



ODISHA STAFF SELECTION COMMISSION

Barrack No.1, Unit - V, Bhubaneswar - 751054

Advertisement No. IIE-91/2012/ 2370/OSSC; Date: 24.04.2015

Special Recruitment Drive for S.C. & S.T. candidates for selection through recruitment examination for the post of Junior Stenographer (Home Department Cadre) in the Odisha Secretariate.

(POST CODE-JSS-43)
WEBSITE- "www.odishassc.in"

IMPORTANT: (i) ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 29.04.2015
TILL 29.05.2015 BY 11.59 P.M.

(ii) LAST DATE OF RECEIPT OF DAF DULY SIGNED BY THE APPLICANT
IS 5 P.M. OF 05.06.2015.

Online Applications are invited from S.C. & S.T. category candidates by using the website www.odishassc.in. for selection through recruitment examination for 148 posts (SC-29+ ST-119) of Junior Stenographer, Odisha Secretariate (Home Department) Government of Odisha, (POST CODE-JSS-43), in the Pay Band-2 Rs. 5200/- to 20,200/- with Grade Pay of Rs. 2400/-. The appointment will be initially on contractual basis, as per the Odisha Group 'C' and Group 'D' posts (contractual appointment) Rules, - 2013. DAF (i.e. the OSSC copy of the application and copy of the required certificates and documents duly signed by the applicant) must be sent through speed post superscribing the name of the post on the envelope so as to reach the Commission's office by 05.06.2015. No examination fees are required to be deposited as this is special drive for SC & ST candidates

CONDITIONS OF SERVICE: The condition of service for the post will be guided as per Odisha Group 'C' and Group 'D' posts (Contractual Appointment) Rules, 2013 and the Odisha Secretariate Stenographers' and Personal Assistants (Method of Recruitment and Condition of Service) Rules, 1997 as amended up-to-date.

Caution: 1. The candidates applying for the post must go through the advertisement and ensure that they fulfil all eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the Language Test and

Stenography Test shall be provisional and would be on the basis of the information furnished by him/her in the on-line application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, his/her candidature for the examination will be cancelled forthwith.

2. The candidates will be allowed to appear in the Language Test and Stenography Test on the basis of the information furnished by them in the online application form.

1. How to apply:

1(a) Candidates are required to visit the website of the Commission 'www.odishassc.in' and then required to click the tab 'online application' in the home page of the website, the posts advertised for online application and **detailed instructions** for submitting the application online are displayed on the computer screen. These instructions along with the instructions in this advertisement are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on '**apply online**' after selecting the post. Here the system will ask to furnish the 10th/ HSC Examination Roll number, name of the Board & year of passing and whether Annual or Supplementary. The Applicant should furnish the correct information including the Roll number as mentioned in the H.S.C / Matriculation Certificate and other information so as to validate the same and to proceed to next Step. **Candidates should ensure that correct information relating to passing the 10th Standard examination are furnished. Furnishing of any wrong/ incorrect information in the online application form may lead to rejection of the application.**

1. (b) After validating the required information the Blank Application Form specific for the particular post will be generated on the screen and the candidate has to fill in the required details against the various items in the Form without leaving any item blank. The candidate has to upload the

scanned image of his/her recent passport size photograph and scanned image of his/her full signature in the on line application form. **The up-loaded photograph and full signature must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence on this count will be entertained.** The filled in Application Form can be submitted by clicking on the 'submit button'. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided and the scanned signature and scanned photographs are clearly identifiable and visible and then click the 'submit button'. The applications not having the clear image of the Photograph & signature of the applicant will be rejected. After the form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button 'print application form' to generate the filled in Application form. This time the Application Form is generated by the system with a unique bar code and bar code number printed on the format, is the index number of the application. **If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'log in' within 48 hours of clicking the 'submit button'. Editing of the application will not be possible after 48 hours.**

