

**ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION**  
**BLOCK NO- 3 & 5, UNIT-1, BHUBANESWAR-751009**  
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**No.IIE-40/2017-1125(C)/OSSSC Dt.28.07.2017**

**(Invitation of online application for Selection to the District Cadre and Circle/Range Cadre posts of Junior Clerk under different Departments of the Government)**

**Important Dates:**

- I) Last date for online registration/ re-registration and deposit of Examination Fee is **31.08.2017**
- II) Online Application facility will be available from dt.**01.08.2017** to **08.09.2017**.

Applications are being invited online through the OSSSC website [www.osscc.gov.in](http://www.osscc.gov.in) for selection of candidates for recruitment on contractual basis to **765** number of District and Circle/Range cadre posts of Junior Clerk in various district /circle/range establishments under different Departments of Government of Odisha. The District-wise & Circle/Range-wise with category-wise break-up of the total posts of various Departments to be filled up by this recruitment and reservation for each category of candidates are shown at **Annexure-I**.

**1. Details of Posts to be filled up:**

- (i) There are vacancies in two cadres of Junior Clerk, i.e., (i) District Cadre & (ii) Circle/Range Cadre. Applicants interested in both the cadres are required to indicate their preference for particular cadres in the online application form. Each applicant must ensure that he is applying for the district of which he/she holds a valid Resident/Nativity Certificate for service purpose and has registered his/her name in any Employment Exchange of the district on or before the date of application.
- (ii) The number of posts to be filled up on the basis of this recruitment may undergo change without any prior notice and at the discretion of the Government.
- (iii) The reservation of posts for candidates of different reserved categories shall be regulated by the reservation rules of the Government of Odisha framed from time to time.

**2. Scale of pay & conditions of service:**

The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration as mentioned against each in the table given below. The conditions of service and the tenure of the contractual appointment to the posts will be regulated by the 'Odisha Group-C and Group-D Posts (Contractual Appointment) Rules, 2013.

Sl. No.	Name of the post	Pay band and scale	Consolidated monthly remuneration
1	Junior Clerk	Pay Band-1, i.e., Rs.5, 200-20, 200/- + Grade Pay of Rs.1, 900/-.	Rs.5, 200/- as Pay + Rs.1, 900/- as Grade Pay = Total Rs. 7,100/-

## 2. Eligibility Criteria:

A)(i) **Age & Educational Qualification:** - The minimum and the maximum age of the applicants for the posts shall be as mentioned below.

Sl. No.	Name of the post	Age limit prescribed		As on	Minimum Educational Qualification
		Minimum	Maximum		
1	Junior Clerk	18 years	32 years	01.04.2017	Pass in Higher Secondary School Certificate (10+2) or any equivalent examination, with knowledge in basic computer skills

- (ii) The upper age limit is relaxable by 5 years for the candidates belonging SC/ST/SEBC/Women category, 10 years for the candidates belonging to Persons with Disability category and by total period of service rendered in defence service in case of Ex. Servicemen. However, a candidate can avail only one type of age relaxation as per rules. The persons in Defence Service having more than six months to retire or to be discharged from service as on the last date of the submission of online application are not eligible to apply for the post.
- (iii) However, the in-service contractual employees engaged directly or through manpower service provider in any organization of Government of Odisha who are below 45 years of age and have completed at least one year continuous service as on the qualifying date/s can also apply for the post as per provision of "The Odisha Group-C and Group- D Posts (Contractual appointment) Rules-2013, They must submit documents from their employers for availing the age relaxation in the format enclosed at **Annexure-II**.
- (iv) Date of birth as recorded in the HSC Certificate issued by the Board of Secondary Education Odisha or equivalent certificate issued by recognized Board/ Council/ Indian University shall only be accepted.

