



ODISHA STAFF SELECTION COMMISSION

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

Advertisement No.IIE-204/2017/4488/OSSC; Date: 30.12.2017

Recruitment of Two posts of Asst. Librarian (one post each for Law Department & Directorate of TE & SCERT, BBSR) and Eight posts of Junior Librarian (one post under Directorate of Handicraft & Cottage Industries, BBSR & 7(Seven) Posts under Directorate of Technical Education & Training, Odisha, Cuttack)

(Post Code-AL/46)

(WEBSITE: www.osscc.gov.in)

IMPORTANT:

- Online application form will be available from Dt. 26.05.2018 till Dt.25.06.2018 by 11.55 P.M.
- Candidates are required to apply for the post through online mode only. The on line application submitted if found to be incomplete in any respect is liable for rejection and no correspondence in this regard will be entertained.
- Candidates should not send the Detailed Application Form (DAF), copies of the certificate/documents or the originals to the Odisha Staff Selection Commission.
- The candidates should upload the Certificate/documents as listed at clause 7(From Sl. No-i to xii as applicable) of this advertisement while applying online. They have to produce the originals of the uploaded certificate & documents and a set of self attested Photo Copy of the same at the time of certificate verification after Computer Skill Test.
- The certificates / documents uploaded as per clause-7 of this advertisement must be within validity period on the date of submission of the Online Application Form.
- Educational Qualification: The candidate must have a Bachelor Degree in Library Science or equivalent from a recognised University with basic knowledge in Computer Application. Candidates having M. Lib. & Information Science are also eligible to apply. Candidates having 50% marks in B. Lib Science are eligible for the post of Asst. Librarian in TE & SCERT. Candidates having 1st division in B. Lib. Science are eligible for the post of Junior Librarian in DTE&T. Candidates having Master Degree in Library Science are eligible for the post of Junior Librarian under Director, Handicraft & Cottage Industries, Odisha, Bhubaneswar.
- The prescribed age limit for the post is from 21 years to 32 years as on 1.1.2017 with usual age relaxation for SC, ST, SEBC, Women, PWD, Ex-Serviceman & In-service contractual employees as per Rules.
- For the post of Asst. Librarian under Law Department and under Directorate of Teacher Education & SCERT, the appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay+ grade pay in the scale of pay of Rs. Rs9300/- to 34,800/- and G.P. of Rs.4200/- (Pre-revised) as per 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. The pay is subject to revision as per decision of the Government from time to time.
- For the post of Junior Librarian under Directorate of Cottage Industries & Director of Technical Education & Training, the appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay+

grade pay in the scale of pay of Rs. Rs.5200/- to 20200/-and G.P. of Rs.2000/- (Pre-revised) as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-32010/Gen dt. 12.11.2013. The pay is subject to revision as per decision of the Government from time to time.

- The candidates applying for the post must go through this detail 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 Main Written Examination & other stages of the Examination shall be provisional and would be on the basis of the information furnished by him/her in the on-line application form.
- If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her on line application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, 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.
- 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 and a valid Photo Identity proof issued by any Govt. Authority.
- 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 test.

Online Applications are invited from intending candidates for selection of Two posts of Asst. Librarian (one in the Law Department & One Directorate of TE & SCERT) & Eight posts of Junior Librarian (Seven posts Under Directorate of Technical Education & Training one post under Directorate of Handicraft & Cottage Industries) on contractual basis for direct recruitment.

1.How to apply:

The applicants required 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 the category of S.C., S.T. & PWD are required to deposit 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-6** 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, 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.

1.(b) There will be 2 links as follows under "**Form Links**" column for each advertisement.

(1) **For Registration**

(2) **For Registered user login**

All the Applicants 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 to be filled in as follows:

- 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. **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 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 in by the candidate, 1(one) CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given above and then need to click 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 in this section may lead to rejection of the application and no request for correction of the same will be entertained by the Commission.

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 can 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 of the application form.

(2) For registered user login

In order to fill the Application form candidate needs 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 mobile no. & e-mail id.

Once the candidate successfully log in to the application form he/she will be **getting 4 tabs** as follows

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

All the required information 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 populated automatically in the respective fields of the application form.

