



Advertisement No.IIE-125/2021- 4301/OSSC; Date: 23.12.2021

DETAILED ADVERTISEMNET FOR COMBINED GRADUATE LEVEL EXAMINATION-2021 FOR
RECRUITMENT IN DIFFERENT GROUP-B STATE CADRE POSTS AS “INITIAL APPOINTEES” IN
DIFFERENT OFFICES UNDER GOVERNMENT OF ODISHA

POST CODE: CGL/199

(WEBSITE: www.osscc.gov.in)

1. IMPORTANT INSTRUCTIONS:

- Online Applications are invited from intending candidates to fill up vacancies against 233 (Two Hundred Thirty-three) no. of posts of Group-B Graduate Level posts as “Initial Appointees” under different Offices under Government of Odisha.

	Starting Date	Closing Date
Online Registration	12.03.2022	11.04.2022
Online Payment of Examination Fees	12.03.2022	11.04.2022
Submission of Online Application Form	12.03.2022	22.04.2022
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 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.
- The candidate applying for the post must have passed Bachelor’s Degree in any discipline from any recognised University or such other educational qualification equivalent there to from a recognised University and must possess requisite certificate of passing HSC or ME standard in Odia as a Language subject.
- The appointment will be initially on contractual basis carrying a consolidated remuneration of Rs.25,300/- per month (for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules, 2021 notified vide Government in GA & PG Department Notification No.28626—GAD-SC-RULES-0037/2017/Gen. dtd.27th October, 2021.
- 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:

- The applicants have to go through the Detail Advertisement before filling up the online application form.
- Aspirants have to apply online using the official website of the Commission www.osscc.gov.in.
- 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.
- 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 are to be read carefully before proceeding for 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**”.

3. Pre-requisites for filling up Online Application Form

- 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.**
- 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.
- 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.
- 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.
- Applicants should enter the Aadhar number in the appropriate field in the online application form.
- 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 01.01.2021) 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.osscc.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:

Sl. No	Name of the Post	Name of the Office	Category wise Vacancy Position					Special Category Vacancy		
			SC (Out of which Women)	ST (Out of which Women)	SEBC (Out of which Women)	UR (Out of which Women)	Total (Out of which Women)	PwD With Bench mark disability to be reserved	ESM	Sports Person
1	Inspector of Cooperative Societies	Registrar of Cooperative Societies, Odisha	19 (W-06)	29 (W-10)	24 (W-08)	55 (W-18)	127 (W-42)	Cat-I (VI-1) Cat-II(HI-1) Cat-III(OH-2) Cat-IV-1 Total-05 (w-2)	04	01
2	Auditor of Co-operative Societies	Directorate of Co-Operative Audit, Odisha	04 (W-01)	06 (W-02)	17 (W-06)	44 (W-14)	71 (W-23)	Cat-II(HI-04) Cat-III(LD-02) Total: 06(w-2)	05	02
3	Auditor	Directorate of Textiles, Odisha	01	01	01 (W-01)	03 (W-01)	06 (W-02)	Nil	Nil	Nil
4	Auditor	Revenue Divisional Commissioner (SD), Berhampur	Nil	Nil	Nil	01	01 (W-Nil)	Nil	Nil	Nil
5	Inspector of Textiles	Directorate of Textiles, Odisha	05 (W-02)	03 (W-01)	03 (W-02)	17 (W-08)	28 (W-13)	Cat-II(HI-1)	02	01
Total			29 (W-09)	39 (W-13)	45 (W-17)	120 (W-41)	233 (W-80)	12 (W-04)	11	04

Note:- SC- Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially & Educationally Backward Classes

UR- Unreserved

ESM- 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

PwD category having not less than 40% permanent disability and Benchmark Disability in the following category are eligible for the post as per Department of SSEPD Resolution No. 1843 dated 25.02.2021.