**B. Other Eligibility Criteria:** An applicant in order to be eligible for the post must be-

(i) A citizen of India, (ii) of good character, (iii) good mental condition, sound health, good physique and active habits, free from physical defects likely to interfere with discharge of duties in the service and (iv) if married, must not have more than one spouse living. Provided further that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of this rule. (v) He/she must be a resident of the district for which he/she is applying; (vi) have registered his/her name in any employment exchange in the district on or before the date of submission of application; (vii) be able to speak, read and write Odia and have passed the Middle English Examination with Odia as a language subject; or passed Matriculation or equivalent examination with Odia as medium of examination in non-language subjects; or passed Odia as language subject in the final examination of Class-VII or above; or passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department. (viii) Applicant/s claiming reservation as sports person must possess Identity Card/s issued by the Sports & Youth Services Department on the date of application. (ix) Applicants claiming reservation under Persons with Disability category must ensure that they possess Permanent Disability Certificate and belong to the category and sub-category of disability for which the post has been reserved as mentioned under Notes below the Annexure-I as the case may be. Further, to take the help of scribe in appearing the examination, they need to take written permission of the ADM-cum-District Superintendent concerned at least three days prior to the date of Examination. (x) If he/she is an Ex-serviceman, he/she has to submit a declaration that he has not availed of re-employment in any Government organisation after his/her retirement/discharge from service. (xi) If any candidate has at any time been debarred from recruitment examination for a certain period by this Commission, he/she shall not be eligible for appearing the same for that specific period.

#### **4. Examination fee:-**

All applicants other than SC, ST Category and Persons with Disabilities have to pay Exam fee of Rs.100/- between **01.08.2017 to 31.08.2017**. The fee can be deposited through online mode by logging into the OSSSC website: [www.osscc.gov.in](http://www.osscc.gov.in) or by the conventional mode of deposit in any Government Treasury under the Head of Account "**0051-P.S.C.-104-UPSC/SSC-Examination Fee-0047-Fees Collected for Conducting Examination by OSSSC-02213.**" Fee once paid will not be refunded under any circumstances. The detailed instructions for both online and offline payment of Exam fee have been made in the said portal.

#### **5. Last date of receipt of applications:**

The last date of receipt of online applications in response to this advertisement is **dt.08.09.2017**. The system will be automatically disabled and no application for

this post will be available thereafter. Incomplete application/paper application/ application received after the last date will be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system.

**6. How to apply:**

- I) All eligible persons who have not earlier registered themselves for any previous recruitment of the Commission have to register for the post by clicking on the button, "Register" on the Home page of the Commission's website-www. osssc.gov.in. Those who have registered earlier and got the User ID have to login and re-register for this post/s by selecting the "Re-registration" option provided under the Applicant Menu. After completing the Registration/ Re-registration, they have to login, furnish the details of required documents, make payment of examination fees, if applicable, and then proceed to fill up and submit online applications. Step by step procedure for registration/ re-registration/ application can be viewed by clicking on "**How do I register/ reregister/ apply**". The **Instructions** for the same shall also appear on the computer screen by clicking on "Registered User" or "New User". These Instructions are to be read carefully before proceeding to fill up the Registration and Online Application Forms.

**II) Pre-Requisites for Registration/Re-registration and Online Application/s:**

1. All applicants other than those belonging to SC/ ST/ Persons with Disabilities categories have to make Payment of Rs.100/-(Rupees one hundred) only towards Examination Fee.
2. Applicants, willing to make online payment of Examination Fee shall keep their Debit Card or Net Banking facilities ready.
3. Full Specimen Signature of the Applicant, scanned in "jpg/jpeg/png" format between the ranges of 20 Kbs to 50 Kbs shall be kept handy for uploading prior to making Registration/Re-registration for any Post.
4. Applicants shall keep their Certificates and Mark Sheets ready for filling in the details of the educational qualifications during Online Application.
5. In addition, they shall keep ready copies of the (i) Treasury Challan, scanned in the "jpg/jpeg/png/pdf" format between the ranges of **100** Kbs to 300 Kbs in proof of payment of examination fee if payment is made manually through treasury challan, and ii) Recent passport size coloured photograph, scanned in the

jpg/jpeg/png" format between the ranges of 20 Kbs to 100 Kbs for uploading during the Online Application.

