ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 10 OF 2018-19

Recruitment to the posts of Assistant Section Officers in Group – B of Odisha Secretariat Service under Home Department.

WEBSITE - http://opsconline.gov.in

On-line applications are invited from the prospective candidates through the Proforma application to be made available on the Website (http://opsconline.gov.in) from **10.10.2018 to 09.11.2018** for recruitment to 500 (Five hundred) posts of Assistant Section Officer in Group – B of Odisha Secretariat Service under Home Department in the scale of pay of Rs. 35,400/- in Level 9, Cell 1 as per the Pay Matrix provided under Rule – 3 of ORSP, 2017 corresponding to pre-revised scale of pay of 9,300/-34,800/- carrying Grade Pay of Rs. 4,200/- with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are permanent.

2. VACANCY POSITION:

As per requisition filed by the Home Department, Government of Odisha, the category wise vacancy position along with reservation thereof is given below:-

Sl. No.	Category	No. of Posts
1	2	3
1	Unreserved	266 (88-w)
2	SEBC	87 (29-w)
2	Scheduled Caste	75 (25-w)
3	Scheduled Tribe	72 (24-w)
	Total	500 (166-w)

Out of the total 500 number of vacancies mentioned above, the reservation of vacancies in respect of Sports Person, Ex-Servicemen and Persons with Disabilities are given below. Candidates belonging to PWD, Ex-Servicemen and Sports Persons shall be adjusted against the categories to which they belong.

Sl. No.	Sub-Category	No. of Posts
1	2	3
(i)	Sports Person	05 (02-w)
(ii)	Ex-Servicemen	15
(iii)	Persons with Disabilities	20 (05-w)
	(a) Blindness or Low Vision	05 (02-w)
	(b) Hearing Impairment	05 (01-w)
	(c) Locomotors disability or cerebral palsy	05 (01-w)
	(d) Autism, Intellectual disability, specific disability / Multiple disabilities	05 (01-w)

(a)   Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.

(b)   In case of non-availability of eligible/ suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate(s) of the same category.

(c)   The number of vacancies to be filled up on the basis of this recruitment is subject to change by Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

(d)   The Categories of disabled suitable for the job (Functional Classification) and Physical requirement for Person with Disability are given below.

Physical Requirements	Categories of disabled suitable for the job (Functional Classification)
Code - S, H, SE, F, R & W	Code - OL, OA, LV, BL,PD
Full Forms S – work performed by sitting (on bench or chair) H- work performed by hearing / speaking) SE - work performed by seeing F - work performed by manipulating (with fingers) R & W – work performed by reading and writing.	**Full Forms** OL – One leg affected (R and/or L), OA – One arm affected (R or L) :- (a) impaired reach; (b) weakness of grip; (c) ataxia, LV – Low vision, BL – Both legs affected but not arms (Mobility not be restricted), PD – Partial deaf (with suitable aid)

3.   AGE:

A candidate must have attained the age of 21 (twenty one) years and must not be above the age of 32 (thirty two) years on the 1st day of January 2018. However, those who are within prescribed age limit as on 1st day of January 2013, 1st day of January 2014, 1st day of January 2015, 1st day of January 2016 & 1st day of January 2017 shall also be eligible to apply i.e. he/she must have been born not earlier than 2nd January 1981 and not later than 1st January 1997. Age relaxation for candidates in different categories for availing relaxation and reservation benefits will be as per Government Rules prescribed for the purpose.

Provided that, a candidate who comes under more than one category, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

4.   EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor's Degree in any discipline from a recognized University or posses such other qualification equivalent there to and must have adequate knowledge in Computer application.

5. **EXAMINATION FEE:**

A candidate is required to pay a non-refundable and non-adjustable fee of **Rs. 300/-** (Rupees three hundred) only. Candidates belonging to Scheduled Caste and Scheduled Tribe of Odisha and Person with Disability (whose permanent disability is more than 40%) are exempted from payment of this fee.

The candidates are required to take a printout of the finally submitted Online Application Form for future use and take a printout of Online Challan (Pay-in-Slip) for payment of requisite fee at any branch of State Bank of India (SBI). The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be adjusted or held in reserve for any other examination or recruitment.

6. **METHOD OF SELECTION:**

(a) The examination will be conducted in the following successive stages:-

   (i) Written Examination,
       (Objective Type – Multiple Choice Questions)

   (ii) Skill Test in Computer (Practical)

The details of the Scheme and syllabus of the Examination are mentioned in Appendix – I.

(b) Only those candidates who have been short listed after the written test shall be called for the Skill Test in Computer (Practical) by the Commission as provided in Appendix – I which shall be of qualifying nature. One has to secure at least forty percent of the total marks in the Skill Test to qualify it.

