

**ODISHA STAFF SELECTION COMMISSION**

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

Advertisement No.IIE-83/2017-4391/OSSC; Date: 27.12.2017

Selection of candidates for recruitment to the post of Junior Stenographers on Contractual

Basis in the Offices of Heads of Departments, Government of odisha

(POST CODE – JSHO/40)

Website: www.osscc.gov.in

IMPORTANT:

- Candidates are required to apply for the post through online mode only and Online Application form will be available from Dt. 02.02.2018 to Dt. 03.03.2018, 11.55 P.M.
- No hard Copy of the Application is required to be sent to the Commission. Candidates are required to submit the DAF (Detail Application Form) as listed under clause-6 of the advertisement, at the time of Certificate verification.
- Candidate to be eligible to apply for the post must have passed Higher Secondary School (+2) Examination in any stream from any recognised institution and must possess a minimum speed of eighty (80) words per minute in Shorthand Test both in English & Odia.
- The prescribed age limit for the post is from 18 years to 32 years as on 01.01.2017 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-service contractual employees as detailed under clause-4(a) of the advertisement.
- 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.5,200/- to 20,200/- and G.P. of Rs.2400/- (Pre-revised). The pay is subject to revision as per decision of the Government of Odisha from time to time.
- The candidates applying for the post must go through the advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her 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/her online 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.
- Appointment to the post shall be guided by Odisha Group-C & D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013/Gen dated 12th November 2013 and the Condition of Service shall be governed by Odisha Heads of Department Stenographers Service (Recruitment & Condition of Service of Private Secretaries, Personal Assistants & Stenographers) Rules, 1988 and as amended up to date.
- 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 the Commission's website www.osscc.gov.in regularly to know about the status of their applications and date of test(s).

Online Applications are invited by using website “www.osscc.gov.in” for selection of candidates for recruitment to **02** Nos. of posts of **Junior Stenographers** on contractual basis in the office of Heads of Departments, Government of Odisha.

1. How to apply:

The applicants have to go through the detail advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the website of the Commission “www.osscc.gov.in”. The applicants other than 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 the 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 examination in Odia subject
- xii. Mobile Number
- xiii. e-mail 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, one CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box “**I Agree**” for declaration and submit the registration form.



On Submitting the registration form a unique Application Sequence No. will be generated and will be shown to the candidate.

Application Sequence No. generated will act as the “user id” for the candidate. Email and SMS will be sent to the candidates through his registered email id and mobile no intimating the ‘User id’ and ‘password’.

Note: The details submitted by the candidate for 10th Standard Roll Number (As Mentioned in the Certificate), 10th Standard Board , 10th Standard Year Of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction 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

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



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

Candidates are also required to upload their Stenography Certificate both in English & Odia Stenography certificate from a recognised institution (**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 their caste certificate (**File size max -300kb, format supported-pdf**) in “**Document Upload & Payment Details**” section.

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

Candidates Claiming “**Ex-Serviceman**” category needs to upload Ex-Service Man Documents (**Discharge Certificate/I-card/NOC**, any one document needs to be uploaded) in “**Document Upload & Payment Details**” section (File size max-300kb, format supported-pdf).

Candidates other than SC/ST & 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, Sub-Caste as per Caste Certificate (Only for SC,ST & SEBC candidates), Special Category, Present Address, permanent address, full marks, marks secured and percentage of mark in H.S.C, +2 or equivalent examination & qualification in computer application(if any) 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. The candidates are therefore directed to be in extra vigil while filling information at the time of registration.



- 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 examination in Odia subject.
- Mobile Number
- E-mail ID

1. (b) The Candidate has to take two printed copies of application, one OSSC copy and other Applicant's copy. The Applicant's copy contains the 'USER ID' printed at the bottom of the Application Form. The applicant needs to use the same to know the status of his/her application and also to download Admission Letter from OSSC website at different stages of the recruitment to appear the examination.

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

1. (d) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, Commission reserves the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.

1. (e) The candidate may find out the status of his/her application (refer clause-9 of the advertisement) for examination by accessing OSSC website, clicking therein 'Online Application' tab, and thereafter clicking on the link present under "For registered user login" in Form Link section against that particular advertisement/post , by using the user ID and password.

1. (f) Candidates should possess a valid e-Mail Id & Mobile number which should remain active till publication of the final result pursuant to this Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-Mail Id/ Mobile Number provided by the candidate in the online registration form or for delay/non-receipt of information if a candidate fails to access his/her e-Mail or Mobile phone in time.

Candidates will be allowed in the examination only if they possess Admission Letter downloaded from the Commission's website and a valid Photo Identity proof issued by any Govt. Authority.

2. Last date for receipt of Applications:

The last date for submission of Application online in response to this advertisement is **03.03.2018**. The system will be disabled from **11.55 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.



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

(a) As per the requisition received for two (2) nos. of posts of Junior Stenographers from the following HOD, 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
01	Directorate of prisons & Correctional Services, Odisha, Bhubaneswar	02	Nil	Nil	Nil	02

No vacancy is reserved for women candidates. However, they can avail the age relaxation as per rules in vogue (refer clause-4(a) of the advertisement).

NOTE: -

SC-Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially and Educationally Backward Class

UR- Un-reserved.

(b) Vacancy for special category:

No Vacancy is reserved for special category candidates such as Ex-Servicemen, PwD, and Sports Person. However they can only avail the age relaxation as per the Rules in vogue (refer Clause-4(a) of the Advertisement).

