



## **ODISHA STAFF SELECTION COMMISSION**

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

**Advertisement No.IIE-123/2016/4083/OSSC      Date: 21.12.2016**

Selection of candidates for recruitment to the post of **Junior Stenographer** (Post Code-JSHO -40) for different Heads of Department on Contractual basis.

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**IMPORTANT:**

**(1) ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 27.12.2016 TILL 11.59 PM OF DATED 26.01.2017**

**(2) LAST DATE OF SUBMISSION OF DAF (DETAILED APPLICATION FORM), AS SPECIFIED IN CLAUSE-6 OF THIS ADVERTISEMENT IS 11.02.2017 UP TO 5 P.M.**

**(3) THERE WILL BE LANGUAGE TESTS BOTH IN ENGLISH & ODIA AND SHORTHAND TESTS BOTH IN ENGLISH & ODIA.**

**(4) THERE SHALL BE NO VIVA-VOCE TEST.**

**(5) THE CANDIDATE WHO INTENDS TO APPLY SHOULD ENSURE HIS/HER ELIGIBILITY FOR THE POST BEFORE FILLING UP THE ONLINE APPLICATION.**

Online Applications are invited by using website "[www.osscc.gov.in](http://www.osscc.gov.in)" for selection of candidates for recruitment to 60 nos. of posts of **Junior Stenographers** (Post Code-40/JSHO) in the offices of different Heads of Departments, Odisha, carrying consolidated pay in the Pay Band-I of Rs.5200 /- plus Grade Pay of Rs.2400/-

**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](http://www.osscc.gov.in)". The applicants other than the category of S.C., S.T. & PWD candidates are required to deposit non refundable examination fee of Rs.100/- either through online or offline mode using the Treasury Portal or by the conventional mode in the Head of Account- "0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees" as detailed in the clause-5 of this advertisement before proceeding to fill in the online application for the post. By clicking on the tab 'online application' in the home page of the website, the**

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 each advertisement.

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

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

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

Once the above details are filled by the candidate, 1 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 of the same will be entertained.**  
**User registration is only required once during applying for a specific post/advertisement.**

After the 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 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

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

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 & Payment details"** tab as and when required.

All candidate mandatorily needs to upload the scanned image of his/her **recent passport size photograph** and **scanned image of his/her full signature** in the online application form which **must be within max 80 kb** (The Format supported is **JPEG, JPG**). With addition to the above requirement all the candidates need to upload their **10<sup>th</sup> Standard mark sheet/certificate** containing the 10th Standard Roll Number given in the registration form (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.

Candidate Claiming **"Category Claimed"** as **SC, ST and SEBC** needs to upload cast certificate (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.

Candidates Claiming **"Physically Challenged"** special category needs to upload PWD certificate (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.



Candidates Claiming "Ex-Serviceman" special category needs to upload Ex-Service Man Documents (**Discharge Certificate/Idcard/NOC** any 1 document needs to be uploaded). In Document Upload & Payment details section (File size max 300kb, format supported pdf).

Candidates other than SC/ST or PWD category who are paying the examination fees of Rs.100 though treasury challan needs to update the same (File size max 300kb, format supported pdf) in document Upload & Payment details section.

**The uploaded documents must be clearly identifiable /visible, otherwise the application is 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, special category, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C, +2 or equivalent examination, Bachelor Degree Examination etc & qualification in computer application and experience etc 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 and the scanned signature and scanned photographs are clearly identifiable and visible and then click the '**submit button**'. After the form is successfully submitted, the candidate has to take the printout of the filled application form.

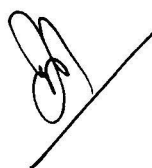
**Note:**

**If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'log in' within 48 hours of clicking the 'submit button'. Editing of the application will not be possible after 48 hours or last date of online application whichever is earlier.**

**The following fields will not be editable once the same has been submitted during the registration process**

- Nationality
- 10th Standard Roll Number As Mentioned in the Certificate
- 10th Standard Year Of Passing
- 10th Standard Board
- 10th Standard Passed Exam Type
- Whether passed minimum Seventh class exam. in Odia
- Mobile Number
- Email ID

**1. (c)** The Candidate has to take two printed copies of application, one OSSC copy and other Applicant's copy. The OSSC copy is meant to be promptly sent to the Commission as a Detailed Application Form, with ink signed signature at the appropriate place and duly attaching the documents as listed at clause-6 of this advertisement. The DAF with all the requisite certificates /documents super scribing the envelope as **"APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER-2016"** has to be sent to the SECRETARY, ODISHA STAFF SELECTION COMMISSION, BARRACK NO.1, UNIT-V, BHUBANESWAR-751054 by Regd. Post/Speed Post on or before 5 P.M of 11.02.2017. Application received after the last date will not be entertained.





