ODISHA STAFF SELECTION COMMISSION
Unit – II, Bhubaneswar – 751001

Advertisement No. **672/OSSC**;   Date: **19.02.2024**

DETAILED ADVERTISEMENT FOR RECRUITMENT EXAMINATION FOR SYSTEM ASSISTANT UNDER ODISHA INFORMATION COMMISSION, 2024
(POST CODE:411)
(WEBSITE: www.ossc.gov.in)

1. **Application Invited**:

	Start Date	End Date
Online Registration	29.02.2024	28.03.2024
Submission of Online Application Form	29.02.2024	02.04.2024
Date of editing of Online Application form	29.02.2024	04.04.2024
Mode of Application	Online Mode only through the website "www.ossc.gov.in". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

Applications are invited through online mode only through the website "www.ossc.gov.in" for recruitment to fill up the vacancies reported by different Department/HODs under Govt. of Odisha as follows.

Sl. No	Name of the Post/ Services	Name of the Department/ Heads of Department in which vacancy exists for this recruitment	No. of Vacancy	Group of Post/Services	Pay Matrix Level
1	System Assistant	Odisha Information Commission, Bhubaneswar	01	Group-B	Level-9 of ORSP, 2017

a. Candidates must possess a valid e-Mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.

b. The examination fee has been exempted for all categories of candidates as per G.A. & P.G. Department Notification No.9897/Gen, dtd.11.04.2022.

c. Appointments shall be on regular basis carrying the level of Pay as mentioned in the table above. The appointment shall be guided by "Odisha Group-'B', 'C' and Group-'D' Posts

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(Repeal and Special Provisions) Rules, 2022 notified vide Govt. in GA and PG Department Notification No. 29076 dated 16th October 2022.

d. Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/him in the Online Application Form.

e. Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.

f. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form 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, her/his candidature for the posts shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.

g. Commission will adopt a **"Normalisation Formula"** published in Commission's website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result if and when 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, and such normalized score will be used to determine cut-off marks.)

h. No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website www.ossc.gov.in regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.

i. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last-hour rush.

NOTE: **Important instructions to candidates about filling up of Online Application and "How to Apply" is enclosed as Annexure-A to this advertisement.**

2. a. **Category-wise break -up of vacancy positions along with reservation thereof:**

Sl. No	Name of the Posts/ Services	Name of the Department	Category wise Vacancy				
			UR (Out of which women)	SEBC (Out of which women)	SC (Out of which women)	ST (Out of which women)	Total (Out of which women)
1	System Assistant	Odisha Information Commission, Bhubaneswar	01	Nil	Nil	Nil	01 (W-Nil)

UR: Unreserved
SEBC: Socially and Educationally Backward Class
SC: Scheduled Caste
ST: Scheduled Tribe
W: Women

NOTE:

1. Candidates belonging to the Transgender community are also eligible to apply.
2. The number of vacancies and other conditions of vacant posts 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.

Special Category Vacancies: No post has been reserved for Special Categories such as Ex-servicemen, PwD and Sports Person.

NOTE:

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 (s) as follows:-

Sl. No.	Name of the Posts/ Services	Name of the Department	Benchmark disability suitable to apply for the post.	Physical Requirement
1	System Assistant	Odisha Information Commission, Bhubaneswar	**Category-I** LV-Low Vision **Category-II** HI-Hard of Hearing with use of suitable aid **Category-III** OL-One Leg affected (Mobility not restricted)	**MF**-Work performed by manipulating (with Fingers) **PP**- Work performed by Pulling & Pushing **L**-Work performed by Lifting, **BN**- Work performed by Bending **S**- Work performed by sitting (on Bench or Chair) **ST**-Work performed by Standing **W**- Work performed by Walking **SE**- Work performed by seeing **H**- Work performed by hearing/Speaking **RW**- Work performed by reading and writing **C**- Work performed by Communicating

b. Provision of assistance of Scribe

PwD candidates with disabilities not less than 40% of permanent nature and limitations in writing have the option to use her/his own scribe with due permission of the Commission. The intending candidates must give option for scribe in the appropriate place while filling

up the Online Application Form and will have to submit the required certificate/ documents prescribed in the Advisory Notice No.3453/OSSC dated 24.10.2019 published by the Commission which is available in the website of the Commission "www.ossc.gov.in".

d. PwD candidates must ensure that they possess a permanent disability certificate and must upload the scanned copy of the original (not photocopy) UDID card issued by the competent authority.

