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

Advertisement No.IIE-61/2015/9650 /OSSC; Date: 20.5.2015

Selection of candidates for recruitment to the post of Junior Data Entry Operator on contractual basis of State Secretariate (post code-DEO/98) under Home Department, Government of odisha.

IMPORTANT:

(1) Online application form will be available from 22.05.2015 TILL 22.06.2015 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) Candidates having Bachelor Degree in any discipline and having adequate knowledge in Computer Applications are eligible for the post. The adequate knowledge means the candidates must have completed at least a six month Diploma Course in Computer Application from any recognised institution or at least 'A' level from Department of Electronics Accredited Computer Courses.

(5) Candidates who are already in Govt. Service (in service candidates) and within age limit of 35 years are eligible to apply. They may send OSSC copy along with required documents through proper channel.

(6) The contractual employees of Category I & II as per G.A. Department Notification No. 32010/Gen dated 12.11.2013 who are less than 45 years age as on 01.01.2015 and have completed at least 1 year of continues service are eligible to apply for the post.

(7) The candidates applying for the post must go through the advertisement and ensure that they fulfil all eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination i.e. Test on Computer Fundamental (Theory) and Test on Computer (Practical) shall be provisional and would be on the basis of the information furnished by him/her in the on-line application subject to verification of Original certificates at the time of viva-voce Test. 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
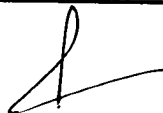
otherwise does not satisfy the eligibility criteria for the post, his/her candidature for the examination will be cancelled forthwith.

(8) Appointment shall be made on contractual basis for a period of six years. Thereafter it shall be regularised as per the provisions contained in G.A. Department Notification No.32010/Gen. dtd.12.11.2013.

(9) The candidates are advised to access to this Commission's website www.odishassc.in from time to time to know about the status of their application and date of tests.

Online Applications are invited for selection of candidates for recruitment to 232 numbers of **JUNIOR DATA ENTRY OPERATOR** on contractual basis under **Home Department** on consolidated remuneration of Rs.5200 /- + Grade Pay Rs1900/- in the scale of pay Rs.5200 – 20,200/- + Grade Pay Rs.1900/-. 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.

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, category, gender, special category, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C, +2, Degree & qualification in computer application 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 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 office of Commission on the date of viva-voce test along with the original & self attested photo copy of the following certificates/ documents.

i)   H.S.C. or equivalent Certificate & mark sheet.

ii)   +2 or equivalent Certificate & mark sheet.

iii) Certificate & mark sheet of Degree examination.

iv) Certificate showing successful completion of at least six month's Diploma course in computer application from any recognised institution or "A" level from Department of Electronics Accredited computer courses.

v) Caste certificate granted by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;

vi) Caste certificate granted by a competent authority in case of candidates belonging to Socially and Educationally Backward Classes as per erstwhile Welfare Department Resolution No.4030/W, dtd.29.01.1994.

vii) Candidates claiming reservation under PwD quota must submit the Physical handicapped identity card issued by the competent authority.

viii) Candidates claiming reservation under sports quota must submit the I. Card issued by the competent authority i.e. Directorate of Sports & Youth Service.

ix) Candidates claiming reservation under Ex-servicemen quota must submit self attested photocopy of discharge certificate, identity card and the document indicating the period of service rendered in defence forces and date of discharge in case of Ex-Servicemen candidates.

x) 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.

xi) Original Treasury Chalan in support of payment of examination fees except SC, ST & PWD category candidates.

1(d) Candidates who are already in Govt. service shall be eligible to appear at the competitive examination, if they have paid the prescribed fees and are within the age limit of 35 years as on 01.01.2015 and apply through proper channel. The applicant may send an advance copy of the OSSC copy of the application enclosing the required documents as detailed at clause 1(c) and 1(e) with proof of employment in Govt. Job from the concerned employer to the Commission by Speed Post/ Regd. Post so as to reach the commission before closing date. The concerned applicant has to ensure that the proper channel copy

forwarded by concerned employer enclosing the OSSC copy of the application and other documents as detailed 1(c) & 1(d) must reach the Commission before the written examination.

1(e) The in-service candidate shall furnish along with his/her application, the attested copy of the following documents, in addition to the documents/ certificates mentioned above.

(i) Certificate of good character from the head of the institution in which the candidate last studied/from a group "B" officer/Member of Parliament/Member of Legislative Assembly.

(ii)Three copies of recent passport size photographs duly attested by a Group B officer or attested by self.

(iii)   A certificate from the employer indicating there in the appointment order No and date, date of appointment, period of service, post held, nature of post, 'no objection" to appear this examination etc.

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

1. (h) 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. (i) 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:

The last date for online submission of Application in response to this advertisement is **11.59 P.M. of 22.06.2015**. 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 the Govt. in Home Department 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	37	12
ST	52	17
SEBC	26	09
UR	117	39
Total:	232	77

Out of above vacancies, 7 posts are reserved for P.H &7 posts for Ex-Serviceman and 2 posts are reserved for Sports persons. Only PH candidates belonging to OL, HI (with suitable aid), BL and LV are eligible to apply. (Sl. No.271 of G.A. Department Resolution No.34450/Gen dtd.03.12.2013) Out of 7 posts for PH 2 are reserved for Women candidates.

