



ODISHA STAFF SELECTION COMMISSION
Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No.IIE-72/2016/ 3996 /OSSC; Date: 09.12.2016
Selection of candidates for Combined recruitment to the post of Junior Assistants & Junior Clerks under different Heads of Departments and its subordinate offices on contractual basis (Post Code – Junior Assistant-39/JAHO - HOD Offices) & (post code-Junior Clerk -106/JC-subordinate offices).

IMPORTANT:

- (i) Online application form will be available from
12.12.2016 TILL 11.01.2017 BY 11.59 P.M.
- (ii) No physical copy of application form is required to be sent to Odisha Staff Selection Commission. However candidates claiming special categories such as sports person, Ex-sm, PwD & In-service have to submit the OSSC copy of the online application form along with required documents (As mentioned in clause 1-(c) of this Advertisement).
- (iii) Only candidates who qualify in the Main Written Examination and Computer Skill Test shall submit their original certificates, documents, for verification at the time duly notified.
- (iv) Candidates passed intermediate (10+2) or any equivalent examination with knowledge in Basic Computer skills are eligible to apply for the post.
Candidate possessing degree qualification in any discipline with knowledge in basic computer skills will be recommended for the office of Odisha State Legal Services Authority, Cuttack.
- (v) The candidates who intend to apply should read the eligibility criteria before filling up the application and satisfy himself/ herself about his/her eligibility and apply online.

Online Applications are invited for selection of candidates for recruitment to 156 numbers of **Junior Assistants** and 207 numbers of **Junior Clerks** on contractual basis under **Different Directorates/H.O.D. offices and subordinate offices** on consolidated remuneration of Rs.5200 /- Grade Pay Rs1900/-. It is the liability of the applicant to ensure that he/she is eligible to apply for the post as per

this advertisement. Admission of the candidates for the written examination would be on the basis of the information furnished by them 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 otherwise does not satisfy the eligibility criteria for the post or has not paid the requisite examination fee, his/her candidature will be rejected forthwith.

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 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-7** 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.

(i) For Registration

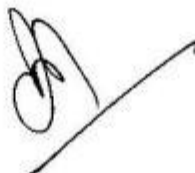
(ii) For registered user login

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 successfully 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.



1. (b) 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 logged in to the application form he/she will be getting 4 tabs

- i. Personal Details
- ii. Additional Details
- iii. Qualification 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 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)**. With addition to the above requirement 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**). 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 need to upload PWD certificate (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.



Candidates Claiming "Ex-Serviceman" special category need to upload Ex-Service Man Documents (**Discharge Certificate/Icard/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 through treasury challan need 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 application end date whichever is earlier.

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

Nationality

10th Standard Roll Number As Mentioned in the Certificate

10th Standard Year Of Passing

10th Standard Board

10th Standard Passed Exam Type

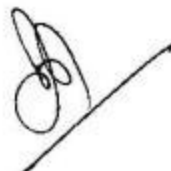
Whether passed minimum Seventh class exam. in Odia

Mobile Number

Email ID:



1. (c) The candidate has to take print of the **Applicant's copy** and the **OSSC copy**. The OSSC copy has to be preserved by the applicant for future use. In case the candidate is shortlisted for verification of documents the candidate has to submit the same in the office of Commission on the date of certificate verification along with the original & self attested photo copies of the following certificates/documents. **The candidates belonging to special category such as PWD & Ex-Serviceman and the In-Service Contractual employees claiming age relaxation etc should submit the required documents as follows to the Secretary OSSC, Barrack No-1, Unit-V, Bhubaneswar by 27.01.2017 failing which the subsequent claim for the same will not be entertained later.**
- i) OSSC copy of the application form duly signed by the applicant.
 - ii) H.S.C. or equivalent pass certificate & mark sheet.
 - iii) +2 or equivalent pass certificate & mark sheet.
 - iv) Certificate showing successful completion of Computer Application Courses such as DCA/PGDCA/ 'O' Level Examination from any institution affiliated to any recognised Institution.
 - v) Recent 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 Socially and Educationally Backward Classes as per erstwhile Welfare Department Resolution No.4030/W, dtd.29.01.1994, which must be within six months of the date of application.
 - vii) Candidates claiming age relaxation & reservation 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 discharge in case of Ex-Servicemen candidates. The candidates under Ex-SM category who are likely to be discharged within six months of the 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.
 - viii) Candidates claiming age relaxation under PWD category must submit Disability certificate from the concerned Medical Board of the District.
 - ix) Identity card issued by the Sports & Youth Service Department, Govt. of Odisha in case of Sports Person.
 - x) Candidates have to submit a certificate either having odia as a subject up to Class-VII/ passing HSC examination with Odia as a compulsory subject, or any higher education degree with Odia as a subject or equivalent examination.



