Advertisement No.IIE-65/2018- 4717/OSSC;   Date: 30.12.2019

RECRUITMENT TO THE POST OF JUNIOR LIBRARIAN ON CONTRACTUAL BASIS AGAINST TWENTY FIVE VACANCIES UNDER DIRECTOR OF HIGHER EDUCATION, ODISHA, BHUBANSESWAR.

POST CODE-JL/83

(WEBSITE:-www.ossc.gov.in)

1.   **IMPORTANT INSTRUCTIONS :**

- Online Applications are invited from intending candidates to fill up 25 vacancies in the post of Junior Librarian on contractual basis under Director of Higher Education, Odisha, Bhubaneswar on contractual basis.

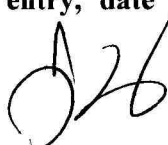|	Start Date	End Date
Online Registration	23.03.2021	22.04.2021
Online Payment of Examination Fee	23.03.2021	22.04.2021
Submission of Online Application	23.03.2021	29.04.2021
Mode of apply	Applications will be receive through online mode only through the website www.ossc.gov.in.	

- The candidates who intend to apply for the post must go through this advertisement and ensure that they fulfil the eligibility criteria in all respect prescribed for the post and shall apply only through online mode only. Applications received through any other mode of application shall be entertained by the Commission.

- Candidates applying for the post must have passed Bachelors Degree in Library Science from any recognized University. The candidates having higher qualification i.e Masters Degree in Library and Information Science are also eligible to apply for the post.

- The appointment for the post will be initially on contractual basis carrying a consolidated pay of Rs.16,880/- per month(for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules, 2017 notified vide Government in GA & PG Department Notification No. GAD-SC-RULES-0037-2017-19569/Gen. Dtd. 12th Sept. 2017.

- Candidates claiming reservation/age relaxation under SC/ST/SEBC and PwD category are advised to upload valid caste Certificate only issued in online mode and Disability Certificate in shape of Unique Disability Identification (UDID) card. Candidates are advised to follow advisory Notice No.4509/OSSC dated 30.12.2020.

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

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.ossc.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.ossc.gov.in.
   d. That candidate who is 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" instructions 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/registration can be viewed by clicking on "Instruction to fill up Online Application". These instructions are to be read carefully before proceeding for filling up the Application Form.
   g. **Pre-requisites for filling up Online Application Form**
   - 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 those E-mail Id and Mobile Number (given during registration) active for all important communication till publication of the final result of this recruitment exam.**
   - Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 100kb shall be kept handy for uploading during Registration for any post.
   - Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.
   - Applicant shall keep their Certificates, Mark sheets & other documents ready as per Clause-7 of the advertisement while filling in the details of the educational qualification & other claims during filing of Online Application Form.
   - Applicants should enter the Aadhar number in the appropriate field in the online application form.
   - 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.
   - Applicants 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). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- Candidates claiming reservation/ age relaxation under **"PwD (Persons with Disabilities)"** category need to upload a valid online **PwD** certificate issued by **Unique Disability Identification (UDID)**. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- **In-service contractual employees in Government Offices** claiming age relaxation up to 45 years (as on 01.01.2019) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 & Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.12.11.2013 and who have completed minimum one year of continuous service prior to commencement of Odisha Group- B/ Group-C& D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the proforma prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission **www.ossc.gov.in**. They shall have to fill 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 and candidate has to produce the originals during Certificate Verification for consideration of his/her claim under Contractual in-service benefits.

The candidate should ensure that the scanned Photograph and full Specimen 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.

3. <u>Vacancies to be filled up and reservations:</u>

As per requisition placed before the Commission by the Director of Higher Education, Odisha, Bhubaneswar, the category-wise break-up of the different posts to be filled up through this recruitment are as follows.

3. (a)<u>Vacancy position</u>

Sl. No	Name of the Post	Vacancy details					Vacancies for Special Categories		
		SC	ST	SEBC	UR	Total	EX-SM	PwD	Sports Person
1	**Junior Librarian**	**06** **(w-02)**	**06** **(w-02)**	**04** **(w-01)**	**09** **(w-03)**	**25** **(w-08)**	01	01	-

3. (b) Suitability of PwD

Candidates of PwD category having minimum 40% disability and Benchmark Disability of Category-I (Low Vision) and Category-II (Deaf & Hard of Hearing with suitable aid) & Category-III (Locomotor Disability) i.e OL, OA, BL (Mobility not be restricted), BA (having grip and writing ability) shall be eligible to apply for the post.

However PwD candidates having minimum 40% permanent disability in the category of Deaf and Hard of Hearing with suitable aid are eligible for reservation.

3. (c) Provision of assistance of Scribe

PwD candidates who have not less than 40% 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 Annexure-I and Annexure-II appended to this advertisement.

3. (d) 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.

