



## ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT No. 09 OF 2022-23

Recruitment to the post of Assistant Director of Handicrafts in Class-II (Group-B) of Odisha Handicrafts Service under Handlooms, Textiles & Handicrafts Department.

**WEBSITE** - <http://opsc.gov.in>

Online applications are invited from the prospective candidates through the proforma application to be made available on the Website (<https://www.opsc.gov.in>). The link for Registration and submission of online application shall be available from **27.09.2022 to 26.10.2022** for recruitment to 03 (Three) nos. of posts of Assistant Director of Handicrafts in Class-II (Group-B) of Odisha Handicrafts Service under Handlooms, Textiles & Handicrafts Department in the pay scale of Rs.44,900/- to Rs.1,42,400/- in Level-10 of the Pay Matrix under ORSP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are temporary but likely to continue.

**2. VACANCY POSITION:** As per requisition filed by the Handlooms, Textiles & Handicrafts Department, Government of Odisha, the vacancy position along with reservation thereof is given below:

Sl. No.	Category	No. of vacancies
1.	Unreserved	02
2.	SEBC	01
	<b>Total</b>	<b>03</b>

**3. DUTIES :** The officer will be looking after promotion and development of Handicraft activities in the State.

**4. AGE:**

A candidate must have attained the age of 21 (twenty one) years and must not be above the age of 38 (thirty eight) years of age as on the 1<sup>st</sup> day of January 2022 i.e. he/she must have been born not earlier than 2<sup>nd</sup> January, 1984 and not later than 1<sup>st</sup> January, 2001.

The upper age limit prescribed above shall be relaxable up to **05 (five)** years for candidates belonging to the categories of Socially and Educationally Backward Classes (SEBC) and women.

Provided that a candidate who comes under more than one category mentioned above, he/she will be eligible for only one age relaxation benefit which shall be considered most beneficial to him/her.

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

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

#### **5. EDUCATIONAL QUALIFICATION:**

A candidate must have possessed **Graduate Degree** in any discipline from a recognised University.

#### **6. EXAMINATION FEE :**

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

#### **7. METHOD OF SELECTION:**

(a) The Competitive Examination for recruitment to the posts of Assistant Director of Handicrafts shall comprise as follows :

(i)	<u>Written Test</u>	–	<u>300 marks</u>
	• Paper-I (General English-50 marks and Odia Language-50 marks)	–	100 marks
	• Paper-II (Mathematics and Reasoning & Mental Ability)	–	100 marks
	• Paper-III (General Studies)	–	100 marks
(ii)	<u>Viva Voce Test</u>	--	<u>50 marks</u>

(b) The Written Test shall consist of three papers namely Paper-I, Paper-II & Paper-III.

(c) **Paper-I (General English and Odia Language)** shall be of **two hours** duration carrying 100 marks (General English-50 marks & Odia Language-50 marks). The pattern for Paper-I will be **descriptive type** and the question in General English & Odia Language paper shall be of High School Certificate standard.

(d) **Paper-II** (Mathematics and Reasoning & Mental Ability) shall be of **two hours** duration having 100 questions each carrying 01 mark. The pattern for Paper-II will be **Objective type (MCQ) pattern** and the questions shall be of Secondary School Standard.

(e) **Paper-III** (General Studies) shall be of **two hours** duration having 100 questions each carrying 01 mark. The pattern for Paper-III will be **Objective type (MCQ) pattern** and the questions shall be of Graduation Standard.

- (f) There shall be **negative marking in Paper-II and Paper-III** for each wrong answer with a deduction of **25%** marks allotted to the particular question.
- (g) Only those candidates shortlisted after the written test shall be called for Viva Voce Test.
- (h) The final ranking of the candidates shall be on the basis of marks obtained in the Written examination and Viva Voce test.
- (i) The Commission shall prepare a list of finally selected candidates considered suitable for post equal to number of vacancies.
- (j) The detailed syllabus for each paper is appended at **Annexure-A**.

#### **8. PLACE OF EXAMINATION:**

The written examination will be held at Cuttack. It may also be held at Bhubaneswar/Balasure/Berhampur/Sambalpur depending on the number of candidates from the respective zones. Request for change of Examination Centre shall not be entertained.

