

**ODISHA STAFF SELECTION COMMISSION**

Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No.IIE-115/2021-3837/OSSC; Date: 04.12.2021**Selection of candidates for recruitment to the post of Junior Stenographers on Contractual basis as Initial Appointees in the Heads of Departments, Cadre****(POST CODE – JSHO/40)**Website: www.osscc.gov.in**IMPORTANT:**

- **Online Applications are invited from intending candidates to fill up 3(Three) numbers of posts of Junior Stenographer in the Heads of Department cadre.**

	Start Date	End Date
Online Registration	07.12.2021	06.01.2022
Online Payment of Examination Fees	07.12.2021	06.01.2022
Submission of Online Application Form	07.12.2021	14.01.2022
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 this recruitment.**
- **Candidate to be eligible to apply for the post must have passed Higher Secondary School (+2) Examination in any stream from any recognised institution and must possess a minimum speed of eighty (80) words per minute in Shorthand Test both in English & Odia.**
- **The prescribed age limit for the post is from 18 years to 32 years as on 01.01.2021 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-service contractual employees as detailed under clause-4(a) of the advertisement.**
- **The appointment will be initially on contractual basis as Initial Appointees carrying a consolidated pay in the pay matrix of Level-7 of ORSP-17, amounting to Rs.14200/- in the first year as per Govt. in G.A. & P.G. Department Notification No.28621/Gen dated 27.10.2021. The pay is subject to revision as per decision of the Government of Odisha from time to time.**
- **The candidates applying for the post must go through this detailed advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**
- **If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination will be**

cancelled forthwith and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.

- **Appointment to the post shall be guided by Odisha Group-C & D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013-/Gen dated 12th November 2013 & subsequent amendment and the Condition of Service shall be governed by Odisha Heads of Department Stenographers Service (Recruitment & Condition of Service of Private Secretaries, Personal Assistants & Stenographers) Rules, 1988 and as amended up to date.**
- **No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access the Commission's website www.osscc.gov.in regularly to know about the status of their applications and date of test(s).**

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 to receive all important communication from the Commission 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 required Certificates, Mark sheets & other documents ready as per Clause-7 of the advertisement while filling up the details of the educational qualification & other fields 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 the valid 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 “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-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 01.01.2021) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/ Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group’C’ &’D’ posts 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. The candidate has to produce the certificate issued by the employer in the prescribed format, as prescribed in the above Advisory Notice along with original documents 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. Number of posts to be filled up and reservations :

(a) As per the requisition received the detail category wise break up of vacancies for the post of Junior Stenographer is as follows:-

Sl. No	Name of the office	UR	SEBC	SC	ST	Total
01	Odisha Staff Selction Commission,	02	Nil	Nil	Nil	02
2	RDC Southern Division, Berhampur	01	Nil	Nil	Nil	01

No vacancy is reserved for SEBC/SC/ST & women candidates. However, they can avail the age relaxation as per rules in vogue (refer clause-4(a) of the advertisement) to compete in the UR category.

NOTE: -

SC-Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially and Educationally Backward Class

UR- Unreserved.

(b) Vacancy for special category:

No Vacancy is reserved for special category candidates such as Ex-Servicemen, PwD, and Sports Person. However the Ex-SM /PwD category can only avail the age relaxation as per the Rules in vogue (refer Clause-4(a) of the Advertisement).

As per the Govt. of Odisha in Social Security & Empowerment of Persons with Disabilities Department Resolution **No.1843/SSEPD Dtd.25.02.2021**, the PwD candidates having 40% or more permanent disability in the following categories and bench mark disability shall be eligible to apply for the post are as follows:-

Category	Types of Disabilities
Category-I	a. Low Vision;
Category-II	b. Hard of hearing (with suitable aid);
Category-III	c. OA,OL,BL(Mobility not restricted) Cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

Note: The number of vacancies and other conditions of Vacancies 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.



5. **Eligibility:**

(a) **Age:**

The minimum age for the post is 18 years and the maximum age is 32 years as on 01-01-2021. 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, 1989 and not later than 1st January 2003.** The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as ex-serviceman for the post. However such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category.

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

However the upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of Odisha Group-B/ Group-C & D posts contractual appointment rules, 2013 as per the provisions of "Odisha Group-B/ Group-C & D posts (Contractual Appointment) Rules, 2013" and as amended up to date. As such they must be less than 45 years as on 01.01.2021. They should submit the required proof from their employer as per Clause-7(ix) of the Advertisement at the time of document verification.

(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 by the Commission.