4. Remuneration & Condition of Service:-

The appointment to the post will be initially on contractual basis carrying a remuneration of Rs.16,880/- per month (for 1ˢᵗ year) as per Govt. in G.A. & P.G. Department Notification No.**19569/Gen. Dtd. 12ᵗʰ Sept. 2017** and Condition of Service will be guided by the Odisha Group-B Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt.17-01-14 and the relevant recruitment Rule.

The conditions of services of Junior Librarian will be governed by Government Orders/instructions. The conditions of services of Junior Librarian will be governed and guided by Odisha Group-B Posts (Contractual Appointment) Rules, 2013 as well as the Odisha Government College Librarians (Methods of Recruitment and Conditions of Service) Rules-2017 notified by Notification No.29328/HE dated 03.11.2017 of Department of Higher Education, Govt. of Odisha.

5. Eligibility:

5. a. Age:

i. 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 SC, ST, SEBC & Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in Defence Services in case of Ex-servicemen. **To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2ⁿᵈ January, 1987 and not later than 1ˢᵗ January1998.**

ii. 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.

iii. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as ex-serviceman for the post. The 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 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 the employer on the date of Document Verification for consideration of the claim of reservation under Ex-Serviceman category.**

iv. 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-B/Group C & D posts (Contractual appointment) Rules-2013. They must be less than 45 years as on 01.01.2019. They should submit the required proof from their employer for availing the benefits under rules and submit the required documents as per the advisory notice at Annexure-III on the date of Certificate 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.
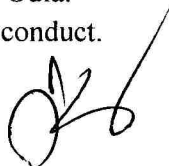
5.(c) Educational Qualification:

The candidate must have passed Bachelors Degree in Library Science from a recognized University. The candidates having higher qualification, i.e. '**Masters Degree in Library and Information Science**' shall also be eligible to apply for the post.

Note:- **The candidate must have possessed the required qualification as on or before the closing date of online application form.**

5.(d)General Eligibility Criteria

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

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

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

(iii) Be of good moral character & conduct.

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

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

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

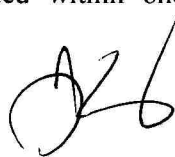**Not fulfilling any of the eligibility criteria shall render the applicant's candidature invalid & rejected.**

6. Examination Fee:

i. <u>The candidates other than SC/ST/ Persons with Disabilities (PwD) category shall have to pay a non refundable examination fee of Rs.200/- (Rupees Two Hundred only) by 22.04.2021. The fees can be deposited only through online mode using Internet Banking/ Debit Card/Credit card or any other available Payment methods linked with the online application form.</u> The Candidates should keep with them a copy of the payment slip showing successful transaction of fees for future reference. **SC/ST & PwD candidates are exempted from paying examination fee.**

ii. <u>Applications without payment of examination fees (except SC/ST & PwD category candidates) will be treated as incomplete and shall be liable for rejection.</u>

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

The certificates/documents as listed below need to be produced by the candidate in original along with a set of self-attested copies of the same and downloaded online application form duly ink signed at the bottom of each page during certificate verification.

(i) Copy of online application form.

(ii) HSC or equivalent pass certificate & mark sheet issued by any recognised Board/Council.

(iii) +2 or equivalent pass Certificate & Marksheet.

(iv) Graduation pass Certificate & Marksheet.

(v) Bachelors Degree in Library Science pass Certificate & Mark sheet or Masters Degree in Library & Information Science pass Certificate and Marksheet.

(vi) Candidates of SC/ST/SEBC category have to submit self attested photocopy of a valid caste certificate issued through online mode only by competent authority. Candidates claiming reservation/age relaxation under SEBC category should submit SEBC certificate which have been issued within one year prior to last date of online application.

(vii) Candidates have to submit 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) **Copy of e-receipt/transaction slip (except SC/ST/PwD candidates) showing successful payment of Rs.200/- towards examination fees.**

(ix) Self Attested photocopy of certificate of Disability issued online by the Unique Disability Identification in case of PwD candidates claiming age relaxation & reservation for the post.

(x) Candidates claiming reservation under Ex-servicemen category must submit Discharge certificate/ identity Card / P.P.O issued by the appropriate Authority wherein the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned.

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

8. Plan of Examination:

The plan, pattern, scheme and syllabus of Examination is as follows:-

Stages of Examination.	Type of Examination	Nos. of papers	Name of Subjects	Marks allotted	Duration	Remarks
Stage-I	Main Written Examination	One Paper	Composite Paper	100 marks	1 ½ hours	Questions will be of objective type with multiple choices of answers. The examination will be conducted in Computer Based Recruitment Examination (CBRE) mode/Online mode. Candidates numbering 03 times of vacancy advertised in order of merit categorywise on the basis of marks secured in Main Written examination shall be shortlisted to appear Computer Skill Test

Stage-II	Computer Skill Test (Practical)	Total - 30 Marks. **The Computer Skill Test will be of 30 minutes duration.** The candidates securing minimum 15 marks in Computer Skill Test shall be shortlisted for Certificate Verification.
Stage-III	Certificate verification	The candidates who will qualify in Computer Skill Test will be called for certificate verification. The candidate who will not attend the certificate verification his/her name will not be taken into consideration while preparing the merit list.

