ODISHA PUBLIC SERVICE COMMISSION
ADVERTISEMENT NO. 01 OF 2022-23
Recruitment to the post of Junior Assistant (Group-C) in the Office of Odisha Public Service Commission, Cuttack.
WEBSITE - http://opsc.gov.in

*Online applications are invited from the prospective candidates through the proforma application to be made available on the Website of the Commission (**http://opsconline.gov.in**). **The link for Online Application and Submission shall be available from 22.04.2022 to 23.05.2022 (Note: 23.05.2022 is the last date for submission of Online Application)** for* recruitment to **15 (Fifteen)** nos. of posts of Junior Assistant (Group-C) in the Office of the Odisha Public Service Commission, Cuttack as Initial Appointee. During the period of Initial Appointee, he/she shall draw consolidated monthly remuneration of Rs.13,300/- coming under the Pay Band of Rs.5200-20,200/- with Grade Pay of Rs.1900/- in Level-4, Cell-1 as per Government in GA & PG Department Notification dated 27.10.2021 and their annual increase in remuneration shall be subject to their satisfactory performances as per slabs prescribed under annexure appended in the aforesaid notification, on completion of each year of service. The post shall continue as Initial Appointee for a period of 06 (Six) years. On the date of satisfactory completion of six years as Initial Appointee, he/she shall be deemed to be considered for regular appointment.

2.   **Vacancy Position:**

Sl. No.	Category	No of Vacancies
1	2	3
1	UR	06 (03-w)
2	SEBC	01 (0-w)
3	SC	03 (01-w)
4	ST	05(0-w)
Total		**15(04-w)**

Out of the total 15 (04-w) vacancies, **01** post is reserved for **Ex-Servicemen.** Candidates belonging to the category of Ex-Servicemen shall be adjusted against the categories to which they belong.

NOTE:-

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

b) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in the non-availability of eligible and suitable S.C. /S.T. candidates.

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

3.   **AGE:**   A candidate must have attained the age of **21(twenty one)** years and must not be above the age of **38 (Thirty eight)** years as on the **1st day of January 2022** i.e. he/she must have been born **not earlier than 2nd January 1984** and **not later than 1st January 2001**.

The upper age limit prescribed above shall be relaxable up to **05 (five)** years for candidates belonging to the categories of Socially and Educationally Backward Classes (S.E.B.C.), Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Women & Ex-Servicemen.

Provided that a person who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit which shall be considered most beneficial to them.

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:

(i) A candidate must hold a **Bachelor's Degree** in any discipline from any University incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under Section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government.

(ii) Candidates must have adequate knowledge in basic Computer Skill.

5. EXAMINATION FEE: The examination fee has been exempted to all the categories of candidates as per GA & PG Department Notification No.9897/Gen., dt.11.04.2022.

6. METHOD OF SELECTION:

(a) The selection of candidates for recruitment to the posts will be made through a competitive examination and Skill Test to be conducted by the Commission.

(b) The details of Scheme & Subjects for the examination and the syllabus are mentioned in Appendix-I.

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

7. PLACE OF EXAMINATION

The written examination for the post of Junior Assistant shall be held at Balasore, Berhampur, Bhubaneswar, Cuttack and Sambalpur depending on the number of candidates from the respective zone. The programme of the examination shall be notified well in advance.

8. OTHER ELIGIBILITY CONDITIONS:

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

(ii) The candidate must be able to speak, read and write Odia fluently and must have passed; at least an examination in Odia language equivalent to that of Middle English School standard conducted by the Board of Secondary Education, Odisha; or the Education Department of Government of Odisha or any Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia Language Test (M.E. School standard);

(iii) The candidate must have good character.

(iv) The candidate must have sound health & active habits and free from any mental infirmity and shall be required to produce a certificate of fitness from the Chief District Medical officer or a Medical Officer or equivalent rank at the time of joining;

(v)   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;

Provided that the appointing authority, if satisfied that there are special reasons for doing so, exempt him/her from the operation of this clause.

(vi)   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);

(vii)   Only those candidates, who fulfill the requisite qualification & are within the prescribed age limit etc. by the last date of online application, will be considered eligible;

9. CONDITIONS OF SERVICE:

(i)   Persons appointed as Initial Appointee shall continue as Initial Appointee for a period of six years. The period of six years shall be counted from the date of their Initial Appointment.

(ii)   During the period of initial appointment they shall draw consolidated monthly remuneration of Rs.13,300/- coming under Pay Band of Rs.5,200-20200/- with Grade Pay of Rs.1900/-(Level-4) as per Government in GA & PG Department Notification dated 27.10.2021 and their annual increase of remuneration shall be subject to their satisfactory performance as per slabs prescribed under the annexure appended in the aforesaid notification, on completion of each year of service.

(iii)   They shall not be entitled to DA, HRA and other allowances except RCM during the period of initial appointment.

(iv)   They shall be entitled to leave under the provisions of the Odisha Leave Rules, 1966 at par with regular employees of Government of Odisha.

(v)   They shall abide by the Odisha Civil Services Conduct Rules, 1959 and subject to the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962.

