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

Advertisement No.IIE-05/2013 - **1983** /OSSC   Date:**23.07.2013**

Selection of candidates for recruitment to the post of **Junior Assistant** (post code- 39/JAHO) in the **Offices of Heads of Department.**

Online Recruitment Applications by using website www.odishassc.in are invited for selection of candidates for recruitment to 118 Nos. (includes 6 posts of Odisha State Legal Services Authority, Cuttack and 4 contractual posts of Engineer-in -Chief, (Civil), Odisha) of posts of **Junior Assistant** in the Offices of Heads of Department, Odisha carrying pay in the Pay Band – I of Rs. 5,200/- 20,200/- with Grade Pay of Rs. 1,900/-.

1.How to apply:

1(a) Candidates have to apply online using the website of the Commission www.odishassc.in. By clicking on the tab 'online application' in the home page of the website, the posts advertised for online application and **detailed instructions** for submitting any application online, are displayed on the computer screen. These Instructions are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on 'apply online' after selecting the post. Applications received through any other mode would not be accepted.

1(b) Blank Application Form specific for the particular post will be generated on the screen, and the candidate has to fill in the required details against the various items in the Form, including the candidate's recent passport size photograph and signature which have to be uploaded, without leaving any item blank. The filled in Application Form can be

submitted by clicking on the 'submit button'. After the form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button 'print application form' to generate the filled in Application form. This time the Application Form is generated by the system with a unique bar code and bar code number printed on the format, which is the index number of the application.

1 (c) The candidate has to take two printed copies of the application, one OSSC copy and the other the applicant's copy. The OSSC copy with due ink signed signature at the appropriate place in the application form accompanied by either the e-challan or the Treasury Challan with signature and seal of the concerned Bank where payment has been made off-line or by conventional mode should be promptly sent to the Commission superscribing the envelope as "APPLICATION FOR THE POST OF JUNIOR ASSISTANT" by Regd./Speed Post.

The qualified candidates in the main examination shall have to send another OSSC copy taking out the same by using user ID and Password alongwith duly attaching therewith photocopies of the certificates / documents in proof of date of birth, record of educational career, caste, and documentary claim for being considered as reserved category / special category. This Detailed Application Form (DAF) with all the above requisite certificates / documents superscribing the envelope as "DAF FOR THE POST OF JUNIOR ASSISTANT" and Roll No. has to be submitted to the Commission by registered/Speed post within 15(fifteen) days from the date of publication of main examination results. The candidates qualified in the main examination who will not send the

DAF within 15(fifteen) days from date of the publication of the main examination result shall not be allowed to take the skill test.

The candidates who will qualify in the main written examination will have to bring their original documents for verification before taking practical skill test on Computer on a date to be intimated by the Commission in due course later to the individual qualified candidates. Failure to produce the original documents would disqualify them from being considered for the subsequent steps of the selection process.

Admission of all candidates in the Preliminary and Main written examination is provisional subject to verification of certificate(s)/document(s) etc. The eligibility of the candidate who qualifies in the main written examination only will be verified before the practical skill test. The Commission has the right to reject the application of any candidate at any stage of the recruitment process if the candidate is found ineligible for whatsoever reason(s) it may be.

1 (d) Applications received incomplete or received through any mode other than online mode are liable to be summarily rejected.

1 (e) The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in, and providing the user ID and password.

2. Last date for receipt of applications.:

2(a) The last date for online submission of Application in response to this advertisement is 11.59 P.M. of dt.22.08.2013. The system will be disabled from 11.59 P.M. of the said date after which the application

form for this particular post will not be generated any more at the candidate's end.

2(b) The closing time for receipt of OSSC copy Application form (refer to para 1(c) above) in the Commission's office   is 5 PM   of dt.31.08.2013. No application will be entertained in the Commission's office after dt 31.08.2013.

3.Number of posts to be filled up and reservations :

3(a)   As per information filed by the concerned Heads of Departments, the category-wise break-up of the total no. of posts to be filled up by this recruitment is as follows:

Category	No. of posts approved to be filled up	No of posts reserved for female candidates.
SC	19	04
ST	39	08
SEBC	27	07
UR	33	11
Total	118*	30

* Includes 4(four) nos. of contractual vacancies

Out of the above vacancies 06(six) posts are reserved for Person with Disability(P.H) and two(2) vacancies are reserved for Ex-Serviceman. There is no vacancy reserved for Sportsperson. The physical requirement of the P.W.D.(PH) person is S,H, SE,F, R & W.

Code	Physical requirement
S	Work performed by Sitting(On bench or chair)
H	Work performed by Hearing/Speaking
SE	Work performed by seeing
F	Work performed by manipulating(with fingers)
R&W	Work performed by Reading & Writing

Categories of disabled suitable for the job – OL, OA, LV, BL(Mobility not be restricted), PD(with suitable aid)

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected(R or L)-(a) impaired reach; (b) weakness of grip; (c) ataxia
LV	Low vision
BL	Both legs affected but not arms
PD	Partially deaf

3(c)   The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice at the discretion of Odisha Staff Selection Commission.