1. (c) The candidate has to take two printed copies of the application, one **OSSC copy** and the other the **Applicant's copy**. The hard copy of the Application, i.e. the OSSC copy with duly ink signed at the appropriate place along with required certificates and documents (refer to clause- 6 below) together called the **Detailed Application Form (DAF)** should be promptly sent to the Commission, superscribing on the top of the envelop as **"APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER**

(HOME DEPARTMENT) ODISHA SECRETARIAT” by Regd. Post/Speed Post in the following address:

“TO THE SECRETARY ODISHA STAFF SELECTION COMMISSION, BARRACK NO-1, UNIT-V, BHUBANESWAR, 751054”

The last date of receipt of DAF in OSSC, through Speed Post/ Regd. Post is 05.06.2015.

The Applicant’s copy contains the ‘used ID’ and ‘pass word’ of the applicant printed on the bottom of the Application form. The applicant has to **keep it carefully for his future reference to asses to the website to know the status of the application and also to down load the call letter from the Commission’s website to appear the examination.**

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

1(e) Admission of all candidates in the written examination (Language Test) Stenography Test is provisional subject to verification of original certificate(s)/document(s) etc at the time of certificate verification. The eligibility of the candidate will be verified at the time of certificate verification. The Commission has the right to reject the application of any candidate at any stage of the recruitment process if the candidate is found to have submitted false information in the Application Form or ineligible for whatsoever reason(s) it may be.

1 (f) The candidate may find out the status of his/her application by accessing OSSC website, clicking therein the tab ‘**online application**’, and thereafter clicking on the candidate’s log in, and providing the user ID and password.

2. Last date for receipt of applications.:

2(a) The last date for online submission of Application in response to this advertisement is 11.59 P.M. of 29.05.2015. The system will be automatically

disabled from 11.59 P.M. of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

2(b) The closing time for receipt of the **DAF** (i.e. the OSSC copy of the Application form duly ink signed at appropriate place, and other documents (refer to **clause -6**, together called the DAF) in the Commission's office is 5 PM of 05.06.2015 through Speed post/ Registered post only. No application will be entertained in the Commission's office after the date and time stipulated above. No Application form will be received by hand/in the drop box in the office of the Commission.

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

3(a) As per information filed by the Deputy Secretary to Govt. Home Department, the category-wise break-up of the total no. of posts to be filled up by this recruitment is as follows:

Sl. No.	Categories	No. of vacancies for which the recruitment examination will be conducted.		
		Male	Female	Total
1	2	3	4	5
1	S.C.	19	10	29
2	S.T.	80	39	119
	Total	99	49	148

3%, 1% & 3% of the total posts are reserved for persons with Disability, Sports person & Ex-servicemen persons respectively from within the above 'SC' & 'ST' category. The persons having disability in the category O.A., O.L & B.L. (mobility not restricted), LV, B (with Dictaphone or Braille shorthand machine) & HI, are eligible to apply for the post. The Physical requirement for such PWD is S, SE, W, H, RW, ST, L, MF and C.

Code**Functions**

OA- One arm affected (R or L) (a)impaired reach (b) weakness of grip (c) ataxia.

OL- One Leg affected (R or L)

BL- Both Legs affected but not arms (mobility not to be restricted)

LV- Low vision (With Dictaphone or Braille Shorthand Machine)

B- Blindness (With Dictaphone or Braille Shorthand Machine)

HI – Partially deaf.

Code**Physical Requirement**

S	-	Work performed by sitting (on bench or Chair)
SE	-	Work performed by seeing.
W	-	Work performed by walking.
H	-	Work performed by hearing/speaking.
RW	-	Work performed by Reading and writing.
ST	-	Work performed by standing
L	-	Work performed by lifting.
MF	-	Work performed by manipulating (with fingers)
C	-	Work performed by communication.

