



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

Advertisement No.IIE-133/2019- 4567 /OSSC; Date: 31.12.2020

DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF SMALL SAVINGS & FINANCIAL INCLUSION OFFICER ON CONTRACTUAL BASIS UNDER FINANCE DEPARTMENT, GOVERNMENT OF ODISHA

POST CODE: SSFIO/37

(WEBSITE: www.osscc.gov.in)

1. IMPORTANT INSTRUCTIONS:

- Online Applications are invited from intending candidates to fill up 15(fifteen) numbers of posts of Small Savings & Financial Inclusion Officer under Finance Department, Government of Odisha on contractual basis.

	Start Date	End Date
Online Registration	03.09.2021	01.10.2021
Online Payment of Examination Fees	03.09.2021	01.10.2021
Submission of Online Application Form	03.09.2021	08.10.2021
Mode of apply	Online Mode only through the website www.osscc.gov.in . No Physical copy/Hard copy of the online application form need to be submitted by the applicant.	

- Candidates must register their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages from the Commission relating to the recruitment.
- Before applying for the post, the Candidates must go through this advertisement uploaded in the official website of the Commission and on satisfying the eligibility criteria prescribed may apply for the post through online mode only. Application(s) received through any other mode shall not be entertained/received by the Commission.
- Candidates must have passed Bachelor's Degree in any Discipline from a recognised University as on the last date of submission of online application form with proficiency in Computer Knowledge such as (Internet, e-Mail, Word Processing, Data Analysis & Presentation) and must possess requisite certificate of passing HSC or ME standard in Odia as a Language subject are eligible to apply for the post.
- The appointment will be initially on contractual basis carrying a consolidated remuneration of Rs.16880/- per month (for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules, 2017 notified vide Government in GA & PG Department Notification No. GAD-SC-Rules-0037-2017-19569/Gen dtd.12th September, 2017.
- Candidate to be eligible to apply for the post (refer to Clause-6(a) of this Advertisement) may claim usual age relaxation only in case of SEBC/SC/ST/Women/PwD/ In-Service (Contractual employees) /Ex-Servicemen candidates as per relevant rules of Govt. of Odisha in force.
- In-service contractual candidates appointed before 17.01.2014 in Group-B post/services & before 18.11.2013 in Group-C posts/services & claiming benefits under the Contractual Appointment Rules shall have to follow the advisory notice published vide No.3568/ dtd.01.11.2019 available in the Commission's website.

- Commission will adopt normalization process for processing the result where candidates appear the examination 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.
- The candidate must submit correct data /information in the Online Application Form basing on which he/she shall be allowed to appear the examination. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.

2. How to apply:

- a. The applicants have to go through the Detail Advertisement before filling up the online application form.
- b. Aspirants have to apply online using the official website of the Commission www.osscc.gov.in.
- c. All eligible candidates have to register themselves by clicking on “**APPLY ONLINE**” button in the Home page of the Commission’s website www.osscc.gov.in.
- d. 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.
- e. 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 are to be read carefully before proceeding for filling up the Application Form.
- f. Step by step procedure for registration/re-registration can be viewed by clicking on “**Instruction to fill up Online Application Form**”.

3. Pre-requisites for filling up Online Application Form

- a. Applicants should possess and maintain an 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 (given during registration) active for all important communication till publication of the final result of this recruitment exam.**
- b. Recent Passport size Colour Photograph of the Applicant, scanned in “jpg/jpeg” format between ranges of 20 kb to 100kb shall be kept handy for uploading during Registration for any post.
- c. Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in “jpg/jpeg” format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.
- d. Applicant shall keep their Certificates, Mark sheets & other documents ready as per Clause-8 of the advertisement while filling in the details of the educational qualification & other claims during filing of Online Application Form.
- e. Applicants should enter the Aadhar number in the appropriate field in the online application form.

- f. SC/ST/SEBC category candidates need to submit detail information of online Caste Certificate issued by competent Authority in the online application form. But if the valid online Caste Certificate issued by the competent Authority is not in possession with the candidate at the time of submission of the online application form, he/she must give self declaration in the format appended to the online application form.
- g. Candidate claiming reservation/age relaxation under “**Ex-Serviceman**” 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 are going to retire within six months from the closing date of online application may apply for the post by obtaining relevant “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 on the date of certificate verification for considering their claims under Ex-Serviceman category.

