ODISHA PUBLIC SERVICE COMMISSION
WEBSITE – http://opsc.gov.in

ADVERTISEMENT NO. 39 OF 2023-24.

Recruitment to the posts of Finance and Accounts Officer in Urban Local Bodies of Odisha Municipal Finance Service Cadre (Group-A) under the Housing & Urban Development Department

Online applications are invited from the prospective candidates through the Proforma Application Form to be made available in the WEBSITE (http://opsc.gov.in). The link for online application and submission shall be available from **05.04.2024 to 06.05.2024 (Note-06.05.2024 is the last date for submission of Registered Online Application)** for recruitment to **06 (01-w)** posts of Finance and Accounts Officer in Urban Local Bodies of Odisha Municipal Finance Service Cadre (Group-A) under the Housing & Urban Development Department in Cell 1 of Level-12 of the pay matrix as in ORSP Rules, 2017 (Rs. 15600-39100 + GP-5400 as per ORSP Rule 2008) with usual Dearness and other Allowances as may be sanctioned by the Government from time to time. The Examination will be conducted in accordance with the provisions of the Odisha Municipal Finance Service (Method of Recruitment and Conditions of Service) Rules, 2017 & Odisha Municipal Services (General) Rules. 2016 as amended from time to time.

2. VACANCY POSITION:

As per requisition submitted by the Housing & Urban Development Department, Government of Odisha, the category wise vacancy position along with reservation thereof is given below:

Sl. No.	Category	No. of Post
1	UR	03(01-w)
2	SEBC	01
3	SC	01
4	ST	01
TOTAL =		**06(01-w)**

Note:

a. In the event of non-availability of sufficient number of eligible/suitable women candidate(s) belonging to any category, the vacancies/ remaining vacancies of that category shall be filled up by eligible & suitable male candidate(s) of the same category.

b. Exchange of reservation between SC & ST will not be considered.

c. The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

The following classified categories of Persons with Disabilities (PWD) candidates are eligible to apply for the post of Finance & Accounts Officer.

Category of PWD	Type of Disabilities
Category-I	Low Vision
Category-II	Hard of hearing with suitable aid
Category-III	LD OL/OA (mobility not restricted), Acid Attack victims with contracture/ arms not affected, Dwarfism, Leprosy cured persons
Category-IV	Multiple disabilities with combination of Disabilities from category I,II, III

3. AGE:

A candidate must have attained the age of 21 years and must not be above the age of 38 years as on the **1st day of January 2024**, i.e. he/she must not have been born earlier than **2nd January, 1986** and not later than **1st January, 2003**.

The upper age limit is relaxable by 05 (five) years for candidates belonging to the categories of S.C./S.T./S.E.B.C./Women/Ex-Serviceman and by 10 (ten) years for Persons with Disabilities whose **permanent disability is 40% or more.**

Persons with Disabilities belonging to SC/ST/SEBC category are eligible for cumulative age relaxation benefit of 15 (fifteen) years.

Although age relaxation is permissible to PWD categories of persons, there is no reservation of posts in the said category.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/Council will be accepted by the Commission.

NOTE: - Candidates should also note that once a Date of Birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently on any grounds whatsoever. If, on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their High School Certificate or equivalent certificate, the candidature of the candidate concerned, will be rejected and/or she/he may be debarred from present and future recruitment.

4. EDUCATIONAL QUALIFICATION:

A. A candidate must be a Graduate in any discipline from a recognized University along with Completed CA under ICAI or CWA from ICWAI.

B. He/ She must have basic computer operating knowledge for making data entry in MS Word and Excel formats.

5. EXAMINATION FEE:

The examination fee for all categories of candidates has been exempted as per **GA & PG Department Notification No. 9897/Gen, Dt- 11.04.2022.**

6. METHOD OF SELECTION:

The selection of candidates for recruitment to the posts of Finance and Accounts Officer shall consist of the following successive stages: -

(a) Written examination – 400 marks

(b) Personality Test / Interview – 50 marks

- The Written examination shall be of Multiple-Choice Question (**MCQ**) **pattern.**

- There shall be **one paper** carrying a total of **400** (Four Hundred) marks.

- The paper of written examination shall consist of **200** (Two Hundred) questions and each question shall carry **2 marks**.

- There shall be **negative marking** for wrong answers / responses and a **deduction of 0.5 marks shall be made for a wrong answer / response**.

- The duration of examination shall be **3** hours.