1. (d) The **Applicant's copy** contains the '**user ID**' and '**password**' printed on the bottom of the Application Form. The applicant has to keep it carefully for his future reference to access the website to know the status of the application and also to download the call letter from the Commission's website "**www.osscc.gov.in**".

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

1. (f) 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.

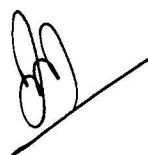
1. (g) The candidate may find out the status of his/her application as well as hall ticket generated for examination by accessing OSSC website, clicking therein '**online application**' tab, and thereafter clicking on the link present under "**For registered user login**" in **Form Link** section against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

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

## **2.Last date for receipt of Applications:**

2.a. The last date for submission of Application online in response to this advertisement is 26.01.2017. The system will be disabled from 11.59 PM of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

2.b. The closing time for receipt of Detailed Application Form i'e DAF (Ink signed Ossc Copy & other requisite documents) in the Commission's office is 5 PM of 11.02.2017. Neither any DAF nor the requisite documents will be entertained in the Commission's office after 5 P.M of 11.02.2017.



### 3. Number of posts to be filled up and reservations :

3.a As per the requisition received from different H.O.Ds the category-wise break-up of the total no. of posts to be filled up is as follows:

| Sl. No | Name of the office                              | UR        |          | SEBC     |          | SC       |          | ST        |          | Total     |           | Grand Total |
|--------|---|-----------|----------|----------|----------|----------|----------|-----------|----------|-----------|-----------|-------------|
|        |   | M         | W        | M        | W        | M        | W        | M         | W        | M         | W         |             |
| 01     | State Legal Services Authority, Odisha, Cuttack | 1         | -        | -        | -        | -        | -        | -         | -        | 1         | -         | 01          |
| 02     | Directorate of Cooperative Audit, Bhubaneswar   | 1         | -        | -        | -        | -        | -        | -         | -        | 1         | -         | 01          |
| 03     | Board of Revenue, Odisha, Cuttack               | 3         | 2        | 1        | -        | 1        | 1        | 1         | 1        | 6         | 4         | 10          |
| 04     | Engineer -In-Chief, Electricity                 | 2         | -        | -        | -        | -        | -        | 1         | -        | 3         | -         | 03          |
| 05     | Engineer -In-Chief, Rural Works                 | 3         | 2        | 1        | 1        | 3        | 1        | 4         | 2        | 11        | 6         | 17          |
| 06     | Engineer -In-Chief, RWSS                        | 1         | 1        | 1        | 1        | 2        | 1        | 3         | 1        | 7         | 4         | 11          |
| 07     | Engineer-In-Chief, Minor Irrigation             | -         | 1        | -        | 1        | 2        | 1        | 3         | 2        | 5         | 5         | 10          |
| 08     | Odisha Subordinate Staff Selection Commission   | 1         | -        | -        | -        | -        | -        | -         | -        | 1         | -         | 01          |
| 09     | Food Supply and Consumer welfare Department     | -         | -        | -        | -        | -        | 1        | 3         | 2        | 3         | 3         | 06          |
|        | <b>Total</b>                                    | <b>12</b> | <b>6</b> | <b>3</b> | <b>3</b> | <b>8</b> | <b>5</b> | <b>15</b> | <b>8</b> | <b>38</b> | <b>22</b> | <b>60</b>   |

#### Vacancy for special category:

| SL. No | Name of the Office       | Vacancy under Ex-Serviceman Category | Vacancy under PwD Category | Vacancy under Sports person |
|--------|--------------------------|--------------------------------------|----------------------------|-----------------------------|
| 01     | Board of Revenue, Odisha | Nil                                  | PH-1 (Blind)               | Nil                         |
| 02     | E.I.C, Rural Works       | Nil                                  | PH-1                       | Nil                         |
|        | <b>Total</b>             | <b>Nil</b>                           | <b>2</b>                   | <b>Nil</b>                  |

NOTE: -

SC-Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially and Educationally Backward Class

UR- Un-reserved.

