



**ODISHA STAFF SELECTION COMMISSION**  
Barrack No. I Unit-V, Bhubaneswar-751054

Advertisement No. IIE-53/2015/ 2449 /OSSC; Date: 01.05.2015

**Selection of candidates for recruitment to the post of Inspector of Endowments on contractual basis (post code-94/IE) under Commissioner of Endowments**

- **IMPORTANT:** (1) Online application form will be available from 05.05.2015 TILL 04.06.2015 BY 11.59 P.M.
- (2) No physical copy of application form is required to be sent to Odisha Staff Selection Commission.
- (3) Only candidates who qualify in the written examinations shall submit their original certificates, documents, for verification at the time of viva-voce test.
- (4) Only Hindu candidates having Bachelor Degree in any discipline with PGDCA or equivalent exam. are eligible to apply for the post.
- (5) The candidates who intend to apply should read the eligibility criteria before filling up the application and satisfy himself/ herself about his/her eligibility and apply online.

Online Applications are invited for selection of candidates for recruitment to 15 numbers of **INSPECTOR OF ENDOWMENTS** on contractual basis under **Commissioner of Endowments** on consolidated remuneration of Rs.9300 /- + Grade Pay Rs4200/-. It is the liability of the applicant to ensure that he/she is eligible to apply for the post as per this advertisement. Admission of the candidates for the written examination would be on the basis of the information furnished by them in the online application form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his 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 or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith.

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**1.How to apply:**

1. (a) Candidates have to apply online using the website of the Commission **www.odishassc.in**. By clicking on the tab 'online application' in the home page of the website. The posts advertised for online application and **detailed instructions** for submitting application online are displayed on the computer screen. These Instructions 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 10<sup>th</sup>/ 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 the next Step. **Candidates should ensure that correct information relating to passing the 10<sup>th</sup> Standard Examination is furnished. Furnishing of any wrong information may lead to rejection of the application.**

1. (b) 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 candidates are also advised to fill up relevant column, mentioning full marks, marks secured and percentage of mark in H.S.C, +2, Degree & PGDCA or equivalent examinations which is required for eligibility of every candidate. **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**'. 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

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Application Form. This time the Application Form is generated by the system with a 'unique bar code' and the 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.**

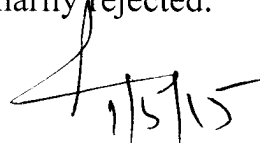
1. (c) The candidate has to take print of the **Applicant's copy** and the **OSSC copy**. The OSSC copy has to be preserved by the applicant. In case of selection of the candidate for viva-voce test the candidate has to submit the same in the Commission along with the original & self attested photo copy of the following certificates.

1. H.S.C. or equivalent Certificate & mark sheet
2. +2 or equivalent Certificate & mark sheet
3. Certificate & mark sheet of Degree examination
4. Certificate of PGDCA or equivalent examination
5. Caste certificate.
6. Candidates have to submit a certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E. standard/Class-VII issued by concerned Board/Council.
7. Copy of original Treasury Chalan

The candidate has to submit the original certificate at the same time for verification.

1. (d) The **Applicant's copy** contains the '**user ID**' and '**pass word**' printed on the bottom of the Application Form. The applicant has to keep it carefully for his future reference to access to the website to know the status of the application and also to down load the call letter from the Commission's website.

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

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1. (f) 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. (g) The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in, and using 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 4.6.2015. 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.

**3. Vacancy position.**

**(a) Number of posts to be filled up and reservations:**

As per requisition received from Commissioner of Endowment the category-wise break-up of the total no. of posts and posts reserved for women out of the total posts to be filled up by this recruitment is as follows:

Category	Total	Female
SC	5	2
ST	3	1
SEBC	3	1
UR	4	1
<b>Total:</b>	<b>15</b>	<b>5</b>

NOTE:- SC - Schedule Caste  
 ST- Scheduled Tribe,  
 SEBC- Socially & Educationally Backward Class,  
 UR- Un-Reserved.

3(b) The number & other conditions of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authorities and the Government.

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#### **4. Scale of Pay & Condition of Service.**

The appointment shall be made in a consolidated salary of Rs. 9300-+G.P Rs. 4200/- applicable to the post as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014. The salary/scale of pay may vary according to decision of the Government from time to time. The service condition shall be regulated as per relevant recruitment rules.

#### **5. Eligibility:**

##### **5(a) Age:**

The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2015. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & Women candidates. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January, 1983 and not later than 1<sup>st</sup> January 1994.

However the upper age limit is relaxable for in –service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of advertisement as per provision of of “Odisha Group-B posts (Contractual appointment) Rules, 2013”. As such they must be less than 45 years as on 1.1.2015. They should submit the required proof from their employer for availing the age relaxation.

**5(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 to the Commission.

#### **6. Educational Qualification**

The candidate must have passed Bachelor Degree in any discipline or equivalent thereto with PGDCA or equivalent examination.

**Only Hindu candidates belonging to Hindu religion are eligible to apply for the post.**

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### 7. General eligibility of the candidate

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

- (i) The candidate must be a citizen of India.
- (ii) Shall possess requisite qualification (educational and age eligibility) shown at para 5 & 6 above.
- (iii) Be able to read and write and speak Odia; and have
  - (a) Passed middle School Examination with Odia as a Language subject; or
  - (b) Passed Matriculation 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 recognised by the State Government or the Central Government, or Passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department;
- (iv) Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.
- (v) If married, must not have more than one spouse living:
- (vi) Must be Hindu by religion.