The candidates 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 candidates mandatorily need to upload the scanned image of his/her **recent passport size photograph and scanned image of his/her full signature** in the on line application form which **must be within max 80 kb (The Format supported is JPEG,JPG).**

In addition to the above requirement all the candidates need to upload their **10th Standard mark sheet & certificate** containing the 10th Standard Roll Number as given in the registration form, **+2 Pass Certificate & Mark sheet, Graduation pass Certificate & Mark sheet & B.Lib. Science /M.Lib. Science Pass Certificate & Mark sheet (File size max 300kb each, format supported pdf)** in Document Upload & Payment details section.

Candidate claiming **‘SC’, ‘ST’ and ‘SEBC’** category needs to upload caste certificate **(File size max 300kb, format supported pdf)** in Document Upload & Payment details section.

Candidates claiming **“Persons with Disability”** needs to upload PWD certificate issued by the Concerned District Medical Board **(File size max 300kb, format supported pdf)** in Document Upload & Payment details section.

Candidates claiming reservation under “**Sports Person category**” needs to upload Identity Card issued by the Directorate of Sports & Youth Services, Government of Odisha (**File size max 300kb**, format supported pdf) in Document Upload & Payment details section.

Candidates claiming “**Ex-Serviceman**” needs to upload Ex-Service Man Documents (**Discharge Certificate/I-card/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 upload the same (File size max 300kb, format supported pdf) in document Upload & Payment details section.

In Service Contractual employees in the category of I & II as per G. A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt.17.01.2014 & G.A. Department Notification No.GAD-SC-Rules-0009-2013/32010/Gen dated 12.11.2013 claiming age relaxation up to 45 years as on 01.01.2017 must upload the required engagement certificate issued by the concerned employer indicating there in the date of appointment with Order No. and date, years of contractual service rendered as on date of application and scheme under which appointed as indicated in clause-7(xii) of this advertisement.

Candidates who has not passed Odia in H.S.C. Examination, is required to upload **Odia Pass Certificate in M.E. standard** (Class-VII) (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, sub-caste (as per his caste certificate), special category, sub category of PWD, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C, Diploma or +2 or equivalent examination, Degree Examination, B.Lib. Science/ M.Lib. Science 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 for verification of the information submitted and for future reference.

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 application end date whichever is earlier.

The following fields will not be editable once the same has been submitted during registration process. The candidates are there fore directed to be in extra vigil while filling information at the time of registration of Application Form.

xiv. Nationality

xv. Applicant’s Full Name

- xvi. Applicant's Father's Name
- xvii. Applicant's Mother's Name
- xviii. Name of the Husband (In case of Married female applicant)
- xix. Gender
- xx. 10th Standard Roll Number (As Mentioned in the Certificate)
- xxi. 10th Standard Year of Passing
- xxii. 10th Standard Board
- xxiii. 10th Standard Passed Exam Type
- xxiv. Whether passed minimum Seventh class exam. in Odia
- xxv. Mobile Number & 'Email Id'

1. (c) The candidate has to take two printed copies of online application, one the 'OSSC copy' and other 'Applicant's copy'. The OSSC copy has to be preserved by the applicant for future use. The Applicant's copy contains the 'USER ID' & 'Password' printed at the bottom of the applicants copy. The applicant needs to use the same to know the status of his/her application for the post and also to download Admission letter from OSSC website at different stages of the recruitment process to appear the examination. For the purpose, the candidate has to log on to the website, 'www.osscc.gov.in' and to click the link '**online application**' tab available there in. After clicking the '**online-application**' tab different advertisements against different posts will appear in the screen. The candidate has to click the link present under '**Registered user log in**' in form link column of that particular advertisement /post. By using his/her **user ID** and **Password** in this page the applicant will be able to know the status of his/her application for the post & also can download admission letter at different stages of the recruitment.

1. (d) Applications received through any mode other than online mode will not be entertained and will be rejected.

1. (e) The candidate shall be provisionally allowed at different stages of recruitment process basing on the information furnished in the online application form. **If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee under proper Head of Account his/her candidature will be cancelled forthwith. Further, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC either temporarily or permanently.**

1.(f) 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.

1. (g) Candidates shall be allowed to appear in the examination only if they possess the admission Letter issued by the Commission for the particular examination and a valid Photo Identity Proof issued by any Government Authority.

2. 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.25.06.2018**. 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.

