



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

Advertisement No.IIE-153/2015/ 4161 /OSSC; Date: 23.12.16
Recruitment for the Technical posts i.e. Offset Machine Operator, Graphic Designer, Desktop Printing Operator, Senior Mechanic (Mechanical/Electrical) & Pharmacist on contractual basis under Directorate of Printing, Stationery & Publication, Odisha, Cuttack.

Post code- (OMO/126)
Website www.osscc.gov.in

IMPORTANT:

- Online application form will be available from Dt.02.01.2017 till Dt.02.02.2017 by 11.59 P.M.
- Last date of receipt of DAF (Detailed Application Form) along with OSSC copy and other required documents as at Clause-8 below, to the Commission's office through Speed post/Regd. Post is 10.02.2017.
- Applications received after the last date of DAF & applications not enclosed with the required documents will be out-rightly rejected and no correspondence in the matter will be entertained.
- The candidate according to his qualification may apply for only one type of post.
- The candidates applying for the post must go through this 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 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 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 Post/examination will be cancelled forthwith and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.
- The appointment will be initially on contractual basis carrying a consolidated pay of Initial Pay + Grade Pay as detailed at clause-3 of this advertisement and appointment will be guided by the Odisha Group-C & Group-D Posts (contractual appointment) Rules-2013 Notified vide G.A. Department Notification No.32010/Gen. dtd.12.11.2013.
- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access to Commission's website www.osscc.gov.in regularly to know about the status of their application and date of examination /test.

Online Applications are invited for six(6) different types of Technical Posts from intending candidates with requisite qualifications in Directorate of Printing, Stationery & Publications Odisha, Cuttack under Commerce & Transport Department, Odisha, Bhubaneswar.

1.How to apply:

The applicants have to go through this 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-Examination 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, different

advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the application process.

There will be 2 links under “**Form Links**” column for each advertisement.

(1) For Registration

(2) For registered user login

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

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

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

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

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

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

Once the above details are filled in 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 successful submission of the registration form “**Go to Application Form**” & “**Logout**” button will be visible on the top right hand corner of the window.

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.

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 through **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 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 candidate needs 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**”/PWD needs to upload PWD certificate (**File size max 300kb, format supported pdf**) in Document Upload & Payment details section.

Candidates Claiming “Ex-Serviceman” category need to upload Ex-Serviceman proofs like **Discharge Certificate/Idcard/NOC (any 1 document)** needs to be uploaded in Document Upload & Payment details section (File size max 300kb, format supported pdf).

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

In-service contractual employees in the category I & II (G.A Department Notification No.32010/Gen. dated 12.11.2013) claiming age relaxation up to 45 years as on 01.01.2016 must upload the required certificate issued by the concerned employer indicating there in date of appointment, Order No. and date, years of contractual service rendered, and scheme under which appointed.

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 (Excluding Extra Optional Marks), and any other educational qualification required for eligibility of the post for every candidate as per **Clause-3** of this advertisement. The filled in Application Form can be submitted by clicking on the '**submit button**'. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided and the scanned signature and scanned photographs are clearly identifiable and visible and then click the 'submit button'. After the form is successfully submitted, the candidate has to take the printout of the filled application form for further action.

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.

Editing of following fields will not be possible once the same has been submitted during registration. The candidates are therefore directed to keep extra vigil during the filling up of the 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 exam. in Odia
- Mobile Number
- Email ID

1. (b) The candidate has to take print of the **Applicant's copy** and the **OSSC copy**. The OSSC copy duly signed in by the candidate in full signature (in running letters) and enclosing all the required documents as detailed in clause-8 of this advertisement is required to be promptly sent to the Secretary, in the following address by By Speed Post/ Regd. Post so as to reach in the office of the Commission by **5 P.M. of 10.02.2017**.

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

Any application received after the last date will be rejected out rightly and no correspondence/ request on the matter will be entertained.

1. (c) 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 to appear the Examination/Test.

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

1. (e) 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.



11.(f) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong/invalid e-mail address & mobile number provided by the candidate in the 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 hall only if they possess a valid admission letter issued by the Commission and a valid Photo Identity proof issued by any Govt. Authority.

