



ODISHA STAFF SELECTION COMMISSION

Unit – II, Bhubaneswar – 751001

Advertisement No.IIE-153/2022-7257/OSSC; Date: 22.12.2022

DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF ACCOUNTANT UNDER THE HOUSING AND URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA

POST CODE: 269
(WEBSITE: www.osscc.gov.in)

1) Application Invited:

	Start Date	End Date
Online Registration	26.12.2022	23.01.2023
Submission of Online Application Form	26.12.2022	25.01.2023
Mode of Application	Online mode only through the website www.osscc.gov.in No Physical copy/hard copy of the online application form needs to be submitted by the applicant.	

Applications are invited online through the OSSC Website www.osscc.gov.in from candidates for recruitment to fill up vacancies in the following office under the Director of Municipal Administration, H & UD Department.

Sl. No.	Name of the Post/Service	Name of Department	Total No. of Vacancies	Scale of pay	Classification/ Category of Posts
1.	Accountant	Housing and Urban Development Department.	65	Level-9 Rs.35,400-1,12,400	Group-B

- (i) Candidates must possess a valid e-mail id and mobile number while applying and should keep the same active till the completion of this recruitment process to receive important messages from the Commission.
- (ii) The appointment will be carrying pay as indicated in the above table.
- (iii) The Candidate must possess Bachelor's Degree in any Discipline from a recognized University and have proficiency in the use of the computer, internet, email, word processing, data analysis, and presentation.
- (iv) Commission will adopt a "Normalization" process for processing the result where the examination is conducted 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.

- (v) The prescribed age limit for the post is from 21 years to 38 years as on 01.01.2022 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-Service Contractual Employees.
- (vi) The examination fee has been exempted to all the categories of candidates as per G.A. & P.G Department Notification No.9897/Gen, dtd.11.04.2022.
- (vii) The candidates should ensure that they fulfill the eligibility in all respect prescribed for the post as laid down in this advertisement. Admission of a candidate to the written examination and other tests shall be provisional and shall be on the basis of information provided by him/her in the online application form.
- (viii) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination may be cancelled. He/she may further be debarred from the recruitment examination conducted by OSSC either temporarily or permanently.
- (ix) No admission letter for recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access the Commission's website www.osscc.gov.in regularly to download admission letters after the publication of the Notice in this regard by the commission and to know the status of their applications, date of the test(s), etc.
- (x) Bachelor's Degree Certificate, Caste Certificate, Odia Test pass Certificate, Sports Persons Certificate, and Disability Certificate of Persons with Disabilities (having a permanent disability), etc. must have been issued by the Competent Authority within the last date of submission of Online Application Form.
- (xi) **Important instruction to candidates about the filling of the Online Application is enclosed as Annexure-A.**

2) Number of Posts to be filled up and reservations.

The Category wise and total vacancies are as follows:

Sl. No	Name of the Post						Special Category wise Vacancy			
			Un reserved	Scheduled Tribe	Scheduled Caste	Socially and Economically Backward Class	Total	Ex-Service Man	Sports Person	Person with Disability
1	Accountant	Housing and Urban Development Department.	33 (W-11)	15 (W-05)	10 (W-03)	07 (W-02)	65 (W-21)	02	01	03 Cat-II(HI)-I PD(W.S.A) Cat-III(OH)-I DW, AAV Cat-IV(MI)-I

Note: - SC- Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially & Educationally Backward Classes

UR- Unreserved

ESM- Ex-Servicemen

PwD- Persons with Disabilities

W-Women

a) Transgender are also eligible to apply.

b) As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PWD candidates having disability of permanent nature not below 40% in the following categories and benchmark disability shall be eligible to apply for the post as follows: -

Category	Types of Disabilities	No. of Vacancy
Category-II	Hearing Impaired; a) PD-Partially Deaf b) HI-Hard of Hearing (with suitable aid)	01
Category-III	a) Dwarfism (DW) b) Acid Attack Victim (AAV)	01
Category-IV	MI(Mental Illness)	01
Total		03

Code	Physical Requirement
MF	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
R & W	Work performed by reading and writing
S	Work performed by sitting on a Bench or Chair

c) Provision of assistance of Scribe

PwD candidates who have not less than 40% of disability of permanent nature and have limitation in writing shall have the option to use their own scribe with due permission of the Commission. The intending candidates have to give the option for scribe in the Online Application Form and have to submit the required certificate in the prescribed format as per Advisory Notice No.3453/OSSC dated 24.10.2019 available on the website of the Commission.