#### **9. OTHER ELIGIBILITY CONDITIONS:**

- (i) The candidate must be a citizen of India;
- (ii) The candidate must be of good mental condition and bodily health and free from any physical defect to interfere with discharge of his/her duties in the service;
- (iii) The candidate must be able to read, write and speak Odia fluently and have;
  - a. Passed Middle English School examination with Odia as a Language subject; or
  - b. Passed H.S.C. or equivalent examination with Odia as medium of examination in non-language subject; or
  - c. Passed in Odia as language subject in the final examination of Class-VII from a school or Educational Institution recognized by the Government of Odisha or the Central Government; or
  - d. Passed a test in Odia equivalent to Middle English School Standard conducted by the Board of Secondary Education, Odisha of the School and Mass Education Department.
- (iv) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (v) A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties in the service;

- (vi) Government servants, whether temporary or permanent or working on probation must submit **No Objection Certificate** issued by the Competent Authority during document verification;
- (vii) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C from appearing at any examination /Viva Voce test, he/she will not be eligible for such recruitment for that specified period/chance(s);
- (viii) **Only those candidates, who fulfil the requisite qualification & are within the prescribed age limit etc. by the closing date of submission of online application, will be considered eligible;**
- (ix) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish a copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name;

#### **10. IMPORTANT POINTS :**

- (i) Online Applications submitted to OPSC, if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score;
- (ii) Admission to the Written Examination / Viva Voce test will be provisional. If on verification at any stage before or after the written examination / viva voce test, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature shall be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of a candidate shall be final;
- (iii) This advertisement should not be construed as binding on the Government to make appointment;
- (iv) Concessions meant for **SEBCs** are admissible to Socially Educationally Backward Classes of Odisha only;
- (v) Community status once mentioned by the candidates under the appropriate box of the online application form will be treated as final and the same shall not be changed subsequently under any circumstances.
- (vi) Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate.

#### **11. CERTIFICATES/DOCUMENTS TO BE ATTACHED:**

The candidates who shall qualify in the written examination are required to down load the hard copy of online application and submit the same during document verification. They are required to submit the true copies of the documents including originals as mentioned below along with their application

form. The candidates are required to mention on the copy of each document "Submitted by me" and put their full signature & date on the same.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board /Council;
- (ii) Graduate Degree Certificate from recognized University alongwith all the mark sheets;

**NOTE-1 :**

The candidates are required to upload their H.S.C. Certificate, Graduate Degree Certificate, Odia Pass Certificate, SEBC Certificate while filling up online application form, failing which their candidature shall be rejected.

- (iii) Two recent passport size photographs (unsigned & unattested) which has been uploaded in the Online Application Forms;
- (iv) Caste Certificate in support of claim as SEBC, wherever applicable;
- (v) Required Odia test pass certificate from the competent authority;
- (vi) No Objection Certificate issued by the competent authority;
- (vii) Any proof of identity;

**NOTE-2 :**

- (i) Candidates claiming to be belonging to S.E.B.C category of Odisha by birth are required to submit copy of the relevant SEBC Certificate issued by the competent authority in the prescribed form.
- (ii) Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the Competent Authority within the last three years by the closing date for submission of registered online application form in the prescribed format. The SEBC Certificate which is more than three years old by the closing date of submission of online application form is liable for rejection;
- (iii) O.B.C. CERTIFICATES WILL **NOT BE ACCEPTED** IN LIEU OF S.E.B.C. CERTIFICATES AND CANDIDATES SUBMITTING O.B.C CERTIFICATES ARE LIABLE FOR REJECTION.
- (iv) Women candidates belonging to S.E.B.C categories are required to submit Caste Certificates by birth showing "daughter of .....". Caste Certificates by virtue of marriage (i.e. showing "wife of .....") are not acceptable and liable for rejection.
- (v) Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

The competent authorities are:- District Magistrate/ Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors



or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar/ Additional Tahasildar of Government of Odisha;

NOTE 2: Degree Certificate, SEBC Certificate, Odia Test pass certificate etc. must have been issued by the competent authority within the last date fixed for submission of registered online application form.

**12. GROUND OF REJECTION OF APPLICATION:-**

Applications of candidates will be rejected by the Commission on any of the following grounds:-

- (a) Degree Certificate, SEBC Certificate, Odia Test pass certificate etc. not issued by the competent authority within the last date fixed for submission of registered online application form.
- (b) In-complete online application form.
- (c) Non-submission of hard copy of online application form at the time of verification of original documents.
- (d) Not signing declaration (full signature) in the hard copy of the online application form;
- (e) Not coming within age limit as mentioned in Para-4 of Advertisement.
- (f) Not having requisite qualification as provided under Para-5 of Advertisement.
- (g) Not furnishing copies of certificates/documents as provided under Para-11 of Advertisement.
- (h) Not furnishing Odia Test pass evidence as required under Para-9(iii) of the Advertisement.
- (i) Submission of wrong information / false information about qualification / Age / O.T. Pass evidence / Category Status (SEBC).
- (j) Suppression of facts / information about eligibility, if any.
- (k) Any other ground as per the decision of the Commission.