(vi)   They shall be enrolled under the new pension scheme contained in the Odisha Civil Services (Pension) rules, 1992 from the date of Initial Appointment.

10.   CONDITIONS OF SERVICE ON REGULAR APPOINTMENT:

(i)   On the date of satisfactory completion of six years as Initial Appointee, they shall be deemed to have considered for regular appointment. A formal order of regular appointment shall be issued by the appointing authority.

(ii)   On regular appointment they shall be entitled to draw the time scale of pay Rs.5,200-20,200/- plus Grade Pay Rs.1900/- with usual DA and other allowances as may be sanctioned by the Government of Odisha from time to time.

(iii)   Other conditions of service shall be governed as per Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 1994 as amended from time to time.

11.   IMPORTANT POINTS:

(i)   A candidate found guilty of seeking support of 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;

(ii)   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;

(iii)   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;

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(iv) Admission to examination/Practical skill test will be provisional. If on verification at any stage before or after the examination/ Practical skill test, it is found that a candidate does not fulfill all the eligibility conditions, his/her candidature shall be liable to rejection. Decision of the Selection Board in regard to eligibility or otherwise of candidate shall be final;

(v) This advertisement should not be construed as binding on the Odisha Public Service Commission to make contractual appointment as initial appointee;

(vi) Concessions meant for S.C., S.T. & SEBC by Birth are admissible to the Scheduled Caste, Scheduled Tribe and Socially & Educationally Backward Classes of Odisha only;

(vii) Appointment to the posts are contractual as initial appointee. The appointment can be terminated on one month's notice from either side without assigning any reason thereof;

(viii) No one will be admitted to the examination/practical skill test unless he/she holds a certificate of admission. The certificate of admission will be uploaded in the website of the Commission prior to the date of examination/ practical skill test. The eligible candidates are required to down load the admission certificate and produce the same for admission to the examination/ practical skill test. No separate admission certificate will be sent to the candidates;

(ix) Any misrepresentation or suppression of information by the candidate in the online application form or in the hard copy of application will result in cancellation of his candidature or penalty, as decided by the Selection Board be imposed on the candidate;

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

12. CERTIFICATES / DOCUMENTS TO BE ATTACHED:

Candidates who will qualify in 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 originals of the same for verification of their eligibility as per terms and conditions of the advertisement, the date of which shall be notified later on in due course, failing which his/her application will be rejected for the said post. The candidates are required to mention on each copy of documents **"Submitted by me"** and put their **full signature and date on the same. They must not attach the original certificates to their applications.**

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

(ii) Degree Certificate(s) issued by the recognized Universities as stated under Para-3;

(iii) Mark-sheets of Degree passed including fail marks if any, issued by the concerned Universities;

(iv) Two recent passport size photographs (unsigned and unattested) with the printout / hard copy of online application form which has been uploaded in the online application forms.

(v) Any proof of identity;

(vi) **Caste Certificate by birth in support of claim as SEBC/ SC / ST, wherever applicable (Please see Note: 1);**

(vii) Required Odia test pass certificate;

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

(ix) No Objection Certificate issued by the competent authority.

NOTE 1:

(i) **Candidates claiming to be belonging to S.E.B.C /S.C. /S.T. categories of Odisha 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 <u>within the last three years by the closing date for submission of registered online application form</u> in the prescribed form;**

(ii) **The SEBC certificate which is more than three years old by the <u>closing date of submission of registered online application form</u> is liable for rejection;**

(iii) **Women candidates belonging to S.E.B.C/S.C. / S.T. categories are required to submit Caste Certificates <u>by birth</u> showing "<u>daughter of ....</u>". Caste Certificates by virtue of marriage <u>(i.e. showing "wife of ....")</u> are not acceptable and liable for rejection.**

(iv) **O.B.C. CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C CERTIFICATES AND CANDIDATES SUBMITTING O.B.C. CERTIFICATES ARE LIABLE FOR REJECTION.**

(v) **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, etc. must have been issued by the competent authority within the <u>last date fixed for submission/ receipt of registered online application form.</u>

13. **"GROUNDS OF REJECTION OF APPLICATIONS"**

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

(a) **In-complete online application form.**

(b) **Non-submission of hard copy of online application form at the time of verification of original documents.**

(c) Not passing Odia test (M.E. standard)/not furnishing Odia test pass evidence as required under Para-8 (ii) of the Advertisement.

(d) Not coming within the age limit of candidate as mentioned in Para-3 of the advertisement.

(e) Not having requisite qualification as provided under Para-4 of the advertisement.

(f) Not furnishing copies of certificates/documents as provided under Para - 12 of the Advertisement.

(g) Submission of wrong information/ false information about qualification/ Age/ Category status (SEBC/SC/ST/Ex-Servicemen/ Women etc.).

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

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

NB: Application /candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed/ detected.

14. 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 detailed instructions available at OPSC portal.**

(d) The online application form is automated and system driven & will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit, even if wrongful entry has been made while filling up online application.

(e) 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.