1(g). 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 **02.02.2017**. 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.

1.(h) The closing time for receipt of the **DAF** (i.e. the OSSC copy of the Application form duly ink signed at appropriate place, Treasury Challan (if any) and other documents (refer to **clause-8** together called the DAF) in the Commission's office is **5 PM of 10.02.2017 through Speed post/ Registered post only**. No application will be entertained in the Commission's office after the date and time stipulated above. No Application form will be received by hand/in the drop box in the office of the Commission. The online applications without submission of DAF within the stipulated date will be summarily rejected.

2. Vacancy position:

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

As per requisition received from the Director of Printing, Stationery & Publication, Odisha, Cuttack, vide their Letter No.3616/PSP dated 25.08.2016, the category-wise break-up of vacancies for the total no. of posts to be filled up by this recruitment are as follows:

Sl. No.	Name of the post	Details of vacancies				
		SC	ST	SEBC	UR	Total
1	Off-set Machine Operator	-	01	-	02	03
2	Graphic Designer	-	-	-	01	01
3	Desktop (DTP)Printing Operator	01	01	01	04 (2-W)	07
4	Senior Mechanic (Mechanical)	-	01	-	-	01
5	Senior Mechanic (Electrical)	-	-	-	01	01
6	Pharmacist	-	01	-	-	01
	Total	01	04	01	08	14 Nos

The candidate according to his qualification may apply for only one type of post as above.

As per requisition there is no vacancy reserved for special categories such as PWD, Ex-Serviceman, & the Sports person. However, the **PWD category** candidates in the category of **OL, BL, HI (with suitable aid) & OA** are eligible to apply for the post of **Graphic Designer & Pharmacist**. For the posts of **Sr. Mechanic (Mechanical/ Electrical)**



PWD candidates in the category of OL, HI (with suitable aid) & BL (Having Mobility & Standing Ability) are eligible to apply for the posts. The PWD category candidates are not eligible to apply for the of **Off-set Machine Operator & DTP Printing Operator**.

While submitting the application on-line, candidates should note that category (UR/SC/ST/SEBC) and Spl. Category (Ex-serviceman/ PWD) once submitted in the on-line application is final. Any subsequent claim for change in category or Spl category shall not be entertained by the Commission.

3(b) The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authorities / the Government.

3. EDUCATIONAL QUALIFICATION & SCALE OF PAY PRESCRIBED FOR THE POST:

I. **Off-Set Machine Operator (Contractual):**

Scale of Pay:-5200-20200/- + G.P. Rs.2800/-

Educational qualification:

- (i) Matriculation(HSC) or equivalent and
- (ii) National Trade Certificate or equivalent in the trade of **offset Printing/Litho Offset Machine Minder** and should possess.
- (iii) At least 3 years of practical experience in multi colour offset printing from reputed registered printing organization.

II. **Graphic Designer(Contractual):**

Scale of Pay:-5200-20200/- + G.P. Rs.2400/-

- (i) Matriculation (HSC) or equivalent and
- (ii) Diploma in **Fine Arts** from a recognized Institution **with two years experience in graphic designing in any registered printing industry** Or, **National Trade Certificate in any printing trade** from recognized Institution with certificate in Desk Top Printing from recognized Institution **along with 5 years experience in graphic designing in any registered printing Industry** and
- (iii) He must have possessed specialization certificate in graphic designing.

III. **Desk Top Printing (DTP) Operator(Contractual):**

Scale of Pay:-5200-20200/- + G.P. Rs.2400/-

Educational qualification:

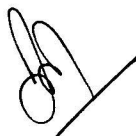
- (i) Minimum Intermediate having Desk Top Printing Certificate from a recognized institution and
- (ii) He must be a National Trade Certificate holder (either in Litho Offset Machine Minder or Plate making or retouching trade) and should possess
- (iii) At least 2 years of trade experience from any Regd. Firms/ Organisation.

IV. **Senior Mechanic (Mechanical) (Contractual):**

Scale of Pay:-5200-20200/- + G.P. Rs.2800/-

Educational qualification:

- (i) Matriculation or equivalent and
- (iv) Diploma in Mechanical Engineering and



- (v) Sufficient Trade Experience. Sufficient Trade Experience means the candidate must have one year Trade experience in the Trade from any Registered Firms/ Organisations.

