



ODISHA STATE SEEDS CORPORATION LTD
(A GOVERNMENT UNDERTAKING)
SANTARAPUR, BHUBANESWAR- 751002.
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ADVT. No: OSSC-ESTD-1/2022

ODISHA STATE SEEDS CORPORATION RECRUITMENT – 2022
(FOR GROUP-B & C POSTS)

Odisha State Seeds Corporation Limited invites online applications from prospective candidates to fill up the vacancies of Seed Production & Marketing Officer, Assistant Quality Control Officer, Marketing Assistant, Accountant, Junior Stenographer, Junior Operator, Junior Clerk, Computer Assistant & Procurement & Sales Executive through direct recruitment in the services of the corporation under Group B Posts (Contractual Appointment) Rules-2013 and Group C & D Posts (Contractual Appointment Rules-2013 and the amendments made thereof vide notification no. GAD-SC-RULES-0037-2017-19569/gen dt 12th September 2017 & GAD-SC-RULES-0037-2017-19574/gen dt 12th September 2017.

1. VACANCIES & RESERVATION

Sl No	Name of the Post	Total no of vacancy	SC	ST	SEBC	UR	PWD
1	2	3	4	5	6	7	8
1	Seed Production & Marketing Officer	20(7W)	3(1W)	5(2W)	2(1W)	10(3W)	1
2	Assistant Quality Control Officer	1	0	0	0	1	0
3	Marketing Assistant	2(1W)	0	0	0	2(1W)	0
4	Accountant	6(2W)	1	2(1W)	1	2(1W)	0
5	Junior Stenographer	2(1W)	0	0	0	2(1W)	0
6	Junior Operator	9(5W)	2(1W)	3(1W)	2(1W)	2(2W)	1
7	Junior Clerk	7(3W)	2(1W)	2(1W)	1	2(1W)	0
8	Computer Assistant	1	1	0	0	0	0
9	Procurement & Sales Executive	9(4W)	3(1W)	4(2W)	2(1W)	0	1

[**Abbreviation:** SC - Scheduled Caste, ST - Scheduled Tribe, SEBC - Socially & Educationally Backward Classes, UR - Unreserved, W - Women, PWD - Persons with Disability.]

NOTE: Posts are calculated as per Vacancy based Roster calculation Rules. Vacancy position is subject to change as per discretion of management of OSSC Ltd.

2. TYPE OF DISABILITY

Name of the Post-

**Seed Production & Marketing Officer,
Junior Operator &
Procurement & Sales Executive**

The PWD candidates, whose permanent disability is 40% (forty percent) or more can apply against the above posts.

- (b) Benchmark disability- Loco Motor Disability like OL (One Leg), OA (One Arm), BL (Both Leg), Leprosy cured, Dwarfism, Acid attack victims. The physical requirement and functional classification of PWD suitable for the post is as follows:

Code	Function
MF	Work performed by manipulating with fingers
PP	Work performed by Pulling & Pushing
L	Work performed by lifting
BM	Work performed by Bending
S	Work performed by Sitting (on Bench or Chair)
ST	Work performed by Standing
SE	Work performed by seeing
H	Work performed by Hearing/Speaking
RW	Work performed by Reading & Writing

The PWD certificate is subject to verification of the candidate by the prescribed medical board on the date specified failing which the candidature of the candidate will be forfeited.

3. PERIOD OF ENGAGEMENT & REMUNERATION

The appointment in the aforementioned posts will be initially on contractual basis for a period of six (06) years carrying a consolidated pay indicated as below in the pre revised scale under ORSP Rules-2008

(a) The candidates selected for the above posts will be appointed as on contractual basis initially for a period of six (06) years and they may be considered for appointment to the post in the pre-revised scale of pay as the Corporation employees are receiving pay under ORSP Rules-2008.