Note:

- a) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.
- b) The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission, the Requisitioning Authorities, and the Government.

3) Eligibility:

a) General criteria of eligibility: -

Candidates applying for the above post should be

- a citizen of India,
- of good character,
- of sound health, good physique, and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates)
- must not have more than one spouse living
- must have passed M.E. School Examination with Odia as a language subject, or
- have passed HSC Examination or equivalent examination with Odia as the medium of examination in the non-language subject, or
- passed in Odia as a language subject in the final examination of Class-VII and above, or
- Passed a test in Odia in M.E. School standard conducted by Education Department.

b) Age:

- The minimum age for the post is 21 years and the maximum age is 38 years as of 01-01-2022. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST and all Women candidates, 10 years for candidates belonging to the PwD category, and the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST and SC categories shall be entitled to cumulative age relaxation of ten years over and above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per the rule which will be more beneficial to him/her. To be eligible, candidates not enjoying any relaxation of the upper age limit, must not have been born earlier than 02.01.1984 and not later than 01.01.2001. Persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as Ex-Serviceman for the post, provided that those ex-servicemen who have already secured regular employment under the State Government in Civil Post and services would be permitted the benefit of age relaxation as admissible for an ex-serviceman for the securing another employment in any higher post and services under the state Govt. but such candidates shall not be eligible for the benefit of reservation.
- Moreover candidates for Defence Service Personnel, due to retire within six months from the last date of the Online Application form should note that they must submit the discharge certificate on the date of certificate verification for considering their claims under the Ex-Serviceman category. For details refer to Annexure-A "How to apply".



- **Note for Ex-serviceman** Once an Ex-Serviceman has joined the Govt. Service on the civil side after availing benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. jobs shall cease. He can avail of 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, as soon as he joins any civil employment, he should give self-declaration/ undertaking to the concerned employer about the date wise details of application for various post which he /she had applied for before joining. The applicant should furnish a copy of the above declaration duly endorsed by the employer on the date of document/certificate verification for consideration of the claim of reservation under the Ex-Servicemen Category.

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

- Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha, or equivalent Certificate issued by the recognized Board/Council/ by an Indian University as equivalent thereto shall be acceptable by the Commission.

(c) Minimum educational qualification:

Candidate, in order to be eligible for appearing in the selection examination for the post, must have passed: Bachelor's Degree in any discipline from a recognized university and have computer knowledge such as proficiency in the use of Computer Internet, e-mail, Word Processing, data analysis, and presentation.

4) Plan of Examination:

(I) The competitive examination shall comprise three stages namely:

Stage – I: Preliminary Examination: (CBRE/OMR Mode)

The indicative Syllabus is in **Annexure-C** of the Advertisement.

The Examination is of qualifying in nature.

Marks secured in the preliminary examination will not be taken into consideration while preparing Merit List/select List. **Candidates minimum 6(Six) times of the vacancies advertised category-wise in order of merit will be shortlisted to appear in the Main Exam (Mathematics and Computer Skill Test).**

There will be a negative marking @ 0.25 per wrong answer in the Preliminary Examination.

Stage - II: Main Examination:-

(a) Mathematics Test (CBRE/OMR mode)

There will be a negative marking @ 0.25 per each wrong answer.

(b) Computer Skill Test (Qualifying only , 50% Marks necessary)

Note: In pursuance of GA & PG Department Notification No-29246, dated 18th October 2022, the Preliminary Examination and mathematics Test, shall be conducted both in Odia and English medium. The candidate shall exercise his/her option for the medium of examination in the online application form. All may note that the option once given cannot be changed.



Stage -III: Certificate Verification:

(II) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

(III) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary examination as fixed by this Commission in their discretion, for the next stage of the examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC, etc.). A minimum of six times the number of vacancies may be called for the Main Examination.

(IV) Qualifying marks in Computer Skill Test will be **50% of the total marks**.

(V) Based on the performance in Mathematics Test, only those having qualified in the Computer Skill Test, candidates will be shortlisted for certificate verification.

5) Place and Date of Mathematics/CST:-

- The date, time & venue of the Mathematics/CST and certificate verification will be conveyed to the eligible candidates in the Admission Letter(s) in due course.
- The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

6) Certificate verification and submission of Detail Application Form (DAF):

Candidates numbering about **two times** of the vacancies category-wise shall be shortlisted for certificate verification based on their marks secured in the Mathematics Test in order of merit from those who qualify in the Computer Skill Test.

The candidates will be required to produce their Original academic certificates, mark sheets, caste certificate, special category certificate, and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the application duly signed by the applicant. **(Details in Annexure-B)**

The candidates who fail to appear for certificate verification will not be considered for final selection and their names will be deleted from the merit list.

