



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

Advertisement No.IIE-16/2017/3775 /OSSC; Date: 01.11.2017

Recruitment for the post of Block Social Security Officer, on contractual basis under Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha.

Bhubaneswar

Post code- (BSSO/134)

IMPORTANT:

- Online application form will be available from Dt. 09.11.2017 till Dt.08.12.2017 by 11.55 P.M.
- No Detailed Application Form (DAF) is required to be sent to Odisha Staff Selection Commission. Only the candidates claiming reservation under special category such as PWD, Ex-Servicemen, Sports Person as well as in Service Contractual Employees claiming age relaxation shall have to submit DAF to the Secretary Odisha Staff Selection Commission, Barrack No-1, Unit-V, Bhubaneswar through speed post by 15.12.2017, enclosing all required documents as detailed at Clause-1(c) so as to verify their eligibility & considering their claims for availing the benefit.
- The minimum educational qualification for the post is Bachelors Degree in any discipline from a recognised University and proficiency in use of computer, internet, e. mail, word processing, data analysis and presentation.
- The prescribed age limit for the post is from 21 years to 32 years as on 1.1.2017 with as usual age relaxation for SC, ST, SEBC, Women, PWD, Ex-Serviceman & In-service contractual employees.
- The appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay+ grade pay in the scale of pay of Rs. Rs9300/- to 34,800/- and G.P. of Rs.4200/- (Pre-revised). The pay is subject to revision as per decision of the Government from time to time.
- The candidates applying for the post must go through the detail advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. 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 on-line application form.
- If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her on line 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 and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.
- Appointment to the post shall be guided by 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.
- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access to Commission's website www.oss.gov.in at regular interval to know about the status of their applications and date of test.

Online Applications are invited from intending candidates for selection of 151 (One hundred fifty one) posts of Block Social Security Officer on contractual basis under the Department of Social Security and Empowerment of Persons with Disabilities, Government of Odisha.

1.How to apply:

The applicants required to go through the detail advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the website of the Commission www.osscc.gov.in. The applicants other than the category of S.C., S.T. & PWD candidates are required to deposit examination fee of Rs.100/- either through online or offline mode using the Treasury Portal or by the conventional mode in the Head of Account- **"0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees"** as detailed in the **clause-6** of this advertisement before proceeding to fill in the online application for the post. By clicking on the tab 'online application' in the home page of the website, the different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the application process.

1.(b) There will be 2 links as follows under **"Form Links"** column for each advertisement.

(1) **For Registration**

(2) **For registered user login**

All the Applicants first need to complete the Registration process before filling the Application Form.

For Registration the candidate needs to **click** the link **"For Registration"** present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form**, where few basic Details will be required like:-

- i. Nationality
- ii. Applicant Full Name
- iii. Applicant Father's Name
- iv. Applicant Mother's Name
- v. Name of the husband (In case of Married female applicant)
- vi. Gender
- vii. 10th Standard Roll Number (As Mentioned in the Certificate)
- viii. 10th Standard Year of Passing
- ix. 10th Standard Board
- x. 10th Standard Passed Exam Type
- xi. Whether passed minimum Seventh class exam. in Odia
- xii. Mobile Number
- xiii. Email Address

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent section will be automatically populated with the data filled in this section. No change in the section will be allowed after the candidates submit the 'I Agree' box.



Once the above details are filled by the candidate, 1 CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box “**I Agree**” for declaration and submit the registration form.

On Submitting the registration form a unique **Application Sequence No.** will be generated and will be shown to the candidate.

Application Sequence No. generated will act as the **user id** for the candidate.

Email and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the ‘**User id**’ and ‘**password**’.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As Mentioned in the Certificate), 10th Standard Board , 10th Standard Year Of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained.

User registration is only required once during applying for a specific post/advertisement.

After the successful submission of the registration form in the top right hand corner of the “**Go To Application Form**” & **Logout button** will be visible.

Candidate can click the “**Logout**” button if he/she wishes to exit the current session.

