



ODISHA STAFF SELECTION COMMISSION

Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No. IIE-180/2017/ 4372 /OSSC ; Date:-27.12.2017

Combined recruitment for the post of Auditor (LFA) under Directorate of Local Fund Audit and Auditor under Directorate of Employees State Insurance Scheme on contractual basis

Post code- (LFA/07)

website -:www.osscc.gov.in

IMPORTANT:

- Online application form will be available from Dt. 12.06.2019 to Dt.11.07.2019, 11.55 P.M.
- Candidates are to be extra vigilant while filling up of the Form as there is no edit option.
- Candidates should not send the Detailed Application Form (DAF), copies of the certificates/documents or the originals to Odisha Staff Selection Commission.
- Candidates should upload the documents as listed in Clause -8(i to xi) of the Advertisement while applying online. The candidates shortlisted for Viva Voce Test have to produce the originals and a set of self attested photo copy of the uploaded certificates/ documents on the date of Viva Voce Test.
- The certificates/documents uploaded as per clause 8 (i to xi) of this advertisement must have the validity on the date of submission of Online Application
- It should be noted that in case any discrepancy is noticed during verification of certificates between the originals and the uploaded copy of the documents, the candidature of the applicant will be summarily rejected.
- The minimum educational qualification for both the posts is Bachelor Degree in any discipline from a recognised University. The candidate should also have proficiency in Computer.
- The prescribed age limit for the post is from 21 years to 32 years as on 1.1.2017 with as usual age relaxation in favour of SC/ ST/ SEBC/ Women/ PWD /Ex-serviceman/ In-service contractual employees.

- Candidates applying for the post must go through the detailed advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the Written Examination & other Tests shall be provisional and would be on the basis of the information furnished by him/her in the on-line application form.
- The candidates should exercise their option for the post of Local fund Auditor under Directorate of LFA and Auditor under Directorate of ESI in order of preference for selection. However, the candidate will be allotted only one post as per his position in the final merit list and category wise vacancy available in order of preference. Option so exercised in the online application form is final.
- 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 and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.
- The scanned image of full signature and the scanned image of latest passport photograph & other documents (as listed at clause-8 of the advertisement) uploaded should be clearly identifiable and visible.
- Appointment to the post shall be guided by Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014 and amended there to.
- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access to Commission's website www.osscc.gov.in regularly to know about the status of their applications and Date of Examinations.
- Application other than online mode shall not be accepted by the Commission.
- Online applications submitted if found incomplete in any respect are liable for rejection.



Online Applications are invited from intending candidates for selection of 80(eighty)posts of Auditor(LFA) under Directorate of Local Fund Audit and 2(two) posts of Auditor under Director Employees Insurance Scheme on contractual basis. The appointment will be initially on contractual basis carrying a consolidated pay of Rs. 9300/- + Grade pay 4200 in the scale of pay Rs. 9300/- to 34,800/- (Pre-revised) subject to revision as per orders of Government from time to time.

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 website of the Commission "www.osscc.gov.in". The applicants other than S.C., S.T. & PWD categories are required to deposit non-refundable examination fee of **Rs.100/-** only through online mode using the S.B.I. collect portal following the procedure as detailed at **clause-2** 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 application process.

There will be 2 links under "**Form Links**" column for the Advertisement.

(i) For Registration (2)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 like:-

- 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. **Name of 10th Standard Board**
- x. **10th Standard Passed Exam Type**
- xi. **Whether passed minimum Seventh class examination in Odia subject**
- 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 section 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 the "user id" for the candidate.

Email 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) 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 will be entertained.

User registration is required only once during applying for a specific post.

After successful submission of the registration form in the top right hand corner of the "Go To Application Form", "Logout" button will be visible. Candidate needs to click the "Logout" button if he/she wishes to exit the current session.

Candidate can also click on the "Go to Application Form" to continue with the filling up of the application form.

(2) For registered user login

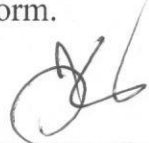
In order to fill up the Application form candidate need to click the link present under "For registered user login" present in the Form Link section.

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

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

- i. Personal Details
- ii. Additional Details
- iii. Qualification and Post Applied Details
- iv. Document Upload

All the details 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.