3. Vacancy position.

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

As per requisition received from different requisitioning Authorities, the category-wise break-up of vacancies for Male, Female & Trans-gender to be filled up by this recruitment are as follows:

Sl. No.	Name of the requisitioning Authority	Name of the Post	Vacancy Position					Vacancies for Special Categories		
			SC	ST	SEBC	UR	Total	EX-SM	PWD	Sports Person
1	Principal Secretary to Government Law Department	Assistant Librarian	-	-	-	1	1	-	-	-
2	Director of Teacher Education and SCERT, Odisha, BBSR.	Assistant Librarian	-	-	-	1	1	-	-	-
2	Director of Handicraft & Cottage Industries, BBSR	Junior Librarian	-	-	-	1	1	-	-	-
3	Director of Technical Education and Training, Odisha, Cuttack.	Junior Librarian	-	1	2	4 (w-3)	7	-	1	1
		Total	Nil	1	2	7 (W-3)	10 (w-3)	Nil	1	1

NOTE:-

ST- Scheduled Tribe, SEBC- Socially & Educationally Backward Class, UR- Un-Reserved. As reported by the Director of Technical Education & Training out of 7 (Seven) posts of Junior Librarian 1 (one) post is reserved for Persons with Disability & 1(one) post is reserved for Sports person.

The Sub Category of the PWD eligible to apply for the post as per Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 05.09.2017 is as follows:

Category of PWD	Types of disabilities
Category-II	(b)Deaf and hard of hearing;
Category-III	(c)Locomotor disability including Cerebral Palsy, Leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

While submitting the application on-line, candidates should note that category (UR/SC/ST/SEBC)/ Gender / Spl. Category (Ex-serviceman/ PWD/ Sports person) once submitted in the on-line application is final. Any request for change of Gender/ category /Spl category shall not be entertained by the Commission in a later Stage after final submission of online application form. If at any stage it is found that the candidate has furnished false information, his/her application for the post will be rejected out rightly.

3(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 Authority / Government.

4.Scale of Pay & Condition of Service.

For the post of **Asst. Librarian** in the Law Department & Directorate of TE & SCERT- the appointment will be initially on contractual basis carrying a consolidated pay (pre revised) comprising of initial pay+ grade pay in the scale of pay of Rs9300/- to 34,800/- and G.P. of Rs.4200/- as per 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.

For the post of **Junior Librarian** under Directorate of Handicraft & Cottage Industries, BBSR & Directorate of Technical Education & Training, the appointment will be initially on contractual basis carrying a consolidated pay (pre revised) comprising of initial pay+ grade pay in the scale of pay of Rs.5200/- to 20,200/- and G.P. of Rs.2000/- as per Odisha Group-C posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-32010/Gen dt. 12.11.2013.

The pay is subject to revision as per decision of the Government from time to time.

5. Eligibility:

5(a) Age:

(i) **The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2017.** 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 Forces 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 age 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 having more than six months to retire/ to be discharged from the forces as on the date of the submission of online application are not eligible to apply for the post. However the Defence personnel who are due to retire within six months from the last date of submission of online application form are eligible to apply for the post provided that they should upload the NOC from competent Authority indicating there in the likely the date of Discharge from the Forces, Date of entry & Total years of Service rendered in Defence Forces for availing the age relaxation and his provisional acceptance of application to appear the Examination. However such candidates shall have to submit the discharge certificate on the date of certificate verification for considering their claims for age relaxation under Ex-Serviceman category.

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. They should submit the required proof from their employer for availing the age relaxation and submit/upload their required documents as per clause-7-(xii) of the advertisement for his provisional admission to appear the Examination.

(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.

5(b) Minimum Educational Qualification required for the post:

The candidate must have a Bachelor Degree in Library Science or equivalent from a recognised University with basic knowledge in Computer Application. Candidates having M. Lib. & Information Science are also eligible to apply. Candidates having 50% marks in B. Lib Science are eligible for the post of Asst. Librarian in TE & SCERT. Candidates having 1st division in B.Lib. Science are eligible for the post of Junior Librarian in DTET. Candidates having Master Degree in Library Science are eligible for the post of Junior Librarian under Director of Handicraft & Cottage Industries, Odisha, Bhubaneswar.