(c) The Commission shall be competent to fix up the qualifying marks in any or all the subjects of the examination.

7. **PLACE OF EXAMINATION:**

The written examination will be held at different centres at 33 zones of the State as mentioned below:-

Sl. Nos.	Name of Zone (with code)	Sl. Nos.	Name of Zone (with code)	Sl. Nos.	Name of Zone (with code)
01	Balasore (01)	13	Gajapati (13)	25	Mayurbhanj (25)
02	Berhampur (02)	14	Ganjam (14)	26	Nuapada (26)
03	Bhubaneswar (03)	15	Jagatsinghpur (15)	27	Nawarangpur (27)
04	Cuttack (04)	16	Jajpur (16)	28	Nayagarh (28)
05	Sambalpur (05)	17	Jharsuguda(17)	29	Puri (29)
06	Angul (06)	18	Kalahandi (18)	30	Rayagada (30)
07	Baragarh (07)	19	Kandhamal (19)	31	Rourkela (31)
08	Bhadrak (08)	20	Kendrapara (20)	32	Subarnapur (32)
09	Bolangir (09)	21	Keonjhar (21)	33	Sundargarh (33)
10	Boudh (10)	22	Khurda (22)		
11	Deogarh (11)	23	Koraput (23)		
12	Dhenkanal (12)	24	Malkangiri (24)		

The candidates are required to select the zone of their choice where they would like to appear at the examination, at the time of filling online application form. While every effort will be made to allot candidates to the zone of their choice, the Commission may, at their discretion, allot any other zone to the candidates when circumstances so warrant.

REQUEST FOR CHANGE OF ZONE WILL NOT BE ENTERTAINED.

8. **OTHER ELIGIBILITY CONDITIONS:**

   (i)   The candidate must be a citizen of India;

   (ii) The candidate shall be able to speak, read and write Odia fluently and must 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 or above; or

       (d) Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

   (iii) The candidate must be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service and the candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.

   (iv) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;

   (v)   If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination/interview, he/she will not be eligible for such recruitment for that specified period/chance(s);

   (vi) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para - 3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their applications for this recruitment and obtain **"No Objection Certificate"**.

   (vii) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading daily news paper as well as copy of notification in the Odisha Gazette in support of his/her change of name.

   (viii) Every candidate selected for appointment shall be examined by the Medical Board as prescribed by the Government. A candidate, who fails to satisfy the Medical Board, shall not be appointed;

   (ix) **Only those candidates, who fulfil the requisite qualification & within the prescribed age limit etc. by the closing date of filling up online application, will be considered eligible;**

9. **IMPORTANT POINTS:**

(i) At present, only the online applications are invited from Candidates for admission to the written examination for A.S.O.s of state secretariat. After declaration of result of written examination, the candidates who qualify in the written examination will be required to submit the printout/hard copy of online application form, along with the photocopies of the other documents as stated under the **Para - 10** of this advertisement and original of the same on the date of verification of original certificates / documents, which will be declared later on in due course , for consideration of their eligibility for admission to the Skill Test in Computer (Practical).

(ii) A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself /herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission;

(iii) The provisions of the Odisha Conduct of Examination Act 1988 (Odisha Act-2 of 1988) are applicable to the examination conducted by the Odisha Public Service Commission;

(iv) **Online applications submitted to OPSC if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score;**

(v) **Admission to Written Examination/ Skill Test will be provisional.** If on verification at any stage before or after the examination / Skill Test, it is found that a candidate does not fulfil all the eligibility conditions or has furnished incorrect information / data, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;

(vi) This advertisement should not be construed as binding on the Government to make appointment;

(vii) Concessions meant for S.C., S.T. and S.E.B.C by Birth are admissible to the Scheduled Caste, Scheduled Tribe and Socially Educationally Backward Class of Odisha only;

(viii) Candidates are required to take due care to annex with the printout/hard copy of online applications, the copies of certificates and other requisite documents as stated under Para - 10 of this advertisement;

(ix) Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate;

(x) These posts are permanent. The appointment can be terminated as per the provisions contained in O.C.S. (C.C & A) Rules, 1962.

(xi) Every person appointed to the service shall be on probation of two years with effect from the date of appointment.

Provided that the Government may, if think it fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include the period of:-

    (a) extraordinary leave
    (b) period of unauthorized absence; or
    (c) any other period held to be not being on actual duty.

(xii) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule(1) of Rule - 3 of the Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contribution Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005;

(xiii) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.

(xiv) Candidates must answer the papers in their own handwriting. In no circumstances, a candidate will be allowed the help of a scribe to write the answers for him/her.

(xv) If one candidate furnishes more than one application, the Commission will consider the information / data of the latest application having higher ID Number.