As per the Govt. of Odisha in Social Security & Empowerment of Persons With Disabilities Department Resolution **No.7140/SSEPD Dtd.05.09.2017**, the types of Persons with Disability eligible to apply for the post are as follows:-

Category	Types of Disabilities
Category-I	a. Blindness & Low Vision;
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;
Category-IV	d. Autism, intellectual disability, specific learning disability and mental illness; e. Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for disability from time to time.

Note: The number of vacancies and other conditions of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.



4. **Eligibility:**

(a) **Age:**

The minimum age for the post is 18 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 & 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 2nd January, 1985 and not later than 1st January 1999.** 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.

Note: 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 the provision of "Odisha Group-C & D posts (Contractual Appointment) Rules, 2013" and as amended up to date. As such they must be less than 45 years as on 01.01.2017. They should submit the required proof from their employer as per Clause-6(x) of the Advertisement at the time of document verification.

(b) Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall only be acceptable by the Commission.

(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.



(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.

5. Examination Fee:

Candidates other than SC/ST & PWD category have to pay a non refundable 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 visit the website www.odishatreasury.gov.in and click on the “**e-Payment**” tab.

- * She/He has to click on the option ‘**Examination Fees**’.
- * The details of the challan will be filled in by the applicant and head of account is to be selected “**UPSC/Staff Selection Commission Examination Fees-0051-00-104-0047-02041-000**” available at the top right corner of the page.
- * 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 in the Odisha 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-Examination Fees”.
- * The applicant have to fill in the challan **reference ID and date or Chalan No and date** in the online application form and have to upload the same in Pdf format at the time of form fill up.

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-Examination Fees**”. In this case the candidate has to mention the Treasury Challan No. and date in the online application form.

The candidate has to preserve the copy of Treasury Chalan for submission of the same at the time of Certificate verification.

Note: SC/ST and persons with Disabilities (PwD) candidates are exempted from paying examination fee.



6. **Detailed Application Form(DAF) to be submitted at the time of Certificate Verification:**

The candidates are required to submit the self attested photocopies of the following documents mentioning on each of the document “**Submitted by me**” and put their **full signature**. **They must not attach original certificates to their applications.** However, the candidates have to produce their Original certificates before the verifying officer for necessary verification.

- i. OSSC Copy of the Online Application legibly signed by the candidate at appropriate place.
- ii. Photocopy of HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- iii. Photocopy of +2 certificate & mark sheet or equivalent certificate issued by the concerned Board/Council.
- iv. Photocopy of certificate indicating successful completion of a course in Stenography in any Industrial Training 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.
- v. ST, SC & SEBC candidates claiming age relaxation must submit photocopy of caste certificate issued by the competent authority for the purpose of employment/service. SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be **within one year prior to the closing date of online application.**
- vi. Original Treasury challan/e-Chalan in support of deposit of **Rs.100/-**(Rupees one hundred) only towards Examination Fee (Except SC/ST and PWD candidate).
- vii. Photocopy of disability certificate issued by concerned District Medical Board in case of PWD candidates.
- viii. 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.
- ix. Photocopy of discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- x. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination.

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

The Date, Time & Venue of the Written Examination (Language Tests), Shorthand Tests and certificate verification 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 by the Commission.

8. PLAN OF EXAMINATION:

There shall be three stages such as (i) Language test both in English and Odia
(ii) Shorthand test in English and Odia. (iii) Certificate verification as detailed below:

Stage-I

LANGUAGE TEST			
(a) English	Only working knowledge in English language shall be tested.	25 marks 30 minutes	Objective type with Multiple Choices of answers to be answered in OMR Sheet.
(b) Odia	Only working knowledge in Odia language shall be tested.	25 marks 30 minutes	

There will be 25 questions each from English and Odia Language.

Stage-II

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

Stage-III

CERTIFICATE VERIFICATION
Candidates who appeared the Language Test both in English & Odia shall be eligible to appear the Shorthand Test in English & Odia. Those who will qualify in the Shorthand Test both in English & Odia shall be called for verification of certificates and other documents as detailed in Clause-6 of the Advertisement.

The Transcription Test (On Computer) in Odia will be done in “Leap Office” or “Akruti” software as per the convenience of the candidate.

The Candidates appearing in both the papers of the Language Test shall be allowed to appear in Shorthand Test in English. The Candidates who will attend the Shorthand Test in English shall be allowed to appear the Shorthand Test in Odia.

The Qualifying mark in Shorthand Test in English is 33%. The candidates securing minimum 33% Mark in Shorthand Test in English shall be taken into the merit list.



9. Admission letter:-

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. "www.osscc.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. **Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**

The 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.**

10. Select List:

The merit list shall be prepared category-wise basing on the sum total of marks secured in Language Test both in English & Odia and Stenography Test both in English & Odia taken together. The candidates who have secured the minimum qualifying marks in English Shorthand Test i.e, minimum 33 marks out of 100 marks, shall be taken into the merit List.

The contractual employees belonging to Category-I and category-II (In-service Candidates) shall be allowed one percent extra marks on total marks of the examination for each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to marks secured by them for deciding the merit position as per rule 8 of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

The Select list shall be published on the basis of merit and category wise as per the vacancies advertised from the above merit list.



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 '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.

WARNING

Mobile phone or any other communication devices strictly prohibited in the premises of the OSSC Examination Centre. The candidates are advised not to bring any such banned items to the examination venue. Any infringement of these instructions may entail debarment of the concerned candidate from the examination.

By order of the Commission

Secretary