The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.

- h. 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.

i. In-service contractual employees of Government Offices claiming age relaxation (maximum age limit 45 years as on 01.01.2020) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 if the candidate is in Group-B Post & Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 and who have completed minimum one year of continuous service prior to commencement of Odisha Group- B/ Group-C& D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the proforma prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.oss.gov.in. They shall have to fill the detail information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. in the online application form and candidate has to produce the originals during Certificate Verification for consideration of his/her claim under Contractual in-service benefits.

The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents must be clearly identifiable/ visible, otherwise the registration and application shall be liable for rejection and no correspondence on this account shall be entertained.

Candidates must submit correct data /information in the Online Application Form basing on which the candidate shall be allowed to appear the examination. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.

4. (a) Vacancy position and reservation thereof:

Sl. No	Name of the Post	Category wise Vacancy					Vacancies reserved for Special Categories		
		SC	ST	SEBC	UR	Total	EX-SM	PwD	Sports Person
1	Small Savings & Financial Inclusion Officer	02 (w-01)	03 (w-02)	01 (w-1)	09 (w-03)	15 (w-07)	01	01	Nil

Note:- SC- Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially & Educationally Backward Classes

UR- Unreserved

EX-SM- Ex-Servicemen

PwD- Persons with Disabilities

W-Women

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

(c) Suitability of PwD

One post is reserved for Candidates of PwD category having minimum 40% permanent disability and Benchmark Disability of Category-III of SSEPD Department Resolution No.7140/SSEPD dated 05.09.2017 as per the requisition placed by the Requisitioning Authority. However, PWD candidates having minimum 40% permanent disability with Physical requirement S, BN, SE, RW, MF, H, C are eligible to apply for the post. & Functional Classification for the post are OL, OA, LV, HI, BL (MNR).

Note:

S- Work performed by sitting (on bench or chair)

BN- Work performed by Bending

SE- Work performed seeing

R&W- Work performed by Reading & Writing

MF- Work performed by manipulating (with fingers)

H- Work performed by hearing/speaking

C- Work performed by Communication

OL- One Leg affected (R and/or L)

OA- One arm affected (R or L)

LV- Low vision

HI- Hearing Impaired

BL (MNR) - Both legs affected but not arms (Mobility not be restricted)

(d) Provision of assistance of Scribe

PwD candidates who have not less than 40% permanent disability and have limitation in writing shall have the option to use his/her own scribe with due permission of the Commission. The intending candidates have to give option for scribe in the online application form and have to submit the required certificate in prescribed format at Appendix-I and Appendix-II appended to this advertisement.

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

5. Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of **Rs.16880/- per month(for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules, 2017 notified vide Government in GA Department Notification No.GAD-SC-Rules-0037-2017-19569/Gen dtd.12th September,2017** and Condition of Service will be guided by the Government of Odisha Group-B Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.1147-GAD-SC-RULES-0061-2013/Gen dated 17th January, 2014 and other Recruitment Rules in Force.

6. Eligibility:

a. Age:

The minimum age for the post is 21 years and the maximum age is 32 years as on 01.01.2020. 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 can only avail one type of age relaxation as per rule. **To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1988 and not later than 1st January 1999.** The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the date of the submission of online application are not eligible to apply as ex-serviceman for the post. Ex-Servicemen who are going to retire within six months from the last date of submission of online application may apply for the post by obtaining relevant **“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 Viva Voce Test 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.

Note: 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 his present employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

The upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or in the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of "Odisha Group-B posts (Contractual appointment) Rules-2013 or Odisha Group-C & D posts (Contractual Appointment), Rules,2013". In case of Group-B posts i.e they must have completed one year of continuous service as on 17.01.2014 and in case of Group-C posts they must have completed one year of as on 18.11.2013. They must be less than 45 years as on 01.01.2020. They should submit the required proof from their employer for availing age relaxation as per **the advisory notice at Appendix-III** during Viva Voce Test.

(b) 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.