Category	Benchmark Disability
I	a. Blindness & LV (Low Vision)
II	b. Deaf & Hard of Hearing
III	c. Loco Motor Disability like OL (One Leg), OA (One Arm), BL(Both Leg), Leprosy Cured, Dwarfism, Acid Attack Victims
IV	d. Autism, Intellectual disability, Specific learning disability and mental illness e. Multiple disabilities from amongst person under clauses (a) to (d) including deaf-blindness

Physical Requirement:-

Code	Function
MF	Work performed by manipulating (with fingers)
PP	Work performed by pulling and pushing
L	Work performed by lifting
BN	Work performed by bending
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
H	Work performed by hearing/speaking
R W	Work performed by reading and writing

(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 as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.

(e) Option/preference for the post:

The Candidates have to exercise their choice of post in order of preference in the online application form. A candidate will be allotted to the post in order of preference exercised in the online application form subject to his/her position in the merit list & category wise availability of vacancy. However, the decision of the Commission in allotting a candidate to a post shall be final and binding.

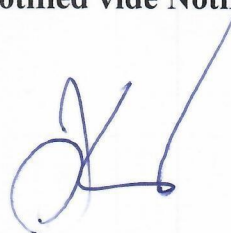
(f) The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission/ Requisitioning Authority/ Government.

5. Remuneration & Condition of Service:-

On selection, the candidate will be appointed as Initial Appointees carrying remuneration of **Rs. 25,300/- per month** (for 1st year) and subsequent enhancement as per slabs prescribed under the Annexure in Govt. in G.A. & P.G. Department Notification No. 28626/Gen. dated 27.10.2021. The Condition of Service will be guided by the respective recruitment Rules in force & Odisha Group-B posts (Contractual Appointment) Rules, 2013 & amendments up to date.

6. Eligibility:**(a) Age:**

Candidates applying for the posts must not be below **21 Years** and must not be above **38 years of age** as on **1st January, 2021** as per the provision of **Odisha Civil services (Fixation of upper age limit) Amendment Rules, 2022** notified vide Notification No.771-GAD-SC-RULES-0008/2016/Gen. dated 11.01.2022.



The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates & the total period of service rendered in Defence Service in case of Ex-servicemen. The upper age limit is relaxable by 10 years for PwD candidates belonging to UR & SEBC category and PwD candidates in the ST & SC category shall be entitled to **get 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 age limit must not be born before 2nd January, 1983 and after 1st January 2000.**

The persons in Defence Forces not having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are 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. **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, 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 continuous service as on 18.11.2013. They must be less than 45 years of age as on 01.01.2021. They should submit the required proof from their employer for availing age relaxation as per **Advisory Notice No.3568/OSSC dated 01.11.2019** available in Commission's website.

(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) **Minimum Educational Qualification:** The candidate applying for the post must have passed Bachelor's Degree in any discipline from any recognised University or such other educational qualification equivalent there to from a recognised University.



(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.

Note: 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 (having Permanent Disability) 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/other available payment methods linked with the online application form.

On clicking the payment option, candidate shall be redirected to Odisha Trasury portal and payment should be made through any of the available payment methods. The required amount shall be deducted from the Candidate's bank account and shall be deposited on the OSSC head of account **"0051-00-104-0047-02041-000"**.

Candidates are advised to keep with them the copy of the e-receipt as a token of successful payment of required examination fee for future reference.

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

8. Certificates / documents to be submitted at the time of certificate verification:-

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.

- (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) Bachelor's Degree in any discipline or equivalent certificate & Mark sheet from any recognised University.

- (v) Valid caste certificate issued online by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
- (vi) 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.
- (vii) 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.
- (viii) Candidates claiming reservation /age relaxation under Ex-servicemen(ESM) 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 certificate verification for considering their claims under Ex-Serviceman category. The ESM candidates have to submit an undertaking/self declaration to the effect that whether they have availed the benefits of ESM in the civil employment.
- (ix) Sports Identity card issued by Sports and Youth Services Department, Govt. of Odisha in case of candidates claiming Sports person 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 in the **Advisory Notice No.3568/OSSC dated 01.11.2019 available in the Commission's website.**