V. Senior Mechanic (Electrical)(Contractual):

Scale of Pay:-5200-20200/- + G.P. Rs.2800/-

Educational qualification

- (i) Matriculation or equivalent and
- (ii) Diploma in Electrical Engineering.
- (vi) Sufficient Trade Experience. Sufficient Trade Experience means the candidate must have one year Trade experience in the Trade from any Registered Firms/ Organisations.

VI. Pharmacist (Contractual):

Scale of Pay:-5200-20200/- + G.P. Rs.2400/-

Educational qualification

- (i) Matriculation.
- (ii) Diploma in Pharmacy.

However the candidates shall have to submit the self attested copy of the Trade Experience certificate/ Practical Experience along with DAF (OSSC copy and other documents) in the following format from competent registered Firm/ authority as the case may be along with the DAF, as per the minimum criteria prescribed for the post for considering their eligibility for the post.

EXPERIENCE CERTIFICATE

Name of the Press/Firm with detailed Address:.....

Regd.No./TIN No.....

Phone No. of the press/Firm.....

This is to certify that Mr./Ms.....
 Son/Daughter/Wife of Mr./Mrs
 residing at..... P.O.....P.S.....
 in the district ofpin-.....Contact No.....
 was engaged in this Press/Firm from Dt.....to and worked as a
 (Designation/Post held) (Offset
 Machine Operator/DTP Operator/Graphic Designer/ Mechanic (Mechanical)/Mechanic
 (Electrical).

His/Her performance was satisfactory during his/her service.

Signature of the Candidate:

Date:

Place:

Signature of the Proprietor/Director/

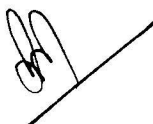
Chief Executive Officer of the Press/ Firm.

4.Condition of Service.

The appointment shall be made initially on contractual basis in a consolidated salary as per Initial pay + grade pay as mentioned against each post as per Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-32010/Gen dated 12.11.2013. The salary/scale of pay may vary according to decision of the Government from time to time.

5. Eligibility:

5(a) Age:



(i) The candidate applying for the post must be between 18 years to 32 years of age as on 01.01.2016. However the upper age is relaxable by 5 years for SC, ST, SEBC & WOMEN category candidates, 10 years for PwD categories & by the Period of service rendered in Defence Forces for Ex-Servicemen 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 1998. 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.**

(ii) However the candidates may get only one type of age relaxation as per Rules.

(iii) As per G.A. Department Notification No.17376/Gen dated 10.08.2016 the PWD /SC/ ST candidates in the category of Hearing impairment & Loco motor disability may avail cumulative age relaxation to apply for the posts.

(iv) 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 the age relaxation and submit their required documents as mentioned in Clause 1(a) above in case of selection in written examination.

(v) As per Apex Court Judgment in AIR 1995SC1115, age relaxation to the extent of period of apprentice training undergone by the candidate would be given in case of posts like Offset Machine operator, Graphic Designer & Desk Top Printing (DTP) Operator.

The trade and the maximum apprentice period to be counted towards age relaxation are as follows.

1	Litho Offset M/C Minder	3 years
2	Retoucher	3 years
3	Plate Maker	2 Years

(vi) 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. 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.
- (vi) He must have passed Middle School examination with Odia as a language subject, or,

Have passed Matriculation or equivalent examination with Odia as a medium of examination in non-Language subject, or,
 Have passed in Odia as a language subject in the final examination of Class VII or above; or
 Have passed a test in Odia in Middle English School Standard conducted by the Education Department.

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. The candidates other than these categories have to upload the Treasury Challan/E-challan in Document Upload & Payment details section (File size max 300kb, format supported pdf).**

8. **Certificates / documents to be submitted in the detailed application form (DAF) by the candidates by the last date i.e. by _____.**

- (a) Hard copy of the application i.e. 'OSSC Copy' referred to at 1(b) above duly signed the declaration by the candidate.
- (b) Candidates other than the category of SC, ST & PWD category shall enclose original e-challan receipt/original Treasury Challan. (Depositor's copy)
- (c) Candidates of SC/ST category shall enclose self attested photocopy of caste certificate issued by the competent authority.

