



**ODISHA STAFF SELECTION COMMISSION**  
Unit - II, Bhubaneswar - 751001

Advertisement No. 5130/OSSC;

Date: 29.12.2023

**DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF JUNIOR ENFORCEMENT OFFICER (30 Nos.) UNDER DIRECTOR MUNICIPAL ADMINISTRATION, HOUSING & URBAN DEVELOPMENT DEPARTMENT AND JUNIOR ACCOUNTANT (1 No.) UNDER CONTROLLER, LEGAL METROLOGY, FS & CW DEPARTMENT, GOVT. OF ODISHA**

**(POST CODE: 390 )**

**(WEBSITE: [www.osscc.gov.in](http://www.osscc.gov.in))**

**1. Application Invited:**

	<b>Start Date</b>	<b>End Date</b>
Online Registration	16.01.2024	15.02.2024
Submission of Online Application Form	16.01.2024	18.02.2024
Date of Editing of Online Application Form	16.01.2024	20.02.2024
Mode of Application	Online Mode only through the website " <a href="http://www.osscc.gov.in">www.osscc.gov.in</a> ". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

Applications are invited through online mode only through the website "[www.osscc.gov.in](http://www.osscc.gov.in)" for recruitment to fill up the vacancies reported by the Requisitioning Authority is as follows.

<b>Sl. No</b>	<b>Name of the Post/ Services</b>	<b>Name of the Department/ Heads of Department in which vacancy exists for this recruitment</b>	<b>Total No. of Vacancy</b>	<b>Classification of Posts</b>	<b>Pay Matrix Level &amp; Scale of Pay (as per 7<sup>th</sup> Pay Commission)</b>
1	Junior Enforcement Officer	Director Municipal Administration	30	Group-B	Level-9 of ORSP, 2017
2	Junior Accountant	Controller, Legal Metrology	01	Group-C	Level-7 of ORSP, 2017

- Candidates must possess a valid e-Mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.
- The examination fee has been exempted for all categories of candidates as per G.A. & P.G. Department Notification No.9897/Gen, dtd.11.04.2022.
- Appointments shall be on regular basis carrying the level of Pay as mentioned in the table above. The appointment shall be guided by "Odisha Group-'B', 'C' and Group-'D' Posts (Repeal and Special Provisions) Rules, 2022 notified vide Govt. in GA and PG Department Notification No. 29076 dated 16<sup>th</sup> October 2022.



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- d. Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/him in the Online Application Form.
- e. Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.
- f. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.
- g. No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in) regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.
- h. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last-hour rush.
- i. **The appointment will be only against one of the posts carrying corresponding pay as indicated in the above table and candidates need to give options for the post/service and Department/HODs before Certificate Verification after qualifying in the Main Written Examination or any other time that OSSC may require them to do so.**
- j. Commission will adopt a "Normalisation Formula" published in Commission's website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result if the examination is conducted through CBRE (Computer Based Recruitment Examination) mode in multiple batches using different sets of question papers so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination, and such normalized score will be used to determine cut-off marks.
- k. For those eligible for and applying for more than one post/ service, the Commission will make the final allotment to post/ service on the basis of merit-cum-preference of post/ service given by the candidate and once a post is allotted, no change of posts will be made by the Commission due non-fulfilment of any post-specific requirements of Physical/medical/educational standards, etc. Candidates thus must ensure that they fulfil all the requirements of the posts before giving their preference/options for any post/ service.

**NOTE: Important instructions to candidates about filling up of Online Application and "How to Apply" is enclosed as Annexure-A to this advertisement.**

**2. a. Category-wise break -up of vacancy positions along with reservation thereof:**

Sl. No	Name of the Posts/ Services	Name of the Department	Category wise Vacancy				
			UR (Out of which women)	SEBC (Out of which women)	SC (Out of which women)	ST (Out of which women)	Total (Out of which women)
1	Junior Enforcement Officer	Director Municipal Administration	15 (w-05)	03 (w-01)	05 (w-02)	07 (w-02)	30 (w-10)
2	Junior Accountant	Controller, Legal Metrology	01 (w-0)	Nil	Nil	Nil	01 (w-0)

**NOTE: 1 Candidates belonging to the Transgender community are also eligible to apply.**



UR: Unreserved  
 SEBC: Socially and Educationally Backward Class  
 SC: Scheduled Caste  
 ST: Scheduled Tribe  
 W: Women

**b. Special Category vacancies reserved for the following posts only:**

Name of the Posts/ Services	Special Category				
	Ex-Servicemen (ESM)	Sports Person	Persons with Disability (PwD)		
			Total PwD Vacancy	Category of PwD and Nos. of Vacancies	Benchmark Disability
Junior Enforcement Officer	01	Nil	01	Cat-II	Hearing impaired