Sl No	Name of the Post & Group	Scale of pay under ORSP-2008(pre-revised)	Remuneration(Year-wise)					
			1	2	3	4	5	6
1	Seed Production & Marketing Officer (Group-B)	9300-34800+GP-4200	16880	18570	20430	22480	24730	27210
2	Assistant Quality Control Officer (Group-B)	9300-34800+GP-4200	16880	18570	20430	22480	24730	27210
3	Marketing Assistant (Group-B)	9300-34800+GP-4200	16880	18570	20430	22480	24730	27210
4	Accountant (Group-C)	5200-20200+GP-2400	9500	10450	11500	12650	13920	15320
5	Junior Stenographer (Group-C)	5200-20200+GP-2400	9500	10450	11500	12650	13920	15320
6	Junior Operator (Group-C)	5200-20200+GP-2000	9000	9900	10890	11980	13180	14500
7	Junior Clerk (Group-C)	5200-20200+GP-1900	8880	9770	10750	11830	13020	14330
8	Computer Assistant (Group-C)	5200-20200+GP-1900	8880	9770	10750	11830	13020	14330
9	Procurement & Sales Executive (Group-C)	5200-20200+GP-1900	8880	9770	10750	11830	13020	14330

(b) T
 he candidates selected will be appointed on contractual basis initially for a period of six (06) years .They shall not be entitled to DA, HRA and other allowances including RCM during period of initial appointment.

4. QUALIFICATION

Sl No.	Name of the Post	Educational Qualification
1	Seed Production & Marketing Officer	Degree in Agriculture from a recognized University
2	Assistant Quality Control Officer	Degree in Agriculture from a recognized University
3	Marketing Assistant	A Candidate shall be required to possess a Bachelors degree in commerce/Science/BSC(Ag). Preference will be given to candidate having MBA in Agribusiness Management.
4	Accountant	A candidate shall be required to possess a Degree in Commerce. Preference shall be given to candidates having CA/ICWA(Inter)
5	Junior Operator	A candidate shall be required to pass HSC with approved certificate in Electrician/Machinist/Fitter trades from ITI.
6	Junior Stenographer	A Candidate shall be required to pass a Bachelors Degree in any discipline and have required approved speed in shorthand and Computer typing test.
7	Junior Clerk	A Candidate shall be required to pass a Bachelors degree in any discipline and possess knowledge in computer.
8	Computer Assistant	A Candidate shall be required to pass Bachelors Degree in Computer Application (BCA) from a recognised University.
9	Procurement & Sales Executive	A Candidate shall be required to pass Bachelors degree in any discipline from a recognised University with Computer Knowledge.

Computer Skill test shall be undertaken of the candidates qualified in the written examination in the ratio of 1:5 for all the posts as indicated above.

ODIA PASS CERTIFICATE

A candidate have to be eligible for appointment have to pass examination in Oriya up to Class-VII/passing HSC/or equivalent examination with Oriya as a Compulsory subject, or any higher education degree with Oriya as a subject or equivalent examination, conducted by School & Mass Education Department.

Note: Candidates who possess the above qualification as on the last date of application are eligible to apply.

5. AGE

- i. Candidates applying for the post of Junior Operator must not be under 18 (Eighteen) years of age and must not be above 38 (Thirty eight) years as on 01.01.2022.

ii. Candidates applying for other posts must not be under 21 (Twenty-one) years of age and must not be above 38 (Thirty eight) years as on 01.01.2022.

iii. Age Relaxation for various categories:

Category	Age Relaxation
For ST	Upper age relaxation by 5 Years
For SC	Upper age relaxation by 5 Years
For SEBC	Upper age relaxation by 5 Years
For Women	Upper age relaxation by 5 Years
For PWD (whose permanent disability is 40% or more)	Upper age relaxation by 10 Years

iii. Provided that a candidate (except PWD) who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.

iv. Relaxation in age limit shall be applicable for PWD candidates irrespective of the fact, whether the post is reserved or not, provided the post is identified for PWDs.

v. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.

THE ABOVE PRESCRIBED AGE LIMITS CAN NOT BE RELAXED

6.RESERVATION

i. Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and rules of Government of Odisha.

ii. PWD candidates, whose permanent disability is 40% (forty percent) or more , are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.

iii.The PWD candidates can apply against the Un-reserved posts provided the post is identified as suitable for PWDs.

iv. Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.