### 8. Examination Fee:

The candidates other than SC, ST category have to pay examination fee of Rs.100/-. The fees can be deposited either through online or offline mode using the Treasury Portal or by the conventional mode of deposit in the Treasury.

8(1)\* In case of e-payment the applicant is required to log on to [www.odishatreasury.gov.in](http://www.odishatreasury.gov.in) or access through the link available in the OSSC portal.

\* She/He will click on the option of e-Payment and choose the option '**Other Deposit**'

\* The details of the challan will be filled in by the applicant

\* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.

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8(2)\* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

8(3)\* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. **(The list of Bank branches for making offline payment is available at the Treasury Portal).**

\* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.

\* The challan will be deposited under the Head of Account-**“0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees”**.

- The applicant will fill in the challan **reference ID and date** in the online application.

8(4) The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examination-02041-Examiantion Fees”. In this case the candidate has to mention the Treasury Challan No. and date in the online application.

\* **SC, ST & PWD candidates are exempted from paying examination fee.**

**9. (I) Plan of Examination.**

- (a) Preliminary examination (qualifying nature)
- (b) Main written examination -Paper I- English-100 marks  
 Paper II-Arithmetic- 100 marks  
Paper-III-General Knowledge-100 marks  
 Total - 300 marks
- (c) Computer test -50 marks
- (d) Viva-voce test -35marks

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**(a) Preliminary examination:-**

In case of large number of applicants a preliminary test of 100 marks of 1 hour duration in General Awareness will be held to short list the candidates for the main written examination. The questions will be of objective type with multiple choices of answers. The OMR answer sheet will be used in the examination. The question shall test the candidates General Knowledge as expected from a Graduate. The candidates numbering about 15 times in each category will be short listed for Main written examination on the basis of performance in the preliminary examination.

**(a)-Main written examination**

The written examination will comprise of three papers.

**Paper-I:- English-** (2 hours duration)-

The standard required for the candidates in English shall be equivalent to +3 Degree Examination. The question will comprise of

- |  |             |
|--|-------------|
| (i)-An essay   | - 30 marks, |
| (ii)-A letter or application                         | -20 marks,  |
| (iii)-One odia passage to be translated into English | -15 marks,  |
| (iv)-One English passage to be translated into Odia  | -15 marks   |
| (v) Précis writing in English                        | -20 marks.  |

Total -100marks

**Paper- II - Arithmetic-** (1 ½ hours duration)-Matriculation standard  
(in OMR sheet)

The question will comprise of

- (i)-Vulgar fraction and decimal

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- (ii)- H.C.F and L.C.M
- (iii)-Simple and compound interest
- (iv)- Profit and loss
- (v)-Mixture
- (vi)- Ratio and proportion
- (vii)- Partnership
- (ix)- Average
- (x)-Time & work
- (xi)- Time and distance

**Paper-III- General knowledge**-(1 ½ hours duration)-(in OMR sheet)

Knowledge of current events and such other matters of everyday observation and experience as may be expected from an educated person.

The candidates who will secure minimum 35% in each paper will be called for practical skill test in computer at the ratio of 10 candidates for one post.

**(b)- Computer test (Practical)-**

Basic knowledge in computer will consist of Computer fundamentals, M.S (Windows), M.S (Office), Word processing, Spread Sheets (M.S. Excel), presentation Knowledge (M.S. Power Point), M.S. Access, Website searching and browsing , E-mail checking / sending and down loading and Accounts programming.

The cut-off marks for qualifying Computer Practical Test shall be 40%.

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**10- Viva Voce test :-**

The viva voce mark is 35 marks. The candidates who qualify in the computer practical test and based on the performance in the English, Arithmetic and G.K candidates numbering up to 3 times the number of vacancies in the respective categories in order of merit will be called for viva voce test.

**11. PLACE AND DATE OF WRITTEN EXAMINATION:**

The date/time/ venue of the written examination will be conveyed to the eligible candidates in the admission letters, in due course which will be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The list of admitted & rejected candidates shall be displayed in the said website simultaneously from that date.

**12. Admission letter:-**

The Commission shall upload the Admission letter of this recruitment examination at different stages (preliminary exam / main written exam/ Physical test etc) of the admitted candidates on its Website. "[www.odishassc.in](http://www.odishassc.in)". The candidate has to log on to the website of the Commission by clicking on the button '**candidates login**' and then provide 'user Id' and 'password' upon which the status of the application will be displayed on the screen. If the application has been rejected the same would be indicated along with grounds of rejection. Then the eligible applicant has to click on "**Download Admit Card**" and the requisite Admission letter can be downloaded. The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will **have to produce the admission letter at the allotted venue for appearing in the examinations/tests.** The admission letter will carry intimation about



the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

**No Admission Letter/ call letter at any stage will be despatched to any candidate by post.**

**13. Select list**

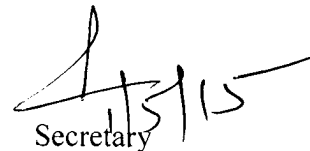
The select list shall be prepared, category wise taking into account the sum total of marks secured by the candidates in the written examination (English, Arithmetic and G.K) and viva-voce test taken together in order of merit.

**14. Results:**

The results of the selected candidates will be published as per the vacancy advertised in due course in the Commission's website.

- NOTE:- Blue/Black ball point pen only should be used for answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet.
- The candidates are required to visit the website of the Commission at '[www.odishassc.in](http://www.odishassc.in)' for detailed information about the programme of the examination/viva-voce test etc. , notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information.
- The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.
  - WARNING
- 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 examination.

By order of the Commission

  
Secretary