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 candidates mandatorily need to upload the scanned image of their **recent passport size photograph and scanned image of full signature** in the online Application Form which **must be within max-80 kb (The Format supported is JPEG/ JPG)**.

In addition to the above requirements all the candidates need to upload their **10th Standard mark sheet and Certificate** containing the 10th Standard Roll Number (**File size max-300kb, format supported-pdf**) +2 or equivalent certificate/mark sheet (**File size max-300kb, format supported-pdf**) and **Degree certificate & mark sheet (File size max-300kb, format supported-pdf)** in **“Document Upload”** section.

Candidates claiming **SC, ST and SEBC category** need to upload their caste certificate (**File size max -300kb, format supported-pdf**) in **“Document Upload”** section.

Candidates Claiming **“PwD (Person with Disabilities)”** category need to upload their PwD certificate (**File size max-300kb, format supported-pdf**) in **“Document Upload”** section.

Candidates claiming **“Ex-Serviceman”** category need to upload Ex-Serviceman Documents (**Discharge Certificate/I-card/NOC indicating therein the date of joining, date of discharge & period of service rendered in defence forces**), any one document need to be uploaded) in **“Document Upload”** section (File size max-300kb, format supported-pdf).

Candidates claiming **“Sports Person”** category need to upload Sports Identity card issued by Director of Sports & Youth Service (**File size max-300kb, format supported -pdf**) in **“Document Upload”** section.

Candidate who has not passed Odia in HSC Examination, he/she has to upload Odia Pass certificate of **M.E. Standard (Class-VII) (File size max-300kb, format supported -pdf)** in **“document upload”** section.

In-service contractual employees in the category I & II (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 01.01.2017 must upload the required certificate issued by the concerned employer indicating there in the date of appointment, Order No. with date, years of contractual service rendered and scheme under which appointed(**File size max-300kb, format supported -pdf**) in **“Document Upload”** section.



Candidates need to upload their computer proficiency certificate can (File size max-300kb, format supported –pdf) in “Document Upload” section

The candidates must ensure that the uploaded documents are clearly identifiable /visible, otherwise their application will be liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, Sub-Caste as per Caste Certificate (Only for SC,ST & SEBC candidates), Special Category, sub-category of PwD, Present Address, permanent address, full marks, marks secured and percentage of mark in H.S.C, +2 and Degree which are required for eligibility of every candidate. 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 are correct and the scanned signature, scanned photograph and the documents uploaded are clearly identifiable and visible and then click the ‘**Submit**’ button. After clicking the submit button, the system will redirect to all candidates (except SC/ST/PwD category) to S.B. collect portal for payment of Examination fees, the detail of which has been furnished at clause-2 of this advertisement. After successful payment of Examination fees (as applicable) the form will be submitted in the OSSC website. After the form is successfully submitted, the candidate has to take the printout of the application form.

NOTE: -As there is no edit option, the candidates are to be extra vigilant while filling all the informations. Furnishing of wrong or false information will be liable for cancellation of their candidature for the post.

1. (b) The Candidate has to take two printed copies of application, one OSSC copy and other Applicant’s copy. The Applicant’s copy contains the ‘**USER ID**’ printed at the bottom of the Application Form. The applicant needs to use the same to know the status of his/her application and also to download Admission Letter from OSSC website at different stages of the recruitment to appear the examination. The OSSC copy is to be reserved by the applicant for future use. If the candidate is shortlisted for Viva Voce Test he has to submit the OSSC copy alongwith self attested photo copy of certificate/document as listed in clause-8 of the advertisement for verification with the originals.

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

1. (d) **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 for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, Commission reserves the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.**



1. (e) The candidate may find out the status of his/her application (refer **clause-11** of this advertisement) for 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. (f) Candidates should possess a valid e-Mail Id & Mobile number which should remain active till publication of the final result pursuant to this Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-Mail Id/ Mobile Number provided by the candidate in the online 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 to appear the examination only if they possess Admission Letter downloaded from the Commission's website for the particular exam and a valid Photo Identity proof issued by any Govt. Authority.

2. Payment of Examination Fees:

The candidates except SC/ST and persons With Disabilities (PwD) category have to pay a non refundable examination fee of Rs.100/-. 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 the 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. 100/- 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. |
| <u>Steps to be followed in SB Collect portal for Online Payment</u> |
| 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 any one of 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. |

* SC, ST & PWD candidates are exempted from paying examination fee.



3. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is **11.55 P.M. of Dt.11.07.2019**. The system will be automatically disabled from 11.55 P.M. of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

4. Vacancy position.

(a) Number of posts to be filled up and reservations:

As per requisition received from Directorate of Local Fund Audit & Directorate ESI Scheme, the category-wise break-up for Male & Female of the total no. of posts to be filled up by this recruitment are as follows:

| Sl. No | Name of the Post | Vacancy details | | | | |
|--------|-----------------------------------|-----------------|--------------|------|--------------|--------------|
| | | SC | ST | SEBC | UR | Total |
| 1 | 2 | 4 | 5 | 6 | 7 | 8 |
| 1 | Auditor of Local Fund Audit | 03 (W-1) | 44 (W-14) | Nil | 33 (W-11) | 80 (W-26) |
| 2 | Auditor under Director ESI Scheme | Nil | 01 | Nil | 01 | 02 |

NOTE:- SC - Scheduled Caste

ST- Scheduled Tribe,

SEBC- Socially & Educationally Backward Class,

UR- Un-Reserved

W- Woman

Out of 80 posts of Auditor of Local Fund Audit vacancy reserved for Special category is given in the table: -

| Category | No. of vacancy reserved |
|---------------|-------------------------|
| PWD | 03(W-1) |
| Ex-servicemen | 02 |
| Sports person | 01 |
| Total | 06 |

As per the Govt. Of Odisha in Social Security & Empowerment of Persons With Disabilities Department Resolution No. 7140/SSEPD Dt. 05.09.2017, the types of persons with disability eligible for the post are as follows:-

| Category | Types of Disabilities | |
|--------------|--|--------|
| Category-I | a. Blindness & Low Vision | 1 post |
| Category-II | b. Deaf & hard of hearing | 1 post |
| Category-III | c. Locomotor disability including Cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, | 1 post |

There is no vacancy reserved for special category for the post of Auditor under Director of ESI Scheme.

Candidates should note that category (UR/SC/ST/SEBC) and Spl. Category (Ex-serviceman/ PWD/Sports person) once submitted in the on-line application is final. Any request for change in category or Spl category shall not be entertained by the Commission subsequently.

4(b) The number & 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 / the Government.

5. Scale of Pay & Condition of Service.

(a) The appointment shall be made initially on contractual basis carrying a pay of Rs. 9300-+G.P.Rs. 4200/- in the scale of pay Rs. 9300/- to Rs. 34,800/- (Pre-revised) as per Odisha Group-B posts contractual appointment Rules notified vide Govt. In G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt.17.01.2014 and amended up-to date. The salary/scale of pay may vary according to decision of the Government from time to time. The recruitment & service conditions shall be regulated as per relevant Rules in force.

6. Eligibility:

6(a) Age:

- (i) The minimum age for the above two posts is 21 years and the maximum age is 32 years as on 01-01-2017. 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 and the total period of service rendered in Defence Service in case of Ex-Servicemen Personnel. A candidate can only avail any one type of age relaxation as per rule. However 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. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1985 and not later than 1st January 1996. The persons in Defence Forces who are going to retire within six months from the date of application have to submit no objection certificate issued by competent authority and they have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category.

Note:- (1)Once an Ex-Serviceman has joined the Govt. Service in civil side after availing of 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 Office Memorandum No.36034/2014-Estt.(Res) dt. 14 Aug 2014 of Ministry of personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self declaration /undertaking to the



concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Viva Voce Test for consideration of the claim under Ex-serviceman category.

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

- (ii) 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-B posts (Contractual appointment) Rules,2013. ". As such they must be less than 45 years as on 1.1.2017. The Inservice contractual employees should upload the required documents for availing the age relaxation as mentioned in Para 8(xi) below.
- (iii) 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(b) Educational Qualification

The candidate must have a Bachelor's degree in any discipline from a recognised University and must also have proficiency in Computer.

6(c). General eligibility criteria prescribed for the post

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 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:
- (vi) Candidate must have passed Middle School Examination with Odia as a language subject or have passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject or have passed a test in Odia in M.E School standard conducted by Education Department.