6. The treasury challan, photograph and full specimen signature scanned for uploading must be clearly identifiable/visible, otherwise the registration/ re-registration and application shall be liable to rejection and no correspondence on this account shall be entertained.
7. Applicants must have their own personal E-mail ID and Mobile/Cell Phone Number with validity till the completion of the recruitment process for receiving all important communication like Activation Key, various Alerts and downloading Admission Letters and other intended document(s) from the OSSSC Web Portal. Under no circumstance, an Applicant should share/change his/her e-mail ID and Mobile/Cell Number with any other person. In case he/she does not have a valid personal e-mail ID, he/she shall create a new e-mail ID for applying on-line.

**7. Original Certificates/documents to be produced during verification:**

- i. Treasury challan/Online deposit receipt in support of deposit of Examination Fee.
- ii. Resident/Nativity Certificate issued by the competent authority for the purpose of service.
- iii. Certificate of Registration in Employment Exchange of the district.
- iv. Candidates claiming reservation as SC/ ST/ SEBC/ Persons with Disabilities (PWD) category shall produce Caste Certificate issued for the purpose of service/PWD Certificate showing permanent disability issued by the competent authority.
- v. Certificates and Mark sheets of qualifying examinations.
- vi. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- vii. Discharge Certificate/documents in support of service rendered in defence services in case of Ex-Servicemen.
- viii. Certificate of contractual work experience in any organisation of Government of Odisha, if claimed, in the format enclosed at **Annexure-II**.
- ix. Sports person Certificate/s issued by the Sports & Youth Services Department if claimed reservation as Sports person.

### 8. Place and Date of Written Exam:

The recruitment examination/s shall be held simultaneously in all districts having posts to be filled up. The date/time/venue of the Written/Practical examination will be conveyed to the eligible candidates through the admission letters to be issued online in due course. The eligible candidates shall download the same by accessing the commission's website- [www.osscc.gov.in](http://www.osscc.gov.in) by using their User ID & Password from a specific date to be notified in the said website later. The list of applicants allowed/dis-allowed to appear in the written examination shall be displayed in the website simultaneously from that date. The candidates are advised to visit the website of the Commission at regular interval and also keep track of different notices to be published by the Commission in different local dailies to know about the programme of the examination/s.

### 9. Admission Letter:

Admission letters, containing intimation about the date, time and venue for the written/practical examination carrying the scanned photograph and signature of the eligible applicants and specimen signature of the Secretary of the Commission shall be uploaded on the Commission's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her admission letter before the date of examination by visiting the Commission's website and clicking "Download Admission Letter" option under the Applicant Menu. The dates of examination shall be advertised in the local newspaper for information of the candidates. The Commission will not send any printed admission letter to any candidate through post.

### 10. 1. PLAN OF EXAMINATION FOR THE POST OF JUNIOR CLERK:

There shall be a Written Examination for 385 marks and Practical Skill Test of 65 marks as detailed below:

Papers	Subjects	Maximum Marks	Time
<b>Written Test</b>			
<b>Paper I</b>	Part- I: Language Test (English & Odia)	85	2.5 hours
	Part-II: Objective General Knowledge	100	
<b>Paper II</b>	Part-I: Objective Mathematics	100	3 hours
	Part-II: Basic Computer Skills (Objective)	100	
	<b>Total</b>	<b>385</b>	<b>5.5 hours</b>
<b>Practical Skill Test</b>			
<b>Item No.1</b>	Essay & Letter writing in Odia	15	30 minutes
<b>Item No.2</b>	Basic Computer Skills	50	1 hour

Note: (i) The standard of examination shall be equivalent to that of Secondary School.