- v. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- vi. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- vii Candidates belonging to SEBC category shall submit their SEBC Certificate validated / renewed by the Competent Authority on or after 09.04.2019 failing which they shall be treated as unreserved category candidates.
- viii Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing “daughter of”. Caste Certificate obtained by virtue of marriage i.e. showing “wife of” is not acceptable.
- ix. OBC Certificates will not be accepted in lieu of SEBC Certificate.
- x. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

7. MEDICAL FITNESS

- i. Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.
- ii. Candidates selected under PWD category must be within the prescribed normal range for all other physical standard. The PWD candidates will have to undergo a verification process by the authorized Medical Board.

8. OTHER ELIGIBILITY CONDITIONS

- i. The candidate must be a citizen of India.
- ii. 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.
- iii. The candidates must have a good character and high integrity.

9. SELECTION PROCEDURE

- i. The selection process involves Computer Based Recruitment Examination (CBRE)
- ii. Computer Skill Test
- iii. Candidates applying for the posts shall be called for Computer Based Recruitment Examination, comprising 100 number of multiple Choice Questions (MCQs). The components for CBRE for the posts will be as follows :

Sl No	Name of the post	Same for SPMO & AQCO post.	SUBJECTS TO BE COVERED				Total Marks	Computer Skill Test	G.Total	
			Agronomy	Farming system & sustainable Agriculture	Crop production Technology	Field crops				
			25	25	25	25	200	25	225 marks	
1	Seed Production & Marketing Officer		Principles of Seed Technology	Agri Business management	Entomology /Plant Pathology/ Nematology	Plant breeding and Genetics				
2	A.Q.C.O		25	25	25	25				

Sl No	Name of the post	English	G.K	Mathematics	Logical Reasoning	Professional Trade test/Subject matter test	Total Marks	Computer Skill Test	G.Total
3	Marketing Assistant	50	50	50	50	0	200	25	225
4	Accountant	25	25	25	25	100	200	25 (with Tally)	225
5	Junior Operator	25	25	25	25	100	200	25	225
6	Junior Stenographer	50	50	50	50	0	200	25	225
7	Junior Clerk	50	50	50	50	0	200	25	225
8	Computer Assistant	50	50	50	50	0	200	25	225
9	Procurement & Sales Executive	50	50	50	50	0	200	25	225

- v. The final merit will be drawn on the basis of performance in **CBRE AND COMPUTER SKILL TEST** and the selected candidates will be called for Document Verification. Successful candidates in verification of documents will be issued Offer letters. The candidate will be allowed to join the post subject to the condition that he is found medically fit.
- vi. The CBRE will be of two (02) hours duration.
- vii. The Syllabus for the Computer Based Recruitment Examination is provided at Annexure-I
- viii. There shall be no negative marking.

- ix. Candidates who qualify in CBRE for the posts will be shortlisted and Computer Skill Test in 1:5 ratios in each category will be made after which the document verification shall be carried out for final merit list.
- x. The merit list will be drawn purely on the basis of Performance in the CBRE and Skill Test.
- xi- In case of equality of marks secured , the candidate having preferred qualification for the post shall be considered first. Further in case of tie candidates of higher age shall be considered.
- xi. The offer of appointment shall be issued to the selected candidates on the basis of merit.
- xii. However the final appointment of selected candidates will be subject to their Medical Fitness as per the prescribed format.
- xiii. On selection, candidates can be posted at any of the existing / upcoming offices of OSSC Ltd throughout Odisha.

11.APPLICATION FEE AND MODE OF PAYMENT	
Unreserved / SEBC Category	SC/ST/PWD
Rs. 500/-	Nil

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.500/- (Rupees Two hundred) only and candidates belonging to a Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only & PWD candidates are exempted. However the women candidate belonging to UR & SEBC category have to pay the application fee as mentioned above.
- ii. For On-line Payment mode (Through Debit / Credit Card / Net Banking): In case of On-line payment mode, an applicant will be redirected to payment gateway page. After completing the On-line Payment, she / he shall take hard copy of the application form along with Fee Receipt. She/he shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.
- iv. Application fee once paid shall not be refunded in any case.
- v. The candidate has to retain the print out / hard copy of the online application for future reference.

