



ODISHA STAFF SELECTION COMMISSION

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

Advertisement No.IIE-136/2015/ 4185 /OSSC; Date: 24.12.16.
Recruitment for the post of Caretaker on contractual basis under
Madhusudan Das Regional Academy of Financial Management,
Bhubaneswar
Post code- (CT-125)

IMPORTANT:

- Online application form will be available from Dt. 16.01.2017 till Dt. 15.02.2017 by 11.59 P.M.

Last date of receipt of (DAF) Detailed Application Form (OSSC copy along with required documents as mentioned in clause -1(c)) in the o/o OSSC through speed post/Regd. Post is 28.02.2017.

The minimum educational qualification for the post is Diploma in Hospitality Management/ Hotel Management.

- The candidate must have 3 years post Diploma Experience from 3 Star Hotel/Govt. Guest House/ Public Sector Company or Corporation Guest House. Applications without experience certificate as stipulated above will be summarily rejected.
- The contractual employees of Category I & II as per G.A. Department Notification No. 1147/Gen dated 17.01.2014 who are less than 45 years age as on 01.01.2016 and have completed at least 1 year of continuous service as on date of the advertisement are eligible to apply for the post.
- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.9300- + Grade Pay Rs.4200/- .
- The candidates applying for the post must go through the detail advertisement and ensure that they fulfil all 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 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.
- Appointment to the post shall be guided by 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
- 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 at regular interval to know about the status of their applications and date of test.

Online Applications are invited from intending candidates for selection of 01(One) post of Caretaker under Madhusudan Das Regional Academy of Financial Management, Bhubaneswar on contractual basis.

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.

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

(1)For Registration

(2)For registered user login

All the Candidates first need to complete the Registration process before filling the Application Form.

For Registration the candidate needs to **click** the link **"For Registration"** present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form**, where few basic Details will be required like:-

- i. Nationality
- ii. Applicant Full Name
- iii. Applicant Father's Name



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

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

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

Once the above details are filled by the candidate, 1 CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box "I Agree" for declaration and submit the registration form.

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

Application Sequence No. generated will act as the **user id** for the candidate.

Email and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the 'User id' and 'password'.

Note:

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

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained.



User registration is only required once during applying for a specific post/advertisement.

After the 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.

(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.

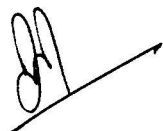
Once the candidate successfully logged in to the application form he/she will be getting 4 tabs

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

All the details required in the above 4 tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be auto populated in the respective fields of the application form.

The 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)**. 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.

All candidates mandatorily need to upload Diploma in Hospitality Management/Hotel Management certificate and 3 years post Diploma experience (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.

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

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

Candidates Claiming age relaxation under "Ex-Serviceman" special category need 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 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 & Diploma Examination 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 duly signed in by the candidates in full signature (in running letters) and enclosing all the required documents as detailed below to be sent to the Secretary, in the following address by Speed post/Regd. Post so as to reach in the office of the Commission by 5 P.M. of 28.02.2017.

**“ Secretary, Odisha Staff Selection Commission,
Barack No-1, Unit-V, Bhubaneswar, Pin-751054.”**



Any application received after the last date will not be entertained and will be rejected out rightly.

Certificates/documents to be submitted with Detailed Application Form (DAF)

- 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) Diploma in Hospitality Management/ Hotel Management pass certificate & mark sheet.
- v) 3 years post Diploma experience from a 3 Star Hotel/Govt. Guest House/Public Sector Company or Corporation Guest House.
- vi) Caste certificate issued by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe, claiming age relaxation.
- vii) Recent Caste certificate issued by a competent authority in case of candidates belonging to Socially and Educationally Backward Classes (claiming age relaxation), which must be within one year from the last date of submission of online application.
- viii) 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 discharge in case of Ex-Servicemen candidates. The candidates under Ex-SM category who are likely to be discharged within six month of the date of application must submit the NOC from competent authority indicating there in the likely date of Dis-charge and the years of service rendered in Defence Service.
- ix) Candidates claiming age relaxation under PWD category must submit Disability certificate from the concerned Medical Board of the District.
- x) Candidate must 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 conducted by Education Department.

- 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.
- xiii) Any Identity proof such as Votor-ID, PAN card, DL, ADHAR card etc issued by Govt. Authority.