M-Men

W-Women

3. b The categories of disabled suitable for the post are OA, OL, BL (Mobility not be restricted) LV, B (with Dictaphone or Braille short hand machine). OAL, HI, the physical requirement for the post are S, SE, W, H, F and R & W.

| <u>Code</u> | <u>Physical Requirement</u>                   |
|-------------|---|
| S           | Work performed by sitting (On bench or Chair) |
| SE          | Work performed by seeing                      |
| W           | Work performed by walking                     |
| H           | Work performed by hearing/speaking            |
| MF          | Work performed by manipulating (with fingers) |
| R & W       | Work performed by Reading and Writing         |
| ST          | Work performed by Standing                    |

| <u>Code</u> | <u>Functional classification</u>                         |
|-------------|--|
| OA          | One arm affected   |
| OL          | One leg affected (R and/or L)                            |
| BL          | Both legs affected but not arms                          |
| LV          | Low vision   |
| B           | The blind (with Dictaphone or Braille shorthand machine) |

3.c The candidates belonging to PwD/Ex-Servicemen when selected as per reservation provided for them, shall be adjusted against the categories to which they belong.

3. d The number of vacant posts to be filled up on the basis of this recruitment process can be changed at any time without any prior notice, at the discretion of Odisha Staff Selection Commission.



4. **Eligibility:**

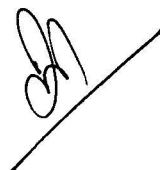
(a) **Age:**

The minimum age for the post is 18 years and the maximum age is 32 years as on 01-01-2016. 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, 1984 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. 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.**

However the upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of advertisement as per provision of "Odisha Group-C & D posts (Contractual appointment) Rules, 2013". As such they must be less than 45 years as on 01.01.2016. They should submit the required proof from their employer for availing age relaxation at the time of document verification.

4. (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.



#### **4. (c) GENERAL CRITERIA OF ELIGIBILITY:-**

A candidate applying for the above post should be (a) a citizen of India, (b) of good character, (c) of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates) (d) must not have more than one spouse living (e) (i) must have passed M.E. School Examination with odia as language subject, or (ii) have passed HSC Examination or equivalent examination with odia as Medium of examination in non-language subject, or (iii) passed in Odia as language subject in the final examination of Class-VII and above, or (iv) passed a test in Odia in M.E. School standard conducted by Education Department.

#### **4. (d). Minimum Educational qualification:**

The candidate in order to be eligible for appearing in the selection examination for the post must have passed:

- (i) Higher Secondary school (+2 Arts/Science/Commerce) certificate Examination or equivalent School leaving Examination of a recognised Board/Council and
- (ii) Possess a minimum speed of eighty words per minute in Shorthand both in English and Odia. However, in respect one Vacancy relating to the office of Odisha State Legal Services Authority (OSLSA), Cuttack, a successful candidate having Bachelor Degree in any discipline possessing requisite speed in shorthand test as stated above shall be sponsored.

#### **5. Examination Fee:**

All SEBC & UR candidates other than PwD have to pay examination fee of Rs.100/-. The fees can be deposited either through online or offline mode using the Treasury Portal or by the conventional mode of deposit in the Treasury.

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

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

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



- \* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.
  - \* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.
  - \* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. **(The list of Bank branches for making offline payment is available at the Treasury Portal).**
  - \* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.
  - \* The challan will be deposited under the "Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees".
  - \* The applicant will fill in the challan **reference ID and date** in the online application.
- 5.(b)\*** The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the "**Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees**". In this case the candidate has to mention the Treasury Challan No. and date in the online application.
- \* **SC/ST and persons with Disabilities (PwD) candidates are exempted from paying examination fee.**

**6. Certificates / documents to be submitted along with OSSC Copy i.e. Detailed Application Form ( DAF):**

- (a) Original Treasury challan in support of deposit of Rs.100/-(Rupees one hundred) only towards Examination Fee (except SC/ST and PwD candidate).
- (b) Candidates of SC/ST category shall enclose self-attested photocopy of caste certificate issued by the competent authority for the purpose of employment.





- (c) Candidates claiming reservation under SEBC category shall enclose self-attested photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of online application.
- (d) Self-Attested photocopy of HSC certificate & mark sheet or equivalent certificate in support of declaration of age, issued by the concerned Board/Council.
- (e) Self-Attested photocopy of +2 certificate and mark sheet issued by concerned Board/Council and self attested photocopy of +3/Graduation Certificate & mark sheet in any discipline.
- (f) Self-Attested photo copy of certificate indicating successful completion of a course in Stenography in any Industrial Tribunal Institute or other Government run or Government recognised institution. The stenography certificates should indicate the speed i.e. minimum eighty words per minute both in English & Odia.
- (g) Self-Attested photo copy of disability certificate issued by concerned District Medical Board in case of PwD candidates.
- (h) Self Attested photo copy of Identity Card issued by Director of Sports in case of Sportsperson candidates.
- (i) Self Attested Photocopy of discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- (j) Candidates have to submit a self-attested copy of certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.