4. Eligibility:

4(a)   Age:

The minimum age for the post is 18 years and the maximum age is 32 years as on 01-01-2013. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidates, by 10 years in case of persons with disability and by the total period of service rendered in defence service in case of Ex-Servicemen. However, a candidate can avail of only one type of age relaxation as per rule. There is no relaxation of upper age limit pertaining to vacancies which arose in the previous years. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January,1981 and not later than 1st January 1995.

4(b)   Date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/Council will only be acceptable to the Commission.

4(c) General Eligibility Criteria

A candidate in order to be eligible for the post/appearing at the competitive examination must be (i) citizen of India, (ii) be of good character, (iii) be of sound health, good physique and active habits (iv) be free from organic defects and bodily infirmity and (v) must not have more than one spouse living.

5. Educational Qualification:

The candidates must have passed +2 Science/Arts/Commerce or equivalent examination with Odia as one of the subjects in the HSC or passed examination in Odia equivalent to M.E. standard or passed in Odia as language subject in final examination of Class-VII or passed a test in Odia in M.E. School Standard conducted by Education Department.

In case of posts related to Odisha State Legal Services Authority the successful candidates having minimum Degree qualification shall be sponsored to the appointing authority.

6. Application Fee:

All SEBC & UR candidates other than PwD have to pay application fee of Rs.100/-. The fees can be deposited either through online or offline mode using the Treasury Portal or by the conventional mode of deposit in the Treasury.

6.1* In case of e-payment the applicant is required to log on to www.odishatreasury.gov.in or access through the link available in the OSSC portal.

* She/He will click on the option of e-Payment and choose the option Other Deposit'

* The details of the challan will be filled in by the applicant

* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.

* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. (**The list of Bank branches for making offline payment is available at the Treasury Portal**).

* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.

* The challan will be deposited under the "Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees".

* The applicant will fill in the challan **reference ID and date** in the online application.

6.2 The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for

conducting examinations-02041-Examiantion Fees". In this case the candidate has to mention the Treasury Challan No. and date in the online application.

* **SC/ST and persons with Disabilities (PwD) candidates are exempted from paying application fee.**

7. **Certificates / documents to be submitted along with the detailed application form (DAF) by the qualified candidates in the main examination.**

(a) Candidates of SC/ST category shall enclose self attested photocopy of caste certificate issued by the competent authority.

(b) Candidates of SEBC category should enclose self attested photocopy of valid SEBC certificate recently issued not before six months from the closing date of submission of Online Application by the competent authority.

(c) Self attested photocopy of HSC or equivalent certificate & mark sheet in support of declaration of age issued by the concerned Board/Council.

(d) Self attested photocopy of +2/ Intermediate certificate & mark sheet.

(e) Self attested Degree Certificate & Mark sheet.

(f) Self attested photocopy of discharge certificate, identity card and the document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates

(g) Self attested copy of Identity card issued by competent authority in case of persons with disability.

(h) Candidates have to submit a certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E. standard/Class-VII issued by competent authority.

NOTE-1: +2 pass certificate, Degree Certificate, caste certificate, Odia Test pass certificate, Identity card of physically handicapped persons must have been issued by the competent authority within the last date fixed for submission of online application.

8. Plan of Examination:

The examination shall consist of the following three stages:

(i) Preliminary examination on General Awareness(single sitting) for 100 marks of 1½ (One and half) hours duration.

(ii) Main (Written) Examination on three papers (1) Language Test (English & Odia) (2) General Knowledge (Objective) & (3) Mathematics(objective) and basic computer skills (Objective)

(iii) Practical Skill Test(Basic Computer Skills)
The Commission may dispense with the Preliminary Examination in case large number of applications are not received for the selection of candidates for the post.

N.B:- The Preliminary examination on General Awareness, the main written examination on General Knowledge, Mathematics and Basic Computer Skills will be done on OMR response sheet. While answering OMR Answer sheet precise marking should be done by using Blue/Black ball point pen only. No erasing/correction fluid or over writing is allowed in the OMR Answer sheet. The candidates should not write their name or give any symbol or mark in any place or portion of the answer sheet other than the place specified for writing the name only in the answer sheet in respect of English and Odia (Language Test) .

9. (A) Preliminary Examination:

The questions shall be of objective type with multiple choice of answers to be answered in OMR Response Sheet. The question shall be of +2/equivalent standard. This is a screening test which will be

qualifying in nature. Candidates numbering about twenty times, categorywise vacancies shall be called for appearing the main written examination. The marks obtained in this examination shall not be added to the marks secured in main(written) examination while preparing the final select list.