- xi) Original Treasury Chalan in support of payment of examination fees except SC, ST & PWD category candidates.
- xii) The in-service contractual employee 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, post held, nature of post, scheme under which appointed & "no objection" to appear the examination along with a copy of the appointment order.

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 to the website to know the status of the application and also to download the call letter from the Commission's website.

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, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC 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 and a valid Photo Identity proof issued by any Govt. Authority.



2. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is 11.59 P.M. of 11.01.2017. The system will be automatically disabled from 00.00 Hours of 12.01.2017 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 for Junior Assistants to be filled under Heads of Department Offices:-

As per requisition received from different Directorates, the category-wise break-up of the total no. of posts and posts reserved for women out of the total posts to be filled up by this recruitment is as follows.

Vacancy position of Junior Assistants reported by different Departments Offices for the year 2016:-

SL No.	Name of the Departments	Total Vacancy reported	Category wise vacancy reported	Remarks
01	Commissioner of Commercial Tax, Odisha	32	UR-19(w-7) SC-4(w-1) ST-6(w-2) SEBC-3(w-2) PH-1(BLIND) Ex-SM-1	
02	Gopabandhu Academy of Administration, Odisha	3	UR-1(w-1) SEBC-1 ST-1	
03	Commissioner of Endowment, Odisha	5	UR-2 SC-1 ST-1(w-1) SEBC-1	
04	Engineers- In-Chief (Electrical), Odisha	11	UR-5 SC-1(w-1) ST-3(w-1) SEBC-2(w-1)	
05	Directorate of Treasuries and Inspection, Odisha	3	SEBC-2(w-1) ST-1	

06	Odisha Sales Tax Tribunal	3	UR-1(w-1) SC-1 ST-1	
07	Engineers- In-Chief (Water supply & Sanitation)	4	UR-4(w-1)	
08	Odisha State Legal Services Authority,Cuttack	4	UR-2(w-1) ST-1 SC-1	
09	Madhusudan Das Regional Academy of Financial Management, Bhubaneswar	5	UR-3(W-1) ST-1 SC-1	
10	Director Agriculture & food Production,Odisha	29	UR-15(W-3) ST-9(W-3) SC-4(W-2) SEBC-1(W-1) PH-1(BLIND) Ex-SM-1	
11	RDC,Sambalpur	4	UR-2 ST-1(W-1) SC-1(W-1)	
12	ElC Rural Works,Odisha	11	UR-4 ST-3(W-1) SC-2(W-1) SEBC-2(W-1) PH-1	
13	Director Of Horticulture, Odisha	4	UR-2 SC-1 SEBC-1	
14	Director Health services,Odisha	11	UR-3 SC-2 ST-6(w-2)	
15	Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar	1	UR-1	
16	Director of Higher Education,Odisha	3	SC-2 ST-1	



17	Engineer-In-Chief (Water Resources)	4	UR-3(w-1) SEBC-1(w-1)	
18	Registrar Of Cooperative Societies,Odisha	3	UR-1 SEBC-1 ST-1(w-1)	
19	Engineer-In-Chief (Civil)	1	ST-1(W-1)	
20	Director of Textiles, Odisha	3	UR-1 ST-2(w-1)	
21	Director of Town Planning,Odisha	1	ST-1	
22	Chief Architect (Nirman Soudha)	1	UR-1	
23	Director of Factories and Boilers,Odisha	3	UR-1 ST-1 SC-1	
24	Director of SC & ST Research and Training Institute,Odisha	2	ST-2(w-1)	
25	Chief Engineer (Minor Irrigation)	2	UR-1 SC-1	
26	Arbitration Tribunal, Odisha	1	UR-1	
27	Director of Legal Meteorology	2	UR-1(w-1) ST-1	
Total		156	W-46	

PwD candidates of the following functional classification are eligible for the posts of Junior Assistant.

BL, OL, OA, HI, B and LV.