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

4. Eligibility:**4(a) Age:**

As this is a special drive for SC & ST candidates, the minimum age for the post is 21 years and the maximum age is 37 years as on 01-01-2015 with relaxation. The upper age limit is relaxable by 10 years in case of Persons with Disability and by the total period of service rendered in defence service in case of Ex-Servicemen. However, a candidate can only avail any one type of age relaxation as per rule. In order to be eligible to apply for the post, the candidates (SC & ST category), must not have been born earlier than 2nd January, 1978 and not later than 1st January 1994. The persons in Defence Forces having more than six months to retire/ be discharged from the Forces as on the date of the submission of online application are not eligible to apply for the post.

4(b) 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 only be acceptable as evidence of age.

4(c) However the upper age limit is relaxable for in-service contractual employees engaged by the Government or through manpower service provider agencies in the State Government Offices or the State Government of Odisha who have completed at least one year of continuous service on the date of publication of the advertisement as per provisions of "The Odisha Group-C and Group-D (Contractual appointment) Rules, 2013." As such they must be less than 45 years as on 01.01.2015. They should submit the required proof from their employer for availing the age relaxation.

4(d) General Eligibility Criteria

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

4(e) Educational Qualification:

The candidates must have hold a minimum Bachelor's Degree on the date of Application from any Indian University or an Educational institution Established by an Act of Parliament or Deemed to be an University under Section 3 of the University Grant Commission Act 1956 or a Foreign university approved by the Central Government of India from time to time.

4(f) The Applicant shall be able to speak, read & write Odia & shall have the Odia as one of the subjects in the HSC or equivalent examination or declared to have been passed a test in Odia Language equivalent to M.E.

School Standard conducted by Education Department Govt. of Odisha on the date of the Application.

4(g) Eligibility relating to Short Hand Test: He/She must possess a minimum speed of forty words per minute in English typewriting in computer, twenty words per minute in Odia typewriting in computer and eighty words per minute in shorthand both in English and Odia.

5. Examination Fee:

As this is special recruitment drive for SC & ST candidates, the applicants are exempted from paying any exam fee.

6. Certificates / documents to be submitted along with the detailed application form (DAF).

- (a) Candidates of SC/ST category shall enclose self attested photocopy of caste certificate issued recently by the competent authority.
- (b) Self attested photocopy of HSC or equivalent certificate & mark sheet in support of declaration of age issued by the concerned Board/Council.
- (c) Self attested photocopy of +2/ Intermediate certificate & mark sheet.
- (d) Self attested photo copy of Degree Certificate & Mark sheet.
- (e) Self attested photo copy of Certificate in proof of passing out of Type writing (in computer) & shorthand both in English & Odia of required speed (as at clause-4) from a recognised institution.
- (f) Candidates, who have not the Odia as a subject at the level of H.S.C./10th Standard examination, must have to submit the self attested xerox copy of certificate of passing the test in Odia language equivalent to Middle English School Standard conducted by the Education Department of the Government of Odisha.
- (g) Self attested photocopy of discharge certificate, identity card and the document indicating the period of service rendered in defence forces and date of discharge in case of Ex-Servicemen candidates.

- (h) The persons claiming reservation under sports quota must have to submit the self attested Xerox copy of identity card issued by the Directorate of Sports & Y.S.
- (i) In case of Persons claiming reservation under Persons with Disability, must have to submit the self attested Xerox copy of the identity card issued by the competent authority of the Govt. of Odisha.

(NOTE- 1) The candidates must put their full signature with date on the Xerox copy of the documents/certificates submitted by them and also in the appropriate box in the OSSC copy, submitted in the 'DAF'. The candidates should not submit any original certificate in the DAF.

7. Plan of Examination:

The recruitment examination in respect of Junior Stenographer shall comprise the following tests. The full marks of the test is 250 marks which include both the Language Test and Shorthand Test.

- | | | |
|-------|---------------------------------------|--------------------|
| (I) | Language Test in English - 25 marks - | 45 minutes |
| (II) | Language Test in Odia - 25 marks - | 45 minutes |
| (III) | Shorthand test in English- | 100 marks |
| (IV) | <u>Shorthand test in Odia-</u> | <u>100 marks</u> |
| | <u>Total</u> | <u>- 250 marks</u> |

(I) Language Test in English & Odia.