9(B) <u>Scheme and Subjects for the Main(Written) Examination</u>

The written test shall be of three papers as detailed below:

Papers	Subjects	Maximum marks	Time
WRITTEN TEST			
Paper-I	Language Test(English & Odia	100	2 hours
Paper-II	General Knowledge(Objective)	100	1 hour
Paper-III	Mathematics(Objective) & Basic Computer Skill	100 100	3 hours
	Total	**400**	
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hour

(i) The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii) Those who will qualify the written test shall be called for the practical skill test. The candidates numbering about three times category wise vacancies shall be called for computer skill test.

(iii) The practical skill test shall be of qualifying Nature. The candidates who secures minimum 30 marks in the computer skill test will qualify to be included in the merit list basing on the total marks secured in the main written examination.

10. S Y L L A B U S of Main (Written) Examination
Paper-I

(a)   **Language Test(English and Odia)**

(i)   **English Language Test:**   (**50 marks**)

GRAMMAR (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 and Clause, Direct &   Indirect speech, Comparison, Determiners, Pronouns, Prepositions.

(ii)   Unseen passage(400-450 words in length) with a variety of comprehension questions including vocabulary **(10 marks)**

(iii) (1)   Essay writing on familiar topics(within 250 words) **(10 marks)**
      (2)   Letter writing(Personal letter, applications, Business and Official) (within 150 words) **10 marks**

Odia Language Test: (**50 marks**)
Grammar (20 marks)
(i)   Transformation of sentences **(02 marks)**

   a. Affirmative, Negative, Interrogative, Exclamatory
   b. Simple, Compound, Complex

(ii)   Transformation of words(noun to adjective and adjective to noun) **(02 marks)**
(iii)   Sandhi(**02 marks**)
(iv)   Samasa(**03 marks**)
(v)   Antonyms and Synonyms(**02 marks**)
(vi)   Correction of common errors in words(**03 marks**)
(vii)   Idioms and Phrases(**02 marks**)
(viii) Taddhita and Krudanta(**02 marks**)
(ix)   Punctuation marks(**02 marks**)

Composition (20 marks)
Essay writing on familiar topics and personality(within 250 words) **(10 marks)**

(i)   Letter Writing(Personal letter, applications, Business and Official) within 150 words) **(05 marks)**

(ii)   Translation(one English passage of around 100 words to be translated into Odia) **(05 marks)**

Comprehension of an unseen passage ((5x2)= 10 marks)

Five short questions to be asked.

Paper-II

(b)   General Knowledge   (100 marks)

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

(a)   Matching Historical events with dates, personalities and places,

(b)   Geographical facts with places,

(c)   States, countries and institutions with headquarters,

(d)   Books and authors,

(e)   Scientific facts and discoveries with dates, persons and uses,

(f)   Current events with places and personalities and,

(g)   Matching questions of miscellaneous type.

Paper-III

(c)   Mathematics   (100 marks)

(i)   Fractions and Decimals

(ii)   Percentage

(iii)   Average

(iv)   Simple Interest and Compound Interest

(v)   Rates and Taxes, Insurance

(vi)   Profit, Loss and Discount

(vii)   Mixtures

(viii)   Partnership

(ix)   Problems on Time & Work

(x)   Problems on Time and Distance
(xi)   Ratio and Proportion
(xii) Statistics.

Under this, there will be a series of question 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.

Basic Computer Skills (100 marks)

(a) MS Windows: Introduction of Windows
(b) MS Office: MS Word, MS Power Point, MS Excel
    & MS Access

11. Practical Skill Test : <u>Topics for practical test</u>:

I. WINDOWS operating system

To test some of the following basic system operations on file/folder(s):

*Create, Rename, Copy/Cut/Paste, Delete,
*Using Clipboard

II.MS Word.
A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination
*Editing and Formatting text and paragraph
*Page and Paragraph Setup
*Inserting pictures and WordArt

III. MS Power Point
A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

*Editing and formatting slides

IV. MS Excel
A problem in spreadsheet related to some of the tools given below to be tested during the examination.

*Formatting cells and data
*Functions and Formulae(Relative, absolute and Mixed reference.

V. MS Access

A problem in MS Access related to some of the tools given below to be Tested during the examination

*Creating and entering data into a database
*Setting the primary key
*Printouts of the document(s) should be attached with the answer Sheets.

12. **Place and Date of Preliminary/written Examination**

The date/time/venue of the preliminary/ written examination 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 later. The list of applications rejected shall also be displayed in the said website simultaneously from that date.

13. **Admit Card/Call Letter**

Admit Cards/call letters for the preliminary examination/main written examination will be uploaded to the Commission's website fourteen days ahead of the date of the examination carrying the photograph and signature of the eligible/qualified candidate and signature of the Secretary of the Commission. This will carry intimation about the date, time and venue of the written examination . Each eligible candidate can download his / her admit card/call letter fourteen days before the date of the examination by going to the website of the Commission, and clicking at sub menu 'download admit card' for JAHO. The date(s) of the examination will be advertised in newspapers for information of the candidates.

14. Select list

The select list shall be prepared, category-wise on the basis of the sum total of marks secured by the candidate in all the subjects in the main written examination.

15. Results:

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

Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.

By order of the Commission

Secretary