Candidate can also click on the “**Go To Application Form**” to continue with the filling of the application form.

(2) For registered user login

In order to fill the Application form candidate needs to Click the link present under “**For registered user login**” present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate needs to login using the ‘**user id**’ and ‘**password**’ he/she received after registration though **e-mail** as well as **sms** in the registered mobile no. & e-mail id.

Once the candidate successfully log in to the application form he/she will be getting 4 tabs as follows

1. Personal Details
2. Additional Details
3. Qualification details
4. Document Upload & Payment details

All the details required in the above 4 tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be populated automatically in the respective fields of the application form.

The candidates have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking “**Save & Continue button**” present in the end of the each tab.

Candidate can **preview** the application by clicking the “**Preview Application**” button present in the end of “**Document Upload & Payment details**” tab as and when required.



All candidates mandatorily need 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 which **must be within max 80 kb (The Format supported is JPEG,JPG)**. With addition to the above requirement all the candidates need to upload their **10th Standard mark sheet/certificate** containing the 10th Standard Roll Number given in the registration form, +2 or equivalent pass certificate & Bachelor's Degree Pass Certificate (**File size max 300kb each, format supported pdf**).In Document Upload & Payment details section.

Candidate Claiming "Category Claimed" as **SC, ST and SEBC** needs to upload caste certificate (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.

Candidates Claiming "**Persons with Disability**" needs to upload PWD certificate (**File size max 300kb, format supported pdf**). In Document Upload & Payment details section.

Candidates Claiming "Ex-Serviceman" needs to upload Ex-Service Man Documents (**Discharge Certificate/I-card/NOC** any 1 document needs to be uploaded) in Document Upload & Payment details section (File size max 300kb, format supported pdf).

Candidates claiming "Sports Person" category needs to upload Sports Identity Card issued by Director of Sports & Youth Service (File size max 300kb, format supported pdf).

Candidates other than SC/ST or PWD category who are paying the examination fees of Rs.100 though treasury challan needs to upload the same (File size max 300kb ,format supported pdf) in document Upload & Payment details section.

In Service Contractual employees in the category I & II (G. A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014) claiming age relaxation up to 45 years as on 01.01.2017 must upload the required engagement certificate issued by the concerned employer indicating there in the date of appointment Order No. with date, years of contractual service rendered as on date of application and scheme under which appointed.

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, special category, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C, Diploma/+2 or equivalent examination, Degree Examination etc which are required for eligibility of every candidate. 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, the candidate has to take the printout of the filled application form.

Note:

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 or application end date whichever is earlier.

The following fields will not be editable once the same has been submitted once during registration



Nationality

10th Standard Roll Number As Mentioned in the Certificate

10th Standard Year Of Passing

10th Standard Board

10th Standard Passed Exam Type

Whether passed minimum Seventh class exam. in Odia

Mobile Number

Email ID

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 for future use. The candidate is required to submit the same in the office of Commission on the date of document verification after the Computer Skill Test along with the original & self attested photo copy of the following certificates/ documents. **The candidates belonging to special category such as PWD & Ex-Serviceman, Sports Person and the In-Service Contractual employees claiming age relaxation/ reservation under special category etc. required to submit their DAF along with required documents as follows to the Secretary OSSC, Barrack No-1, Unit-V, Bhubaneswar through speed post/Regd. post so as to reach the Commission's office by 15.12.2017, failing which the subsequent claim for the same will not be entertained later.**