(c) Educational Qualification:

A candidate must have held a Bachelor's Degree in any discipline from any recognised university as on the last date of submission of Online Application Form and with Proficiency in use of Computer, internet, e-mail, word processing, data analysis and presentation.



(d) 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 moral 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. A candidate, who after such medical examination as the Government may prescribe is not found to satisfy these requirements shall not be appointed to the service.
- (v) If married, must not have more than one spouse living. Provided that Government may, if satisfied that such marriage is permissible under Personal Law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (vi) Candidate must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-Language subject, or have passed in Odia as a language subject in the final examination of Class VII or above or have passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

NB: Not fulfilling of any of the eligibility criteria shall render the applicant's candidature invalid & rejected.

7. Examination Fee:

The candidates other than SC/ST/PwD category have to pay a non-refundable examination fee of Rs. 200/-. The fees can be deposited only through online mode using Internet Banking/Debit Card/Credit card/UPI/other available payment methods linked with the online application form. Candidates are advised to keep with them the copy of the e-receipt as a token successful payment of required examination fee for future reference.

Applications without payment of examination fees (except SC/ST/PwD candidates) will be taken as incomplete and shall be liable for rejection.

8. Certificates / documents to be submitted at the time of Viva Voce Test:-

The certificates/documents as listed below have to be submitted in original along with a set of self-attested xerox copies of the same and duly ink signed the copy of the Online Application Form during certificate verification on the date of Viva-Voce Test.

- (i) OSSC copy of the Online Application Form.
- (ii) HSC or equivalent pass certificate & mark sheet.
- (iii)+2 Examination or equivalent pass certificate and mark sheet.
- (iv) Degree/ Graduation pass Certificate & Mark sheet from any recognised University.
- (v) Certificate relating to Computer knowledge (optional).

- (vi) Recent valid caste certificate issued through online mode by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
- (vii) Certificate of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of Class-VII issued by Principal/Head Master or any Educational Institution duly recognised by Govt. of Odisha/ Central Govt. or other competent authority.
- (viii) Certificate of disability issued online by UDID (Unique Disability Identification Card) in case of PwD candidates with 40% or above permanent disability claiming reservation for the post.
- (ix) Candidates claiming reservation /age relaxation under Ex-servicemen category must submit Discharge certificate, identity Card & P.P.O issued by the appropriate Authority where in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the date of the submission of online application are not eligible to apply as ex-serviceman for the post. Ex-Servicemen who are going to retire within six months from the last date of submission of online application may apply for the post by obtaining relevant “**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 Viva Voce Test for considering their claims under Ex-Serviceman category.
- (x) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** appended to this advertisement.

9. Plan of Examination:

Exam Type	No. of Questions	Marks	Time	Remarks
Tier-I General Awareness (Objective types/MCQ types) Computer Based Recruitment Examination	100 Questions	100 Marks	1 Hour 30 Minutes	Negative marking of 0.25 for each wrong answer. No marks will be awarded or deducted for the questions left un-attempted.
Tier-II Viva Voce Test	10 Marks			Candidates numbering up-to 3 times of the vacancies notified category wise shall be shortlisted to appear the Viva-voce Test. Certificate verification of the shortlisted candidates shall be done on the date of Viva-Voce Test to check the eligibility of the candidates. The candidature of the candidates will be rejected who will remain absent in Viva-Voce Test. No request for change of date of Viva-Voce Test will be entertained under any circumstances.

Syllabus of the Tier-I (General Awareness) Examination:

The questions shall be objective type (MCQ) of one mark each from the subjects such as Current affairs, Arithmetic of HSC standard, Basic computer knowledge and application, History of India, Socio-economic scenario of the country, General Science, English and Odia language Skills including comprehension, idioms & phrases, Vocabulary, Grammar & Usage, Geography of India , Indian Polity , Human Rights issues, Art & culture with special reference to Odisha. **At least 10 percent questions shall be from Basic computer knowledge & its application.**