10.   CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates who have been shortlisted after the written examination will be required to bring with them the hard copy of online application form along with copies of following relevant certificates/documents and original of the same for verification of their eligibility as per terms and conditions of the advertisement prior to the date of Skill Test which will be notified later on in due course, failing which he/she shall not be allowed to appear at the Skill Test in Computer (Practical). The candidates are required to mention on each copy of documents "Submitted by me" and put their full signature and date on the same.

(i)   H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board /Council;

(ii)   Intermediate/+2 Examination Certificate issued by the concerned Board/ Council;

(iii)   Degree Certificate issued by the recognized University;

(iv)   Two recent passport size photographs (unsigned & unattested) which has been uploaded with Online Application Form.

(v)   OPSC copy of Challan showing payment of examination fees, wherever applicable.

(vi)   Certificates of character from the Principal/Proctor/Dean or Professor in charge of a Department of Teaching of the College or University in which he/she last studied.

(vii)   Caste Certificate **by birth** in support of claim as S.C. /S.T. /S.E.B.C.; wherever applicable **(Please see Note - 1);**

(viii)   Aadhaar Card

(ix)   Required Odia Pass Certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to M.E. School Standard or a certificate from the Principal / Headmaster of the School recognition granted by the Director of Secondary Education, Government of Odisha indicating that the candidate has passed Odia in M.E. Standard, wherever applicable.

(x) Discharge Certificates issued by the Commanding Officer of the Unit last served. Ex-Servicemen must submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service; wherever applicable:

(xi) Identity Card of Sports Persons issued by the Director of Sports, Odisha, wherever applicable;

(xii) Disability Certificate (indicating percentage of permanent disability) issued by the concerned Medical Board, wherever applicable;

(xiii) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (With number and date) under which it is so treated, must be furnished with the Application Form.

NOTE 1: Candidates claiming to be belonging to S.C. /S.T./ S.E.B.C Category **by birth** are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years from the date of advertisement in the prescribed form.

(i) Women candidates belonging to S.C. /S.T. /S.E.B.C Categories are required to submit Caste Certificates by birth showing "daughter of ....". Caste Certificates by virtue of marriage (i.e. showing "wife of ....") is not acceptable.

(ii) O.B.C. CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATE.

(iii) Community (Caste status) once mentioned by the candidates shall not be changed under any Circumstances.

The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar /Additional Tahasildar of Government of Odisha;

NOTE 2: Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-Servicemen, Sports Persons Certificate and Disability Certificate of Person with Disabilities (indicating % of permanent disability) must have been issued by the competent authority within the last date fixed for receipt of online application form as indicated above.

11. GROUNDS OF REJECTION OF APPLICATION

Applications of candidates will be rejected by the Commission on any of the following grounds:-

(a) Age limit of candidate not coming under Para - 3 of Advertisement (Overage relaxation shall not be allowed to P.W.D. candidates with less than equal to (≤) 40% permanent disability / with temporary disability).

P.T.O.

(b) No required educational qualification as provided under Para - 4 of Advertisement.

(c) Non-payment of examination fee, (wherever applicable), as provided under Para - 5 of Advertisement.

(d) Odia Test (M.E. standard) not passed / Odia Test pass evidence not furnished as required under Para 8 (ii) of the Advertisement.

(e) Submission of wrong information / false information about qualification / Age / O.T. Pass evidence / Category status (SC/ST/SEBC/PWD/Sports Persons / Ex-Serviceman /Women etc.).

(f) Suppression of facts / information about eligibility, if any.

(g) Any other ground as per the decision of the Commission.

12.   **HOW TO APPLY:**

(a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.

(b) Candidates must apply online through the concerned Website of the OPSC **http://opsconline.gov.in**. Applications received through any other mode would not be accepted and summarily rejected.

(c) **Before filling up the online application form, the candidates must go through the following documents available at OPSC portal.**

   (i) **Instruction to fill up online application.**

   (ii) **Guidelines for scanning and Uploading of Photograph, Full Signature & Left Hand Thumb Impression.**

(d) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left hand Thumb Impression(LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.

(e) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.

(f) On successful submission of the online application form, a Unique Registration ID will be displayed on the screen as well as on the top of the application form. Candidates are requested to note down the Unique Registration ID and use it in future correspondence.

(g) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

(h) Certificate of Admission to the written examination / Skill Test to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination / Skill Test which will be published in the Website and Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination/ Skill Test. No separate correspondence will be made on this score.

                                                                                          P.T.O.

13.   FACILITATION COUNTER:

For any Technical guidance for filling up of the online application form the candidate may contact facilitation counter of O.C.A.C. (Odisha Computer Application Centre) **over toll free Telephone No. 18003456770 or 155335** between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working day.