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
- If married, must not have more than one spouse living
- Must be able to read, write and speak Odia fluently and:-

    i. Must have passed Middle School Examination with Odia as language subject, or

    ii. Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or

    iii. Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. of Odisha or the Central Govt., or

    iv. Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Govt. of Odisha.

b. Minimum Educational Qualification:

Sl. No.	Name of the Posts/ Services	Name of the Office	Minimum Educational Qualification
1	System Assistant	Odisha Information Commission, Bhubaneswar	B-Tech or B.E in Computer Science/Information Technology with 60% marks at B-Tech level or candidates having MCA with 60% Marks at MCA level.

c. Age:

Minimum Age as on 01.01.2023	Maximum Age as on 01.01.2024
21 Years	38 Years

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However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST category & all women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & 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 rule which will be more beneficial to her/him. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than 2nd **January 1986** and not later than **1st January 2003.**

d. **Note for Ex-Servicemen-** Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt. (Res) dt.14 August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/ undertaking to the concerned employer about the date-wise details of application for various posts for which he/ she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

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

e. The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.

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

g. A candidate who claims change in her/his name after having passed the High School Certificate 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 Odisha Gazette in support of her/his change of name.

4. a. Plan and Pattern of Examination:

The competitive examination shall comprise two stages:

Main Written Examination:-

Total Marks-200. MCQ/Objective type questions

Syllabus is enclosed at Annexure-C.

Details about the mode of examination (OMR/CBRE), duration of the examination, number of questions etc. will be shared in due course on the website through Notice.

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

Certificate Verification:-

Candidates numbering **four** times of the vacancies advertised (Post Wise &Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Main Written Examination.

In case, during the stage of Certificate Verification, the Commission observes that the vacancy (ies) is not likely to be filled up, an additional number of candidates who have qualified in the order of merit shall be called **only for one more time, at the discretion of the Commission** for filling up the number of vacancy.

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

(II) There will be a penalty (Negative marking) for wrong answers marked by the candidate in examinations consisting of Multiple Choice Questions. The Quantum of penalty/ negative marking will be **1/4 of total** mark for each wrong answer if four options are there, 1/3 of the total marks if three options are there and so forth.

(III) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary written examination as fixed by this Commission in their discretion, for the next stage of the main written examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.) and different posts/ services.

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(IV) Based on the performance in the main written examinations, candidates will be shortlisted for document verification.

The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.

b. The candidates who fail to appear at any stage of the recruitment process will not be considered for final selection and their names will be deleted from the merit list.

c. Any complaint on the conduct of the examination must be sent to the commission by email "support.ossc@gov.in" within 05(five) days of completion of the examination.

5. **Place and Date of examination:**

a. The Date, Time and Venue of the Main written examination and Certificate Verification will be conveyed to the 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 Detailed Application Form (DAF):**

As the number of vacancy is one(01), four candidates may be called for Certificate Verification. In case, during the stage of certificate verification the commission observes that the vacancy(ies) for a particular category of post (s) is/are not likely to be filled up completely ,an additional number of candidates who have qualified in the order of merit list shall be called only for one more time only for certificate verification at the discretion of the commission for filling up the number of vacancies.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificates, special category certificates, NOC in case of Govt. servants/ working under PSUs of State Government as well as Central Government 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 online application form duly signed by the applicant. (Details are enclosed in Annexure-B).

NOTE: Candidates who fail to appear for document verification will not be considered for final selection.

7. **Admission Letter:**

a. The Commission shall upload the admission letter on its website www.ossc.gov.in for the convenience of the candidates.

b. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.

c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.

d. The admission letter contains 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. **Select List:** The merit list of candidates who are found suitable in certificate verification, shall be prepared in order of merit, category-wise and post-service-wise equal to the vacancies advertised, based on their marks secured in the Main Written Examination.

9. **Resolution of tie cases-**If two or more candidates have obtained equal marks in the aggregate as per the OSSC Rules -1993 the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic careers and if the marks thus secured are equal then the merit shall be decided according to their seniority in age.