(c) **GENERAL CRITERIA OF ELIGIBILITY:-**

A candidate applying for the above post should be (a) a citizen of India, (b) of good character, (c) of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates) (d) must not have more than one spouse living (e) (i) must have passed M.E. School Examination with odia as language subject, or (ii) have passed HSC Examination 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 and above, or (iv) passed a test in Odia in M.E. School standard conducted by Education Department.

(d) Minimum Educational qualification:

The candidate in order to be eligible for appearing in the selection examination for the post must have passed:

- (i) Higher Secondary school (+2 Arts/Science/Commerce) certificate Examination or equivalent School leaving Examination of a recognised Board/Council and
- (ii) Possess a minimum speed of Eighty(80) words per minute in Shorthand both in English and Odia.

6. 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 treated as incomplete and shall be liable for rejection.

7. Detailed Application Form(DAF) to be submitted at the time of Certificate Verification:

The candidates are required to submit the self attested photocopies of the following documents mentioning on each of the document “Submitted by me” and put their **full signature**. However, the candidates have to produce their Original certificates before the verifying officer for necessary verification.

- i. OSSC Copy of the Online Application legibly signed by the candidate at appropriate place.
- ii. Photocopy of HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- iii. Photocopy of +2 certificate & mark sheet or equivalent certificate issued by the concerned Board/Council.
- iv. Photocopy of certificate indicating successful completion of a course in Stenography in any Industrial Training Institute approved by NCVT/ SCTE & VT or other Government run or Government recognised institution. The stenography certificates should indicate the speed i.e. **minimum eighty words per minute** both in English & Odia.
- v. ST, SC & SEBC candidates claiming age relaxation must submit photocopy of caste certificate issued by the competent authority for the purpose of employment/service. 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.**
- vi. Photocopy of disability certificate issued online UDID by competent Medical Authority in case of PWD candidates.
- vii. Candidates have to submit a self-attested copy of 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.

- viii. Photocopy of discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- ix. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination. The candidate has to submit the required documents for verification during Certification Verification.

8. PLACE AND DATE OF WRITTEN EXAMINATION:

The Date, Time & Venue of the Written Examination (Language Tests), Shorthand Tests and certificate verification will be conveyed to the eligible candidates in the Admission Letters in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified by the Commission.

9. PLAN OF EXAMINATION:

There shall be three stages such as (i) Language test both in English and Odia
(ii) Shorthand test in English and Odia. (iii) Certificate verification as detailed below:
The Total marks in the Test shall be 250 marks

Stage-I

LANGUAGE TEST			
(a) English	Only working knowledge in English language shall be tested.	25 marks 30 minutes	Objective type with Multiple Choices of answers to be conducted through CBRE mode
(b) Odia	Only working knowledge in Odia language shall be tested.	25 marks 30 minutes	
	Total	50 marks (in Written Examination)	

There will be 25 questions each from English and Odia Language. There shall not be any qualifying mark.

Stage-II

SHORTHAND TEST(ENGLISH)		
(a) Dictation (English)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	25 minutes @ 16 words per minute	50 marks
	Total	100 marks

Note: Half (1/2) marks shall be deducted per mistake. Qualifying marks shall be 33%

SHORTHAND TEST(ODIA)		
(a) Dictation (Odia)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	35 minutes	50 marks
	Total	100 marks
Note: There shall not be any qualifying mark		

If any candidate remain absent in any stage of the examination ,he/she shall not be eligible to appear in subsequent stages of said examination.

Stage-III

CERTIFICATE VERIFICATION

Candidates who appeared the Language Test both in English & Odia shall be eligible to appear the Shorthand Test in English & Odia. Those who will qualify in the Shorthand Test in English shall be called for verification of certificates and other documents as detailed in Clause-7 of the Advertisement.

The Transcription Test (On Computer) in Odia will be done in “Leap Office” or “Akruti” software as per the convenience of the candidate.

The Candidates appearing in both the papers of the Language Test shall be allowed to appear in Shorthand Test in English. The Candidates who will attend the Shorthand Test in English shall be allowed to appear the Shorthand Test in Odia.

The Qualifying mark in Shorthand Test in English is 33%. The candidates securing minimum 33% Mark in Shorthand Test in English shall be taken into the merit list.

10. Admission letter:-

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. “www.osscc.gov.in”. The candidate has to go to the website of the Commission click on the button ‘candidates login’ and then provide ‘user Id’ and ‘Password’ upon which the status of the application will be displayed on the screen. The eligible applicant has to click on “**Download Admission Letter**” and the requisite Admission letter can be downloaded. **Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**

The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission. **The**

candidate who will appear both the Language Tests (English & Odia) will be allowed to appear the Shorthand Tests.