**NOTE:**

- I. No vacancy is reserved for Special Category i.e Ex-servicemen/Sports Person/PWD for the post of Junior Accountant under Controller, Legal Metrology. However, the categories of PwDs suitable for applying for the post are:-
  - a) Category-II – Deaf and hard of hearing;
  - b) Category-III – Locomotor Disability including Cerebral Palsy, Leprosy cured dwarfism, acid attack victim and muscular dystrophy.
- II. As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PwD candidates having the above Benchmark Disability of permanent nature and having Disability not below 40% in the above categories shown in the table shall be eligible to apply for the above post.
- III. **Physical Requirement & Functional Classification of PwD eligible for the post:-**

Name of the Post/Services	Physical Requirements	Functional Classification
Junior Enforcement Officer	H-work performed by hearing/ speaking R & W-Work performed by reading and writing SE-Work performed by seeing S-Work performed by sitting (ON Bench or Chair)	BA- Both Arms affected- (A) Impaired (B) Weakness of Grip (Having Grip and Writing ability) PD- Hard of Hearing with suitable Aid D-The deaf & Hard of Hearing with suitable Aid HI-Hearing Impaired (With suitable Aid) PD-Partially Deaf with suitable Aid
Junior	H-work performed by hearing/ speaking R & W-Work performed by reading/writing SE-Work performed by seeing S-Work performed by sitting (On Bench or Chair)	OA- One Arm Affected (R or L) a. Impaired reach b. Weakness of Grip c. Ataxia BL- Both Legs affected but not Arms OL-One Leg affected (R and/or L) FT-Limited exercise to tolerance early

Accountant	ST-work performed by Standing BN-Work performed by Bending MF-Work performed by manipulating (with fingers) C-Work performed by Communication	fatigue MW- Muscular Weakness & limited Physical Endurance HI-Partially Deaf (with suitable aid) LV-Low Vision BA-Both Arms affected (having writing ability & finger desk testing) a. Impaired b. Weakness of Grip
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**c. Provision for assistance of Scribe**

PwD candidates with disabilities not less than 40% of permanent nature and limitations in writing have the option to use her/his own scribe with due permission of the Commission. The intending candidates must give option for scribe in the appropriate place while filling up the Online Application Form and should have to submit the required certificate/ documents prescribed in the Advisory Notice No.3453/OSSC dated 24.10.2019 published by the Commission which is available in the website of the Commission "[www.osscc.gov.in](http://www.osscc.gov.in)".  
**(Copy enclosed as Annexure –D).**

Following advisory is for to all Persons with Disability (PWD) candidates who have applied for different Recruitment Examinations under OSSC.

1. They will be allowed compensatory time of 20 minutes per hour on production of PwD certificate in the examination hall to the concerned Deputy Superintendent.
2. Pursuant to Clause IV of Guidelines for conducting written examination for Persons with Benchmark Disabilities of Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment, Government of India O.M No. 34-02/2015-DD-III, dated 29th August 2018 eligible PwD candidates with not less than 40% disability in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy who have limitation in writing have the option to use their own scribe. In case of other category of Persons with Disability, the provision of scribe /reader/ Lab Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (as uploaded in the website of the Commission).
3. The qualification of the scribe shall be one step below the qualification of the candidate taking the examination as well as she/he shall not be from the same discipline/stream/subiect on which the candidate is taking her/his examination.





4. The scribe to be allowed for writing a subject shall not have the same subject in her/his academic qualification as of the candidate taking the examination in the said subject.

5. The PwD candidates opting for scribe shall be required to submit details of the scribe prior to 7 (seven) days of Examination with following documents by e-mail [orissassc@gmail.com](mailto:orissassc@gmail.com).

I. Admission letter of written Test

II. Copy of the self attested copy of valid disability certificate.

III. Details of the scribe with Name, Date of Birth, Address, ID Proof issued by any Govt. Authority containing Specimen Signature and Photo.

IV. Copy of Educational qualification certificate of the scribe

V. Letter of undertaking in APPENDIX-II (as uploaded in the website of the Commission)

If, subsequently it is found that the qualification of the scribe is not as declared by the candidate in the declaration then the candidate shall forfeit her/his right to the post and claims relating thereto.

Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the Examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that she/he is eligible to use scribe in the examination as per the above guidelines.

