



ODISHA STAFF SELECTION COMMISSION

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

Advertisement No.3338/OSSC, Date:20.11.2014

DIRECT RECRUITMENT OF CANDIDATES FOR THE POST OF SMALL SAVINGS OFFICER (JUNIOR GRADE) (POST CODE-37/SSO) UNDER THE GOVT. IN FINANCE DEPARTMENT.

IMPORTANT:

- (i) ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 21.11.2014 TILL 20.12.2014 BY 11.59 P.M.
- (ii) NO PHYSICAL COPY OF APPLICATION IS REQUIRED TO BE SENT TO ODISHA STAFF SELECTION COMMISSION.
- (iii) ONLY CANDIDATES WHO QUALIFY IN THE WRITTEN EXAMINATION SHALL SUBMIT THEIR ORIGINAL CERTIFICATES, DOCUMENTS FOR VERIFICATION AND CAREER ASSESSMENTS AT THE TIME OF VIVA-VOCE TEST.

Online Applications are invited for selection of candidates for recruitment to 07 numbers of posts of **Small Savings Officer** under the **Government in Finance 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/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, 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 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 and Degree examination which is required for career evaluation and is a must for 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 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 Certificate & mark sheet
4. Caste certificate
5. Odia pass certificate up to M.E. standard
6. PwD certificate and Identity Card issued by the Competent Authority
7. Identity Card and Discharge certificate, in case of Ex-Serviceman
8. Copy of Treasury Chalan

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

1. (d) The **Applicant's copy** contains the '**used 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 20.12.2014. 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. NO.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.		
		Total	Out of which Female	Remarks
	2	3	4	5
1	U.R.	5	1	
2	S.E.B.C.	Nil	Nil	
3	S.C.	1	1	
4	S.T.	1	Nil	
	Total	7	2	

Out of the above 7 posts, 1 Post is reserved for Ex-servicemen, 01 post for Physically Handicapped candidate. The PwD candidates belonging to OA, OL, BL (MNR)LV category are only eligible to apply as per Government guidelines.

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.

4. SCALE OF PAY AND CONDITIONS OF SERVICE:

The appointment shall be made in a consolidated salary of Rs. 5200/-+G.P Rs. 2800/- applicable to the post, i.e. P.B.-1. Rs. 5200/- to 20200/- 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. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidates, 10 years for candidates belonging to PWD category & 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 the Rule. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1982 and not later than 1st January 1993. 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.

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 any discipline with adequate knowledge of Basic computer application 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. In case the candidate does not possess the same, he/she has to complete the OS-CIT course (Odisha State-Certificate in Information Technology) conducted by Odisha Knowledge Corporation Ltd. before the viva-voce test. In case the course is not completed then he/she should submit the proof of taking admission in the course and shall produce the certificate later after completion of the course in the Commission and at the time of joining before the appointing authority.

The applicant must have Odia as one of the subjects in HSC or passed examination in Odia equivalent to M.E. standard or passed in Odia as language subject in final examination of

Class-VII or passed a test in Odia in M.E. School Standard conducted by Education Department Govt. of Odisha on the date of the Application.

6. EXAMINATION FEE:

All SEBC & UR candidates other than SC/ST and persons With Disability (PWD) 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-Examination 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-Examination 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.
- * SC/ST/PH candidates are exempted from paying examination fee.

7. PLAN OF EXAMINATION:

The examination shall consist of the following stages:

(a) Objective type written test(OMR format) –	150 marks (2 hours)
(b) Weightage on career evaluation -	30 marks
(c) Viva-voce -	20 marks
	=====
Total -	200 marks

8. DATE AND 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, and one or more venues depending on the number of candidates. The examination will comprise of one composite paper covering questions on History and Geography of India, Indian Polity and Socio economic scenario, General Science, Environment issues, Human Rights issues, Art and Culture, Current Affairs, Arithmetic of matriculation standard, basic computer knowledge & application skill, Numerical skill and Quantitative aptitude, English and Odia language skill including comprehension of words, phrases and idioms, vocabulary, grammar and usage. There will be 150 questions and all questions will be objective type with multiple choices of answers. All questions have to be answered on OMR answer sheet by blackening the correct circle by black ball point pen only. The time allowed will be two hours. The total marks will be 150, @ 1 mark for each question.

N.B:- The candidates should have computer knowledge as decided by the Government in Higher Education Department vide Notification No.20959- HE dtd.21.08.2012.

9. ADMISSION LETTER:

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

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 'candidate's 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.

10. VIVA-VOCE TEST:

Candidates up to maximum 3 times the number of vacancies in each category will be called to appear at the viva-voce test subject to securing a minimum uniform cut-off mark as may be fixed by the Commission. The viva-voce test will carry 20 marks.

11. CAREER ASSESSMENT:

The career assessment will be done for those candidates only who will be called to appear at the viva-voce test. This will carry 30 marks. The break up of marks for assessment of academic career shall be decided by the Commission.

NOTE: T.A. will be paid to SC/ST candidates for appearing in the viva-voce examination. Before being allowed to appear at the via-voce test, a candidate is required to produce original certificates as listed at para-1(6), failing which he/she shall be debarred from the viva voce test.

12. RESULT:

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

NOTE:

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,

20/11/14
Secretary