N.B:- APPLICATION / CANDIDATURE OF A CANDIDATE SHALL BE REJECTED AT ANY STAGE OF RECRUITMENT PROCESS, WHENEVER DISCREPANCY IS NOTICED /DETECTED.

**13. HOW TO APPLY:**

- (a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.
- (b) Candidates must apply online through the concerned Website of the OPSC **<http://opsc.gov.in>**. Applications received through *any* other mode would not be accepted and summarily rejected.
- (c) Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.
- (d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The

requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit even if wrongful entry has been made while filling up online application.

- (e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left-hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (f) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.
- (g) *On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/Re-registration and finally submitted Online Application forms and put his/ her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- (h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
- (i) Certificate of Admission to the written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination which will be published in the Website of the Commission and Newspapers.
- (j) The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination. No separate correspondence will be made on this score.
- (k) "Intimation letters" to candidates for document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded in the website of OPSC prior to the date of Document Verification/ Interview.
- (l) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail ([opsc@nic.in](mailto:opsc@nic.in)) within 05 (Five) days of completion of the examination.

**14. FACILITATION COUNTER:**

*To resolve any Technical problem faced in filling up of online Registration/Re-registration and Application forms, candidate may contact OPSC*

*Technical Support over Telephone No. 0671-2304707 between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.*

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn.- 207 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.

The candidates are required to visit the website of the Commission at <https://opsc.gov.in> for detailed information about important notices, rejection of applications, the date & time of Written Examination/Document verification/Interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

### **CLOSING DATES**

**ONLINE REGISTRATION AND SUBMISSION OF ONLINE APPLICATIONS CAN BE DONE IN THE WEBSITE FROM 27.09.2022 TO TILL 26.10.2022 (11.59 P.M).**

**NB:** THE ONLINE APPLICATION FORMS, IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED.

DATE -17.09.2022

  
SECRETARY

ODISHA PUBLIC SERVICE COMMISSION  
CUTTACK



## ANNEXURE - A

### SYLLABUS AND SUBJECTS

Recruitment to the post of Assistant Director (Handicrafts) shall be made by direct Recruitment through a competitive examinations both written and viva voce test to be conducted by the OPSC.

#### Stage-I (written examination Scheme & Syllabus of the written examination)

		<b><u>Total Marks 300</u></b>
<b>Paper-I</b>	General English (50 Marks) and Odia Language (50 Marks)	--100 Marks
<b>Paper-II</b>	Mathematics and Reasoning and Mental Ability	--100 Marks
<b>Paper-III</b>	General Studies	--100 Marks

The written examinations shall be consist of 3 papers as indicated above. The duration of examination shall be of two hours for each paper.

- a. The Question in General English and Odia language paper shall be of High School Certificate standard and comprise of comprehension of given passage, précis writing, letter / application / report writing, essay writing, translation from English to Odia language / Odia to English language, vocabulary, usage and grammar.
- b. Mathematics and Reasoning and Mental Ability relating to Paper-II. The questions shall be of Secondary School Standard comprising of the following categories.
  - (A) Arithmetic
  - (B) Algebra
  - (C) Mensuration 2D & 3D
  - (D) Statistics & Probability
  - (E) Reasoning and mental ability verbal.
    - (i) Number series
    - (ii) Alphabet series
    - (iii) Test of direction sense
    - (iv) Number ranking
    - (v) Non-verbal series
    - (vi) Mirror Image
    - (vii) Cubes and dices
    - (viii) Grouping identical figures
    - (ix) Embedded figures

- c. The General Studies paper shall comprise of questions on History of India with special reference of History of Odisha, Geography of world and of India with special reference to Geography of Odisha, Indian Polity and Current Economic Scenario, Environmental Conservation, Human Rights Issue, Art, Literature and Culture, General Science and knowledge of Computer. The answer papers will be in OMR form, the question will be of graduation standard.

Paper-II & Paper-III, shall be of MCQ pattern there will be negative mark @ 25% for each wrong answer.

**Stage-II (Viva Voce)**

Only those candidates who are shortlisted after the written test shall be called for the viva voce which shall carry 50 marks in order to ascertain the personality of the candidates.

>>>>>>>>>0<<<<<<<<<<