10. Place, Date, Venue of Tier-I Examination & Viva Voce Test:

The Date, Time, Venue of the Computer Based Recruitment Examination (CBRE) & Viva-Voce Test will be informed to the candidates in the Admission Letter, which will be made available in the website of the Commission. The Admission Letter will be carrying the photograph and signature of the candidate and facsimile signature of Secretary of the Commission. The Admission Letter will also contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate during the examination will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission prior to the holding of the CBRE & Viva-Voce Test. The candidates shall have to download the admission letters by accessing the Commission's website and using their 'User ID' and 'Password' to appear the CBRE & Viva-Voce Test. The date of the CBRE & Viva-Voce Test will be informed to candidates by publishing Notice in the Commission's website & also in newspapers. Alert message will be sent to the candidates through their registered Mobile Number/ e-mail Id. while the Admission Letters is made available in the Commission's website. Candidates are therefore advised to keep their e-Mail Id and Mobile number active till completion of the recruitment process. Each candidate shall have to download his/her Admission Letters well before the date of the examination. The candidates are also advised to regularly visit the website of the Commission to know the status of each examination/tests etc. No Admission letter will be sent through post.

11. SELECT LIST:

The select list shall be prepared in order of merit equal to the vacancies advertised basing on the performance of the candidates in the CBRE(Tier-I) and Viva-Voce Test(Tier-II) i.e, sum total of marks in Tier-I & Tier II taken together and found suitable in the certificate verification. The candidature of the candidate shall not be considered if he/she fails to appear the Viva-Voce Test on the schedule date & time.



Note:

- i. **The candidates are required to visit the official website of the Commission 'www.osscc.gov.in' regularly for detailed information about the programme of the examination other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily newspapers.**
- ii. **The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. The Mobile No. & e-Mail Id should remain active till completion of the recruitment process to avoid any communication gap.**

WARNING

Mobile phone or any other electronics devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

By order of the Commission


Secretary



No.IIE-09/2016/ 3453/OSSC

Date: 24.8.19

(Website- www.osscc.gov.in)

Advisory Notice to PwD candidates

Following advisory is issued 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).

The qualification of the scribe shall be one step below the qualification of the candidate taking the examination as well as he/she shall not be from the same discipline/stream/subject on which the candidate is taking his/her examination. The scribe to be allowed for writing a subject shall not have the same subject in his/her academic qualification as of the candidate taking the examination in the said subject. 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.

- 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 his/ her 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 written examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines.

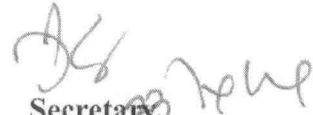
By order of the Commission


Secretary

Memo No. 3454/OSSC;

Date: 24.X.19

Copy forwarded to the Statistical Assistant/ All ASOs for information and necessary action. Statistical Assistant is requested to upload the Notice in Commission's website for information of all concerned.


Secretary

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation:

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

APPENDIX-II

DECLARATION BY THE PwD CANDIDATE FOR EXAMINATION CONDUCTED BY OSSC

I _____ S/o, W/o, D/o _____ Resident of _____ bearing Roll Number : _____ for the post of _____ (Post Code: _____) of Preliminary/Main written examination scheduled to be on _____ and _____ sitting hereby declared that Mr./Ms. _____ S/o, W/o, D/o _____, as follows, has agreed on my request to act as my scribe for the above examination and his educational qualification as on the date is _____ which is one step below that of mine. He/ She does not have the same subject in his/her academic qualification as of mine on which I am taking this examination.

DECLARATION BY THE SCRIBE/WRITER

I _____ S/o, W/o, D/o _____ Resident of _____ have agreed to act as scribe for Mr./Ms. _____ with the disability of _____ bearing Roll No. _____ for Preliminary/Main written examination for the post of _____ (Post Code: _____) scheduled on _____ and _____ sitting. I declare that my educational qualification as on the date of this examination is _____ and my subject(s) of the academic course is/are _____.

Space for pasting of recent passport size photograph of **Scribe** to be cross self attested

Space for pasting of recent passport size photograph of **Candidate** to be cross self attested

If the above declaration is found false, I am liable for any penal action as deemed proper under relevant law and be solely responsible for the consequences and loss suffered by the candidate.

Signature of the Scribe

If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own risk. I understand that if the declaration of scribe is found false, I may be debarred from examination.

Signature of the Candidate

The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose of sitting arrangement.