There will be no Viva-Voce Test.

Main Written Exam

Paper	Subjects	Maximum Marks	No. of Questions	Time
One Paper (Composite Paper)	Odia Language	10	10	$1^{1/2}$ hours
	General English	10	10	
	General Studies	30	30	
	Library & Information Science	50	50	
	Total	100		

Syllabus-

The questions in Odia language, General English & General studies will be of HSC standard. The standards of questions for the Library & Information Science will be such that as expected from candidate having completed the Course in B. Lib. Science.

The questions of General English & Odia Language will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage & grammar.

The questions on General Studies will be relating to Indian History, Economics, Geography, Major events in world history, General Science, General awareness, Environmental issues, Human right Issues, Basic Knowledge in computer application, current events, Literature and Art& culture of Odisha and etc.

The questions in Library and Information Science will cover questions on the courses prescribed by Utkal University for Bachelor of Library and Information Science as detailed below.

Courses prescribed: Library and Information Science, Knowledge Organisation and Bibliographic Description Theory and Practice, Management of Libraries and Information Centres, Research Methodology and Design, Classification (DDC)and Cataloguing (AACR 2), Library Automation, Information Sources and Services, Basic of Computer and Information Technology, Information Storage and Retrieval, Digital Library and Information Systems, Preservation and Conservation of Library Documents, Information Needs and Information Access, Management of E-Resources and E- publishing.

Syllabus for Basic Computer Skill Test: - 30 marks (minimum qualifying marks = 15)

WINDOWS Operating system	To test some of the following basic system operations on file/folder(s) Create, Rename, Copy/Cut/Paste, Delete Using clipboard

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 set up
	      •Inserting pictures and Word Art

M.S. POWER POINT (Presentation Knowledge)	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.
M.S. EXCEL (Spread Sheet)	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).

MS ACESS	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

Usage of internet services available on internet.	

There will be no Viva-Voce Test.

Certificate verification –
    The candidates who will qualify in Computer Skill Test will be called for certificate verification/ for verification of their original certificates. In document verification the candidates have to produce original certificates as detailed in Clause-7 in support of Age, Educational qualification, Caste, Special category claiming age relaxation and have to fulfil eligibility criteria in all respect for the post. **The names of the candidates will be deleted from the merit list who will remain absent in the certificate verification on the date notified and their candidature will not be taken into consideration while preparing the select list.**

Select list: The Merit list of the candidates who have appeared in the certificate verification and found suitable shall be prepared category wise in order of merit as per vacancies advertised basing on the sum total of marks secured in Main Written exam and Computer Skill Test. The select list in order of merit category wise shall be prepared from the Merit list which will be equal to the number of vacancies notified in the advertisement. The Select list will be published in the website of the Commission.

9. Place, Date, Venue of written examination/certificate verification & admission letter

The Date/Time/ Venue of the main Written Examination, Computer Skill Test and Certificate Verification will be informed to the candidates in the Admission Letter. The Admission Letter will be carrying the photograph and signature of the candidate and facsimile signature of the **Secretary of the Commission**. The Admission Letter 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 the Main Written Examination/Computer Skill Test/ Certificate verification. The candidates shall have to download the admission letters by accessing the Commission's website and using their **'User ID'** and **'Password'** to appear the Main Written Examinations/ Skill Test/Certificate Verification. Notice regarding date of the examination/ test will be informed to candidates through notice in each stage which will be uploaded in the Commission's website and published in local newspapers. Alert message will be sent to the candidates through their registered Mobile Number/ E mail Id. while uploading of the Admission Letters in the Commission's website. Further, Alert message regarding the date of examination will be sent to the candidates concerned in his/her registered Mobile No.& Email Id of the candidate. Each candidate shall have to download his/her admission letter well before the date of the examination. The candidates are advised to be in constant touch with the website of the Commission to know the status of each examination/tests etc.

Note:

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

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

| WARNING |

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

By order of the Commission

Secretary

Certificate regarding Physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidates 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
CDM & PHO/ Civil Surgeon/ Medical Superintendent of a government health care institution

Name and 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 - Orthopaedic specialist/PMR).

APPENDIX-II

Letter of Undertaking for Using Own Scribe

I_____, a candidate with _____(name of the disability) appearing for the _____(name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____(name of the State). My qualification is _____.

I do hereby state that _____(name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:
Date:

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

No.IIE-132 /2019 - 3568 /OSSC.,   Date:- 01·XI·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 ·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.

    <div align="center">or</div>

    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.

<div align="right">

Signature of Appointing Authority/Employer
With seal

</div>