ODISHA STAFF SELECTION COMMISSION
Unit – II, Bhubaneswar – 751001

Advertisement No.IIE-148/2022-7302, /OSSC   Date: 27.12.2022

DETAILED ADVERTISEMENT FOR THE POST OF AMIN UNDER HOUSING & URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA.

(POST CODE: AMIN/ 01/22)
(WEBSITE: www.ossc.gov.in)

1. **Application Invited**:

	Start Date	End Date
Online Registration	31.12.2022	27.01.2023
Submission of Online Application Form	31.12.2022	30.01.2023
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.	

a. Applications are invited online through the OSSC website "www.ossc.gov.in" for recruitment to fill up the vacancies in the office of Housing & Urban Development Department of Govt. of Odisha.

Sl. No.	Name of the Post	Name of the Department/Heads of Department in which vacancy exists for this recruitment	Total No. of Vacancy	Classification of Posts	Pay Matrix Level & Scale of Pay (as per 7th Pay Commission)
1	Amin	Housing and Urban Development	60	Group-C	Level-3 18000-56900

b. 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.

c. The appointment will be against the above post carrying pay as indicated in the above table.

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

e. 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 (Repeal and Special Provisions) Rules, 2022 notified vide GA and PG Department Notification number 29076 dated 16th October 2022

f. 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.

g. 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.

h. 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 post shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.

i. 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.

j. 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.

k. 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.

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	Amin	Housing and Urban Development	33 (w-11)	4 (w-1)	10 (w-3)	13 (w-4)	**60 (w-19)**

NOTE: Candidates belonging to the Transgender community are also eligible to apply.

UR: Unreserved

SEBC: Socially and Educationally Backward Class

SC: Scheduled Caste

ST: Scheduled Tribe

W: Women

b. Special Category vacancies :

Special Category				
Ex-Servicemen (Ex-SM)	Sports Person	Persons with Disability (PwD)		
		Vacancy	Benchmark Disability	
02	01	01(w-0)	Cat-II	HI-Hearing Impaired with suitable aid.
		01 (w-0)	Cat-III	OH-Ortheopadically Handicapped-Dwarfism, Acid attack Victim.

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 the above Benchmark Disability of permanent nature and having Disability, not below 40% in the categories shown in the table shall be eligible to apply for the above posts.

The physical requirement of the PwD candidates for the post is as follows:

Code	Physical Requirement
B	Work performed by bending
F	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
R & W	Work performed by reading & writing
SE	Work performed by seeing
ST	Work performed by standing
S	Work performed by sitting (on bench or chair)
W	Work performed by walking

c. **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 should 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 on the website of the Commission "www.ossc.gov.in".

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

e. 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 suitable male candidate(s) of the same category.

f. 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/ 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
- 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 SchoolandMass Education Department, Govt. of Odisha.

b. Minimum Educational Qualification:

The Minimum Educational Qualification for the post is as follows:

Sl. No.	Name of the post	MinimumEducational Qualification
1	Amin	Must have passed Higher Secondary (10+2) from Council of Higher Secondary Education, Odisha or equivalent examination and she/he must have basic computer knowledge.

c. Age:

A candidate must have attained the age of (Twenty-one) 21 years and must not be above the age of (Thirty-eight) 38 years as on **1st January 2022**. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & 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 1984** and not later than **1st January 2001**.

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 Recruitment process for the posts consists of the following three stages.

Stage-I: **Preliminary Examination** shall be of multiple choice questions to be conducted through Computer Based Recruitment Examination (CBRE mode/OMR mode).

Total Marks: **100 marks.**

The indicative syllabus is given below:-

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

Stage-II: a) **Main Written Examination**

Total Marks: **200 marks.**

Detailed syllabus of Main Written Examination is as given below.

A. Concepts of Geometry & Mensuration

- Introduction to Geometry
- 2D Shapes: Line, Circle, Triangle, Quadrilateral, Rectangle, Square, Trapezium, Rhombus and Parallelogram
- 3D Shapes: Sphere, Hemi-Sphere, Cylinder, Cone, Cube, Pyramid, Cuboid
- Important Theorems and Postulates
- Triangles:
    i. Different types of Triangles
    ii. Various types of Centres
    iii. Congruence
    iv. Similarity
    v. Perimeter and Area
- Quadrilaterals:
    i. Different types of Quadrilaterals i.e. Rectangle, Square, Trapezium, Rhombus and Parallelogram
    ii. Perimeter and Area

