



**ODISHA STAFF SELECTION COMMISSION**  
Barrack No.1, Unit - V, Bhubaneswar - 751054

No.IIE-83/2017-4391/OSSC;

Date: 27/12/2017

**Recruitment to 02 Nos. of posts of Junior Stenographers on Contractual Basis in the Offices of Heads of Departments**

**Government of Odisha**

**INDICATIVE ADVERTISEMENT**

**(Post Code-JSHO/40)**

**IMPORTANT:**

(WEBSITE: [www.osscc.gov.in](http://www.osscc.gov.in))

- i) Date of ACTIVATION of the Online Application for the post will be notified shortly. Candidates are advised to be in constant touch with the above website to apply for the post.
- ii) Candidates are required to apply through Online Mode only after publication of detailed Advertisement in the website of the Commission. No Hard copy of the online Application is required to be sent to OSSC. However the DAF (OSSC Copy along with self attested photocopies of all required documents) are to be submitted at the time of certificate verification.
- iii) The candidates applying for the post must go through the detailed Advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down therein. Admission of a candidate for the written examination & other Tests shall be provisional and would be on the basis of the information furnished by him/her in the Online Application form only.
- iv) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online 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 Post/Examination will be cancelled forthwith and he may be debarred either temporarily or permanently from appearing any further recruitment examination (s) conducted by Odisha Staff Selection Commission.

**NO. OF VACANCIES:** Total: 02(UR-02, SEBC-Nil, SC-Nil, ST-Nil)

**Note:** The number of vacancies and other conditions of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.

**SCALE OF PAY:** The appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay of Rs.5,200/- + grade pay of Rs.2400/- in the scale of Rs.5,200/- to Rs.20,200/- (Pre-revised) subject to revision by the Government of Odisha from time to time as per Odisha Group-C & D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013/Gen dated 12<sup>th</sup> November 2013.

**CONDITIONS OF SERVICE:** The Condition of Service shall be governed by Odisha Heads of Department Stenographers' Service (Recruitment & Condition of Service of Private Secretaries, Personal Assistants & Stenographers) Rules, 1988 and as amended up to date.

**ELIGIBILITY:**

- i) **Age:** Must not be below 18 years and above 32 years of age as on 01.01.2017. The upper age limit is relaxable by 5 years in case of ST, SC, SEBC and Women candidates, 10 years relaxation in case of PwD category candidates, by the period of qualifying years of service rendered in Defence Forces in case of Ex-Servicemen Candidates. The In-Service Contractual Employees must be less than 45 years as on 01.01.2017. PwD candidates in the ST & SC category shall be entitled to avail cumulative age relaxation of ten years over & above the normal relaxation specified for the category.
- ii) **Educational Qualification:** Candidate to be eligible to apply for the post must have passed Higher Secondary School (+2) Examination in any stream from a recognised institution and must possess a minimum speed of eighty (80) words per minute in Shorthand Test both in English & Odia.

**PLAN OF EXAMINATION:** 1. Language Test (English & Odia)(Objective Type & to be answered in OMR Sheet)

2. Shorthand Test (English & Odia)

3. Certificate Verification

**EXAMINATION FEE:** The candidates other than SC ,ST, & PwD category candidates shall have to pay examination fee of Rs.100/- through Treasury Chalan either through online mode or through offline mode in the head of Account,"0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examination Fees".

**NOTE:**

1. This advertisement is indicative in nature and provisional. The candidates are advised to refer to the detailed Advertisement to be published in the official website of the Commission '[www.osscc.gov.in](http://www.osscc.gov.in)' before filling the online application.
2. Mobile Phones and other electronics devices are banned in the examination centre. The candidates are not allowed to carry the same to the examination hall.
3. The candidates are required be in constant touch with the official website of the Commission for detail information about the programme of the examination, notices 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 local dailies for information about the examination.

By Order of the Commission

SECRETARY