- (d) Candidates of SEBC category should enclose self attested photocopy of valid SEBC certificate recently issued with one year from the last date of the submission of Online Application Form as per this Advertisement by the competent authority.
- (e) Self attested photocopy of HSC or equivalent pass certificate & mark sheet in support of declaration of age issued by the concerned Board/Council.
- (f) Self attested photocopy of certificate of the relevant qualifying examination as per clause-3 of this advertisement & mark sheet.
- (g) Self attested photo copy of Practical experience Certificate/ Trade experience certificate as proforma prescribed in clause-3 of this advertisement from registered firm/authority in relevant field.
- (h) In case of Ex-Servicemen, an attested copy of Identity Card/Discharge Certificate and the documents indicating the period of service rendered in armed forces along with an undertaking that he has not availed of the benefit as Ex-Serviceman for his employment earlier.
- (i) Candidates have to submit a certificate either of passing HSC examination or equivalent examination or have acquired any other higher education degree with Odia as a subject, or have Odia as medium of examination in non-language subjects at H.S.C. or equivalent examination as per clause-6(vi) of this advertisement..
- (o) The candidates claiming age relaxation under Person with Disability quota must submit the self attested Xerox copy of the Disability Certificate issued by the Competent Medical Board of the District.
- (p) The in-service contractual employees have to enclose necessary certificate from their employer regarding the Order No. and date of appointment, post held, period of service rendered. The copy of the appointment Order may also be enclosed.
- (q) Self attested copy of any of the Identity Card such as Voter's I. Card/PAN Card/Pass Port/Addhaar Card/ D.L. etc issued by any Govt. Authorities, with candidates' photograph there in.

Note: The DAF submitted by the candidates will be checked/verified prior to written examination basing on which the candidate will be allowed to appear the Examination. The candidates who ^{do not} have ~~not~~ the minimum eligibility for the post as per documents submitted ^{do not} have ~~not~~ submitted required documents will not be allowed to appear in the examination. No communication on the matter will be entertained.

9. PLAN OF EXAMINATION:

The plan of examination for the post is as follows.

(i) Written Examination (Two papers) –	150 marks.
(ii) Professional Trade Test	50 marks
	<u>Total- 200 marks.</u>

(I) Written Examination:

1st Paper: Objective Type - 50 marks. 1 hrs. (General English, Odia Language, General Awareness of H.Sc. Standard.) (Objective Type.)

2nd Paper: (Technical). Professional Trade Theory (Objective Type) from respective Trade.– 100 marks-2 Hrs. (Objective Type)

The 1st paper will be compulsory ~~and~~ Common for all candidates which will be held in one sitting.

For the Technical Trade theory the questions for different Trades/Posts will be separate and from respective trades.

(II) Professional Trade Test: (Practical): 50 Marks.

Candidates numbering about three times of the vacancy of each post category wise in order of merit on the basis of written marks secured in 1st paper and 2nd paper will be shortlisted to appear the Professional Trade practical test. Candidate's practical Knowledge in the respective Trade /post will be assessed with reference to his technical qualification and the post applied for. For the purpose the Commission will constitute different boards for different Trades for conducting the professional Trade Test.

Final Merit list will be prepared on the basis of Total marks secured by the candidates both in paper I & paper-II & Professional Trade Test (Practical) in order of merit category wise for different post as per vacancy advertised.

10. Syllabus of the written examination:

The syllabus for the 1st paper will comprise of questions of General English, Odia language, G.K. & other Miscellaneous matter of H.S.C. standard. There is no specific course prescribed for the post, however the standard relating questions will be such as commonly expected from a H.S.C. passed student.

The syllabus for 2nd paper i.e. Technical paper of different posts and for professional Trade Test as provided by the Director of Printing, Stationery & Publication Odisha, Cuttack is enclosed as **Annexure-A to this Advertisement**

11. CERTIFICATE VERIFICATION:

Candidates three times of the vacancies as advertised, for different posts, in order of merit category wise basing on the marks in the written examination will be shortlisted for verification of original certificates/ documents (as detailed at Clause-8) before conducting of the professional Trade Test. The candidates not having the required documents will not be allowed to appear the Professional Trade Test.