7. Option:-

Candidates shall have to fill up option for posts (LFA under Directorate of LFA and Auditor under Directorate of ESI) at the appropriate column in the online application form in order of preference. The option so exercised is final. However, while allotting the selected

candidates to a post, the candidate's eligibility for the said post, his/her position in the Common Merit List and category wise availability of vacancies will be taken into consideration. Each selected candidate will be allotted to only one post. The decision of the Commission on allotment of candidates to different posts will be final.

8. Detailed Application Form(DAF)(Copy of self attested documents as uploaded) to be submitted by the shortlisted candidates for Viva Voce Test on the date of Viva Voce Test.

The candidates shortlisted for Viva Voce Test have to produce the Originals of the following certificates/documents and a set of self attested photo copy of the earlier uploaded documents alongwith OSSC Copy of the Online Application legibly signed at appropriate place and ID proof such as Voter ID/ PAN card/Aadhar/Driving Licence issued by any Govt. authority before the verifying officer for necessary verification.

- i. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- ii. +2 certificate & mark sheet or equivalent certificate issued by the concerned Board/Council.
- iii. Degree certificate & mark sheet in any discipline from recognised University.
- iv. Certificate relating to Computer proficiency (if any).
- v. Caste certificate in case of ST, SC & SEBC candidates issued by the competent authority for the purpose of employment/service. SEBC certificate issued by the competent authority must be within one year prior to the closing date of online application.
- vi. Copy of Online Payment slips showing successful payment of examination fees of Rs. 100/- as applicable (Except SC, ST & PWD candidates).
- vii. Disability certificate issued by concerned District Medical Board in case of PWD candidates.
- viii. Sports Identity card issued by Director Sports & youth service in case of Sports Person candidate.
- ix. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- x. Certificate in support of passing Odia in M.E. standard/Class-VII issued by competent authority in case the candidate has not passed HSC examination with Odia as a compulsory subject.
- xi. Certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination in case of the in-Service Contractual employees claiming age relaxation.

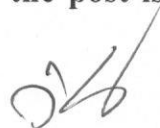
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Note:- It should be noted that in case any discrepancy is noticed during verification of certificates on the date of Viva Voce Test between the originals and the uploaded copy of the documents, the candidature of the candidate may be cancelled.

9. Plan of Examination.-The Plan of examination is as follows.

| Sl. No. | Type of Examination | Marks allotted | Remark |
|---------|--------------------------|---|---|
| I | Preliminary Examination | 100marks (Qualifying in nature) 1 hour duration | Basing on the marks secured in Preliminary examination candidates numbering about 12 times of the vacancies category wise in order of merit will be shortlisted for Main written examination. |
| II | Main Written Examination | 200 marks | Candidates numbering about 3 times of the vacancies category wise in order of merit basing on the marks secured in Main Written examination will be shortlisted for Computer Skill Test. |
| III | Computer Practical Test | 50 marks (qualifying in nature) | The candidates obtaining minimum 15 marks in Computer Skill Test will be shortlisted for Viva Voce Test. |
| IV | Viva-voce test | 25 marks | |
| | Total | 225 marks | |

9(A)-Preliminary Examination :-In case the number of applicants exceeds 5000, there shall be a Preliminary Examination. The Preliminary Examination will be of 1 hour duration in General Awareness-(100 marks) to be conducted in OMR sheet. The question will be of objective type with multiple choices of answers. The question shall be to test the candidate's General Knowledge as expected from a Graduate broadly from General Science, Current events, History & Geography of India & Odisha, literature & culture, Socio- economic development, Indian polity, Quantitative aptitude, Logical ability & reasoning. **There will be 100 questions. Each question will carry 1(one) mark. For each correct answer one (1) mark will be awarded. There will be a negative marking @ 0.25 marks per each wrong answer. However, no mark will be awarded or deducted for any question left unattempted. The candidates numbering about 12 times of the vacancies notified category wise in order of merit will be short listed for Main Written Examination on the basis of their performance in the Preliminary Examination. The Commission may dispense with the examination if the number of candidates for the post is below 5000 or for any other reason.**



9(B) Main Written Examination.