- i) OSSC copy of the application form duly signed by the applicant.
- ii) H.S.C. or equivalent pass certificate & mark sheet.
- iii) +2 or equivalent pass certificate & mark sheet.
- iv) Degree certificate & mark sheet in any discipline from a recognised University/Institution.
- v) Caste certificate issued by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;
- vi) Recent Caste certificate issued by a competent authority in case of candidates belonging to **Socially and Educationally Backward Classes**, which must be within one year from the last date of submission of online application.
- vii) Candidates claiming age relaxation & reservation under Ex-servicemen category must submit self attested photocopy of discharge certificate/copy of P.P.O., identity card and the document indicating the period of service rendered in defence forces and date of discharge in case of Ex-Servicemen candidates. The candidates under Ex-SM category who are likely to be discharged within six month of the date of application must submit the NOC from competent authority indicating there in the likely date of Dis-charge and the years of service rendered in Defence Service.
- viii) Candidates claiming reservation under PWD category must submit Disability certificate from the concerned Medical Board of the District as per Government of Odisha, Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 5th September, 2017.
- ix) Candidates claiming reservation under Sports Person must submit sports I card issued by Director Sports & Youth Service.
- x) Candidate must have passed Middle School Examination with Odia as a language subject or have passed the High School Certificate Examination or equivalent examination with

Odia as a subject/medium of examination in non-language subject or have passed a test in Odia in M.E School standard conducted by Education Department.

- xi) Original Treasury Chalan in support of payment of examination fees except SC, ST & PWD category candidates.
- xii) The In-service Contractual Employees claiming age relaxation must submit a certificate from the employer indicating there in the Appointment Order No and date, Date of Appointment, Period of service completed, Post held, Nature of post, Scheme under which appointed & “no objection” to appear the examination along with a copy of the Appointment Order.

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 at different stages of the recruitment.

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

1.(f) The candidate shall be provisionally allowed for different stages of recruitment process basing on the information furnished 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 does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC either temporarily or permanently.**

1. (g) The candidate may find out the status of his/her application as well as generate his/her admission letter/ hall ticket etc. for examination by accessing OSSC website, clicking therein ‘**online application**’ tab, and thereafter clicking on the link present under “**For registered user login**” in **Form Link** section against that particular advertisement/post, by using the user ID and password.

1.(h) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter and a valid Photo Identity proof issued by any Govt. Authority.

2. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is **11.55 P.M. of Dt. 08.12.2017**. The system will be automatically disabled from 11.55 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. **The candidates belonging to special category such as PWD & Ex-Serviceman, Sports Person & In-service Contractual employees claiming age relaxation**



should submit the DAF(Detailed Application Form) along with the required documents as in clause1(c) by Dt.15.12.2017, failing which the claim for Special category will not be entertained.

3. Vacancy position.

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

As per requisition received from Department of Social Security & Empowerment of Persons with Disability, the category-wise break-up of vacancies for Male, Female & Trans-gender to be filled up by this recruitment are as follows:

| Category | Vacancy |
|----------|-----------|
| UR | 85 (W-23) |
| SEBC | 5 (W-Nil) |
| SC | 28(W-9) |
| ST | 33(W-12) |
| Total | 151(W-44) |

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

Out of the above vacancies the posts reserved for special categories are as follows.

PWD-06(W-2)

Ex-serviceman-05

Sports person-02

As per Government of Odisha in Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 05.09.2017, the types of Persons with disabilities eligible for the post are as follows:

| Category of PWD | Types of disabilities | percentage of reservation |
|-----------------|---|---------------------------|
| Category-I | (a)Blindness and Low vision | 1% |
| Category-II | (b)Deaf and hard of hearing; | 1% |
| Category-III | (c)Locomotor disability including Cerebral Palsy, Leprosy cured, dwarfism, acid attack victims and muscular dystrophy; | 1% |
| Category-IV | (d)Autism, intellectual disability, specific learning disability and mental illness; (e)Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disability from time to time. | 1% |



While submitting the application on-line, candidates should note that category (UR/SC/ST/SEBC)/ Gender and Spl. Category (Ex-serviceman/ PWD/Sports person) once submitted in the on-line application is final. Any claim for change of Gender/ category /Spl category shall not be entertained by the Commission in a later Stage. If at any stage it is found that the candidate has furnished false information his/her application for the post will be rejected out rightly.

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

4. Scale of Pay & Condition of Service.

The appointment will be initially on contractual basis carrying a consolidated pay (pre revised) comprising of initial pay+ grade pay in the scale of pay of Rs9300/- to 34,800/- and G.P. of Rs.4200/- 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 pay is subject to revision as per decision of the Government from time to time. The appointment shall also be guided by the Odisha Social Security Services (Methods of Recruitment and Conditions of Service) Rules, 2016 notified vide the Government in G.A. Department Notification S.R.O. No.610 dated 15.12.2016.

