio and Proportion
- Statistics.

In this paper there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

**Basic Computer Skills/Awareness (50 marks)**

- MS Windows: Introduction of Windows
- MS Office: MS Word, MS Power Point, MS Excel & MS Access

## Stage-III

### Computer Skill Test(Practical) -50 marks: ( Duration 1 hour and minimum qualifying marks -15 marks)

#### **I.WINDOWS**

Operating system

To test some of the following basic system operations on file/folder(s):

- \*Create, Rename, Copy/Cut/Paste, Delete,
- \*Using Clipboard

#### **II.MS Word.**

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- \*Editing and Formatting text and paragraph
- \*Page and Paragraph Setup.
- \*Inserting pictures and WordArt.

#### **III. MS Power Point**

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- \*Editing and formatting slides

#### **IV. MS Excel**

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- \*Formatting cells and data
- \*Functions and Formulae (Relative, absolute and Mixed reference.

#### **V. MS Access**

A problem in MS Access related to some of the tools given below to be Tested during the examination

- \*Creating and entering data into a database
- \*Setting the primary key
- \*Printouts of the document(s) should be attached with the answer Sheets.

## Stage-IV

### Certificate/document verification

Candidates numbering three times of each category on the basis of marks secured in the Main Written Examination will be called to appear Computer Skill Test (Practical). The Candidates who secure minimum 15 marks will qualify in the Computer Skill Test.

The candidates who qualify in the Basic Computer Skill Test shall be called for Certificate/document verification. The names of the candidates will be deleted from the merit list who remain absent in certificate/document verification.



#### **10. Place, Date, Venue of Examinations & Certificate/document verification:**

The Date, Time, Venue of the Preliminary Examination, Main Written Examination, Computer Skill Test & Certificate verification will be informed to the candidates in the Admission Letter, which will be made available in the website of the Commission. The Admission Letter/Admit Card will be carrying the photograph and signature of the candidate and facsimile signature of Secretary of the Commission. The Admission Letter/Admit Card will also contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate during the examination/will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission prior to the holding of each stage of the examination. The candidates shall have to download the admission letters by accessing the Commission's website and using their 'User ID' and 'Password' to appear in the different stages of examinations and certificate verification. The dates of the Preliminary Examination, main written examination, Basic Computer Skill Test and certificate verification will be informed to candidates by publishing Notice in the Commission's website & also in newspapers. Alert messages will be sent to the candidates through their registered Mobile Number/ e-mail Id for the purpose. Each candidate shall have to download his/her Admission Letters 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 sent through post.

#### **11. SELECT LIST:**

The select list shall be prepared category wise in order of merit equal to the number of vacancies on the basis of sum total marks secured in the main written examination and Computer Skill Test taken together subject to their fulfilment of eligibility criteria in all respect in terms of the advertisement.

#### **Note:**

- i. **The candidates are required to visit the website of the Commission the official website of the Commission [www.osscc.gov.in](http://www.osscc.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 newspapers.**
- ii. **The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. Mobile number & 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



No.IIE-09/2016/ 3453/OSSC

Date: 24.8.19

(Website- [www.osscc.gov.in](http://www.osscc.gov.in))

**Advisory Notice to PwD candidates**

Following advisory is issued to all Persons with Disability (PwD) candidates who have applied for different Recruitment Examinations under OSSC.

1. They will be allowed compensatory time of 20 minutes per hour on production of PwD certificate in the examination hall to the concerned Deputy Superintendent.
2. Pursuant to Clause IV of Guidelines for conducting written examination for Persons with Benchmark Disabilities of Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment, Government of India O.M No. 34-02/2015-DD-III, dated 29<sup>th</sup> August 2018 eligible PwD candidates with not less than 40% disability in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy who have limitation in writing have the option to use their own scribe. In case of other category of Persons with Disability, the provision of scribe /reader/ Lab Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf. from the Chief Medical Officer/ Civil Serгон/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (as uploaded in the website of the Commission).

The qualification of the scribe shall be one step below the qualification of the candidate taking the examination as well as he/she shall not be from the same discipline/stream/subject on which the candidate is taking his/her examination. The scribe to be allowed for writing a subject shall not have the same subject in his/her academic qualification as of the candidate taking the examination in the said subject. The PwD candidates opting for scribe shall be required to submit details of the scribe prior to 7 (seven) days of Examination with following documents by e-mail [orissassc@gmail.com](mailto:orissassc@gmail.com).

- I. Admission letter of written Test
  - II. Copy of the self attested copy of valid disability certificate.
  - III. Details of the scribe with Name, Date of Birth, Address, ID Proof issued by any Govt. Authority containing Specimen Signature and Photo.
  - IV. Copy of Educational qualification certificate of the scribe
  - V. Letter of undertaking in APPENDIX-II (as uploaded in the website of the Commission)
- If, subsequently it is found that the qualification of the scribe is not as declared by the candidate in the declaration then the candidate shall forfeit his/ her right to the post and claims relating thereto.

Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the written examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines.

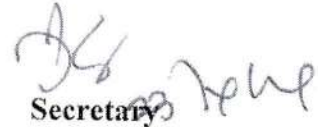
*By order of the Commission*

  
Secretary

Memo No. 3454/OSSC;

Date: 24.8.19

Copy forwarded to the Statistical Assistant/ All ASOs for information and necessary action. Statistical Assistant is requested to upload the Notice in Commission's website for information of all concerned.

