

- (vi) Computer proficiency certificate (minimum DCA/O Level/OSCIT/PGDCA) from a recognised Institution/University
- (vii) Candidates of SC/ST/SEBC category shall enclose self-attested photocopy of a valid caste certificate issued by competent authority. Candidate belongs to SEBC category should submit SEBC certificate which must be within one year prior to last date of online application.
- (viii) Candidates have to submit a self-attested Photocopy of the 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 Principal/Head Master or any other competent authority.
- (ix) Self-Attested photocopy of the certificate of disability issued from the concerned Medical Board of the concerned district in case of PwD candidates with permanent disability to get reservation in the Benchmark category advertised. For candidates with temporary disability, they shall have to produce recent disability certificate to avail age relaxation.
- (x) Self attested photo copies of documents in support of claim against Ex-servicemen i.e. Discharge certificate, identity Card & P.P.O issued by the appropriate Authority indicating there in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces. However, Ex-Servicemen candidates who are going to retire/discharge within six months from the closing date of online application should upload the permission/order/certificate from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in defence force.
- (xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission www.osscc.gov.in.

9. The plan, syllabus and scheme(stages) of Examination will be as follows:-

Sl. No.	Stages	Name of Examination	Remarks
1	Stage-I	Main written examination	100 marks Candidates about 6(six) times of the vacancies in order of merit category wise basing on the marks of the main written examination will be shortlisted to appear the Stage-II (i.e. typing test in English & Odia & Basic Computer Skill Test).
2	Stage-II	Typing Test in Computer (both in English & Odia) & Basic Computer (Practical) Skill Test.	Qualifying in nature. Candidates about two times of the vacancies, category wise in order of merit basing on the marks of the main written examination, who will qualify in the typing test both in English & Odia & Basic Computer Skill Test shall be called for Stage-III i.e. for document/ certificate verification.
3	Stage-III	Document verification	Document/Certificate verification of the candidate will be done for verification of eligibility in all respect to the post. The candidates who will not attend the Document/Certificate verification, their candidature for the post shall be rejected.

STAGE-I WRITTEN EXAMINATION (One composite Paper) & Syllabus			
English	40 questions	40 marks	<p>The questions of General English & Odia Language will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage & grammar. The questions of General Studies Paper will comprise of questions on Indian History & History of Odisha, Geography of the world and of India, India Polity, Environmental studies, Human rights, Socio Economic Development, Art & Culture & General Science. The questions will be of HSC standard.</p> <p>The language test will be done in OMR sheet.</p> <p>There shall be negative marking @ 0.25 marks per each wrong answer.</p> <p>Candidates about 6(six) times of the vacancies in order of merit category wise basing on the marks of the main written examination will be shortlisted to appear the Stage-II (i.e. typing test in English & Odia & Basic Computer Skill Test).</p>
Odia	40 questions	40 marks	
General Studies	20 questions	20 marks	
	Total	100 marks	

STAGE-II

(i) **Type Writing Test** (Transcription in English & Odia in Computer) (qualifying in nature)

Transcription in English on Computer	A passage/Paragraph of 500 words	Duration 10 minutes
Candidates typing less than 400 words correctly will be disqualified.		
Transcription in Computer on Odia	A passage/Paragraph of 500 words.	Duration 20 minutes
Candidates typing less than 400 words correctly will be disqualified.		

The Transcription (on Computer) in odia will be done in "Leap Office" software.

(ii) **Basic Computer Skill Test (Practical Test) - 50 marks - 1 hour** (qualifying in nature)

The minimum cut off mark will be 20. A candidate has to secure a minimum 20 marks to qualify in this test. Computer Skill Test will be done on the following:

Basic knowledge in Computer Application:-

- A. Computer Fundamentals.
- B. MS Windows.
- C. MS Office.
 - (i) Word processing (MS Words)
 - (ii) Spread sheet(MS Excel)
- D. Usage of internet services available on internet.

NOTE - The answer script of English Typewriting test shall only be evaluated of the candidates who will qualify in Odia Typewriting Test. The answer papers of Basic Computer Skill Test shall be evaluated of the candidates who will qualify both in Odia typewriting test as well as English typewriting test.

STAGE-III -

DOCUMENT VERIFICATION

Candidates about two times of the vacancies category wise in order of merit basing on the marks of the main written examination, who qualify in Odia Typewriting Tests, English Typewriting test and Basic Computer(Practical) Skill Test shall be short listed for certificate/document verification. The names of the candidates will be deleted from the merit list who do not attend for document verification.

There shall be no viva-voce test.

10. Place, Date, Venue of written examination/practical skill test/certificate verification & admission letter:

The Date/Time/ Venue of the Main Written Examination, Basic Computer (practical) skill test and Certificate Verification will be informed in their Admission Letters carrying the photograph and signature of the candidate and facsimile signature of the Secretary. The Admission Letter will contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission one week prior to the date of the examination/skill test/certificate verification. The candidates shall have to download the admission letters by accessing the Commission's website and using their '**User ID**' and '**Password**' to appear the respective examinations/skill test/certificate verification. Notice will be issued in this regard in each stage while uploading of the Admission Letters in the Commission's website and in the Local Dailies (News papers). Further, the message regarding the date of examination will be sent to the candidates concerned in his/her registered Mobile No. & Email Id mentioned by the applicant in the online Application form. Each candidate shall have to download his/her admission letter well before the date of the examination. The candidates are advised to be in constant touch with the website of the Commission to know the status of each examination/tests etc. No Admission letter will be send through post.

11. Merit list:

The merit list of the candidates, found suitable for the certificate verification and having qualifying in the Typing Tests both English & Odia as well as qualified in Basic Computer Skill Test, will be prepared on the basis of the marks secured in written examination.