- (ii) The Candidates who qualify in the Written Test shall only be called for the Practical Skill Test which shall comprise of tests on (1) Essay & Letter writing and (2) Computer Basic Skills. Based on marks secured in Written Test, **Candidates 5 times the vacancies** shall only be deemed to be qualified in the **Written Test** and called for the Practical Skill Test.
- (iii) The Practical Skill Test of Item No.2, i.e., Basic Computer Skills carrying 50 marks shall be of qualifying nature. **A candidate securing minimum 40% marks** in it will only be deemed to be qualified but this score shall not be added to the total marks of recruitment examination. However, the marks secured in Essay and Letter writing shall be added to the total marks secured in the Written Test for preparation of final Merit Lists.

## 2. SYLLABUS OF EXAMINATION:

### 1) Language Test (English and Odia) -

#### A. English Language Test -

**50 marks**

- (i) Verbs, Tenses, Active and Passive voice, Subject-verb Agreement,  
(ii) Connectors, Types of sentences, Direct and Indirect speech, Comparison.  
(iii) Articles, Noun, Pronouns, Prepositions  
(iv) Unseen passage (400-450 words in length) with a variety of comprehension questions.

#### B. Odia Language Test -

**35 marks**

- (i) Grammar : 20 marks  
(ii) Translation (One English passage of around 100 words to be translated into Odia): 05 marks  
(iii) Comprehension of an unseen prose passage (5 x 2) = 10 marks  
Five short questions to be asked

### 2) Objective General knowledge –

**100 marks**

In this category, there should be a series of matching questions of different categories like:

- (i) Matching Historical events with dates, personalities and places, Geographical facts with places,  
(ii) States, Countries and institutions with headquarters,  
(iii) Books and authors,  
(iv) Scientific facts and discoveries with dates, persons and uses,  
(v) Current events with places and personalities, and,  
(vi) Matching questions of miscellaneous type.

### 3) Objective Mathematics –

**100 marks**

- (i) Number System  
(ii) HCF and LCM  
(iii) Squares and Square Roots  
(iv) Cubes and Cube Roots  
(v) Percentage and Averages

- (vi) Simple Interest and Compound Interest.
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this, there will be a series of questions in Practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

**4) Basic Computer Knowledge (Objective) – 100 marks**

- (i) MS Windows: Introduction of Windows
- (ii) MS Office: MS Word, MS Power Point and MS Excel

**5) Practical Skill Test: -**

**A. Essay & Letter Writing in Odia- 15 marks**

- (i) Essay writing on familiar topics (within 250 words) 10 marks
- (ii) Letter Writing (Personal letter, Applications, Business or Official) (within 150 words) 05 marks

**B. Basic Computer Skills- 50 marks**

- I. WINDOWS** operating system: \*To test some of the following basic system operations on file/folder(s): -
  - Create, Rename, Copy/Cut/Paste, Delete
- II. MS Word:** \*A Paragraph in MS Word incorporating some of the tools given below:-
  - Editing and formatting text and paragraph
  - Page and Paragraph Setup
- III. MS Power Point:**\*A Power Point presentation with 2/3 slides using the tools given below: -
  - Editing and formatting slides
- IV. MS Excel:**\*A problem in spreadsheet related to some of the tools given below:-
  - Formatting cells and data
  - functions

Printouts of the documents(s) should be attached with the answer sheet.

**12. Select list & Results:**

The Select lists of successful candidates shall be prepared for each district and each Circle/Ranges for which they have applied. The Select list of candidates for the post of Junior Clerk qualified in the Practical Skill Test of Computer Basic Skills shall be prepared in order of merit based on the marks secured by them in the Written Test, Essay & Letter writing and marks awarded for contractual work experience in any organisation of Government of Odisha. The final results shall be published in due course in the OSSSC website- [www.osscc.gov.in](http://www.osscc.gov.in) .

**By order of the Commission**

*VC*  
28/7/17  
**Secretary**