There shall be a written test in English & in Odia as per syllabus prescribed below.

- | | | |
|--|-------------|------------|
| (a) English- | 25 marks -- | 45 minutes |
| (Only working knowledge in English language shall be tested) | | |
| (b) Odia - | 25 marks -- | 45 minutes |
| (Only working knowledge in Odia language shall be tested) | | |

To test the working knowledge in English and Odia the question shall cover correct spelling of words, filling the blanks by most appropriate words, to correct grammatical mistakes in given sentences, to select the words with opposite meaning from a given group of words and to punctuate a passage.

(II) Shorthand test in English:

- (a) Dictation in English - 05 minutes @ 80 words - 50 marks
per minute

- (b) Transcription on Computer - 25 minutes @ 16 words per minute - 50 marks

(III) Shorthand Test in Odia:

- (a) Dictation in Odia - 05 minutes @ 80 words Per minute - 50 marks
 (c) Transcription on Computer - 35 minutes - 50 marks

08. Certificate verification .

Candidates equal to the number of vacancies advertised in order of merit category wise, on the basis of the total marks secured in Language Test, Short Hand Test in English and Short hand Test in Odia will be called for verification of original certificates. The original certificates of the candidates with relation to qualifying age, educational qualification, category, pass certificate of type writing in computer and shorthand both in English and Odia, certificate with relation to claiming reservation for special category shall be verified at the level of Commission before the declaration of final result. The candidates who will not appear in the certificate verification with required certificates & documents (as at clause-6), their name will be deleted from the merit list due to non-appearance for the verification of original certificates.

09. Place and Date of Language Test and other Test.

The date/time/venue of the written examination (Language Test), Short Hand Test and certificate verification will be conveyed to the eligible candidates in the admission letters in due course through the website of the Commission and also through a notice in two leading Odia news paper.

10. Admit Card/Call Letter

Admit Cards/Call Letters for the written examination (Language test) and the Shorthand Test and certificate verification will be uploaded to the Commission's website well ahead of the date of the examination carrying the photograph and signature of the eligible candidate and signature of the Secretary of the Commission along with the intimation about the date, time and venue of the examination. Each eligible candidate shall have to down

load his / her admit card/ call letter before the date of the examination by entering in to the website of the Commission 'www.odishassc.in', and clicking at sub menu '**on line application**' for the Post by using '**user ID**' and '**password**'. The date(s) of the examination will be advertised in newspapers for information of the candidates. Further the message regarding the rejection of application form, the date of Language Test, Date of Shorthand Test & the date of certificate verification will be sent to the eligible candidates in the Mobile phone no. (Cell phone) mentioned by the applicant in the Application form. **The Commission will not send any call letter/ Admit card for the Language Test/Stenography Test/Certificate verification through post.**

11. Select list

The merit list shall be prepared on the basis of total marks secured in Language Test, Shorthand Test in English and Shorthand Test in Odia. Select list shall be prepared category wise on the basis of merit and vacancy position intimated by the requisitioning authority after completion of verification of original certificate of concerned candidates at the Commission's Office.

12. Results:

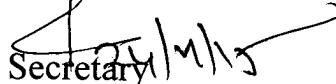
The final results will be published in due course in the Commission's website.

- NOTE:-i. Blue/Black ball point pen only shall be used for answering (ovalling) in OMR sheet in the Written examination; whiteners/erasers shall not be used in the OMR sheet.
- ii. The candidates are required to visit the website of the Commission, 'www.odishassc.in' for detailed information about the programme of the examination (Language Test, Shorthand Taste & Certificate verification), notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices relating to this recruitment to be published in the leading odia local daily news papers for information.
- iii. The applicant should furnish their correct mobile telephone number for sending the SMS by OSSC, relating to the examination.

WARNING

- iii. Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the particular examination/future examinations.

By order of the Commission


Secretary