**The candidates are required to mention on each of the above document "Submitted by me" and put their full signature on the same. They must not attach original certificates to their applications.**

#### **7. PLACE AND DATE OF WRITTEN EXAMINATION:**

The date/time/ venue of the written examination (Language Tests) shorthand tests will be conveyed to the eligible candidates in the admission letters, in due course. The admission letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The list of applicants whose applications are rejected shall be displayed in the said website simultaneously from that date.



### **8. PLAN OF EXAMINATION:**

There shall be (i) a language test both in English and Odia (ii) a shorthand test in English (iii) a Shorthand Test in Odia as per the following description.

| <b>A. LANGUAGE TEST</b> |   |                               |
|-------------------------|---|-------------------------------|
| (a) English             | Only working knowledge in English language shall be tested. | 25 marks<br><b>30 minutes</b> |
| (b) Odia                | Only working knowledge in Odia language shall be tested.    | 25 marks<br><b>30 minutes</b> |

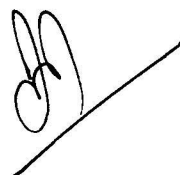
The examination will have 25 questions of one mark each in OMR Sheet

| <b>B. SHORTHAND TEST(ENGLISH)</b>   |                                     |          |
|---|-------------------------------------|----------|
| (a) Dictation (English)   | 05 minutes<br>@ 80 words per minute | 50 marks |
| (b) Transcription (On Computer)   | 25 minutes<br>@ 16 words per minute | 50 marks |
| <b>Note:</b> Half (1/2) marks shall be deducted per mistake. Qualifying marks shall be 33%. |                                     |          |
| <b>C. SHORTHAND TEST(ODIA)</b>  |                                     |          |
| (a) Dictation (Odia)  | 05 minutes<br>@ 80 words per minute | 50 marks |
| (b) Transcription (On Computer)   | 35 minutes                          | 50 marks |
| <b>Note:</b> There shall not be any qualifying mark   |                                     |          |

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

**Note:** Merit list shall be prepared on the basis of the total marks secured in shorthand test in English, shorthand test in Odia and Language Test".

**There shall be no viva-voce test/interview.**

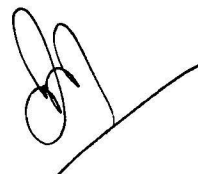


9. **Admission letter:-**

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. "[www.ossce.gov.in](http://www.ossce.gov.in)". The candidate has to go to the website of the Commission 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. The complete list of the admitted/rejected applications (with grounds of rejection) may also be seen in the Commission's Website. The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination. 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. **The candidate who will appear both the language tests (English & Odia) will be allowed to appear the shorthand tests.**

In case the Photograph is not visible/ available on the admission letter downloaded from the Commission's website, the candidates are advised to carry identical photographs, one for each sitting / session of the examination along with proof of identity such as Voter's Identity Card, / Passport/Driving licence/Pan Card along with the print out of the admission letter to the venue of the examination. **No Admission Letter will be despatched to any candidate through post by the Commission.**

If any candidate finds it difficult to download his/her admission letter, he/she may report before the designated official of the Commission for issue of duplicate admission letter on either of the two consecutive days namely the third day and the 2<sup>nd</sup> day before the schedule date of examination.



#### **10. SELECT LIST:**

The select list shall be published on the basis of the total marks secured in shorthand test in English, shorthand test in Odia and Language tests.

**11. Results:** The results will be published in due course in the Commission's website.

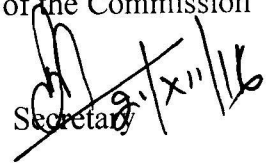
**NOTE: -** Blue/Black ball point pen only should be used for answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet.

- The candidates are required to visit the website of the Commission at '[www.osscc.gov.in](http://www.osscc.gov.in)' for detailed information about the programme of the examination 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 newspapers for information.
- The candidate should furnish correct mobile number and E-Mail id for sending SMS & E-mail 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 items to the examination centre venue. Any infringement of these instructions may entail debarment of the concerned candidate from the examination.

By order of the Commission

  
Secretary