Advertisement No.IIE.124/2023/ 5053 /OSSC Date: 27·12·2023

DETAILED ADVERTISEMENT FOR COMBINED RECRUITMENT EXAMINATION OF DIFFERENT POSTS HAVING PHYSICAL MEASUREMENT AND PHYSICAL EFFICIENCY TEST-2023 UNDER DIFFERENT DEPARTMENTS/HoDs OF GOVT. OF ODISHA

(POST CODE: 389)
(WEBSITE: www.ossc.gov.in)

1. **Application Invited**:

	Start Date	End Date
Online Registration	10.01.2024	09.02.2024
Submission of Online Application Form	10.01.2024	12.02.2024
Date of editing of Online Application form	10.01.2024	15.02.2024
Mode of Application	Online Mode only through the website "www.ossc.gov.in". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

a. This recruitment shall be guided by **"Combined Recruitment Examination of different posts having Physical Measurement & Physical Efficiency Test Rules, 2022"**. (Copy enclosed)

b. Applications are invited only through Online mode in the website "www.ossc.gov.in" for recruitment to fill up the vacancies reported by the following Department/HODs under Govt. of Odisha shown in the table below.

Sl. No	Name of the Post/ Services	Name of the Department/Heads of Department in which vacancy exists for this recruitment	No. of Vacancy (Out of which Women)	Group of Post/Services	Pay Matrix Level
1	Sub-Inspector of Excise	Excise Commissioner, Odisha, Cuttack.	33 (W-11)	Group-C	Level-8 of ORSP, 2017

c. 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.

d. 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.

e. Appointments shall be on a 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 16th October 2022.

f. 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 and

other tests shall be provisional and on the basis of information furnished by her/him in the Online Application Form.

g. 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.

h. 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.

i. 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.

j. 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.ossc.gov.in regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.

k. 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.

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					Special Category 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)	Ex-SM	Sports Person
1	Sub-Inspector of Excise	Excise Commissioner, Odisha, Cuttack.	19 (W-06)	02 (W-01)	05 (W-02)	07 (W-02)	33 (W-11)	01	NIL

Note:- PwD candidates are not eligible to apply for the post.
UR: Unreserved
SEBC: Socially and Educationally Backward Class
SC: Scheduled Caste
ST: Scheduled Tribe
W: Women
NOTE:

- Candidates belonging to the Transgender community are also eligible to apply.
- The number of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.

b. 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.

c. 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 and must have:-

    i. Passed Middle School Examination with Odia as language subject; or
    ii. Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject, or
    iii. Passed in Odia as language subject in the final examination of Class-VII or above; or
    iv. Passed a test in Odia in Middle English School standard conducted by the Board of Secondary Education, Odisha.

b. Educational Qualification:

1. The candidate must have passed Bachelor's Degree in any discipline from a recognized University or such other Educational qualification as may be considered equivalent thereto; and

2. The candidate must have passed Bachelor's Degree from any University incorporated by an Act of the Central or a State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be an University under Section 3 of the University Grants Commission Act' 1956 or a Foreign University approved by the Central Govt.

Provided that, in case of candidates who joined approved military services must have passed Intermediate Examination from any recognised University which shall be sufficient.

c. Age:

Minimum Age as on 01.01.2023	Maximum Age as on 01.01.2023
21 Years	32 Years

However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, and the total period of service rendered in defence service in case of Ex-servicemen. 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

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her/him. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2nd January 1991** and not later than **1st 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.14th 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 Certificate 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 going 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. Only 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:**

There shall be two stages of examination followed by Certificate Verification as given below-
(i)   Written Examination
(ii)   Physical Measurement and Physical Efficiency Test
(iii) Certificate verification

Stages of Examination	Type of Examination	No of Questions	Total Marks	Duration	Remarks
Stage-I	Written Examination	150	150	180 minutes	• The question will be of MCQ type (OMR/CBRE). • **There shall be negative marking @ 0.25 marks for each wrong answer.** • The Commission shall prepare a list of candidates who obtain minimum

					qualifying marks in Written Examination as fixed by Commission for next stage of Physical Measurement and Physical Efficiency Test. The Commission may fix different minimum qualifying marks for different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC). The Commission will call approximately ten times the number of vacancies for each category of candidates for PM & PET. If enough candidates do not pass the PM & PET to fill all vacancies of any category, the Commission may call another group of candidates from that category for PM & PET. At least three weeks' time will be there between date of publication of written result and date of PM & PET.
Stage-II	Physical Measurement and Physical Efficiency Test (as detailed at Clasue-4 (c))	Physical Measurement (PM) and Physical Efficiency Test (PET) will be qualifying in nature. The candidates qualifying in Physical Measurement shall be eligible to appear the Physical Efficiency Test. The candidates qualifying both in the Physical Measurements & Physical Test will be called for Certificate Verification.				
Stage-III	Certificate Verification	The candidature for the posts of the candidate shall be cancelled who remain absent in certificate verification. No request for change of date of certificate verification shall ordinarily be entertained.				