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

(g) *On successful submission of the online application, a unique Registration Number will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*

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

(i) Certificate of Admission to the written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination, which will be published in the Website of the Commission and widely circulated 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. No separate correspondence will be made on this score.

(j) Intimation letters" to candidates for document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded in the website of OPSC prior to the date of Document Verification/Interview.

(k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail (opsc@nic.in) within 03 (Three) days of completion of the examination.

15.   FACILITATION COUNTER :-

To resolve any Technical problem faced in filling up of online Registration/ Re-registration and Application forms, candidate may contact OPSC Technical Support **over Telephone No. 0671-2304707 / 2304141** between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.

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. 0671-2305611 & Extn.- 227 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://opsc.gov.in for detailed information about important notices, rejection of applications, the date & time of written examination, document verification & 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 AND CAN BE SUBMITTED FROM 22.04.2022 TO 23.05.2022 (11:59 P.M).

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

PLACE: CUTTACK

DATE : 18.04.2022

SECRETARY

ODISHA PUBLIC SERVICE COMMISSION, CUTTACK.

APPENDIX - I

Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
	WRITTEN TEST		
Paper-I	Language Test (English & Odia)	100	2 hours
Paper-II	General Knowledge (Objective)	100	1 hour
Paper-III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	
	TOTAL	**400**	
	PRACTICAL SKILL TEST		
	Basic Computer Skills	50	1 hour

NOTE : (i)   The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii).   Those who will qualify the written test shall be called for the practical skill test.

(iii).   The practical skill test shall be of qualifying nature.

(iv).   There will be negative marking in Paper-II & III (objective type) for wrong answers i.e. @25% of the allotted mark to a particular question.

S Y L L A B U S

1.   **Language Test (English and Odia).**

    A. English Language Test :-   **(50 Marks)**

        (A.a)   **GRAMMAR : (20 Marks)**

            (A.a.i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

            (A.a.ii) Sentence Structure : Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison.

            (A.a.iii)   Other Areas : Determiners, Pronouns, Prepositions

(A.b) COMPREHENSION.   **(10 marks)**

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c).   WRITING   **(20 marks)**

(i)   Essay writing on familiar topics (within 250 words)   (10 marks)

(ii)   Letter Writing (Personal letter, applications, Business   (10 marks)
       and Official) (within 150 words).

B.   Odia Language Test :   **(50 Marks)**

(B.a) Grammar   **(20 marks)**

(1)   Transformation of sentences   (02 marks)

       a.   Affirmative, Negative, Interrogative, Exclamatory
       b.   Simple, Compound, Complex

(2)   Transformation of words   (02 marks)
       (noun to adjective and adjective to noun)
(3)   Sandhi   (02 marks)
(4)   Samasa   (03 marks)
(5)   Antonyms and Synonyms   (02 marks)
(6)   Correction of common errors in words   (03 marks)
(7)   Idioms and Phrases   (02 marks)
(8)   Taddhita and Krudanta   (02 marks)
(9)   Punctuation marks   (02 marks)

(B.b) Composition .   **(20 marks)**

(1)   Essay writing on familiar topics and personality   (10 marks)
       (within 250 words)

(2)   Letter Writing (Personal letter, applications, Business   (05 marks)
       and Official) (within 150 words)

(3)   Translation (One English passage of around 100 words   (05 marks)
       to be translated into Odia).

(B.c) Comprehension of an unseen passage   **((5 x 2) = 10 marks)**
       (Five short questions to be asked)

2. **General Knowledge** :- In this category, there should be a series   **(100 Marks)** of questions of different categories like –

(a) Matching Historical events with dates, personalities and places,

(b) Geographical facts with places,

(c) States, Countries and Institutions with headquarters.

(d) Books and authors,

(e) Scientific facts and discoveries with dates, persons and uses,

(f) Current events with places and personalities, and

(g) Matching questions of miscellaneous type.

3. **Mathematics :-**   **(100 marks)**

(i) Fractions and Decimals,

(ii) Percentage

(iii) Average,

(iv) Simple Interest and Compound Interest,

(v) Rates and Taxes, Insurance,

(vi) Profit, Loss and Discount,

(vii) Mixtures

(viii) Partnership,

(ix) Problems on Time and Work,

(x) Problems on Time and Distance

(xi) Ratio and Proportion

(xii) Statistics.

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. **Basic Computer Skills :-**   **(100 marks)**

a. MS Windows :   Introduction of Windows,

b. MS Office :   MS Word, MS Power Point, MS Excel & MS Access.

5.   **Practical Skill Test** : Topics for practical test –   **(50 Marks)**

I.   **WINDOWS** operating system.

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete.
- Using Clipboard.

II.   **MS Word.**

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting test and paragraph.
- Page and Paragraph Setup.
- Inserting pictures and Word Art.

III.   **MS Power Point.**

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides.

IV.   **MS Excel.**

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting Cells and data.
- Functions & Formulae (Relative, absolute and Mixed reference)

V.   **MS Access.**

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database.
- Setting the primary key.

*Printouts of the document(s) should be attached with the answer sheet."