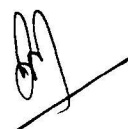
12. PLACE AND DATE OF WRITTEN EXAMINATION / TRADE TEST:

The date/time/ venue of the Written Examination and the Professional Trade Test will be conveyed to the eligible candidates in the admission letters, in due course which will be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The candidates are therefore directed to be in touch with the website of the Commission regarding intervals to know about programme of the examination etc.

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

13. Select list

The merit list for different posts as per this advertisement will be prepared in order of merit category wise on the basis of the sum total marks secured by the candidate both in the Written Examination and Professional Trade Test. The candidates will be selected in order of merit as per vacancy advertised.



14. 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/ 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.ossce.gov.in' at regular interval for detailed information about the programme of the written examination/Professional Trade 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

SYLLABUS

1. OFFSET MACHINE OPERATOR

Theory:-

1. Brief History of printing; comparative analysis of different printing processes.
2. Printing surfaces-Outline of preparation for all processes.
3. Lithographic Plates and Printing machinery-Outline of history and development.
4. Photomechanical process; classification; equipment and material used for plate making and offset printing.
5. Plates-Metals used, aluminium, zinc and copper; properties, their handling, care and use; Pre-sensitised plates.
6. Lining up table; layout sheets-Handling and use.
7. Plate Graining-Equipment and materials used-Quality of the grain.
8. Plate making-Surface and deep-etch plates; Outline of chemical and solutions used for plate making; coating of plate for light sensitivity use of whirler.
9. Light source-Kinds; exposure-Printing-down-frame-Use.
10. Measuring gauges; hydrometer, hygrometer, densitometer, etc their handling, care and use.
11. Proof and transfer presses-Kinds; Mechanical and operational features; hand transferring of images.
12. Printing machines for litho, offset printing-Kinds; Mechanical and operational features; Inking and dampening systems.
13. Simple Imposing schemes with relation to folding schemes.
14. Rollers-Kinds; setting, cleaning, handling and storage, Nap roller - preparation and treatment.
15. Paper-Standard sizes; division and subdivision; kinds qualities.
16. Ink-Kinds; qualities.
17. General care and maintenance of plate-making and Litho-offset printing machinery and equipment.
18. Safety-Hazards in plate making and machine rooms-preventive measures.

19. Profing-press and printing machinery used for Litho Offset printing; Single and multi-colour units; sheet-fed and web-fed; mechanical and operational feature.
20. Cylinders—Plate cylinders, Blanket cylinder and impression cylinder; adjustments.
21. Plates for surface and deep-etch processes—multi-metal plates, Anodized Plates; Presensitised Plates; their preparation, -propertise and use; handling and stores; corrections—additions and deletions.
22. Chemicals and solutions used in the printing machine room; their preparation, handling care and storage; their properties and uses.
23. Offset Blanket properties; selection, care, handling and storage.
24. Rollers—Inking and dampening; kind, covering materials used for dampeners; properties; handling, washing, care and storage.
25. Automatic feeders—Kinds; mechanical and operational features; setting and operation.
26. Set-off causes and remedies; Anti set-off (Spray) equipment; kinds and use.
27. Delivery systems—Kinds; comparative analysis.
28. Wash-up, washing of rollers by hand and mechanical methods.
29. Machine operation; running problems; causes and remedies; Register, Quality control; multi-colour printing—Sequence of printing of colours.
30. Imposition schemes—General and with relation to folding machines—Simple and Complex schemes up to 32 pages.
31. PH—Definition; effects on Fountain Solution; treatment and control.
32. Temperature and Relative Humidity—Effects on plates and paper; control; Air conditioning—Advantages.
33. Halftone—Theory of halftone; Dot formation—Control of size of dots; screens—Kinds and use.
34. Paper—Brief outline of manufacture—Raw materials used; classification; properties; Selection of paper for printing—Governing factors; machine direction and its Static electricity--its effects and nutralisation Handling and storage of printed and unprinted stock.