(b) Number of posts for Junior Clerk to be filled up under Subordinate Offices:-

As per requisition received from different Directorates, the category-wise break-up of the total no. of posts and posts reserved for women out of the total posts to be filled up by this recruitment is as follows:



Vacancy position of Junior Clerks/Junior Clerk cum Typist reported by different Departments Offices for the year -2016:-

SL No.	Name of the Departments	Total Vacancy reported	Category wise vacancy reported	Remarks
01	Engineers-In-Chief (Rural Water Supply & Sanitation)	44	SC-11(w-4) ST-27(w-9) SEBC-6(w-2)	
02	Directorate of Drugs Control, Odisha	28	UR-14(w-5) SC-3(w-1) ST-7(w-2) SEBC-4(w-2) PH-1 Ex-SM-1	
03	Engineer- In-Chief (Rural Works)	74	UR-7(w-2) SC-27(w-9) ST-40(w-13) PH-6	
04	Chief-Engineer Minor Irrigation	60	SC-22(w-9) ST-30(w-10) SEBC-8(w-6) SP-1 Ex-SM-1 PH-2(Blind/Deaf)	
05	Govt. Science & Technology Department, Odisha	1 Junior Clerk-Cum-Accountant	UR-1	
Total		207	w-74	

PWD candidates of following functional classification are suitable for the post of Junior Assistant & Junior Clerk.

- BL- Both leg affected but not arms (Mobility not restricted)
- OL- One leg affected
- OA- One arm affected
- HI- Partially Deaf
- B- Blindness
- LV- Low Vision



Abbreviations:

- SC - Schedule Caste
ST- Scheduled Tribe,
SEBC- Socially & Educationally Backward Class,
UR- Un-Reserved.
W-Women
PII- Physical Handicapped

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

4. Scale of Pay & Condition of Service.

The appointment shall be made in a consolidated salary of Rs. 5200-+G.P Rs. 1900/- applicable to the post as per Odisha Group-C & Group- D posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-32010/Gen dt. 12.11.2013. The salary/scale of pay may vary according to decision of the Government from time to time. The service condition shall be regulated as per relevant recruitment rules.

5. Eligibility:

5 (a) Age:

- (i) 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 2nd January, 1984 and not later than 1st 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.**



Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only.

However 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 1.1.2016. They should submit the required proof from their employer for availing age relaxation at the time of document verification.

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

6 (a) . Educational Qualification

(i) The candidate must have passed minimum (10+2) or equivalent examination with knowledge in Basic Computer Skills.

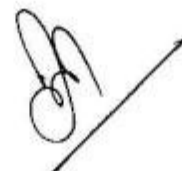
(ii) Candidate possessing degree qualification in any discipline with knowledge in basic computer skills will be recommended for the office of Odisha State legal services authority, Cuttack.

As Basic Computer Skill, the candidate must have proficiency in computer knowledge such as (i) Basic Knowledge & skills of computer (ii) Internet & E mail. (iii) M.S word, M.S. Excel (IV) MS-Access (v) MS-Power points etc from any recognized institution. The candidates having BCA/MCA/B.Tech Degree are also eligible.

6 (b) General eligibility of the candidate:

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

- (i) The candidate must be a citizen of India.
- (ii) Shall possess requisite qualification (educational and age eligibility) shown at para-5 & 6 above.
- (iii) The candidate must have passed Odia equivalent to M.E standard.
- (iv) Be able to read and write and speak Odia and have



- Passed middle School Examination with Odia as a Language subject; or
- Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- Passed in Odia as language subject in the final examination of class VII from a school or educational institution recognised by the State Government or the Central Government, or passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department.

- (v) Be of good mental condition, bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate who after medical examination as may be prescribed is not found to satisfy these requirements shall not be appointed to the service.
- (vi) If married, must not have more than one spouse living.

7. Examination Fee:

All SEBC & UR candidates other than SC/ST and persons With Disability (PWD) have to pay a non refundable examination fee of Rs.100/-. The fees can be deposited either through online or off-line mode using the Treasury Portal or by the conventional mode of deposit in the Treasury.

No application for admission to examination shall be considered if the examination fee is not deposited through Treasury Challan showing payment in the Government Treasury.


- 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.



- e. 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.
- f. 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**).
- g. On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.
- h. 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".
- i. The applicant will fill in the challan **reference ID and date** in the online application.
- j. 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.
- k. Non indication of correct and valid treasury challan no., date, and name of the treasury in the application form relating to examination fees deposited through off-line mode is liable for rejection of the application.

An enquiry on the deposit of examination fee by the candidates in the concerned Treasury shall be made by the Commission. Applications without examination fee shall be rejected.

- SC/ST/PWD candidates are exempted from paying examination fee.