10. **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, her/ his 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 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 or any of the functionaries of the Commission (OSSC).
- Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- Making statements which 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 during examination.
- 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 Exam with forged Admit Card, identity proof, etc.
- Possession of fire arms/ weapons during the examination.
- Submitting more than one application for any recruitment 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 functionaries or representatives.
- 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.
- Impersonation/ 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 and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

11. Commission's Decision Final:

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

12. Important Instruction/Information to the Candidates: -

a. The candidate has to fill/confirm in the OMR answer sheet or CBRE Screen, as the case may be, correct Roll Number and other data as required in the place(s) indicated therein and darken the appropriate circles in Blue or Black Ball Point Pen only properly in case of OMR-based examination. If the information so furnished is incomplete or different from the application form or if appropriate circle is not darkened properly, then zero mark will be awarded.

b. In Descriptive Paper, candidate must write her/ his correct Roll Number at the prescribed place on the cover page of the Answer Book. Candidates must also affix their signature in the relevant columns of Attendance Sheet. Answer Books not bearing Roll Number will not be evaluated and such candidates shall be awarded zero marks.

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c. Candidates shall not write any identity particulars e.g., name, Roll number, Mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.

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

e. Sharing of marks with the candidate: Marks obtained by an applicant in the Main Examination is proposed to be shared with him/ her after the final merit list is published.

f. All these are State Cadre posts. The candidate, on selection, may be asked to serve anywhere in Odisha.

g. 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 05 days of the declaration of the said result through e-mail support.ossc@gov.in

h. **Applicants who are Government servants/ working under PSUs of the State Government as well as Central Government should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application failing which their candidature for the post will be rejected. At the certificate verification stage, they must produce the original "No Objection certificate". Those who were not Government Servants at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at the stage of certificate verification. Those Govt. servants who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Govt. servant status, and found to be a Govt. servant on the day of Certificate Verification or before, will not be included in the Merit List.**

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By Order of the Commission

19.02.2024

Secretary

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ANNEXURE-A

Important Instructions to Candidates about filling up Online Application:

- Candidates **may apply for the post/services strictly as per their Educational Qualification possessed and as per other eligibility criteria prescribed for that particular post/service. Furnishing of false/incorrect information as regards educational qualification shall entail forfeiture of the candidature and action as deemed fit shall be taken by the Commission against the candidate concerned.**

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.

- Candidates in their own interest should submit online applications much before the closing date and not to 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 written examination and, therefore, 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 benefits available for SC/ ST/ SEBC/ PwD/ ESM 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 the printout 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 their online Application Forms. In case, more than one application of a candidate with

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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 all the examinations of the 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 Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.

- Applications with blurred/ illegible Photograph/ Signature will be rejected.

- Candidates must fill 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 may fill their correct Aadhar number.

- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence 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 in it, then the candidate must carry an additional original certificate in proof of her/ his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of 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 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 in 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 Cyber/ IT act.

How to Apply:

- The applicants should go through this detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.ossc.gov.in.
- Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions 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 Online Application Form:

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/ Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.
- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- SC/ ST/ SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by 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, she/ he must give a self-declaration in the format appended in the online application form.
- Candidate claiming age relaxation under "Ex-Servicemen" 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 is going to retire within six months from the closing date of online application may apply for the post by obtaining "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. The scanned document must be in "Pdf" format between ranges of 100 kb to 500 kb.

- Candidates claiming age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- The candidate should ensure that the scanned Photograph and 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.

- Applicants who are Government servant/ working under PSUs of State Government as well as Central Government 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 Government Servants at time of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Non-Submission of No Objection Certificate shall be treated as disqualification and the candidate shall forfeit his/her candidature for the post.

- 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 her/ his 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, her/ his candidature for the post will be cancelled forthwith.

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ANNEXURE-B

Document to be submitted at the time of Certificate Verification:

a. Downloaded copy of Admission letter for Certificate Verification.

b. Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.

c. Copy of the Online Application form legibly signed by the candidate at the appropriate place.

d. HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.

e. +2/equivalent certificate & mark sheet (As applicable for the post).

f. B-Tech or B.E in Computer Science/Information Technology/MCA Degree Certificate & Mark sheets as applicable for the post.

g. 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 photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of Online Application.

h. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.

i. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.

j. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.

k. NOC in case of candidates working in Government Service/ working under PSUs of State Government as well as Central Government.

ANNEXURE-C

(a) The detail Syllabus of Main Written Examination

1. Computer Fundamentals & Information Technology

2. Office Automation (Word, Excel, Power-Point)

3. DMBS (MS-Access, MS-SQL)

4. Web Designing using HTML, DHTML, XHTML, JavaScript, CSS, Photoshop

5. Operating System (DOS, Windows, Linux)

6. OOPs & Programming with C/C++

7. Computer Networks, Internet, E-commerce & Email

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