Regarding difficulty in payment of fee, if any, the candidates may contact SBI over Telephone No. **0671 - 2368267 & 9437039604.**

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn.- 205 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.

The candidates are required to visit the website of the Commission at http://opsconline.gov.in OR http://opsc.gov.in for detail information about important notice, rejection of application, the date & time of Interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

CLOSING DATES

(A) ONLINE APPLICATION SHALL BE AVAILABLE IN THE WEBSITE FROM 10.10.2018 TO 09.11.2018 TILL 11.59 P.M.

(B) LAST DATE OF RECEIPT OF EXAMINATION FEE AT ANY BRANCH OF STATE BANK OF INDIA IS 13.11.2018

NB: - THE ONLINE APPLICATION FORMS IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.

14.   THE WRITTEN EXAMINATION LIKELY TO BE HELD ON 23.12.2018.

CUTTACK

DATE – 18.09.2018

SECRETARY
ODISHA PUBLIC SERVICE COMMISSION
CUTTACK

APPENDIX – I

Scheme and Syllabus of the Examination

SCHEME

Papers	Subjects	Marks	No. of Questions	Duration
I	General Awareness	100	100	1 ½ hrs
II	(A) Test of Reasoning & Mental ability	50	50	1 ½ hrs
	(B) Mathematics (10th Standard Level)	50	50	
III	Language			
	(a) English	100	100	2 hrs
	(b) Odia	100	100	
IV	Skill Test in Computer Application (Practical)	50	05	1 hrs
NOTE :				
1	Except the Skill Test in Computer Application (Practical), the questions in all other subjects shall be of multiple choice type and all questions will carry equal marks i.e. 01			
2	For each wrong answer 0.25 marks shall be deducted from the marks awarded for correct answers.			
3	The candidates shall answer the questions in English except Odia language paper or otherwise specified in the question paper itself.			
4	Only those candidates who have been shortlisted after the written test shall be called for Skill Test in Computer by the Commission which shall be of qualifying nature.			

Detailed Syllabus

Paper - I	General Awareness	(a) Current national events,
		(b) Current international events,
		(c) History of British Rules in India and Freedom Struggle,
		(d) Indian Constitution,
		(e) Salient features of World Physical Geography,
		(f) Physical Geography of India & Odisha
		(g) Important aspects of Governance, Transparency & Accountability, e-governance, Role of Civil Service in democracy, Indian Economy and issues relating to Planning, growth, Development and employment, Poverty Alleviation, Resource Mobilisation and inflation
		(h) Defense & Indian Armed Forces,
		(i) Scientific Inventions and use of Science in everyday life, issues of environmental, ecology, Biodiversity & Climate change.
		(j) Important National & International Institutions, Organizations and fora – their Structure, mandate etc.

Paper - II	(a) Test of Reasoning & Mental Ability	A: VERBAL	(a) Number Series	
			(b) Alphabet Series	
			(c) Test of Direction Sense	
			(d) Coding-decoding	
			(e) Number Ranking	
			(f) Arithmetic Reasoning	
			(g) Problem of Age Calculation	
		B. NON-VERBAL	(a) Non-verbal series	
			(b) Mirror Images	
			(c) Cubes & Dice	
			(d) Grouping Identical Figures	
			(e) Embedded figures, etc	
	(b) Mathematics		(a) Arithmetic	
			(b) Algebra	
			(c) Mensuration (2D & 3D)	
			(d) Statistics & Probability	
Paper - III	Language			
	(A) English	(i)	Grammar : Verb, Preposition, Adverb, Subject Verb Agreement, Error Correction / Recognition, Tenses, Fill in the Blanks with Articles etc, Vocabulary, Synonyms, Antonyms.	
		(ii)	Comprehension	
		(iii)	Sentence Rearrangement	
	(B) ଓଡ଼ିଆ			
		(i)	ବ୍ୟାକରଣ: କ୍ରିୟା, ଭ୍ରମ ସଂଶୋଧନ/ଚିହ୍ନଟ, କାଳ(ଅତୀତ/ବର୍ତ୍ତମାନ/ଭବିଷ୍ୟତ), ଭାଷାଜ୍ଞାନ ପରୀକ୍ଷା : ପ୍ରତିଶବ୍ଦ, ବିପରୀତ ଅର୍ଥବୋଧକ ଶବ୍ଦ, କ୍ରିୟା ବିଶେଷଣ, କର୍ତ୍ତା-କ୍ରିୟା ସମ୍ବନ୍ଧ,	
		(ii)	ଅନୁଚ୍ଛେଦ	
		(iii)	ବାକ୍ୟ ପୁନର୍ବିନ୍ୟାସ	
Paper - IV	Skill Test in Computer Application (Practical)		Windows, MS Office (Word, Excel, Power Point), MS Access, Usage of Internet Services.	