- d. PwD candidates must ensure that they possess a permanent disability certificate and must upload the scanned copy of the original (not photocopy) UDID card issued by the competent authority.
- e. In case of non-availability of eligible/ suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible suitable male candidate(s) of the same category.
- f. The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission/ the Requisitioning Authorities/ the Government.

### 3. Eligibility:

#### a. General criteria of eligibility: -

Candidates applying for the above post should be :-

- a citizen of India,
- of good character,
- of sound health, good physique and free from organic defects or bodily infirmity,
- If married, must not have more than one spouse living

- Must be able to read, write and speak Odia fluently and:-
  - i. Must have passed Middle School Examination with Odia as language subject, or
  - ii. Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or
  - iii. Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. of Odisha or the Central Govt., or
  - iv. Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Govt. of Odisha.

**b. Minimum Educational Qualification:**

Sl. No	Name of the post/service	Educational Qualification prescribed for the post
01	Junior Enforcement officer	Must have Bachelor's Degree in any stream from a Govt. recognized University or retired military Officers having educational qualification of Bachelor's Degree with Basic Computer Knowledge
02	Junior Accountant	Must have passed +3 in Arts/Science/Commerce or possess such other qualification as are equivalent to +3 examination with knowledge of Computer Skill.

**c. Age:**

Sl. No.	Name of the post	Minimum Age as on 01.01.2023	Maximum Age as on 01.01.2023
1	Junior Enforcement officer	21 Years	38 Years
2	Junior Accountant	21 Years	38 Years

However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be more beneficial to her/him. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January 1985 and not later than 1<sup>st</sup> January 2002.





d. **Note for Ex-Servicemen-** Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt. (Res) dt.14 August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/ undertaking to the concerned employer about the date-wise details of application for various posts for which he/ she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

(NOTE: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.)

- e. The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.
- f. 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 be acceptable by the Commission.
- g. A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.

4. a. **Plan and Pattern of Examination:**

The Recruitment process for the posts consists of the following stages:-

1. **Preliminary Examination:-**

If the number of valid applications is more than 9000 (nine thousand), a preliminary examination may be conducted which will consist of Multiple Choice questions (MCQ) to be held either through OMR Mode or CBRE Mode. Details about the duration of the examination, number of questions etc for the Preliminary Examination will be shared in due course on the official website of the Commission through Detailed Notice. The syllabus for the Preliminary Examination is annexed herewith in **Annexure-C** of the Advertisement.

Candidates numbering about six (06) times the number of the vacancies (category wise) shall be shortlisted for Main written Examination based on marks secured in the Preliminary Examination. However, if the number of vacancy is one, minimum ten candidates will be shortlisted for Main written examination. (if eligible candidates are ten or more).

## **2. Main Written Examination:-**

**Total marks – 200** consisting of the following:-

- a) **Language (Odia and English)** and b) **General Studies**

The Syllabus for both is in **Annexure-C** of the advertisement. Details about the type of questions, mode of examination, duration of the examination, number of questions etc. will be shared in due course on the website through Notice.

- c) **Computer Skill Test** for both Junior Enforcement Officer and Junior Accountant.  
d) **Mathematics Test** for the post of Junior Accountant

Qualifying marks in **Computer Skill Test** as well as **Mathematics Test** will be 50% of the total marks of each of these tests.

The indicative Syllabus for **Computer Skill Test** and **Mathematics Test** is in **Annexure-C** of the advertisement. Details about the type of questions, mode of examination, duration of the examination, number of questions etc. will be shared in due course on the website through Notice.

## **3. Certificate Verification:-**

Candidates numbering **two times** of the vacancies advertised (Post Wise & Category-wise) will be shortlisted for Certificate Verification basing on the marks secured in the Main Written Examination and having qualified in **Computer Skill Test** and **Mathematics Test (only for the post of Junior Accountant)**. However, if the number of vacancy for any post is one, **three** candidates may be called for Certificate Verification for the same post.

**NOTE:** In pursuance of GA & PG Department Notification No-29246, dated 18th October 2022, the Preliminary and Main examination, shall be conducted both in Odia and English except for the language subject. The candidate shall exercise her/his option for medium of examination in the online application form. All may note that the option once given cannot be changed. Options are available in the online application form.

(I) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

(II) The Commission has the option of conducting the Preliminary examination and the Main Written examination with objective papers through OMR or CBRE (Computer Based Recruitment Examination) Mode. In case of CBRE mode of examination is conducted in more than one session/sitting Commission will adopt the normalization process as per the advisory Notice No.2444/OSSC dated 02.09.2021(available on the website of the Commission i.e. [www.osscc.gov.in](http://www.osscc.gov.in)) for





processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.