1. (d) The Applicant's copy contains the 'user ID' and 'pass word' 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 down load 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 Dt. 16.02.2017**. The system will be automatically disabled from 11.59 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.

The last date of receipt of Detailed Application Form (DAF) in the Commission's office is by **28.02.2017**. Non submission of DAF & applications received beyond last date are summarily rejected.

3. Vacancy position.

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

As per requisition received from Madhusudan Das Regional Academy of Financial Management, Bhubaneswar the category-wise break-up is as follows:

Category	Total	Women
UR	01	-

NOTE:- UR- Un-Reserved

Special category- There is no vacancy for special category candidate. PwD and Ex-serviceman candidates will avail age relaxation only.



PWD candidates suitable for the post are OL, HI (with suitable aid), BL (Mobility not be restricted)

<u>Code</u>	<u>Function</u>
OL-	One leg affected
HI-	Partially Deaf
BL-	Both leg affected but not arms (Mobility not restricted)

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 Authorities / the Government.

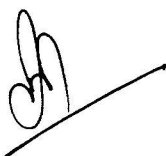
4. Scale of Pay & Condition of Service.

(a) The appointment shall be made in a consolidated salary of Rs. 9300-+G.P Rs. 4200/- applicable to the post 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 salary/scale of pay may vary according to decision of the Government from time to time.

5. Eligibility:

5(a) Age:

(i) The minimum age for the above two posts is 21 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 & Women candidates, 10 years for candidates belonging to PwD category and the total period of service rendered in defence service 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 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, 1984 and not later than 1st January 1995. 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 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.**

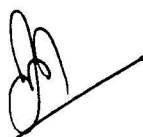
Once an Ex-Serviceman has joined the Govt. Service in civil side after availing of the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist.

(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 1.1.2016. They should submit the required proof from their employer for availing the age relaxation and submit their required documents as mentioned in Para 1(c) above in case of selection in written 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) Educational Qualification

- (i) Must have passed Diploma in Hospitality/ Hotel Management from recognised Institution/ university.
- (ii) Must have 3 years post Diploma experience from 3 Star Hotel/Govt. Guest House/ Public Sector Company or Corporation Guest House.
- (iii) Candidate must 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 medium of examination in non-language subject or have passed a test in Odia in M.E School standard conducted by Education Department.



6. General eligibility criteria

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

- (i) The candidate must be a citizen of India.
- (ii) Be able to speak, read & write Odia.
- (iii) Be of good character & conduct.
- (iv) Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.
- (v) If married, must not have more than one spouse living:

7. 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.**

7(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.

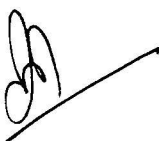
* She/He will click on the option of e-Payment and choose the option **'Other Deposit'**

* 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.

7(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.

7(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-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees**”.

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

7(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-Examiantion 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.**

8. (i) Plan of Examination.

The plan of examination is as follow:-

Main written exam.- One Composite-cum- Technical paper-100 marks-1 & ½ hrs duration.

Questions will be of objective type with multiple choice of answers.

Candidates have to answer in OMR answer sheet.

1-English- 10 marks


2- Odia - 10 marks

3-General Studies- 30 marks

4- Technical Paper-50 marks

Total - 100 marks

Syllabus:- Odia & English:- The questions are to test the candidate's English and Odia language proficiency, grammar and usage.



General Studies:-It includes subjects like General Science, current events, History and Geography of India/ Odisha, Indian polity & Constitution. Socio-economic Scenario of India/ Odisha, Issues in Environment & Human rights, Arithmetic of HSC standard, quantitative aptitude and numerical skill, problems in logic and reasoning,

Technical Paper:- The syllabus covering Diploma in Hospitality Management/Hotel Management.

9-Viva Voce Test: On the basis of performance in main written examination, candidates numbering about 3 times of the vacancy will be shortlisted for appearing the Viva Voce Test. Marks for viva voce test is 10.

10. Select list:

The select list shall be prepared on the basis of the sum total of marks secured by the candidates in the written examination and viva-voce test together.

11. 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 button '**candidates login**' 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.



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

15. Results:

The results of the selected candidates will be published as per the vacancy advertised in due course in the Commission's website.

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/Skill 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 about the examination.
- 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