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

Note: In pursuance of GA & PG Department Notification No-29246, Dated-18th October 2022, in the Written Examination question shall be both in Odia and English version for which the candidate shall exercise his/her option for medium of examination in the online application form. The candidates may note that the option once given cannot be changed.

  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 may conduct the Written examination with objective papers through CBRE (Computer Based Recruitment Examination) Mode or OMR mode. In case of CBRE mode of examination is conducted in more than one session/sitting Commission will adopt the normalization process 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. 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.
  iv. The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.
  v. Any complaint on the conduct of the examination must be sent to the commission by email "support.ossc@gov.in" within 05(five) days of completion of examination.

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4. (b) Syllabus for the Written Examination

1. General English

The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in English. The pattern of questions should broadly include the following with graduate standard, namely:-

(a) Comprehension of a given passage.

(b) Usage and vocabulary.
(c) Questions to test the knowledge of grammar.

2. Odia Language

The aim of the paper is to test the candidate's ability to read and understand serious discursive prose and to express his ideas clearly and correctly in Odia. The pattern of questions should broadly include the following, namely:-

(a) Comprehension of a given passage.

(b) Usage and vocabulary.

(c) Translation from English to Odia.

3. General Studies

The nature and standard of questions will be such that a well-educated person should be able to answer them without having specialized study of the concerned subjects. The questions shall test general awareness of the candidate of a variety of subjects covering various fields of knowledge as expected from any graduate. The questions shall be in English and the candidates shall be required to answer in English. The paper of General Studies will include questions covering the following fields of knowledge, namely:-

(a) General Science and recent scientific or technological developments: Questions will test the candidate's awareness in the field of science and technology including matters of every day observation and experience.

(b) Current events of national and international importance: Questions shall be to test the knowledge of significant national and international events and of the topics of social relevance in the present day India.

(c) History of India from ancient times and Indian National Movement: Emphasis will be on testing the general understanding of social, economic and political aspects of the Indian History. Questions of Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of Nationalism, attainment of Independence and role of leading personalities in the freedom movement.

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(d) Indian and World Geography: Emphasis will more be on Geography of India. The questions will relate to physical and economic geography of the country. It shall cover the main feature of Indian agriculture and national resources.

(e) Indian Polity and Economy: Question of Indian Polity and Economy shall be on political system, Constitution of India, Panchayati Raj administration, Principal feature and characteristic of Indian Economy, Planning and Economic Development of India.

(f) Mental ability and test of reasoning.

(g) Numerical ability test and Arithmetic of H.S.C. standard.

(h) Basic computer literacy.

4 (c) Physical Measurement and Physical Efficiency Test

1. The Physical standards - Qualifying only:

The candidates must qualify the physical standards detailed below:

CATEGORY	HEIGHT	WEIGHT	UNEXPANDED CHEST	EXPANDED CHEST
(1)	(2)	(3)	(4)	(5)
General & SEBC (Men)	168cm.	55kg.	79cm.	84cm.
General & SEBC (Women)	155cm	47.5kg.	-	-
Scheduled Caste or Scheduled Tribe (Men)	163cm	50kg	76cm	81cm
Scheduled Caste or Scheduled Tribe (Women)	150cm	45 kg	-	-

2. Physical Efficiency Tests- Qualifying only
(A) The following Physical Efficiency Tests shall be held for the post of Sub- Inspector of Excise, namely: -
For Men of all categories:
  (i)   Running 1.6 Kms in 8 minutes
  (ii)   Long Jump of 3.66 meters in length in three attempts.
For Women of all categories:
  (i)   Running 1.6 KMs in 10 minutes and 20 seconds
  (ii)   Long Jump of 2.77 meters in length in three attempts
Note: i. Failure in completing the Physical Efficiency Test in the prescribed time or attempts shall lead to disqualification from the selection process.

ii. **The candidate should undertake that for any hurt/injury that might be caused during the course of participation in the Tests or consequential effect thereof on conclusion of the tests, he/she shall be fully and solely responsible and there shall be no liability attached on that account to any other person /Institution/Commission.**

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

   a. The tentative date for the Written examination is likely to be in March-June 2024. The exact Date, Time and Venue will be conveyed in due course through a Notice on the website of OSSC and/or in the Admission Letter.

   b. The Date, Time and Venue of the Main written examination, PM & PET and Certificate Verification will be conveyed to the candidates through OSSC website as well as in the Admission Letter(s) in due course.