5. Eligibility:

5(a) Age:

(i) **The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2017.** The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & Women candidates, 10 years for candidates belonging to PwD category and the total period of service rendered in defence service in case of Ex-Servicemen Personnel. A candidate can only avail any one type of age relaxation as per rule. However PWD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal age relaxation specified for the category. To be eligible, candidates not enjoying any relaxation of upper age limit **must not have been born earlier than 2nd January, 1985 and not later than 1st January 1996.** The persons in defence forces having more than six months to retire/ to be discharged from the forces as on the date of the submission of online application are not eligible to apply for the post. However such candidates who are to retire within six months from the date of application have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. **Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.**

Once an Ex-Serviceman has joined the Govt. Service in civil side after availing of the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. However in such cases, he can avail age relaxation only.

(ii) 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 "Odisha Group-B posts (Contractual appointment) Rules, 2013. ". As such they must be less than 45 years as on 1.1.2017. They should submit the required proof from their employer for availing the age

relaxation and submit their required documents as mentioned in Para 1(c) above in case of selection in written examination.

(iii) 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(b) Minimum Educational Qualification required for the post:

To be eligible for the post, the candidate must possess a Bachelors Degree in any discipline from recognised University and proficiency in use of computer, internet, e-mail, word processing, data analysis and presentation.

5(c) General eligibility criteria

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

- (i) be a citizen of India.
- (ii) be able to speak, read & write Odia and have passed Middle School Examination with Odia as a language subject
or, have passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject
or, have passed a test in Odia in M.E School standard (Class-VII) conducted by Education Department or,
have passed in Odia as language subject in the final examination of ClassVII from a school or educational institution recognised by the Government of Odisha or the Central Government.
- (iii) have proficiency in computer skills,
- (iv) not have more than one spouse living;
- (v) be of good character & conduct.
- (vi) 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 provided that this clause except good mental condition shall not be applicable to persons with disability.

Note: A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

6. Examination Fee:

The candidates other than SC, ST & PWD category shall 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. **Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the examination fee.**

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

7. **Plan of Examination.**-The Plan of examination is as follows.

| Sl No | Stages of Recruitment Examination | Time duration | Full marks | Type of Exam. | Remarks |
|-------|-----------------------------------|---------------|------------|---|---|
| 1 | Preliminary Examination | 1&1/2 hours | 100 Marks | Objective type with multiple choices of answer. | The Examination is of qualifying in nature. Candidates numbering about 12 times the vacancies advertised category wise in order of merit will be shortlisted to appear the Main Written Examination and Computer Test. There will be minus mark of 0.25 per wrong answer. |
| 2 | Main Written Examination | 3 hours | 200 Marks | Objective type with multiple choices of answer | Only the candidates qualifying in the Preliminary examination shall be allowed to appear in this exam. |
| 3 | Computer Skill Test | 1hr | 50 marks | The practical knowledge of the candidate about the proficiency in use of Computer will be tested in this section. | Only the candidates who have appeared in the Main Written Examination shall be allowed to appear in the Computer Skill Test. |

| | | | | | |
|---|---------------------------------|---|---|---|---|
| 4 | Certificate verification | - | - | - | Candidates two times of the vacancies advertised category wise in order of merit shall be shortlisted for certificate verification basing on the marks in the Main Written Examination and Computer Skill Test. |
|---|---------------------------------|---|---|---|---|

8. Syllabus of the Examination.

(a) Preliminary Examination:

There shall be a Preliminary examination in single sitting of 1&1/2 hours duration in "General Awareness". The questions shall be of objective type with multiple choices of answers to be answered in OMR Sheet. The questions shall be from the fields covering General Science, Current events, History and Geography of India, world with special reference to Odisha's art, literature and Culture etc., Political & Economic scenario of the country, International relations, Reasoning, Aptitude etc. The standard of questions will be such that as generally expected from a graduate.