12.CENTRE OF EXAMINATION

- I. The Computer Based Recruitment Examination (CBRE) will be held at major cities in the state of Odisha, the details of which is mentioned in the application portal. The candidates are to mention their choice of Examination Zone at appropriate place in the Online Application Form.
- II. The request for change of Centre shall NOT be entertained. Allotment of the test Centre is at the discretion of the OSSC Ltd management.
- III. OSSC Ltd reserves the right to change the Centre of Examination without mentioning any reason thereof at any stage of recruitment.

13. GENERAL INFORMATION & INSTRUCTIONS

- i. Only the online applications are invited from the candidates for admission to the Computer Based Test. No other mode of application is allowed.
- ii. HSC/ ITI / +2/ Graduation Certificate, Caste Certificate, Odia Test Pass Certificate, Certificate of Physically Disabled Persons must have been issued by the competent authority within the last date fixed for submission of online application form.
- iii. A candidate found guilty of seeking support for her/his candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice during the course of the selection or otherwise, shall, in addition to rendering herself/himself liable to criminal prosecution be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any future recruitment or selection to be conducted by OSSC Ltd.
- v. Any Application found to be incomplete in any respect is liable for rejection. No correspondence shall be entertained in this regard.
- vi. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right on an applicant to claim appointment.
- vii. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of Hon'ble High Court of Orissa.
- viii. Candidates working in State / Central Government / PSUs/ Autonomous Bodies of Govt. shall apply online. However, he/she must produce a No Objection Certificate (NOC) at the time of Certificate Verification.
- ix. Final selection of the candidates shall be subject to medical fitness.
- x. While applying for the above posts, the applicant shall ensure that she / he fulfill the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that she / he has furnished any incorrect / false information or has suppressed any

material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming (s) / are detected even after appointment, her/his services are liable to be terminated without any notice.

- xi. Candidates, who fulfill the prescribed eligibility criteria, on the effective date, may apply for the post.
- xi. After the CBT, the tentative answer keys will be displayed for 07 (seven days) in the official website. The candidates may go through the answer keys and raise objections/ queries, if any, on payment of Rs. 300/- (Rupees three hundred) only per question, through online within 7 days. The same shall be scrutinized before finalizing the answer keys and the decision of OSSC management will be final. No representation regarding answer keys shall be entertained thereafter..If any representation is found valid the paid amount will be refunded to the candidate.
- xiii. OSSC Ltd reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

14. HOW TO APPLY

- i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ) documents are available on the official website of OSSC Ltd: www.osscltd.in
- ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique Registration Number and to use it for future correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. Uploading of Documents & Photograph:
Candidates are required to keep the following documents ready before initiating the On-line Application Form:
 - a) Caste certificate, if belong to SC/ST/SEBC category.
 - b) 10th /HSC Pass Certificate.
 - c) Educational Qualification Passed Certificate +2/ ITI / Graduation whichever is applicable.
 - d) Essential Qualification Final Mark Sheet.
 - e) PWD certificate, if applicable.

N.B. Candidates are required to upload documents in support of preferential qualification as per the application form.

Note: Size of documents to be uploaded shall be 100KB to 200KB and in PDF format. 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.

- iv. Candidate shall upload the scanned copy of original documents.
- v. Recent Colour passport size photograph and signature in prescribed format (.jpg/.jpeg)

	File Size	Dimension
Photograph	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 35 KB	3.5 cm X 1.5cm

Note: Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

- vi. Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted, the candidate has to submit the same at the time of verification of documents.
- vii. Certificate of Admission / Admit Card for the Computer Based Online Test for the eligible candidates will be uploaded in the website of OSSC prior to the date of examination.
- ix. The candidates are required to download their Admit Card from the website of OSSC and produce the same for Admission to the examination Hall / Centre. No separate correspondence will be entertained in this regard.