(III) There will be a penalty (Negative marking) for wrong answers marked by the candidate in examinations consisting of Multiple Choice Questions. The Quantum of penalty/ negative marking will be **1/4 of total** mark for each wrong answer if four options are there, **1/3** of the total marks if three options are there and so forth.

(IV) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary examination as fixed by this Commission in their discretion, for the next stage of the main written examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.) and different posts/ services.

(V) Qualifying marks in **Computer Skill Test** as well as **Mathematics Test** will be 50% of the total marks of each of these tests.

(VI) Based on the marks secured in the Main Written Examination and having qualified in **Computer Skill Test** and **Mathematics Test (only for the post of Junior Accountant)**, candidates will be shortlisted for Certificate Verification.

**The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.**

- b. The candidates who fail to appear at any stage of the recruitment process will not be considered for final selection and their names will be deleted from the merit list.
- c. Any complaint on the conduct of the examination must be sent to the commission by email "[support.osscc@gov.in](mailto:support.osscc@gov.in)" within 05(five) days of completion of examination.

**5. Place and Date of written examination:**

- a. Tentative date for Preliminary examination if any will be in the month of February - April 2024. The exact Date, Time and Venue will be conveyed in due course through a Notice and/ or Admission Letter.
- b. The Date, Time and Venue of the Main written examination, Certificate Verification etc. will be conveyed to the candidates in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

**6. Option/ Preference of Candidates:** Option / Preference of candidates for various posts/services will be called before Certificate Verification.

**7. Certificate verification and submission of Detailed Application Form (DAF):**

Candidates numbering **two times** of the vacancies advertised (Category-wise and Post-Wise) shall be shortlisted for Certificate Verification based on the marks secured in the Main Written Examination and having qualified in **Computer Skill Test** and **Mathematics Test (only for the post of Junior Accountant)**. However, if the number of vacancy for any post is one, **three** candidates may be called for Certificate Verification for the same post.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificates, special category certificates, NOC in case of Govt. servants and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the online application form duly signed by the applicant. **(Details are enclosed in Annexure-B).**

In case, during the stage of Certificate Verification, the Commission observes that the vacancy (ies) for a particular category of post(s) is/are not getting filled up completely, an additional number of candidates who have qualified in the order of merit shall be called **only for one more time, at the discretion of the commission** for filling up the number of vacancies not getting filled up.

**NOTE: Candidates who fail to appear for document verification will not be considered for final selection.**

**8. Admission Letter:**

- a. The Commission shall upload the admission letter on its website [www.osscc.gov.in](http://www.osscc.gov.in) for the convenience of the candidates.
- b. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.
- c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.
- d. The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

**9. Merit List :**

The Merit list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category-wise equal to the vacancies advertised, based on marks secured by them in the Main Written Examination.

**Resolution of Tie Cases:** If two or more candidates have obtained equal marks in the aggregate, as per the OSSC Rules, 1993 the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic career and if the marks thus secured are equal then the merit shall be decided according to their seniority in age.

**10. Action against candidates found guilty of misconduct/ malpractice:**

- a. If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before during or after the conduct of the examination, her/ his candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.





- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheets etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
- Leaving the Examination Venue uninformed during the Examination.
- Misbehaving, intimidating or threatening in any manner the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc or any of the functionaries of the Commission (OSSC).
- Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Obtaining support/ influence for his candidature by any irregular or improper means.
- Possession of Mobile Phone in either 'switched 'on' or 'switched 'off' mode during examination.
- Appearing in the same examination more than once in contravention of the rules.
- A candidate who is working on examination-related matters in the same examination.
- Damaging examination-related infrastructure/ equipment.
- Appearing in the Exam with a forged Admit Card, identity proof, etc.
- Possession of firearms/ weapons during the examination.
- Submitting more than one application for any recruitment examination.
- Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's functionaries or representatives.
- Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
- Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
- Impersonation/ Procuring impersonation by any person.
- Taking snapshots, making videos of question papers or examination material, labs, etc.
- Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. or attempting the same.
- Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- b. The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

**11. Commission's Decision Final:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**12. Important Instructions/Information to the Candidates: -**

- a. The candidate has to fill in the OMR answer sheet or CBRE screen correctly mentioning the Roll Number and other data as required in the place(s) indicated therein and darken the

appropriate circles in Blue or Black Ball Point Pen only properly in case of OMR based Examination. If the information so furnished is incomplete or different from the application form or not darken the appropriate circle properly then ZERO mark will be awarded.