7) Admission Letter:

- The Commission shall upload the admission letter for the convenience of the admitted candidates on its Website www.osscc.gov.in and Applicants should click on the button 'candidates' login' and then provide 'user Id' and 'Password' upon which the status of the application will be displayed on the screen. The eligible applicant may click on "Download Admission Letter" to download the Admission Letter and take a printout.
- Admission of a candidate for the written examination and other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.



- The admitted candidates will have to produce the printout of the admission letter at the venue allotted for appearing in the examination/test.
- The admission letter contains the issue date, time, and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

8) Selection:

The select list of the candidates found suitable in certificate verification shall be prepared in order of merit category-wise as per vacancies advertised/notified based on their marks secured in the Mathematics Test.

9) Action against candidates found guilty of misconduct/malpractice:

- (a) If a candidate is found to indulge at any stage in any of the malpractices/misconduct listed below before during or after the conduct of the examination, his/her candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
- Taking away any examination-related material such as OMR sheets, rough sheets, answer sheets, etc. from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
 - Submitting more than one application form for one recruitment examination.
 - Leaving the Examination Venue uninformed during the examination
 - Misbehaving, intimidating, or threatening in any manner the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives, etc.
 - Obstruct the conduct of the examination/ instigate other candidates not to take the examination.
 - Making statements that are incorrect or false, suppressing material information, submitting fabricated documents, etc.
 - Obtaining support/ influence for his candidature by any irregular or improper means.
 - Possession of mobile phone in either 'switched on' or 'switched off' mode.
 - Appearing in the same examination more than once in contravention of the rules.
 - A candidate who is working on examination-related matters in the same examination.
 - Damaging examination-related infrastructure/ equipment.
 - Appearing in the examination with a forged admit card, identity proof, etc.
 - Possession of firearms/ weapons during the examination.

- Assault, use of force, causing bodily harm in any manner threatening/ intimidating to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard, or Commission's representatives, etc.
 - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
 - Possession of Bluetooth devices, spy cameras, and any other electronic gadgets in the examination hall.
 - Impersonate/Procuring impersonation by any person.
 - Taking snapshots, making videos of question papers or examination material, labs, etc.
 - Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc., or attempting the same.
 - Attempt to hack or manipulate examination servers, data, and examination systems at any point before, during or after the examination.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit. The Commission may also take appropriate action to examine the matter by the authorities/ forensic experts concerned.

10) Commission's final decision: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, the conduct of examination(s), allotment of examination centers and preparation of merit list and post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no inquiry/ correspondence will be entertained in this regard.

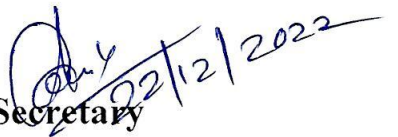
11) Important Instruction/Information for Candidates:

- a) Marks scored by candidates in Computer-based Preliminary Examination. If such examination is conducted in more than one sitting/batch will be normalized by using the formula published by the Commission vide Notice No.2444/OSSC, dt.02.09.2021, and such normalized scores will be used to determine cut-off marks.
- b) There shall be no provision for re-evaluation/ re-checking of scores in the examination. No correspondence in this regard shall be entertained.
- c) Sharing of marks with the candidate: Marks obtained by an applicant in the Preliminary examination and main written examination as the case may be, are proposed to be shared with him/her after the final merit list is published.
- d) This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.



- e) If a candidate scoring more than cut-off marks at any tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
- f) Applicants who are Odisha Government servants should obtain a “**No Objection Certificate**” from their controlling authority and upload the same with the online application. At the certificate verification stage, they must produce the original “No Objection Certificate”. Those who were not Odisha Government Servants at the time of application but became subsequently during the recruitment process must submit a No Objection Certificate at the stage of certificate verification. Those who are unable to produce a No Objection Certificate at or before certificate verification, will not be included in the Select List. Similarly, if any candidate hides his Government Servant status and if found to be an Odisha Government Servant, on the day of certificate verification or before, will not be included in the Select List.

By order of the Commission


Secretary

Annexure-A

Important Instructions to Candidates about filling up Online Application:

- Before applying, candidates must carefully follow the instructions given in the notice of examination.
- Candidates in their own interest should submit online applications much before the closing date and not wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for eligibility and other aspects at the time of examination and, therefore, the candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards, etc., and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability mentioned** in Clause-2 of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printouts of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling out their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from the examinations of all Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name, and mother's name as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- Applications with blurred/ illegible Photographs/Signatures will be rejected.
- Candidates must fill in their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.