35. Ink—Brief outline of manufacture—Raw materials used classification properties; selection of ink for printing governing factors Driers reducers; Kinds and uses importance.
36. Colour—Principles of colour; Additive and subtractive theories Mixing and matching of colours.
37. Lubricats—Lubrication systems used on printing machines; kinds and methods.
38. Drive—Methods of transmission of power.
39. Miscellaneous work on printing machines—Bronzing, varnishing, metal printing, etc.
40. Safety—Hazards; preventive measures.
41. General care and maintenance of printing machines and other equipment in a machines-room; cleaning, lubrication and overhauling.
42. Daily routine; docket and output records; maintenance.
43. Calculations—Consumption of paper, ink; wastage; speed; output.
44. Planning and arrangement of a machine-room.
45. Modern developments in litho-offset printing machinery; Brief outline of development in printing machinery of other process.

Professional Trade Test(Practical) :

Roller setting both ink & damper, Paper feeding, Multi Colour Printing trial and printing out put both in Sheetfed and Web Offset Machine.

2. DESK TOP PRINTING OPERATOR (DTP Operator)

THEORY

FUNDAMENTALS :

- Introduction to computers, Hardware & Software.
- Computer applications.
- Input devices : Keyboard, Mouse OCR, OMR, MICR, Digitizer, Scanner etc.
- Storage Media- Magnetic Disk, Hard Disk, Floppy Disk, CD, etc.
- Output Devices: Hard copy devices & Soft copy devices

Types of Softwares:

- System & Application Software

Concepts:

- Bits, Bytes, RAM, ROM, ASCII etc.

OPERATING SYSTEMS:

DOS:

- Introduction & version
- Familiarization with various commands/tools.

MS Windows:

- Introduction & Version
- Desk Top & its terminology
- Setup using Control Panel
- Windows Accessories
- File management / Folder concept

Networking Concept:

- LAN, MAN, WAN
- File & Printer Sharing
- Introduction & Use of Internet

DOCUMENT SETUP

Conceptualization of Document

Desk Top Publishing:

- Introduction
- Merit and demerit
- Comparative analysis between DTP and traditional composing processes.
- Costing, estimating of DTP Unit.
- Word Processing through MS-Word

Typography:

- Types (Fonts), Type size, different families.
- Point system and other system of measuring.
- Coasting off; typography, proof reading, familiarization with symbols/proof reading marks used in marking copy/typescript for press.
- Determining line measure and page depth and margin, House styles.
- Page composing through Page Maker.

Composing Process:

- Introduction of various methods of composing.
- Different composing processes and their development. Suitability for job merits and demerits.
- Brief description of different composing machines.
- Output Devices : Inkjet printer, Laser printer, Image setters, computer to plate, computer to printing machine, Light sensitive materials used in output devices i.e. Film/Bromide types of films used in image setter.
Page, composing through Quark Express.

Digital Printing:

- Type of digital printing.
- Uses in commercial operations.
- Inkjet/bubble jet / thermal printer / laser printer used for small and big formats.
- Page composing through Regional Language Software.

DOCUMENT DESIGNING & ADVANCE FEATURES

Graphic reproduction:

- Tonal value, Tonal gradation.
- Continuous tone, Half tone, Moir pattern.
- Highlight, Middle Tone Shadow areas, contrast & details.

Scanning:

- Principle of scanning.
- Types of scanners (Flatbed & Drum) and its use.
- Printing through Photo editing Software.
- Preparation of OCR.

Graphic Design:

- Principle of page design.
- Elements of design.
- Colour- Define colour, type of colours, impact of colours, colour wheel, achieving of different colours through appropriate colour percentage. Selection of types (Fonts) for text/ display work.
- Preparation of Graphics
- Creation of rough sketches.
- Colour Selections.
- Font & Image selection.

Page make-up:

- Principles of page make-up of Books.
- Board Room/Seminar Presentation material preparations.
- Copy preparation and copy fitting procedures.
- Imposition schemes.

Printing:

- Various Types of Printers and their uses.
- Merit & Demerits.
- File format supported for printing, Familiar with various file format i.e., EPS, PDF, etc.
- Using ICC based colour management.