NOTE:- SC - Schedule Caste
     ST- Scheduled Tribe,
     SEBC- Socially & Educationally Backward Class,
     UR- Un-Reserved.
     OL- One leg affected (R and/or L)
     HI - partially deaf
     BL - Both legs affected but not arms
     LV - Low vision

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 Authorities and the Government.

4. Scale of Pay & Condition of Service.

The appointment shall be made in a consolidated salary of Rs. 5200-+ G.P. Rs.1900/- in the scale of pay Rs.5200- 20200/- + Grade Pay Rs.1900/- applicable to the post as per Odisha Group-C posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No.
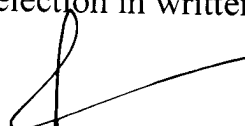
GAD-SC-Rules-0009-2013-32010/Gen dt. 12.11.2013. The salary/scale of pay may vary according to decision of the Government from time to time. The service condition shall be regulated as per relevant recruitment rules on regular appointment.

5. Eligibility:

5(a) Age:

(i) The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2015. 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-Serviceman. However, a candidate can only avail any one type of age relaxation as per rule. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1983 and not later than 1st January 1994.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.

(ii) The upper age limit is relaxable for candidates who are already in Government service. They must be less than 35 years as on 01.01.2015 and after on line registration they must apply through proper channel along with documents as stated at of Para 1(c) (d) &(e)

(iii) 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-C,D 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 and submit their required documents as mentioned in Para 1(e) above in case of selection in written examination.

5(b) Candidates who are already in Government service shall be eligible to appear at the competitive examination, if they have paid the prescribed fees and are within the age limit of 35 years as on 01.01.2015. Such candidates must apply through proper channel and send an advance copy of the OSSC copy of the application to the Commission but the employee has to ensure that proper channel application reaches the Commission before the written examination.

5(c) 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.
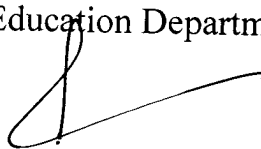
6. Educational Qualification

The candidate must have passed Bachelor Degree in any discipline with knowledge in computer application or equivalent examination. The adequate knowledge means successful completion of a six month certificate course in Diploma in Computer Application or 'A' level course certificate from the Department of Electronics Accredited Computer Courses.

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 posses 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:

8. Examination Fee:

The candidates other than SC, ST& PwD 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 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.
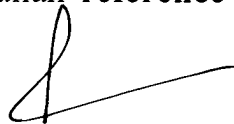
8(2)* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

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) <u>**Plan of Examination**</u>.
   (a)   Computer Fundamental (Theory) – 40 marks – 40 minutes
   (b)   Test in computer (Practical) -   40 marks – 30 minutes
   (c) <u>Viva-voce test   -   20 marks</u>
         Total   -   100 marks

Qualifying mark in the test – 50% marks.

(a) Computer Fundamental (Theory) : Objective Questions 40 X 1 marks = 40 marks.

Subject	Computer Fundamentals	5 marks
	Internet & Email	5 marks
	Windows OS	5 marks
	Ms-Word	10 marks
	Ms-Excel	10 marks
	Ms-Power Point	5 marks

The candidates who secure minimum qualifying mark i.e. 20 out of total 40 marks (i.e. 50% marks) or above will be called for practical test in computer as follows.

(b) Test in Computer (Practical)

Subject	Ms-Word	10 marks
	Excel	10 marks
	Windows	10 marks
	Power Point	5 marks
	Internet & Email	5 marks

The candidates who secure minimum qualifying mark i.e. 20 out of full mark 40, (i.e. 50% marks) will be eligible for next phase of Test subject to condition mentioned at Para 10 .

10. Viva Voce test :-

The viva voce mark is 20 marks. The candidates who qualify both in the computer practical test and theory test and basing their performances in the both examinations taken together, such 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. Special Provision:

The Data Entry Operator/Computer personnel engaged in the Departments of Secretariat either on contractual basis without adopting the due procedure or on outsourcing basis shall be extended relaxation in upper age limit and allowed extra mark, if they appear at the recruitment on production of certificate of engagement from the respective Administrative Department as per the provision contained in G.A. Department notification No.32010/Gen dtd.12.11.2013.

(a) The contractual employees belonging to Category-I and the persons provided by the manpower service provider agencies under Category-II, who shall be less than 45 years of age and shall have completed at least one year of continuous service, in case they apply for Recruitment under sub-rule (1) of rule 5 for any Group -C and Group-D posts, shall be allowed relaxation of upper age limit for entry into Government service; provided they satisfy all other eligibility criteria for the post as laid down in the relevant recruitment rules.

(b) They shall be allowed one percent extra marks on the total marks of the examination for each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them for deciding the merit position. Such marks will be awarded on the total marks after the viva-voce Test.

12. PLACE AND DATE OF WRITTEN EXAMINATION/ TEST IN COMPUTER PRACTICAL:

The date/time/ venue of the written examination and the Computer Test 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.

13. Admission letter:-

The Commission shall upload the Admission letter of this recruitment examination at different stages (Theory Test (written exam)/ Computer Practical Test/ Viva-voce Test) of the admitted candidates on its Website. "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.

14. Select list

The merit list shall be prepared, taking into account the sum total of marks secured by the candidates in the theory examination, computer practical test , viva-voce test and bonus marks if any {in case of in-service Contractual employees(as per clause-11(b) above} taken together in order

of merit. The select list shall be prepared category wise in order of merit as per vacancy position advertised.

15. 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' 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