- b. In Descriptive Paper, candidate must write her/ his correct Roll Number at the prescribed place on the cover page of the Answer Book. Candidates must also affix their signature in the relevant columns of Attendance Sheet. Answer Books not bearing Roll Number will not be evaluated and such candidates shall be awarded zero marks.
- c. Candidates shall not write any identity particulars e.g., name, Roll number, Mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.
- d. There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- e. **Sharing of marks with the candidate:** Marks obtained by an applicant in Preliminary Examination (if any), Main Written Examination, Computer Skill Test and Mathematics Test (only for the post of Junior Accountant) are proposed to be shared with her/him after final merit list is published.
- f. This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.
- g. If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
- h. **Applicants who are Government servants/ working under PSUs of State Government or Central Government should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application failing which their candidature for the post will be rejected. At the certificate verification stage they must produce the original "No Objection certificate". Those who were not Government Servants/ working under PSUs of State Government or Central Government at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at the stage of certificate verification. Those Government servants/ those working under PSUs of State Government or Central Government who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Government servant status, and found to be a Government servant/ working under PSUs of State Government or Central Government on the day of Certificate Verification or before, will not be included in the Merit List.**

By Order of the Commission

  
29.12.2023  
Secretary





## Annexure-A

### **Important Instructions to Candidates about filling up Online Application:**

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/ Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from all the examinations of the Commission.



- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates may fill their correct Aadhaar number.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence or any photo-bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of her/ his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under Cyber/ IT act.

**How to Apply:**

- The applicants should go through this detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in).



- Those candidates who are applying for the first time have to register for the post by clicking on “NEW USER” button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking “New user” or “Registered User”, instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- Step-by-step procedure for registration/ re-registration can be viewed by clicking on “Instruction to fill up Online Application Form”.

**Pre-requisites for filling up Online Application Form:**

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/ Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.
- Recent Passport size Colour Photograph of the Applicant, scanned in “jpg/jpeg” format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in “jpg/ jpeg” format ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- SC/ ST/ SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, she/ he must give a self-declaration in the format appended in the online application form.
- Candidate claiming age relaxation under “Ex-Servicemen” category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who is going to retire within six months from the closing date of online application may apply for the post by obtaining “No Objection Certificate” from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the

discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. The scanned document must be in "Pdf" format between ranges of 100 kb to 500 kb.

- Candidates claiming reservation/ age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- The candidate should ensure that the scanned Photograph and full Signature, Left/ Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- Applicants who are Government servants/ working under PSUs of State Government or Central Government should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application failing which their candidature for the post will be rejected. At the certificate verification stage they must produce the original "No Objection certificate". Those who were not Government Servants/ working under PSUs of State Government or Central Government at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at the stage of certificate verification. Those Government servants/ those working under PSUs of State Government or Central Government who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Government servant status, and found to be a Government servant/ working under PSUs of State Government or Central Government on the day of Certificate Verification or before, will not be included in the Merit List.
- Candidates must submit correct data/ information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/ his online application is false/ incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/ his candidature for the post will be cancelled forthwith.

### **Annexure-B**

#### **Documents to be submitted at the time of Certificate Verification:**

- a. Downloaded copy of Admission letter for Certificate Verification.
- b. Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.
- c. Copy of the Online Application form legibly signed by the candidate at the appropriate place.





- d. HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- e. +2/equivalent certificate & mark sheet.
- f. Bachelor's Degree pass Certificate and mark sheet.
- g. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of Online Application.
- h. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- i. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.
- j. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- k. NOC in case of candidates working in Government Service.

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### **ANNEXURE-C**

#### **a) Syllabus of Preliminary Examination**

- Arithmetic– 10<sup>th</sup> Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10<sup>th</sup> standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

#### **(b) Syllabus of Main Written Examination:**

##### **(a) Language (Odia & English)**

- Odia Language Comprehension -10<sup>th</sup> Standard.
- English Language Comprehension - **Plus Two Standard**.
- Usage and Vocabulary (Odia as well as English).

**(b) General Studies.** (Indian Constitution, Indian Economy, Odisha economy & Budget, Indian and World Geography, History of India, History of Odisha, Art & culture with special reference to Odisha, General issues of Environment & Climate change – **Plus Two Standard**).

#### **(c) Syllabus of Computer Skill Test:**

- Computer Fundamentals

- MS Windows
- Office Software
- Word Processing(MS Word)
- Spread Sheet(MS Excel)
- Presentation/Slide ware(MS PowerPoint)
- Database(MS Access)
- Usage of the Internet, Services available on the Internet
- Basic Networking Concepts, Communication Technology

**(d) Syllabus of Mathematics Test:**

- Arithmetics
  - Algebra
  - Statistics & Probability
  - Mensuration
- (All Secondary School Level)

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