



ODISHA STAFF SELECTION COMMISSION

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

Advertisement No.3637/OSSC,

Date: 11.12.2014.

[DIRECT RECRUITMENT OF CANDIDATES FOR THE POST OF ODIA TRANSLATOR (POST CODE-OT/88) UNDER THE GOVERNMENT IN INFORMATION & PUBLIC RELATIONS DEPARTMENT]

IMPORTANT :(i) ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 12.12.2014 TILL 12.01.2015 BY 11.59 P.M.

NO PHYSICAL COPY OF APPLICATION IS REQUIRED TO BE SENT TO ODISHA STAFF SELECTION COMMISSION.

Only candidates having B.A.(Hons) in Odia Language or at least 2nd Class M.A. or above in Odia Language with requisite experience and knowledge in Odia DTP & Basic Computer Skill are eligible to apply for the post..

Only candidates who qualify in the written examination and Computer skill test with Odia DTP shall submit their original certificates, documents for verification and career assessment at the time of viva-voce test.

Online Applications are invited for selection of candidates for recruitment to 02 numbers of posts of Odia Translator for the office of Odisha Information Commission under the Government in I & P.R. Department. 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. 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(s), or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith.

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 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 the next Step. **Candidates should ensure that correct information relating to passing the 10th Standard Examination is furnished. Furnishing of any wrong information may lead to rejection of the application.**

1. (b) The candidate has to fill in the required details against the various items in the form including the desirable experience column without leaving any item blank. 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 and M.A. examination. Thereafter 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**'. 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 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 to the Commission along with the following self attested photo copy of the certificates.

1. H.S.C. or equivalent Certificate & mark sheet
2. +2 or equivalent Certificate & mark sheet
3. Bachelor's Degree (with Hons. in Odia) Certificate & mark sheet
4. Certificate and mark sheet of M.A. in Odia(at least 2nd Class and above)
5. Copy of Treasury Chalan
6. Experience certificate for a minimum period of 2 years as translator from English to Odia Language in any Government or reputed private institution.
7. Certificate in Basic Computer Skill.

The candidate has to submit the original certificate at the time of viva-voce test 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.

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 12.01.2015. 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. Number of posts to be filled up and reservations :

3(a) As per information filed by the Requisitioning Authorities, 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.
1	2	3
1	U.R.	2

There is no post reserved for SC/ST/SEBC/PwD/Sports Person or Ex-Serviceman.

3(b) The number and 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.

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, i.e. P.B.-2. Rs. 9,300/- to 34800/- 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. 17-01-14. The salary/scale of pay may vary according to decision of the Government from time to time.

5. Eligibility:

5(a) Age:

The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2014. To be eligible, candidates must not have been born earlier than 2nd January, 1982 and not later than 1st January 1993.

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.

5(c) 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 character, (iii) be of sound health, good physique and active habits (iv) be free from organic defects and bodily infirmity, (v) must not have more than one spouse living and (vi) 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 duties in the service.

5(d) Educational Qualification:

The candidates must have passed Bachelor's Degree in B.A.(Hons) in Odia Language or at least 2nd Class Master's Degree or above in Odia Language with adequate knowledge of Basic computer application or as prescribed for OS CIT course as decided by the Govt. in Higher Education Department Resolution No. 20959/HE dt. 21-08-2012. The same can be viewed in Commission's website. The candidates should have proficiency in odia DTP work.

5(e) Desirable Qualification:-

The candidate should have two years working experience in translation and re translation from English to Odia Language in any Government or a reputed private institution as on the last date of submission of application form.

6. Examination Fee:

All SEBC & UR candidates have to pay an examination fee of Rs.100/-. The fees can be deposited either through online or off-line mode using the Treasury Portal or by the conventional mode of deposit in the Treasury. No application for admission to examination shall be considered if the examination fee is not deposited through Treasury Challan showing payment in the Government Treasury.

6 (1)* "In case of e-payment the applicant is required to log on to 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.

6 (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.

6 (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-Examination 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.

6 (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-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees”. In this case the candidate has to mention the Treasury Challan No. and date in the online application.

* Non indication of correct and valid treasury challan no., date, and name of the treasury in the application form relating to examination fees deposited through off-line mode is liable for rejection of the application.

An enquiry on the deposit of examination fee by the candidates in the concerned Treasury shall be made by the Commission. Applications without examination fee shall be rejected.

7. Plan of Examination:

The examination shall consist of the following stages:

(a) Descriptive type written test on English & Odia	100 marks (2 hours)	35 minimum qualifying mark
(b) Basic Computer Skill with Odia DTP	25 marks(1/2 hour)	10 minimum qualifying mark
(c) Viva-voce	25 marks(1/2 hour)	
Total	150 marks	

8. Date & Plan of Examination:

There shall be a written examination for which admission letters will be issued through the Commission's website to the eligible applicants. The examination is likely to be held in the month of March at Bhubaneswar, in one or more venues depending on the number of candidates. The examination will comprise of three papers i.e. English, Odia and computer skill with Odia DTP. Questions on General English & Odia shall cover (Grammar from both the languages, translation and retranslation of paragraphs for judicial orders, précis and paragraph writing, essay writing, letter

writing etc. including comprehension of words, phrases and idioms, vocabulary, grammar and usage. The minimum qualifying marks is 35. Candidates securing less than 35 marks in the written test shall not be called to appear the Practical Skill Test. Number of candidates to be called for practical skill test shall be decided by the Commission.

9. Practical Skill Test:-

The candidates who qualify in the written examination shall appear the practical skill test. Minimum qualifying mark in the skill test is 10. Candidates securing less than 10 marks shall not be allowed to appear the viva-voce test.

The candidates should have basic computer knowledge as decided by the Government in Higher Education Department vide Notification No.20959- HE dtd.21.08.2012.(OS-CIT Course) with Odia DTP. The minimum qualifying mark in this test is 10.

10. Admission letter:

The Commission shall upload the Admission letter of the admitted candidates on its Website. "www.odishassc.in". The candidates have to visit the website of the Commission click 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. This would be feasible about two weeks before the scheduled date of examination. The complete list of the admitted/rejected applications (with grounds of rejection) may also be seen in the Commission's Website. The candidates are advised to download their respective Admission letters and take print out there of and required to produce the same at the allotted venue for appearing at the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photograph and signature of the candidate and facsimile signature of the Secretary of Commission.

No Admission Letter will be despatched to any candidate by post.

11. Viva-voce Test:

Candidates up to maximum 5 times the number of posts i.e. 10 candidates will be called to appear at the viva-voce test basing on the marks obtained by written test and practical skill test taken together. The viva-voce test will carry 25 marks.


11. Result:

The results will be published in due course in the Commission's website. taking into consideration the sum total of marks secured in written test, practical skill test and viva-voce test.

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, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.

Non indication of the correct & valid Treasury Chalan No., date, and name of the Treasury in the application form in case of examination fees deposited through off-line mode shall be liable for rejection.

By order of the Commission,


Secretary 11/12/14