  
Secretary

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

**APPENDIX-II**

**DECLARATION BY THE PwD CANDIDATE FOR EXAMINATION CONDUCTED BY OSSC**

I \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ Resident of \_\_\_\_\_ bearing Roll Number : \_\_\_\_\_ for the post of \_\_\_\_\_ (Post Code: \_\_\_\_\_) of Preliminary/Main written examination scheduled to be on \_\_\_\_\_ and \_\_\_\_\_ sitting hereby declared that Mr./Ms. \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_, as follows, has agreed on my request to act as my scribe for the above examination and his educational qualification as on the date is \_\_\_\_\_ which is one step below that of mine. He/ She does not have the same subject in his/her academic qualification as of mine on which I am taking this examination.

**DECLARATION BY THE SCRIBE/WRITER**

I \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ Resident of \_\_\_\_\_ Vll- \_\_\_\_\_, PS- \_\_\_\_\_, District- \_\_\_\_\_ have agreed to act as scribe for Mr./Ms. \_\_\_\_\_ with the disability of \_\_\_\_\_ bearing Roll No. \_\_\_\_\_ for Preliminary/Main written examination for the post of \_\_\_\_\_ (Post Code: \_\_\_\_\_) scheduled on \_\_\_\_\_ and \_\_\_\_\_ sitting. I declare that my educational qualification as on the date of this examination is \_\_\_\_\_ and my subject(s) of the academic course is/are \_\_\_\_\_.

Space for pasting of recent passport size photograph of **Scribe** to be cross self attested

Space for pasting of recent passport size photograph of **Candidate** to be cross self attested

If the above declaration is found false, I am liable for any penal action as deemed proper under relevant law and be solely responsible for the consequences and loss suffered by the candidate.

Signature of the Scribe

If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own risk. I understand that if the declaration of scribe is found false, I may be debarred from examination.

Signature of the Candidate

The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose of sitting arrangement.



APPENDIX-III

ODISHA STAFF SELECTION COMMISSION, UNIT-V, BHUBANESWAR.  
Email: [orissassc@gmail.com](mailto:orissassc@gmail.com), Tel.0674-2392833, FAX-2396011

No.H.E-122/2019 - 3568 /OSSC.,

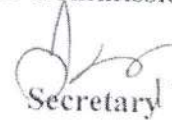
Date:- 01.11.19

**Advisory Notice to candidates claiming benefits available to in-service contractual employees under the In-service contractual appointment Rules while applying for different posts and services of Odisha Staff Selection Commission.**

Pursuant to Rule-3,4,5 & 8 of Odisha Group-'C' & 'D' Posts (Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.32010/Gen dtd.12.11.2013, and Rule-3,4,5 & 8 of Odisha Group-'B' posts(Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.1147/Gen dtd.17.01.2014, it is notified that candidates while applying for different State cadre Posts and Services under Odisha Staff Selection Commission and claiming benefits available to in-service contractual employees under the above mentioned Rules are required to upload a certificate from the Employer/Appointing Authority in the format as prescribed in **Annexure-'A'** to this Notice.

No certificate other than in the prescribed format shall be accepted by the Commission and will lead to forfeiture of the claim of the candidate to avail the benefits under the above said Rules.

By order of Commission.

  
Secretary 01.11.2019

## Annexure-A.

Format of certificate to be submitted by Contractual Employees under different offices of Government of Odisha claiming benefits under Contractual Appointment Rules-2013.

1. Certified that Ms/Mrs./Shri/Mr \_\_\_\_\_ S/O.  
\_\_\_\_\_ resident At \_\_\_\_\_  
Po \_\_\_\_\_, PS \_\_\_\_\_, Dist \_\_\_\_\_  
Date of Birth \_\_\_\_\_ has been engaged in this Office as  
\_\_\_\_\_ (post held) in Group-'B'/Group-'C' post on contractual  
basis from \_\_\_\_\_ to \_\_\_\_\_ as per this office Order  
No. \_\_\_\_\_ dtd. \_\_\_\_\_.(Copy enclosed) and has completed total  
\_\_\_\_\_ year of continuous service.

2. It is further certified that Mr./Ms/Mrs./Shri \_\_\_\_\_ has  
been engaged against the contractual posts created with concurrence of Finance  
Department vide their Order No./UOR No. \_\_\_\_\_ dtd. \_\_\_\_\_  
without following the recruitment procedure including ORV Act-1975.

OR

It is certified that the engagement of Mr./Ms/Mrs./Shri \_\_\_\_\_ is  
through Man power Service Provider Agencies i.e. \_\_\_\_\_ with  
concurrence of Finance Department vide their Order No. \_\_\_\_\_  
dtd. \_\_\_\_\_/UOR No. \_\_\_\_\_ dtd. \_\_\_\_\_

3. It is further certified that Mr./Ms/Mrs./Shri \_\_\_\_\_ has been  
engaged as \_\_\_\_\_(Post held), prior to commencement of Odisha  
Contractual Appointment Rules,2013 and he/she has not been engaged under  
Temporary Plan Scheme/Temporary Establishment/Tenure Based post in this  
office.

**Signature of Appointing Authority/Employer**  
**With seal**