- Circle:
    i. Perimeter and Area
    ii. Radius, Diameter, Segment, Sector and Chords
    iii. Tangents
- Area tracing by using Coordinate Geometry
- Height and Distance calculation by using Trigonometric formulae
- Volume, Curved Surface Area (CSA), Lateral Surface Area (LSA), Total Surface Area (TSA) of 3D objects i.e. Sphere, Hemi-Sphere, Cylinder, Cone, Cube, Pyramid, Cuboid
- Units of area Measurement and their conversion

B. **Interpretation of MAPS**

- Introduction to Maps.
- Map Scale and Ratio.
- Coordinates: Latitudes, Longitudes
- Types of Maps: Political maps, Physical maps, Topographical maps, Topological maps, Nautical maps, Thematic maps and Road maps.
- Properties of Maps: Distance, Symbol and Direction.
- Conventional Signs and symbols
- Interpretation of Topo-Sheets
- Index in maps

b) **Computer Skill Test** - Qualifying Only.
The indicative syllabus of the Computer Skill Test is given below.

    i. Computer Fundamentals
    ii. MS Windows
    iii. Office Software
    iv. Word Processing (MS Word)
    v. Spread Sheet (MS Excel)
    vi. Presentation or Slide ware (MS PowerPoint)
    vii. Data base (MS access)
    viii. Usage of Internet, Services available on Internet.
    ix. Basic Networking Concepts, Communication Technology.

Stage-III: **Certificate Verification.**

NOTE: In pursuance of GA & PG Department Notification No-29246, dated 18th October 2022, the Preliminary and Main examination, shall be conducted both in Odia and English except for the language subject. The Candidate who desires to answer the paper in English shall exercise his option in the application form. All may note that the option once given cannot be changed. Options are available in the online application form.

(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.

(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.). A minimum of **Six times** the number of vacancies may be called for Main written examination basing on the marks secured in preliminary examination.

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

(V) Based on the performance in the Main written examination, and having qualified in Computer Skill Test candidates will be shortlisted for certificate 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 select list.

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

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

a. The Date, Time and Venue of the Preliminary examination, Main written examination & CST will be conveyed to the candidates on Commission's website and through 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):**

Candidates numbering **02(two)** times of the vacancies advertised (Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Main Written Examination.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Govt. servants and other documents as intimated in the admission letter for verification along with a set of self-attested photocopy of the same and OSSC copy of the 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 Select list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category-wise equal to the vacancies advertised, basing on sum total of marks secured in main written examination, from among candidates who have qualified in Computer Skill Test.

Resolution of Tie Cases: If two or more candidates have obtained equal marks in the aggraegate, the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic career and if the marks thus secured are equal then the merit shall be decided according to their seniority in age.

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 conduct of 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 Sheet 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 functionariesi.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.
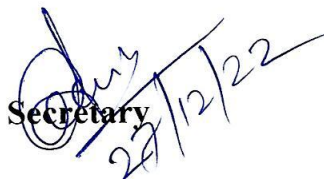
10. **Commission's Decision Final:**

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 centers 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.

11. **Important Instruction/Information to the Candidates: -**

a. Marks scored by candidates in Computer-based Preliminary Examination, if such examination is conducted in more than one Sitting/Batch, will be normalised 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. 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 and Left-hand Thumb Impression 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.

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 Preliminary Examination,Main Examination& CST are proposed to be shared with him/her after final merit list is published.

f. This is a State Cadre post. 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 one month of the declaration of the result.

h. **Applicants who are Odisha Government servant 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 Odisha Government Servants at the time of submission of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Those Odisha Govt. servants who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the select list. Similarly, if any candidate hides her/his Odisha Govt. servant status, and found to be an Odisha Govt. servant on the day of Certificate Verification or before, will not be included in the Select list.**

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By Order of the Commission

Secretary 27/12/22

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Annexure-A

Important Instructions to Candidates about filling up Online Application:

- 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 the 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 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 application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take 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 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 Aadhaar 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 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, 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.

- 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 certification/declaration.

  "I .... son/daughter of shri/smt............................. Resident of Village/town/city......................P.S.............................District.................state................pin................ hereby 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 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 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 reservation/ 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.

- Candidates claiming reservations under sports person category need to upload sports identity card issued by Director of 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 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 Odisha Government servant 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 time of application but became Government Servants subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification.

- 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.

Annexure-B

Document to be submitted at the time of Certificate Verification:

a. Downloaded copy of Admission letter for Document Verification.

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

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

f. 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.

g. 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.

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

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

j. Identity Card issued by Director Sports and Youth service Department, Govt. of Odisha, in case of Sports Person candidates.

k. NOC in case of candidates working in Government Service.

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