9. Plan of Examination:

Stages of Exam	Type of Exam	Paper	Subject	Duration	No. of Questions	Total mark	Remarks
Stage-I	Examination to be conducted through CBRE Mode	Paper-I	Mathematics & Reasoning	1 & ½ Hours	100	100 Marks	There will be Objective type questions with negative marking @ 0.25 for each wrong answer.
		Paper-II	Composite paper (Odia,English, GK & Computer Awareness)	1 Hour	100	100 Marks	
		Total Marks				200 Marks	
Stage-II	Certificate Verification	Candidates 1.5 times of the vacancies in order of merit category wise basing on Marks secured in the written examination shall be shortlisted for Certificate verification					
There shall be no Viva-Voce Test							

Note: There will be multiple sittings of examination (CBRE) for which more than one question paper is required & Commission shall adopt standard NORMALIZATION process.

10. (a) Syllabus of the Written Examination(CBRE):

Paper-I (Mathematics & Reasoning)
100 Questions-100 Marks (1 & ½ Hours)

Mathematics:

Fractions and Decimals, Percentage, Average, Simple Interest and Compound Interest, Rates and Taxes, Insurance, Profit, Loss and Discount, Mixtures, Partnership, Problems on Time & Work, Time and Distance, Ratio and Proportion, Statistics & Probability.

Reasoning:

Alphanumeric series, Blood relation, Data sufficiency, Decision Making, Puzzles, Seating Arrangements, Statement & Conclusion, Statement & Assumption, Syllogism, Coding & Decoding, Order & Ranking.

Paper-II(Composite Paper)

(Odia, English, GK & Computer)- 100 Questions-100 Marks (1 Hour)

Odia: (20 Questions-20 Marks)

Transformation of sentences Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex, Sandhi, Samasa, Antonym & Synonym, Error Correction in Words, Idioms and Phrases, Taddhita & Krudanta, Punctuation Marks, Comprehension of an unseen passage

English: (20 Questions-20 Marks)

Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases & Clause, Direct & Indirect speech, , Determiners, Pronouns, Articles, Prepositions, Comprehension of given passage.

General Knowledge: (40 Questions-40 Marks)

General Science, History & Geography of India with special reference to Odisha, Indian Polity & Governance, Ecology & Environments, Indian Economy & Budget, Banking Awareness, Indian Society, Indian Art & Culture, Current events with national & International importance, National & International Awards, Sports achievements, Inventions & discoveries, Books & Authors, Days & Dates, International Organisation with membership & Headquarters, Current affairs with special reference to Odisha.

Computer Awareness: (20 Questions-20 Marks)

Computer Fundamentals, Basics of Operating Systems & its functions, Hardware & software, Microsoft Office (Word, Excel, Power Point, Access), Basics of Database Management System & Computer languages, Networking, Internet & e-Mail, Computer Abbreviations, Basics of Artificial Intelligence & Neural Network, Search Engines & Basic of Social Media, Basics of Cyber Security & Data Encryption.

10. (b) Stage-II (Certificate Verification):

Candidates **1.5 times** of the vacancies advertised in order of merit category wise basing on Marks secured in the written examination (CBRE) shall be shortlisted for Certificate verification.

There shall be no viva voce Test. The candidate who remain absent in this stage (certificate verification), his/her name shall be deleted from the Common merit list and he/she shall not be considered while preparing the select list.

10. Place, Date, Venue of Examination(CBRE) & Certificate verification:

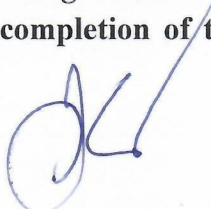
The Date, Time, Venue of the Computer Based Recruitment Examination (CBRE) & Certificate verification will be informed to the candidates in the Admission Letter, which will be made available in the website of the Commission. The Admission Letter will be carrying the photograph and signature of the candidate 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 & certificate verification. 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 & Certificate verification. The date of the CBRE & certificate verification 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 post wise indicating office to which allotted in order of merit category wise equal to the vacancies advertised as per options exercised by the candidates from the common merit list (prepared on the basis of performance in CBRE), who are found suitable for the post in certificate verification. The names of the candidates shall be deleted from the common merit list who fails to appear in certificate verification.

Note:

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