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

   The candidates qualifying both in the Physical Measurements & Physical Test will be called for Certificate Verification. The candidates will be required to produce the Bio-data-cum-Attestation Form duly filled in along with their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Govt. Servants/employees of Public Sector Undertakings and other documents as intimated in the admission letter for verification and a set of self-attested photocopies of the same and OSSC copy of the online application form duly signed by the applicant. Bio-Data-cum Attestation format will be uploaded in the Commission's website well before the date on which Certificate Verification will be conducted. **Details are enclosed in Annexure-B**).
   NOTE: **Candidates who fail to appear for document verification will not be considered for final selection.**

7. **Admission Letter:**

   a. The Commission shall upload the admission letter(s)on its website www.ossc.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.

8. **Merit List:**

   Marks of the Main Written Examination shall be tabulated for preparing the 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 their marks secured in the Written examination.

   Resolution of Tie Cases: In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

   (i) Date of Birth, with older candidate placed higher and

   (ii) Alphabetical order in which the names of the candidate appear.

If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of men candidates in that category.

On acceptance of the list of candidates by the Appointing Authority the same will become the select list for the purpose of appointment of candidates.

The antecedents of the candidates shall be verified soon after their joining the posts. In case of receipt of adverse report of antecedents, the person shall be discharged from the service forthwith.

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 the 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 the examination/ instigate other candidates not to take the examination.
- Making statements, submitting information in applications 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 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.
- Obtaining question paper(s)/Examination-related materials before the due date/time, irregularly.

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.

9. **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.

10. **Important Instruction/Information to the Candidates: -**
   a. The candidate has to fill/confirm in the OMR answer sheet or CBRE Screen, as the case may be, the correct 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 if the appropriate circle is not darkened properly, then zero marks will be awarded.
   b. There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
   c. Sharing of marks with the candidate: Marks obtained by an applicant in the Main Examination are proposed to be shared with him/her after the Select list is published.
   d. This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.
   e. 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 05 days of the declaration of the said result through e-mail support.ossc@gov.in.
   f. **Applicants who are Odisha Government servants/employees of public sector undertakings 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 Odisha Government Servants/employees of public sector undertakings at the time of submission of application but became Government Servants /employees of public sector undertakings subsequently during the recruitment process must submit No Objection Certificate at the stage of certificate verification. Those Odisha Govt. servants/ employees of public sector undertakings 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 Odisha Govt. servant/ employees of public sector undertakings status, and found to be an Odisha Govt. servant /**

employees of public sector undertakings on the day of Certificate Verification or before, will not be included in the Merit List.

By Order of the Commission

Secretary

27.12.2023

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/ESM 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.

- When the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take the 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,

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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.

- 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.ossc.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

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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 isgoing 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.

- 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.

- If the candidates claiming Special Category (Ex-Servicemen) have not uploaded the relevant Certificate/documentor the uploaded Certificate/document is not visible their candidature for the post shall be rejected.

- Applicants who are Odisha Government servants should obtain a **"No Objection Certificate"** from their controlling authority and upload the same with the Online Application. At the certificate verification stage they must produce the original "No Objection Certificate". Those who were not Odisha Government Servants at time of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Non Submission of No Objection Certificate shall be treated as disqualification and the candidate shall forfeit his/her candidature for the post.

- 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.

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Document 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 certificate & marksheet or equivalent certificate.

f. Bachelor Degree certificate & 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 a photocopy of a valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of the 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 at least M.E. standard/Std-VII issued by BSE, Odisha/ Head of the Institution.

i. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates. Ex-Serviceman candidates also have to give declaration whether they have availed the benefit of Ex-Servicemen in a format devised by the Commission. In case an Ex-Serviceman candidate joined any civil employment, and given self-declaration/undertaking to the concerned employer about the date-wise details of application for various posts he had applied for before joining, must furnish the copy of above declaration duly endorsed by the employer for consideration of claim under Ex-Serviceman category.

j. NOC in case of candidates working in Government Service/Public Sector Undertakings.

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