- The Personality Test / Interview shall consist of 50 marks. (no qualifying marks)

- The candidates shall be short listed for Personality Test / Interview in the following manner:-
  "Where the number of vacancies is upto 2 (Two), the number of candidates to be called for interview may be 5 (Five). Where the number of vacancy exceeds 2, the number of candidates to be called for interview may be twice the number of vacancies."

- Basing on the aggregate marks obtained by a candidate in the written examination and Personality Test / Interview, the Commission shall recommend a list of successful candidates which shall be equal to the number of vacancies advertised.

- "If two or more candidates secure equal marks in the aggregate, the order of merit shall be determined in accordance with highest marks secured by such candidates in the Written Examination.

- In case of further tie (i.e. marks obtained in aggregate as well as written examination), the merit will be arranged in order of date of birth (i.e. the older in age will be ranked higher)."

The detailed syllabus, scheme and pattern of examination for the said written examination are annexed at **Appendix-I.**

Note- **Any details relating to this recruitment like cut-off marks, answer keys, individual marks etc. shall only be declared on the website of the Commission after publication of the final results and select list.**

7. **PLACE OF EXAMINATION:**

The Written Examination will be held at **Cuttack / Bhubaneswar**. Request for change of Examination Centre shall not be entertained.

8. **OTHER ELIGIBILITY CONDITIONS:**

(i) The candidate must be a citizen of India;

(ii) **The candidate must be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C. Examination or an equivalent examination or has been declared to have passed a test in Odia language equivalent to the Middle School standard conducted by the School & Mass Education Department of the Government of Odisha.**

(iii)A candidate, who has more than one spouse living or in case of a woman candidate, if married to a person having one spouse living, shall not be eligible for appearing at the examination, unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.

(iv)Government Servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualifications and are within the prescribed age limit as provided under Para-3 & 4 of the Advertisement. **They must inform their respective Heads of Departments in writing regarding submission of their application for this recruitment and obtain "No Objection Certificate".**

(v) If a candidate has, at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any Examination/Interview, he/she **will not be eligible** for such recruitment for that specified period/chance(s).

(vi)**Only those candidates, who possess the requisite qualification and fulfil other eligibility conditions by the closing date of submission of online applications will be considered eligible.**

(vii) The Period of Probation will be applicable as prescribed in the recruitment rule.

(viii) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who fails to satisfy the Medical Board, shall not be appointed.

(ix) The candidate must have good moral character. Also, a candidate must be of good mental condition and bodily healthy and free from any physical defect likely to interfere with the discharge of his/her duties as an officer of the Service/Post. 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.

(x) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name.

9. **IMPORTANT POINTS**:

   (I)   A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/herself liable to criminal prosecution, be disqualified not only for the recruitment for which she/he is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission.

   (II) The provisions of the Odisha Conduct of Examinations Act, 1988 (Odisha Act-2 of 1988) are applicable to this Examination conducted by the Odisha Public Service Commission. Any violation of the above Act and violation of "**Instructions to candidates**" (as provided in the advertisement, application form, Admission Certificate & Answer Script etc.) will be seriously viewed and disciplinary action will be taken against the concerned candidates as deemed proper.

(III) <u>Online applications submitted to OPSC, if found to be incomplete in any respect, are liable to rejection without entertaining any correspondence with the applicants on that score.</u>

(IV) <u>Admission to the Written Examination/Interview will be provisional. If on verification at any stage before or after the examination/interview, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission regarding eligibility or otherwise of candidate shall be final.</u>

(V) This advertisement should not be construed as binding on the Government to make appointment.

(VI) Concessions meant for SEBC, SC & ST by birth are admissible to the Socially Educationally Backward Classes, Scheduled Castes and Scheduled Tribes of Odisha only.

(VII) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule (1) of Rule-3 of the Odisha Civil Services (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005.

(VIII) <u>Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate.</u>

(IX) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the Service.

(X) **Community (caste status) once mentioned by the candidates under the appropriate box of the online application form, will be treated as final and the same shall not be changed subsequently under any circumstances.**

(XI) **No request for withdrawal of candidature and change of category will be entertained under any circumstances.**

10. <u>**CERTIFICATES/DOCUMENTS TO BE ATTACHED**</u>:

Candidates who qualify in the Written examination and provisionally called for document verification should be in readiness to submit the Hard copy of Online Application Form, along with true copies of the following documents duly self-certified. The candidates are required to mention on each document **"submitted by me"** and put their full signature & date on the same.

They must not attach the original certificates with their hard copy of online Applications. Only those who are called for the Personality Test or Interview will be required to bring with them the original certificates on the day of verification as decided by the Commission, **failing which <u>he/she shall not be allowed to appear at the Personality Test or Interview. A notice to this effect will be issued later.</u>**

If a candidate fails to produce any of the original certificates and documents in respect of self-attested photocopies submitted with the application during Document Verification, his/her candidature will be rejected.