5(c) General eligibility criteria

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

- (i) be a citizen of India.
- (ii) be able to speak, read & write Odia and 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 (Class-VII) conducted by Education Department or, have passed in Odia as language subject in the final examination of ClassVII from a school or educational institution recognised by the Government of Odisha or the Central Government.
- (iii) have proficiency in computer skills,
- (iv) not have more than one spouse living;
- (v) be of good character & conduct.
- (vi) 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 provided that this clause except good mental condition shall not be applicable to persons with disability.

Note: A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

6. Examination Fee:

The candidates other than SC, ST & PWD category shall 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. **Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the examination fee.**

6(1)* In case of e-payment the applicant is required to log on to 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.

6(2)* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

6(3)* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. (**The list of Bank branches for making offline payment is available at the Treasury Portal**).

* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.

* The challan will be deposited under the Head of Account-**"0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees"**.

• The applicant will fill in the challan **reference ID and date** in the online application.

6(4) The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examination-02041-Examiantion Fees". In this case the candidate has to mention the Treasury Challan No. and date in the online application.

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

7.Documents to be submitted at the time certificate verification:

Detailed Application Form (DAF) (Copy of self attested documents as uploaded in the on line application Form) to be submitted at the time of Certificate Verification.

The candidates have to produce the originals of the following certificate/ documents and a set of self attested photo copy of the earlier uploaded documents along with 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 Government Authority before Verifying Officer for verification.

i) H.S.C. or equivalent pass certificate & Mark sheet.

ii) +2 or equivalent pass certificate & Mark sheet.

iii) Degree certificate & mark sheet from a recognised University.

iv) Certificate of Bachelor Degree in Library Science/ Master Degree in Library & Information Science from a recognised University along with mark sheet.

v) Caste certificate issued by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;

vi) **Recent Caste certificate issued by a competent authority in case of candidates belonging to SEBC (Socially and Educationally Backward Classes), which must be within one year from the last date of submission of online application i.e, the certificate should issued within 26.06.2017 to 25.06.2018.**

- vii) Candidates claiming age relaxation under Ex-servicemen category must submit self attested photocopy of discharge certificate/copy of P.P.O./ identity card and the document indicating the period of service rendered in Defence Forces and date of Entry into the Forces and the date of discharge. The candidates under Ex-SM category who are likely to be discharged within six months from the last date of application must submit the NOC from competent authority indicating there in the likely date of Discharge and the years of service rendered in Defence Service. But such candidate has to submit the Discharge Certificate on the date of certificate verification failing which his candidature for the post shall be cancelled.
- viii) Candidates claiming reservation under PWD category must submit Disability certificate from the concerned Medical Board of the District valid on the last date of submission of online application Form, as per Government of Odisha, Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 5th September, 2017.
- ix) Candidates claiming reservation under Sports Person category must submit the Identity Card issued by the Directorate of Sports & Youth Service, Govt of Odisha for consideration of their claim under Sports person category.
- x) Candidate who has not passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject should submit the required certificate to have passed a Test in Odia in M.E School standard conducted by Education Department, Government of Odisha or an Educational Institution recognised by the Government of Odisha or the Central Government.
- xi) Original Treasury Chalan in support of payment of examination fees except SC, ST & PWD category candidates.
- xii) The In-service Contractual Employees claiming age relaxation must submit a certificate from the employer indicating there in the Appointment Order No and date, Date of Appointment, Period of service completed, Post held, Nature of post, Scheme under which appointed & “no objection” to appear the examination along with a copy of the Appointment Order.

Note: It should be noted that in case any discrepancy is noticed during certificate verification between the originals and the uploaded copy of the documents, the candidature of the candidate may be cancelled.

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

Sl. No.	Stages of Recruitment	Type of Exam	Total marks	Duration	Subject	Remarks
1	Stage-I	Main Written Examination	100 marks	1&1/2 hrs	Questions on Odia language, General English, General Studies & Library & Information Science	Objective Type with multiple choices of Answers as per syllabus prescribed below.
2	Stage-II	Practical Skill Test	30 Marks	30 minutes	Basic Knowledge & skill of the candidate on computer application will be tested.	Candidates about 3 times of the vacancies in order of merit category wise basing on the marks in the Main Written Examination shall be shortlisted for the

						Practical Skill Test. The Test is of qualifying in nature. Qualifying mark is 15 out of Full mark- 30.
2	Stage-III	Certificate verification	-	-	-	Candidates qualifying in the practical Skill Test shall be called for certificate verification.