The Main written examination shall be of three papers as follows.

| Paper | Subject | Full Mark | Duration |
|-----------|-------------------------------|-----------|---|
| Paper-I | Mathematics & General Studies | 100 | 2 hours (Objective type with multiple choice of answers) (in OMR sheet)(negative marking of 0.25 per wrong answer) |
| Paper-II | General English | 50 | 1hour(subjective) |
| Paper-III | Odia Language | 50 | 1hour(subjective) |

Paper-I, Mathematics & General Studies

The questions on Mathematics will be on Arithmetic, Algebra, Geometry, Statistics & Trigonometry of HSC standard.

The question on General Studies will relate to Indian history, Economics, Geography, Major events in world history, General Science awareness, Environmental issue. Human Right issues. Basic knowledge in computer application. Current events, Literature, Art & Culture of Odisha etc.

The questions will be of objective type with multiple choice answers to be answered in OMR answer sheet. There will be 100 questions. Each question will carry one(1) mark. **For each corrected answer one (1) mark will be awarded but for each wrong answer 0.25 mark will be deducted.** However no mark will be awarded and no mark will be deducted for any question which is left unattempted.

Paper-II, General English:

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, comprehension, and precies writing, Translation of a passage of Odia into English etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.

Paper-III, Odia Language:

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, grammar. Translation of a passage of English to Odia etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.

9(C). Computer Skill Test:-50 marks (qualifying in nature)-

Qualifying mark-15 marks

Basing on the marks secured in Main Written Examination, candidates numbering about 3 times of the vacancy in order of merit category wise shall be shortlisted for appearing the Computer Skill Test.

The Computer Skill Test will be of 50 marks and shall be comprising of following subjects.

- (a) Basic Knowledge & skills of computer (b) Internet & E mail,(c) M.S word, (d)M.S. Excel, (e)- Power points etc.

The candidates obtaining minimum 15 marks will qualify in the Computer Skill Test and will be shortlisted to appear the viva-voce test. The Test is of qualifying in nature & the marks awarded in Computer Skill Test shall not be added in the total mark for preparation of merit list.

9(D).Viva Voce Test:- There shall be a Viva-Voce Test carrying 25 marks.

The candidates who qualify in the Computer Skill Test will be called for Viva Voce Test.

10. Verification of Certificate and submission of Detail Application Form (DAF)

Certificate verification will be done on the date of Viva Voce Test. The candidates, called for the Viva Voce Test must have to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, receipt of exam. fees and other documents as mentioned in clause-8 for verification along with a set of self attested photocopies of the same and OSSC copy of the application duly signed by the applicant. In case any candidate fails to submit any required document(s)/certificate(s) during Viva Voce Test his/her candidature may be cancelled.

11. PLACE AND DATE OF WRITTEN EXAMINATION, SKILL TEST, VIVA VOCE TEST AND ADMISSION LETTER:

The Date, Time & Venue of the Written Examination, Skill Test and Viva Voce Test will be conveyed to the eligible candidates in the Admission Letters in the Commission's website www.osscc.gov.in . The Admission Letter has to be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified by the Commission.

The candidate has to go to the website of the Commission and click on the button 'candidates login' and then provide 'user Id' and 'Password' upon which the status of the application will be displayed on the screen. If the application has been rejected the same would be indicated along with grounds of rejection. Then the eligible applicant has to click on "Download Admit Card" and the requisite Admission letter can be downloaded. This would be feasible about two weeks

before the scheduled date of examination. **Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**

The candidates will have to produce the admission letter at the allotted venue for appearing in the Main Written Examination, Skill Test and Viva Voce Test. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

No Admission Letter/ call letter at any stage will be despatched to any candidate by post.

12-Select List-

The select list shall be prepared in order of merit category wise as per the vacancy advertised basing on the sum total of marks secured by the candidates in the Main written Examination and Viva Voce Test taken together.

The contractual employees (In-service Candidates) belonging to Category-I and category-II appeared the Viva Voce Test shall be given due weightage in the merit list as per rule 8(b) of Odisha Group-B posts (Contractual Appointment) Rules,2013.

NOTE:- Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ more than one option/wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.

- **The candidates are required to be with constant touch of the website of the Commission at 'www.osscc.gov.in' for detailed information about the programme of the examination/Skill test /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 about the examination.**
- **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.

Further advisory if required will be issued for fair & transparent conduct of the recruitment examination.

By order of the Commission

Secretary

11/6/13