(a)   H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;

(b)   Bachelor's degree certificate from a recognized University.

(c)   Certificate showing completion of CA under ICAI or CWA from ICWAI

(d)   Certificate in support of having a Computer Qualification from a recognized College or Institution.

(e)   Mark-lists of all semesters / annual examination in support of all the aforesaid examinations passed (H.S.C. to CA/CWA) including fail marks, if any, issued by the concerned Board/Council/University.

NOTE-1: (i) Candidates who have not been awarded percentage of marks, but only "GRADE MARKS", should, along with their applications, produce the Conversion Certificate from the concerned University indicating the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.

(ii) While filling up the relevant box of the online application form, the candidates have to mention the marks (Excepting the marks secured in the Extra-Optional / 4th Optional Subject) in the examinations passed (HSC to award of CA/CWA).

(f)   Caste Certificate **by birth** in support of claim as S.C./S.T./S.E.B.C., wherever applicable (Please see Note-2-Para-10).

(g)   Required Odia Test Pass Certificate from the competent authority, wherever applicable (Please see Para-8(ii) & Note-3-Para-10).

(h)   Ex-Servicemen are required to submit/upload Release Certificate issued as per Orissa Ex-Servicemen (Recruitment to State Civil Services & Posts) Rules, 1985 vide G.A. Deptt. Notification No. 22586-Gen,Dt-16.10.1985.Further Ex-servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after retirement from Military Service, wherever applicable.

(i) Permanent Disability Certificate (indicating percentage of permanent disability .i.e. 40% or more) issued by the concerned Medical Board, whenever applicable.

(j) Four recent passport size photographs with signature on its front, which has been uploaded with online application form.

(k) **No Objection Certificate** from their competent authorities in case of Government Servants.

(l) Any proof of Identity.

NOTE-2: **Candidates claiming to be belonging to S.E.B.C./S.C./S.T. categories <u>by birth</u> are required to submit copy of the relevant Caste Certificate as mentioned in their online application form & issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the <u>last three years by the closing date for submission of online application form</u> in the prescribed form. The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.**

(i) **Women candidates belonging to S.E.B.C./ S.C./S.T. categories are required to submit Caste Certificates by birth showing "daughter of ....". Caste Certificates by virtue of marriage (i.e. showing "wife of ....") are not acceptable and liable for rejection.**

(ii) **OBC Certificates will not be accepted in lieu of SEBC Certificates AND CANDIDATES SUBMITTING OBC CERTIFICATE ARE LIABLE FOR REJECTION.**

NOTE-3: **Bachelor's Degree Certificate, Basic Computer Knowledge Certificate, CA/CWA completion Certificate, Caste Certificate, Odia Test Pass Certificate, Release Certificate issued as per Orissa Ex-Servicemen (Recruitment to State Civil Services & Posts) Rules, 1985 vide G.A. Deptt. Notification No. 22586-Gen, Dt-16.10.1985, & Permanent Disability certificate (indicating % of Disability) must have been issued by the Competent authority <u>within the last date fixed for submission of online application forms.</u>**

11. <u>GROUNDS OF REJECTION OF APPLICATIONS:</u> -

Applications of candidates will be **rejected** on any of the following grounds-

(a) Incomplete online application form.

(b) Declaration not signed (full signature) by the candidate in the hard copy of online application form.

(c) Age limit of candidate not coming under para-3 of the Advertisement.

(d) No required educational qualification as provided under Para-4 of the Advertisement.

(e) Not furnishing copies of Certificates/documents etc. as provided under Para-10 of the Advertisement.

(f) Odia Test (ME standard) not passed/Odia Test pass evidence not furnished, as required under Para-8(ii) of the Advertisement.

(g) Submission of wrong information/false information about qualification/ age/Odia Test Pass evidence/category status (SC/ ST/SEBC/ Ex-servicemen/Permanent Disability/Women etc).

(h) Suppression of facts/information about eligibility, if any.

(i) Any other grounds as per the decision of the Commission.

N.B.: Application/candidature of a candidate shall be rejected at any stage of recruitment process when discrepancy is noticed/ detected.

12. **HOW TO APPLY:**

(a) **Candidate must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.**

(b) Candidates must apply online through the Website of the OPSC **http://opsc.gov.in**. **Applications received through any other mode would not be accepted and summarily be rejected.**

(c) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on conformation there is no scope for further edit even if wrongful entry has been made while filling up application. **No further representation from the candidate shall be entertained on that score**.