Stage-I- Main Written Examination.

The Main Written Examination shall be of 1&1/2 hours duration carrying 100 Marks objective Type with multiple choices of Answers on the subjects as follows:

Syllabus of the Main Written Examination:

The written examination will be of objective type with multiple choices of answers to be answered in OMR sheet. The duration of Examination will be one hour. The distributions of marks for the questions to be covered under this examination are as follows.

Odia Language	-	10 Marks.
General English	-	10 mark
General Studies	-	30 Marks
Library & Information Science.		50 Marks
Total	-	100 Marks

The questions in Odia language, General English & General studies will be of +2 Standards. 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 on General Studies will be relating to Indian History, Economics, Geography, Major events in world history, General Science, General awareness, Environmental issues, Human Rights 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.

Stage-II- Practical Skill Test on Computer Application.

The Test is of Qualifying in nature carrying -30 marks, duration 30 minutes. The candidates are required to score minimum 15 out of full Mark -30 to be qualified in the test.

The candidates numbering about three times of the vacancies advertised in order of merit category wise on basis of written marks, shall be shortlisted to appear the Practical Skill Test. The Practical Skill Test will be of qualifying nature. The

candidates securing minimum 15 (fifteen) marks in Computer Practical Skill Test will qualify to be shortlisted for final select list.

The basic Knowledge & skill of the candidate on computer application will be tested in this section. The courses prescribed for the Computer Practical Test will be as follows:

A. Computer fundamentals

B. MS WINDOWS: operating system

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

*Create, Rename, Copy/Cut/Paste, Delete,

*Using Clipboard

C. MS Office.

(i) Word Processing (MS Word)

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

*Editing and Formatting text and paragraph

*Page and Paragraph Setup

*Inserting pictures and WordArt

(ii) MS 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

(iii) MS 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).

(iv) MS Access

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

*Creating and entering data into a database

*Setting the primary key

*Printouts of the document(s) should be attached with the answer Sheets.

D. Usage of internet services available on internet.

Stage-III-Certificate verification:

Candidates qualifying in the Computer Skill Test shall be called for certificate verification.

The candidates will be required to produce their Original Academic Certificates, Mark Sheets, Treasury Challan & Caste Certificate, Special category certificate and other documents as the case may be as per Clause-7 of this advertisement & as uploaded in the online Application Form for verification along with a set of self attested photo copies of the same and OSSC copy of the application duly signed by the applicant. The candidate who fail to submit the required documents/certificates as uploaded in the online application Form,

during the certificate verification, his/her candidature for the examination may be cancelled.

The candidate who will not attend the certificate verification on the date stipulated by the Commission, their names will be deleted from the merit list.

9. Select list- The select list shall be prepared from the shortlisted candidates found eligible in certificate verification in order of merit category wise as per the vacancies notified. The candidates on the top of the merit list shall be selected for the Assistant Librarian in the Law Department & in the Director of Teacher Education & SCERT provided they possess the prescribed educational qualification.

The In- Service Contractual employees belonging to Category-I and Category -II shall be given due weightage in the merit list as per Rule-8(b) of the Odisha Group-B post (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014.

10. Admission letter:-

The Commission shall upload the Admission letter in different stages of the examination on its Website. "www.osscc.gov.in". The candidate has to log on to the website of the Commission by clicking on the Link '**For registered user log in**' available in the Form Link Section and then provide '**user Id**' and '**password**' to "**Download Admit Card**" from the above website. The admitted candidates will **have to produce the admission letter at the allotted venue for appearing in the examinations/tests**. The admission letter will carry intimation about the date, time, subject and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

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.

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

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 visit the website of the Commission at 'www.osscc.gov.in' at regular interval for detailed information about the Programme of the Examination/ Computer Skill Test/Certificate Verification 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.

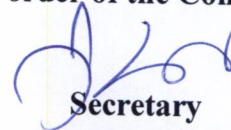
WARNING

- The Commission have already issued several instructions vide the Notice no.1336/OSSC dated 07.05.2018 in their website for conduct of examinations in

fair & transparent manner. The same may be referred to by the applicants for their guidance.

- 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.
- The Commission may issue further advisory for fair & transparent conduct of the recruitment examination.

By order of the Commission



Secretary