8. Plan of examination:

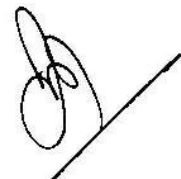
Sl. No	Type of the Examination	Subject/Papers	Marks Allotted	Time Allotted
i	A Combined Preliminary Examination (Qualifying only)	General Awareness	100	1&1/2 hrs
ii	Main Written Examination	Paper-I Language Test in (English & Odia)	100	2 hours
		Paper-II General Knowledge (Objective)	100	1&1/2 hrs
		Paper-III Mathematics and Basic Computer Skills (Both in Objective)	100 100	3 hours
iii	Computer Skill Test (practical)	Basic Computer skill Test	50	1 hour

(i) Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying):-

This is a screening test which will be only qualifying in nature. The Combined Preliminary Examination will be held on General Awareness and will be of objective type with multiple choices of answers to be answered in OMR Sheet. Questions on Current events, History, Geography, General Science, Constitution of India, Human rights, Basic Computer Skill Test, English language/Odia language comprehension etc. as may be commonly expected from +2 qualified person and Arithmetic of High School standard will be set in the examination. The marks obtained in the preliminary examination shall not be taken into account while preparing the final select list.

(ii) Main Written Examination-400 Marks:

Candidates numbering about 12 times (category-wise) vacancies shall be called for appearing the main (Written) examination. The details of Syllabus of Main Written Examination are as follows:-



Syllabus of Main (Written) Examination:-

Paper-I

(a) Language Test (English and Odia)

English Language Test: (50 marks)

- **Grammar (20 marks)** - Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison, Determiners, Pronouns, Prepositions.
- **Unseen passage**-(400-450 words in length) with a variety of comprehension questions including vocabulary (10 marks)
- **Essay writing**-on familiar topics(within 250 words) (10 marks)
- **Letter writing**-(Personal letter, applications, Business and Official) (Within 150 words) 10 marks

Odia Language Test: (50 marks)

- **Grammar (20 marks)**
Transformation of sentences (02 marks) Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex.
Transformation of words (noun to adjective and adjective to noun) (02 marks)
Sandhi(02 marks)
Samasa(03 marks)
Antonyms and Synonyms (02 marks)
Correction of common errors in words (03 marks)
Idioms and Phrases (02 marks)
Taddhita and Krudanta(02 marks)
Punctuation marks (02 marks)
- **Composition (20 marks)**
Essay writing on familiar topics and personality (within 250 words) (10 marks)
Letter Writing (Personal letter, applications, Business and Official) within 150 words) (05 marks)
Translation (one English passage of around 100 words to be translated into Odia) (05 marks)
- **Comprehension of an unseen passage ((5x2)= 10 marks)**
Five short questions to be asked.



Paper-II

(b) General Knowledge (100 marks)

In this paper, there shall be a series of questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, countries and institutions with headquarters.
- Books and authors.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.
- Matching questions of miscellaneous type.

Paper-III

(c) Mathematics (100 marks)

- Fractions and Decimals
- Simple Interest and Compound Interest
- Rates and Taxes, Insurance
- Profit, Loss and Discount
- Mixtures
- Partnership
- Problems on Time & Work
- Problems on Time and Distance
- Ratio and Proportion
- Statistics.

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

(d) Computer Awareness (100 marks)

- MS Windows: Introduction of Windows
- MS Office: MS Word, MS Power Point, MS Excel & MS Access

Computer Skill Test (practical):

I. WINDOWS

Operating system

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

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

*Using Clipboard

II. 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.

III. MS Power Point

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

IV. MS Excel

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.

V. 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.

(iii) Computer Skill Test-50 marks: (1 hr & Qualifying in nature)

Those who qualify the Main Written Examination shall be called for the Computer Skill Test. The Candidates numbering 3-times of each category on the basis of marks secured in the Main Written Examination will be called for Computer Skill Test which will be of qualifying nature. The Candidates who secure minimum 30 marks in the Computer Skill Test will be considered for preparation of final select list basing on the total marks secured in the Main Written Examination.

Those candidates who are selected in the Computer Skill Test shall be called for verification of their Original Certificates and proof of identity. The candidate who fails to appear in person with the original certificate shall not be considered for selection and their names will be deleted from the select list.

From among the candidates who appear for the verification of documents shall be selected category wise accordingly to the number of vacancies and in order of merit on the basis of marks secured in the main written examination and their names will be sponsored for appointment as Junior Assistant of H.O.Ds and Junior Clerks of Subordinate offices by the Commission in that order. The decision of the Commission in allotment of names to different Appointing Authorities shall be final and no correspondences in this regard shall be entertained.



12. Place and Date of Preliminary/written Examination

The date/time/venue of the preliminary/ written examination 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 applications rejected shall also be displayed in the said website simultaneously from that date.

- **NOTE: - Blue/Black ball point pen only should be used for answering (ovalling) in OMR sheets, 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' for detailed information about the programme of the examination/viva-voce test etc., notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information.**
- **The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.**

▪ WARNING

- **Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.**

By order of the Commission


Secretary