- Candidates must carry two passport-size recent colour photographs and one original valid Photo ID Proof such as an Aadhar Card/ printout of e-Aadhar, Driving License, Voter Identity Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo-bearing ID card issued by Central/ State Government to the examination venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed on it, then the candidate must carry an additional original certificate as proof of his/her Date of Birth. In case of a mismatch in the date of birth mentioned in the admission certificate and Photo ID/ Certificate brought in support of the date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry the required Medical Certificate/ Undertaking/ photocopy of the Scribe's Photo ID Proof, as specified in Advisory Notice No.3453/OSSC dated 24.10.2019 available on the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under the cyber/ IT act.

How to Apply:

- The applicants should go through this detailed advertisement before filling up the online application form.
- All eligible candidates have to register themselves by clicking on the "APPLY ONLINE" button on 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 the "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 should be read carefully before proceeding with 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".

Pre-requisites for filling up the 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 forms. Candidates should keep that e-mail Id and mobile number (used by them during registration) active so as to receive all important communication from the Commission till the publication of the final result of this recruitment exam.
- Recent passport-size colour photographs of the applicant, scanned in "jpg/jpeg" format with a file size range of 20 kb to 100kb may be kept handy for uploading during registration.
- Full specimen signature and 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.
- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Applicant may keep their required certificates, mark sheets, Aadhar number, and other documents ready while filling up the details of the educational qualification and other fields of the online application form.
- SC/ST/SEBC category candidates need to submit detailed information about the valid online Caste Certificate issued by the competent authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the

applicants at the time of submission of the online application form, he/she must give a self-declaration in the format appended in the online application form.

- In pursuance of Letter No. 20645/M & BCW dated 30.11.2022 of the ST&SC Development, M & BCW Department, Government of Odisha, the candidates seeking reservation as SEBC candidate will have to submit a declaration in the following format in addition to the SEBC certificate/declaration.

“I Son/daughter of Shri/Smt Resident of village/town/city.....P.S.....District.....State.....Pin.....herby declare that I belong to the (Sub caste)..... community which is recognized as a Socially & Educationally backward class by the Government of Odisha for the purpose of reservation in services under the State Government. I also further declare that I do not belong to persons/sections (Creamy Layer).”

- Candidate claiming reservation/age relaxation under the “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 the online application may apply for the post by obtaining a “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 the Ex-Serviceman category. The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Candidates claiming reservation/ age relaxation under the “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.
- Candidates claiming reservations under the sports person category need to upload a sports identity card issued by the Director of the Sports and Youth Service Department. The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- The candidate should ensure that the scanned photograph, full signature, left/right-hand thumb impression, and other relevant documents are clearly identifiable/visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- Candidates must submit correct data /information in the online application form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.



Annexure-B

Document to be submitted at the time of Certificate Verification:

- a. Print a copy of the online application legibly signed by the candidate at the appropriate place.
- b. HSC certificate and mark sheet or equivalent certificate in support of date of birth, issued by the concerned Board/Council.
- c. +2 Certificate and mark sheet or equivalent certificate.
- d. Bachelor's degree certificate and mark sheet.
- e. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit a photocopy of a valid SEBC certificate issued by the competent authority. The candidates seeking reservation as SEBC candidate will have to give a declaration in the prescribed format as per the instruction issued by the Commission vide No 421©/OSSC dated 21.12,2022.
- f. Certificate either of passing the HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by the competent authority.
- g. Photocopy of online disability certificate issued by UDID (by Appropriate Medical Authority) in case of PWD candidates.
- h. Discharge certificate, identity card and a document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- i. Sports identity card issued by Director of Sports & Youth Services in case of sports person candidates.
- j. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her appointment order along with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, post held, nature of post, scheme under which appointed, and No objection to appear the examination.
- k. NOC in case of candidates working in Government Service.



Annexure-C

THE DETAILED SYLLABUS OF THE EXAMINATION:

(a) Detail Syllabus of Preliminary Written Examination

- Arithmetic- 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency, etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

(b) Detail Syllabus of Mathematics Test:

- Arithmetic
- Algebra
- Statistics and probability
- Mensuration
- All Secondary School Level.

(c) Detail Syllabus of Computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing(MS Word)
- Spread Sheet(MS Excel)
- Presentation/Slide ware(MS PowerPoint)
- Database(MS Access)
- Usage of the Internet, Services available on the Internet
- Basic Networking Concepts, Communication Technology

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