- (i) The preliminary examination may be dispensed with if number of candidates is less than five thousand.
- (ii) **There will be minus mark of 0.25 per wrong answer.**
- (iii) **Candidates numbering up to 12 times the vacancies advertised category wise in order of merit will be shortlisted to appear the Main Written Examination and Compute Skill Test.**
- (iv) Preliminary examination is **qualifying in nature only** and shall not be counted towards final merit list.

8(b) Main Written Examination- 200 Marks

- (i) There shall be a Main Written Examination of single sitting of 200 marks of 3 hours duration.
- (ii) The question will be of **objective type with multiple choices of answers** to be answered in OMR sheet.
- (iii) There will be **no negative marks in this section.**
- (iv) Candidates who will qualify in the preliminary examination shall be allowed to appear in the main examination.
- (v) **There shall be 20 questions carrying one mark each from each Unit of subjects as follows. The detailed syllabus is furnished in the Annexure-A.**

Detail syllabus:

Unit-1: Basic concepts of Social Work:

Unit-II: Basic concepts of Sociology:

Unit-III: Basic concepts of Psychology:

Unit-IV: Basic concepts of Economics:

Unit-V: Basic concepts of Political Science:

Unit-VI: Human Rights, Social Legislations and Social Policy

Unit-VII: Basic Understanding of Disability:



Unit-VIII: Basic Managerial Skills:

Unit-IX: Emotional Intelligence:

Unit-X: Ethical Underpinnings of Social Security:

8(c) Computer Skill Test:- 50 Marks;

The candidates who will appear the Written Examination shall be allowed to appear in the Computer Skill Test. The Computer Skill Test will be of one hour duration carrying 50 Marks.

The Computer Skill Test (CST) will be a practical test on knowledge of candidates about proficiency in use of Computer in practical field of works. The practical test consists of MS-Word, Excel, Window and use of Internet, e-Mail, word processing, data analysis and presentation. **Candidates to note that Computer Skill Test is not qualifying and the marks secured in this test will be counted towards merit.**

8(d) Certificate verification and submission of Detail Application Form (DAF)

Candidates two times of the vacancies category wise shall be shortlisted for certificate verification basing on their sum total of marks secured in the Main Written Examination and Computer Skill Test taken together in order of merit.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, Treasury Challan in Original and other documents as mentioned in Para-1(c) for verification along with a set of self attested photocopy of the same and OSSC copy of the application duly signed by the applicant.

The candidates those who fail to appear for documents verification will not be considered for final selection and their names will be deleted from the merit list.

9. Select list- The merit list shall be prepared basing on the sum total of marks secured in the Main Written Examination and the marks secured in the Computer Skill Test taken together of the candidates who have successfully completed the certificate verification. The final select list shall be prepared category wise as per vacancies advertised from the said merit list. The select list will be published after approval of Govt. in Social Security & Empowerment of Persons with Disabilities Department.

10. Admission letter:-

The Commission shall upload the Admission letter in different stages of the examination on its Website. "www.osscc.gov.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' to "**Download Admit Card**" from the above website. 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, subject 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.

NOTE:- Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers should not be



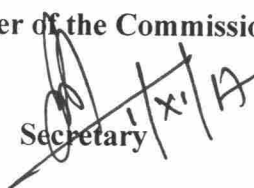
used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ more than one option/wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.

- The candidates are required to visit the website of the Commission at 'www.osscc.gov.in' at regular interval for detailed information about the Programme of the Examination/ Computer Skill Test/Certificate Verification 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 about the examination.
- 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

THE DETAIL SYLLABUS OF MAIN WRITTEN EXAMINATION :

UNIT-1: BASIC CONCEPTS OF SOCIAL WORK:

- 1.1 **Definition, Basic Assumptions, Objectives, Scope, functions and methods** of Traditional Social Work, radical Social Work, Gandhian Social Work, Social Service, Social Welfare, Social Security, Social Defence, Social Reform Social Justice, Human Rights, Human Development, Social Development, Social Inclusion and Empowerment.
- 1.2 **History of social Work Practice and Education** in U.K. USA and India.
- 1.3 **Methods of Social Work.** Definitions, principles, Skills, techniques and process of Social Case Work, Counselling, Social Group Work, Community Organisation, Social Action and Social Advocacy.
- 1.4 **Social Work Ethics;** Basic Values, Philosophy and Principles, Ethical dilemma in Social Work practice.
- 1.5 **Fields of Social Work Practice:** Social Work with Persons with Disabilities, Social Work with Persons with Substance Addiction, Social Work with Transgender Persons and Social Work with the Elderly.

UNIT-II: BASIC CONCEPTS OF SOCIOLOGY:

- 1.1 **Meaning, Definitions, Origin and Development of :** Society, Culture, Community, Groups, Role, Status, Social interaction and Social Process: Social Groups: Types
- 1.2 **Social Institutions:** Family, Marriage, Religion, Education.
- 1.3 **Socialization:** Agents of Socialization and Theories of Socialization: C.H. Cooley's 'Theory of 'Looking Glass Self, G.H. Meads 'Theory of Self' and Freudian Theory.
- 1.4 **Social Change, Social Stratification, Social Control, Social Disorganization** Concepts, Types, Functions and Agencies
- 1.5 **Concepts of Inequality, Social Exclusion** and Discrimination and their bases in Caste, Ethnicity, Gender or Disability.

UNIT-III: BASIC CONCEPTS OF PSYCHOLOGY:

- 3.1 **Meaning, Definition, Nature and Scope of Psychology:** Schools of Psychology – Structural, Functional and Behavioural, Factors influencing Human Behaviour- Heredity, Environment and Self: Methods of studying human behaviour;
- 3.2 **Human Growth & Development:** Meaning and Principles, Social, Emotional, Cognitive and Physical Stages of Development in Life Span approach from conception to old age.
- 3.3 **Psycho-Social Bases of Behaviour:** Role of environment: Pre-natal & Post natal, Social factors affecting behaviour, Socialization Process
- 3.4 **Theories of Development & Behaviour** –Freud's Psychosexual theory, Erikson's Psychosocial Theory, Behavioural Theory: Classical conditioning by Pavlov and Operant



Conditioning, Humanistic Theory of Abraham Maslow, Carl Rogers and Alfred Adler, Cognitive Theory of Jean Piaget.

3.5 Psychological Processes: Learning, Motivation, Frustration & Conflict, Coping/Defence mechanisms, Personality Development, Attitude – Nature and Measurement, Prejudice and discrimination.

UNIT-IV: BASIC CONCEPTS OF ECONOMICS:

- 4.1 **Meaning, Definitions; Significance** of : Factors of Production, Land, Capital and Organization
- 4.2 **Economic Systems:** Capitalism, Socialism, Mixed Economy: Definitions, Features, Advantages and Disadvantage
- 4.3 **Economic Growth & Development:** Definition, Indicators and Obstacles to Economic Development, Growth and Employment, Underdevelopment: Meaning, Characteristics & Causes. Inclusive Growth.
- 4.4 **Indian Economy:** Nature, Characteristics, planning and mobilization of resources, Economic Problems – Poverty, Unemployment, and Over Population: Meaning, Magnitude, Causes and Consequences, Programmes for the alleviation of poverty and unemployment, Economic Planning and Reforms: Rationale, Features and Objectives; Liberalization, Privatization and Globalization and their impact on Agriculture and Marginalized sections of India.
- 4.5 **Rural and Urban Economy:** Nature and Structure, financial structure-formal and informal Regional Rural Banks, Policy and Planning concerning development of rural areas and urban economic growth.