(d) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of their full signature and scanned image of Left-Hand Thumb Impression (LTI) in the online Application Form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable/ visible, otherwise the application of the candidate is liable to be rejected by the Commission and **no representation from the candidate will be entertained.**

(e) Candidates should keep at least four copies of latest passport size photograph which is uploaded in the online application form for future use.(f) *On successful submission of the online application form, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant.* <u>Candidates are required to take a printout of the finally submitted online Registration/ Re-registration and finally submitted online application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.</u>

(g) **The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.**

(h) Admission Certificate to the eligible candidates will be uploaded in the Website of OPSC prior to the date of Written Examination. The date & programme of Written Examination or Interview will be published in the OPSC Website & in the Newspapers. The candidates are required to **download their Admission Certificate/Instruction to candidates from Website**. No separate correspondence will be made for this purpose.

(i) Notice to candidates for document verification & Interview and "Attestation Form" & "Biodata form" shall be uploaded in the website of OPSC prior to the date of document verification/Interview.

(j) Any complaint on the conduct of examination must be sent to the Grievance wing of the Commission by e-mail (opsc@nic.in) within 07 (Seven) days of completion of the examination.

13. FACILITATION COUNTER: -

To resolve any technical problem faced while filling up of online Registration and application forms, candidate may contact OPSC Technical Support over Telephone No. 0671-2304707 between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M. of any Odisha Government working days.

In case of any guidance/information on this advertisement and recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No.0671-2304141/ 2305611 & Extn.-218 on any Odisha Government working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M.

The candidates are required to visit the website of the Commission at **http://opsc.gov.in** for detailed information about important Notices, rejection of applications, date & time of Examination, documents verification, Interview etc. and also to keep track of publication of various Notices to the effect in the leading local daily newspapers for information.

CLOSING DATES

1. THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE WEBSITE FROM **05.04.2024 TO 06.05.2024** (NOTE: - **06.05.2024** IS THE LAST DATE FOR SUBMISSION OF REGISTERED ONLINE APPLICATION FORM)

2. ONLY ONLINE APPLICATIONS RECEIVED WITHIN THE DEADLINE **06.05.2024** SHALL BE ACCEPTED.

NB: THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.

CUTTACK
Dt. 15.03.24

SECRETARY (I/C),
ODISHA PUBLIC SERVICE COMMISSION,

Appendix-I

Syllabus, Scheme & Pattern of Examinations for recruitment to the post of Finance and Accounts Officer in Odisha Municipal Finance Service

Detailed Syllabus

Section	Subject		Coverage
I	Accounting	a	Double Entry System of Book Keeping
		b	Annual Financial Reporting
		c	Bank Reconciliation Statement
		d	Adjustment Entries and Rectification of Errors
		e	Government Accounting System
		f	Computerised System of Accounting

Section	Subject		Coverage
II	Direct Taxation	a	Heads of Income
		b	Computation of Tax
		c	Tax Deduction at Source
		d	Income Tax Returns

Section	Subject		Coverage
III	Goods & Services Tax	a	Supply & Value of Supply
		b	Reverse Charge Mechanism
		c	Input Tax Credit
		d	Registration Under GST
		e	Tax Invoices
		f	Returns Under GST

Section	Subject		Coverage
IV	Financial Management	a	Revenue Management by Urban Local Bodies
		b	Cash Management
		c	Capital Investment Decisions

Section	Subject		Coverage
V	Cost & Management Accounting	a	Inventory Management
		b	Costing of Service Products
		c	Social Cost Benefit Analysis
		d	Budgeting & Budgetary Control

Section	Subject		Coverage
VI	Laws & Compliance	a	Indian Contract Act, 1872
		b	Orissa Municipal Act, 1950
		c	Orissa Municipal Corporation Act, 2003
		d	Minimum Wages Act, 1948
		e	RTI Act, 2005
		f	State & Central Finance Commission Recommendations

Section	Subject		Coverage
VII	Sustainable Development	a	Disaster Management
		b	Municipality Governance
		c	Managing Risk

Section	Subject		Coverage
VIII	Auditing	a	Orissa General Financial Rules
		b	Local Fund Audit

Scheme and Pattern: -

Pattern of Examination	No. of Questions	Total marks	Duration of the examination
Objective/ MCQ type	200	400	03 hours

- Question pattern may be of MCQ type, with each question having four options.

- Total Marks=400 (One paper)

- 200 Questions, carrying 2 marks for each correct answer and deduction of 0.5 for a wrong answer.

- Duration=03 hours

- Interview= 50 marks (no qualifying mark).