11. Select List:

The merit list shall be prepared category-wise basing on the sum total of marks secured in Language Test both in English & Odia and Stenography Test both in English & Odia taken together (Total 250 Marks). The candidates who have secured the minimum qualifying marks in English Shorthand Test i.e, minimum 33 marks out of 100 marks, shall be taken into the merit List.

The eligible contractual employees belonging to Category-I and category-II (In-service Contractual employees appointed in Government Offices prior to 17.11.2014 for Group-B Services & 18.11.2013 for Group-C & Group-D Services and have completed minimum one year of contractual Service by the date) shall be allowed required benefit as per rule 8 of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

The Select list shall be published on the basis of merit and category wise as per the vacancies advertised.

12. Results: The results will be published in due course in the Commission's website.

NOTE: -

- i. **The candidates are required to visit the official website of the Commission 'www.oss.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

Annexure-'A'

Self Declaration

(At the time of applying for different posts to be filled up through OPSC/OSSC/OSSSC)

I Smt./Sri _____ Daughter/Son of _____ Age (as per advertisement) _____ Years _____ months _____ days, Caste (ST/SC/SEBC) _____ Resident of Village _____ P.O. _____ P.S. _____ Town (NAC/Municipality/Municipal Corporation) _____ Tahasil _____ District _____ Odisha, PIN Code _____, do hereby declare that the information given above is true to the best of my knowledge and belief . I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all the benefits, if any, availed by me shall be summarily withdrawn.

Date :

Place:

Signature of the applicant

(Name of the applicant)

Annexure-'B'

ଆମ୍ବୋଷଣାନାମା

(ଓଡ଼ିଶା ଲୋକସେବା ଆୟୋଗ/ଓଡ଼ିଶା କର୍ମଚାରୀ ଚୟନ ଆୟୋଗ/ଓଡ଼ିଶା ଅଧ୍ୟକ୍ଷ କର୍ମଚାରୀ ଚୟନ ଆୟୋଗଦ୍ୱାରା ବିଭିନ୍ନ ପଦବୀ ପୂରଣ ପାଇଁ ଚୟନ ନିମନ୍ତେ ଆବେଦନ ସମୟରେ)

ମୁଁ(ଶ୍ରୀମତୀ/ଶ୍ରୀ).....ପିତା....., ବୟସ (ବିଜ୍ଞାପନ ଅନୁଯାୟୀ) ବର୍ଷ.....ମାସ.....ଦିନ.....ଜାତି(ଅନୁସୂଚିତ ଜନଜାତି / ଅନୁସୂଚିତ ଜାତି / ସାମାଜିକ ଓ ଶିକ୍ଷାଗତ ପଛୁଆ ବର୍ଗ)....., ବାସସ୍ଥାନ ଗ୍ରାମ/ଝାଡ଼)....., ପୋ/ଅ.....ଆନା....., ସହର (ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ/ନଗରପାଳିକା / ମହାନଗର ନିଗମ)....., ଚହସିଲ ଜିଲ୍ଲା ଓଡ଼ିଶା, ପିନ କୋଡ ଏତଦ୍ୱାରା ଘୋଷଣା କରୁଅଛି ଯେ ମୋ ଦ୍ୱାରା ଉପରୋକ୍ତ ପ୍ରଦତ୍ତ ସମସ୍ତ ତଥ୍ୟ ମୋର ଜ୍ଞାତସାର ଓ ବିଶ୍ୱାସ ଅନୁଯାୟୀ ସତ୍ୟ ଅଟେ । ମୁଁ ଭଲ ଭାବରେ ଅବଗତ ଯେ, ଯଦି ମୋ ଦ୍ୱାରା ପ୍ରଦତ୍ତ କୌଣସି ତଥ୍ୟ ଅସତ୍ୟ କିମ୍ବା ମିଥ୍ୟା ପ୍ରମାଣିତ ହୁଏ, ତେବେ ମୁଁ ଆଇନ ଅନୁଯାୟୀ ଦଣ୍ଡିତ ହେବି ଏବଂ ମୋ ଦ୍ୱାରା ଉପଲବ୍ଧ ସମସ୍ତ ସୁବିଧା ମୋ ଠାରୁ ସମ୍ପୂର୍ଣ୍ଣ ଭାବେ ପ୍ରତ୍ୟାହାର କରିନିଆଯିବ ।

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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 orissasse@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.

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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

[Signature]
Secretary

Memo No. 3454/OSSC;

Date: 24.8.19

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.

[Signature]
Secretary

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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).

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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 _____ PS- _____, District- _____ 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.