UNIT-V: BASIC CONCEPTS OF POLITICAL SCIENCE:

- 5.1 Indian Constitution: historical underpinnings, evolution, features, amendments, significant provisions and basic structure, powers, functions and responsibilities of various constitutional posts and bodies.
- 5.2 Indian Political System: Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these, Federalism – issues and challenges, devolution of powers and finances up to local levels, Representation of People's Act.
- 5.3 The Executive: Structure, organization and functioning of the Executive, Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- 5.4 India- A welfare State: Government policies and interventions, welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections. The role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- 5.5 Important aspects of governance, transparency and accountability, e-governance-applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.



UNIT-VI: HUMAN RIGHTS, SOCIAL LEGISLATIONS AND SOCIAL POLICY

- 6.1 **Human Rights:** Concept, Scope, Classification of Human Rights, Universal Declaration of Human Rights, International Covenant on Economic, Social and Cultural Rights, International Covenant on Civil and Political Rights. Human Rights in the Constitution of India, National Human Rights Commission.
- 6.2 **Relevant International Human Rights Law:** UN Convention on Rights of Persons with Disabilities (2006). United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of (1988); UN Resolutions on Rights of the LGBT Rights; The Vienna International Plan of Action on Aging (1983)
- 6.3 **Social Legislation:** Meaning and Scope, Family Courts, Lok Adalats, Legal Aid and Assistance Government Initiatives, Public Interest Litigation, Right to Information Act (2005)
- 6.4 **Relevant Social Legislations:** Rights of Persons with Disabilities Act (2016); Maintenance and Welfare of Parents and Senior Citizens Act (2007); Narcotic Drugs and Psychotropic Substances Act; The Transgender Persons (Protection of Rights) Bill (2016).
- 6.5 **Social Policy and Programmes of the Government on :** Drug Use, Prevention & Control and the Rehabilitation of Substance Users; Empowerment of persons with Disabilities; Empowerment of Transgender Rights and Care of Senior Citizens.

UNIT-VII: BASIC UNDERSTANDING OF DISABILITY:

- 7.1 **Concept of disability and impairment** – ICIDH & WHO. Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families; discourses and models of disability; anti-oppressive and exclusion/inclusion lens to understanding disability
- 7.2 **Types of disability** – Physical, sensory, intellectual, multiple disabilities, learning developmental disabilities, psychosocial disability –causes, types and care for persons with disabilities (medical and other interventions including aids and appliances); process of rehabilitation early identification, education, vocational rehabilitation and social inclusion and empowerment within the family and community. Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities.
- 7.3 **Impact of disability on individuals and their families:** reactions of parents/family members and ways of coping, Needs and problems of persons with disability and their families across the life span and at critical stages in their lives
- 7.4 **Disability counselling skills and Intervention strategies** at individual, group, and family levels, self help/support groups, assertiveness training, life skills enrichment; family level – family crisis intervention, family centred intervention, parent guidance, parent training, Intervention strategies in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community; multidisciplinary rehabilitation team and their roles.
- 7.5 **Disability intervention strategies at community and policy levels** – awareness, community education, community based rehabilitation, advocacy and lobbying, formation of advocacy groups, using international instruments (Salamanca Declaration, Standard Rules, UNCRPD) and legislations governing disability (Rights of Persons with Disability

Act, 2016, MHC Bill, RCI Act, National Trust Act,1999) for advocacy; State's role in implementation of legislations.

UNIT-VIII: BASIC MANAGERIAL SKILLS:

- 8.1 Problem Solving and Decision Making.
- 8.2 Planning and Time Management.
- 8.3 Information Systems in Managerial Practice.
- 8.4 Information Systems in Managerial Practice.
- 8.5 Communication Skills.
- 8.6 Leadership and Teamwork.

UNIT-IX: EMOTIONAL INTELLIGENCE:

- 9.1 Knowing yourself: developing intrapersonal skills
- 9.2 Working with others: applying integral interpersonal skills
- 9.3 Responding appropriately in key situations
- 9.4 Using emotional intelligence to lead by example

UNIT-X: ETHICAL UNDERPINNINGS OF SOCIAL SECURITY:

Belief systems that uphold the values of :

- 1. Service
- 2. Social Justice
- 3. Dignity and Worth of the Individual
- 4. Integrity
- 5. Competence.


Secretary