Common Topics for all Printing Trades Apprentices :

- History of printing.
- Introduction.
- Types of printing.

- Comparative Analysis.
- Paper-Standard sizes; division and subdivision; kinds qualities.
- Ink-Kinds; qualities.
- Imposition schemes—General and with relation to folding machines—Simple and Complex schemes up to 32 pages.
- Colour—Principles of colour; Additive and subtractive theories Mixing and matching of colours.

Professional Trade Test(Practical) :

MS Office, Pagemaker, Photoshop, CorelDraw and internet browsing, use of scanner, printer.

Skill Test in typing: English(corrected) 40 w.p.m. minimum speed

Odia(corrected) 20 w.p.m. minimum speed

3. GRAPHIC DESIGNER

- (i) Diploma in Fine Arts. (The Syllabus of any reputed recognized institution may be referred to)
- (ii) In case of N.T.C. holders in any printing trades, the syllabus meant for D.T.P. Operator post is applicable.

Theory :

1. Lettering and Typography :

Details study of letter forms of both Roman and Indian as design form : Spacing, study of various types of faces, study of fundamentals of layout and their practical application , preparation of simple typographical layout for news papers, principles of typography, Design suitability, legibility and readability of printed matter, spacing materials for line, words and letters, Anatomy of letters and exercise.

2. Design :

Study of interrelation of negative-positive space, line and exercises in basic shapes and texture in relation to the space.

Communication Design : Designing of logos, Signs, monograms, symbols, tags, shopping bags, labels, stickers, novelties, gift articles, book jackets, record jackets, public relation promotional materials.

3. Illustration : Elementary exercises in illustrations on given subjects Pictorial and Dimensional representation in opaque and transparent colours, both in line and half tone for letter press and offset printing.
4. Poster Design : History of Poster, different influences on poster designing exercises to make different kinds of posters.
5. Drawing & Illustration :
 - a) Drawing from life for use in illustration.
 - b) Project oriented illustration : Influence of Modern trends, Editorial illustrations for letter press & printing.
6. Principle of page design :

Comparative study of different types of layouts. Designing for press and magazine advertisements, folders and booklets etc. (Single colour). Study and selection of types faces,. Calculation of copy according to given space.
7. Details on Adobe Pagemaker, Adobe Photoshop, Adobe Illustrator, Corel Draw, Adobe Indesign.

Professional Trade Test(Practical) :

- a) Book Art(Book cover and text design, Book Jacket design, Book Illustration design etc.)
- b) Typography(Calligraphy skill) understanding typo related experiments.
- c) Branding(Poster, Kiosh, Leaflets, Catalogue, Hoarding, Logo etc.).
- d) Skill test of Adobe Pagemaker, Adobe Photoshop, Adobe Illustrator, Corel Draw etc.

4. SENIOR MECHANIC (MECHANICAL)

The syllabus meant for Diploma in Mechanical Engineering from Semistar-III to VI prescribed by State Council of Technical Education and Vocational Training, Odisha, Bhubaneswar is applicable. (Available in <http://sctevtodisha.nic.in/> website).

Professional Trade Test (Practical) :

Repairing/Rectification of different Mechanical defects of printing and allied machines.
Practical test on lathe and other machines of mechanical workshop.

5. SENIOR MECHANIC (ELECTRICAL)

The syllabus meant for Diploma in Electrical Engineering from Semistar-III to VI prescribed by State Council of Technical Education and Vocational Training, Odisha, Bhubaneswar is applicable. (Available in <http://sctevtodisha.nic.in/> website).

Professional Trade Test(Practical) :

Repairing and rectification of electrical and electronics defects of printing and allied machines

6. PHARMACIST

The syllabus prescribed by the Pharmacy Council Of India for D-Pharma Course is applicable. (Available in <http://www.pci.nic.in/> website).

Professional Trade Test(Practical) :

On first-aid and knowledge of different medicines. General idea about common diseases, record maintenance, OPD Dispensing, Practical test in Intravenous (IV) & Intramuscular Injection, Saline administration, Minor surgical procedure.
