



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

Advertisement No.IIE- 163 /2016/ 3995/OSSC; Date: 09.12.2016
Recruitment for the post of Odia Translator on contractual basis under the
Government in Information and Public Relations Department, Odisha.
Bhubaneswar.
Post code- (OT/88)

IMPORTANT:

- Online application form will be available from Dt.25.12.2016 till Dt.24.01.2017 by 11.59 P.M.
- No Detailed Application Form (DAF) is required to be sent to Odisha Staff Selection Commission. Only the candidates under special category such as PWD, Ex-Servicemen category candidates as well as in Service Contractual Employees claiming age relaxation shall have to submit DAF.
- The minimum educational qualification for the post is B.A.(Hons) in Odia Language or at least 2nd Class M.A. or above in Odia Language with requisite experience and knowledge in Odia DTP & Basic Computer Skill.
- 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.9,300/- + Grade Pay Rs.4200/- in the scale of pay PB-2 i.e. Rs.9,300/- to 34,800/- + 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 the Odisha Group-B Posts (contractual appointment) Rules notified vide G.A. Department Notification No.1147/Gen. dtd.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 application and date of examinations.

Online Applications are invited from intending candidates for selection of 02(two) Posts of Odia Translator under the Government in Information & Public Relations Department.

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.

(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 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" special category needs to upload PWD certificate (File size max 300kb, format supported pdf). In Document Upload & Payment details section.

Candidates Claiming "Ex-Serviceman" special category needs to upload Ex-Service Man Documents (Discharge Certificate/L.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 needs to update the same (File size max 300kb, format supported pdf) in document Upload & Payment details section.

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, 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 copy 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 alongwith the Detail Application Form(DAF) to the Secretary OSSC, Barack No-1, Unit-V, Bhubaneswar through Speed Post so as to reach the Commission's office by dt. 07.02.2017 by 5.00 P.M 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) Bachelor's degree(with Hons. in Odia)Certificate & mark sheet.
- v) Certificate and mark sheet of M.A. in Odia (at least 2nd Class and above)
- vi) Copy of Treasury Chalan
- vii) Experience certificate for a minimum period of 2 years as translator from English to Odia Language in any Government or reputed private institution with registration No. and date.
- viii) Certificate in Basic Computer Skill.
- ix) 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 last date of application must submit the NOC from competent authority indicating therein the likely date of Discharge and the years of service rendered in Defence Service.
- x) Candidates claiming age relaxation under PWD category must submit Disability certificate from the concerned Medical Board of the District.
- xi) 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.
- xii) Original Treasury Chalan in support of payment of examination fees except SC, ST & PWD category candidates.
- xiii) 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 '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. 24.01.2017**. 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 candidates belonging to special category such as PWD & Ex-Serviceman & In-service Contractual employees claiming age relaxation should submit the required documents as in clause 1(c) by Dt.07.02.2017 failing which their claim for age relaxation against Special category will not be entertained.

3. Vacancy position.

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

As per requisition received from the Director Teacher Education & SCERT, Odisha, Bhubaneswar, the category-wise break-up for Male, Female & Trans-gender of the total no. of posts to be filled up by this recruitment are as follows:

Sl. No	Name of the Post	Vacancy details							
		SC	ST	SEBC	UR	Total	Reservation for Special Categories		
							PwD	Ex-SM	Sports persons
1	2	4	5	6	7	8	9	10	11
1	Odia Translator	-	-	-	02	-	-	-	-

There is no post reserved for SC/ST/SEBC/PwD/Ex-SM/Sports persons. However candidates under these categories may avail age relaxation as admissible in order to apply for the post.

The PWD candidates in the category of HI (with suitable aid) & VI (LV) (with suitable aid) are admissible for the post.

NOTE:- SC - Schedule Caste
ST- Scheduled Tribe,
SEBC- Socially & Educationally Backward Class,
UR- Un-Reserved
HI - Partially deaf
LV - Low vision

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 & 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) **For the post of Odia Translator:** The appointment shall be made initially on contractual basis in a consolidated salary of Rs. 9300-+ G.P. Rs.4,200/- in the scale of pay Rs.9,300- 34,800/- + Grade Pay Rs.4200/- applicable to the post as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. 1147/Gen dtd.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 post 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. However, a candidate can only avail any one type of age relaxation as per rule. PWD candidates in the ST & SC category suffering from (a) blindness or Low vision (b) hearing impairment 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. He can avail age relaxation only.

(ii) 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 published vide G.A. Department Notification No.1147/Gen dtd.17.01.2014. ". 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) The candidate applying for the post must have a Bachelor's Degree in B.A.(Hons) in Odia Language or at least 2nd Class Master's Degree or above in Odia Language with adequate knowledge of Basic computer application. The candidates should have proficiency in Odia DTP work.

5(c) Desirable Qualification:-

The candidate should have two years working experience in translation and re translation from English to Odia Language in any Government or a reputed private institution as on the last date of submission of application form.

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.

Plan of Examination for the post of Odia Translator

SL. No	Name of the paper	Time duration	Full marks	Remarks
1	Descriptive type written test on English & Odia	2 hours	100	35 minimum qualifying mark
2	Basic Computer Skill with Odia DTP	½ hours	25	10 minimum qualifying mark
3	Viva-voce	½ hour	25	
	Total		150	

9. Syllabus for Written Examination & Skill Test.

There shall be a written examination for which admission letters will be issued through the Commission's website to the eligible applicants. The examination is likely to be held at Bhubaneswar, in one or more venues depending on the number of candidates. The examination will comprise of three papers i.e. English, Odia and computer skill with Odia DTP. Questions on General English & Odia shall cover (Grammar from both the languages, translation and retranslation of paragraphs for judicial orders, precise and paragraph writing, essay writing, letter writing etc. including comprehension of words, phrases and idioms, vocabulary, grammar and usage. The minimum qualifying marks is 35. Candidates securing less than 35 marks in the written test shall not be called to appear the Practical Skill Test. Number of candidates to be called for practical skill test shall be decided by the Commission.

10. Practical Skill Test:-

The candidates who qualify in the written examination shall appear the practical skill test. Minimum qualifying mark in the skill test is 10. Candidates securing less than 10 marks shall not be allowed to appear the viva-voce test.

The candidates should have basic computer knowledge from a recognised institution with Odia DTP. The minimum qualifying mark in this test is 10.

11. Viva-Voce Test, certificate verification and submission of Detail Application Form (DAF)

The certificate verification of the candidates with relation to educational qualifications, age, caste, special Category, computer qualification will be done at the time of Viva-voce Test. The candidates will be required to produce their original academic certificates, Mark sheets and other documents for verification along with a set of self attested photocopy of the same and OSSC copy of the application duly signed by the applicant & Treasury Challan in

original at the time of certificate verification for which the candidates will be intimated separately through website of the Commission. Candidates about five times of the vacancy position i.e. 10 candidates as per the sum total marks secured in Written Examination & Skill Test taken together in order of merit category wise shall be called for certificate verification and viva-voce test. The viva-voce test will carry 25 marks.

12. PLACE AND DATE OF WRITTEN EXAMINATION / BASIC COMPUTER TEST:

The date/time/ venue of the Written Examination and the Computer Test will be conveyed to the eligible candidates in the admission letters, in due course which will be downloaded by the candidates by accessing the Commission's website from a date to be notified later.

13. 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.

14. Select list

The merit list for the post will be prepared in order of merit category wise of the sum total marks secured by the candidate in written test & Basic Computer Skill Test and viva-voce test. Candidates will be selected in order of merit as per vacancy position advertised.

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:- Candidate should write the correct Roll Number, Set code in the answer book, whiteners/erasers should not be used in the answer sheet. Use of whitener/eraser in Answer Sheet/writing wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the answer 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 items to the examination venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.**

By order of the Commission

Secretary

[Handwritten signature]
a/x 11/16