15. HELPDESK SUPPORT

In case of any difficulty during the registration process please contact the Helpdesk Number or e-mail your queries to the email id given below:

E-mail id :: osscrecruitmenthelpdesk@gmail.com

Helpdesk No. : 9513850039

Timing : All Working Days- 10 AM to 5:30 PM FROM 12.08.2022 TO 12.09.2022

Closed on 12.09.2022

Note:

1. All the important notification & updates regarding this recruitment shall be hosted in the OSSC Ltd website only and accordingly all applicants are advised to visit the website regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OSSC Ltd will not be responsible for network issues or any other problem in submission of online Application.
3. Candidates should be aware of FAKE websites put-up by unscrupulous elements/ touts.

16. IMPORTANT DATES	
Opening Date of Online submission of application	12.08.2022
Closing date of online submission of application	12.09.2022
Date of CBRE (Tentative)	To be intimated later

(Sd/-Jyotirajan Mishra, OAS(SAG)
MANAGING DIRECTOR

SYLLABUS FOR SPMO & AQCO

1- FOR THE POST OF SEED PRODUCTION & MARKETING OFFICER 9300-34800+GP-4200, (Pre Revised Scale)

2. FOR THE POST OF ASSISTANT QUALITY CONTROL OFFICER (9300-34800+GP-4200, (Pre Revised Scale)

The subjects to be covered and marks to be assigned for each paper for above two numbers of posts is mentioned below

Sl No	Subjects to be covered	Marks
1	Agronomy	25
2	Farming system & sustainable Agriculture	25
3	Crop Production Technology including Seed Processing	25
4	Field Crops	25
5	Principle of Seed Technology	25
6	Agri Business Management	25
7	Entomology/Plant Pathology/Nematology	25
8	Plant breeding & genetics	25
9	Total(1+9)	200
10	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
11	Grand Total(9+10)	225

3. **SYLLABUSS FOR THE POST OF MARKETING ASSISTANT
9300-34800+GP -4200(Pre Revised Scale)**

Sl No	Paper	Subjects to be covered	Marks
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Error correction/Recognition, Tenses, fill in the Blanks with Articles etc, Vocabulary, synonyms, Antonyms, Idioms & Phrases, Use of prepositions, Active & Passive voice. ii. Comprehension iii. Sentence Rearrangement	50
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage and Freedom Struggle Movement iv. Demography, Census its feature & functions v. Important rivers & lakes in India vi. Weather, climate, Crops. vii. Means of transport of India viii. Geography of India & Odisha ix. Scientific inventions and use of science in everyday life, issues of Environmental Ecology, Biodiversity & climate Change. x. Important National & International Institutions , Organizations and their structure, mandate etc.	50
3	Mathematics	Basic Arithmetic i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work	50
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Test Direction Sense iv. Coding-decoding v. Number Ranking vi. Arithmetic Reasoning vii. Blood relations. viii. Speed ,distance & Time ix. Statement & conclusions	50
5	TOTAL (1+5)		200
6	Computer Skill Test	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
7	GRAND TOTAL (5+6)		225

4-SYLLABUS FOR THE POST OF ACCOUNTANT (5200-20200+GP2400)

Sl No	Paper	Subjects to be covered	Marks
1	English	<ul style="list-style-type: none"> 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 	25
2	General Knowledge	<ul style="list-style-type: none"> i. Current events of National & International importance ii. Political and physical divisions of India iii. Demography, Census its feature & functions iv. Important rivers & lakes in India v. Means of transport of India vi. Geography of India & Odisha 	25
3	Mathematics	<p>Basic Arithmetic</p> <ul style="list-style-type: none"> i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work 	25
4	Logical Reasoning	<ul style="list-style-type: none"> i. Number Series ii. Alphabet series iii. Test Direction Sense 	25
5	Subject matter Test (for the post of Accountant)	<p>1-Financial Accounting</p> <ul style="list-style-type: none"> i. Meaning, Nature, functions & Usefulness of Accounting, Types of Accounting, What is account, different Types of Account, Meaning of key Terms like Asset, Liability , Revenue, Expenditure, Capital, Bills Receivable & Payable, etc, the golden rules of accounting, double entry system. ii. Accounting principles:-Meaning of Accounting principles, Needs of Accounting principles, different Types of Accounting Concepts & Conventions & their usages. iii. Process Accounting:- Journal Entries ,Ledger posting, Preparation of Trial Balance, different Types of errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure, Inventory Valuation 	100

		<p>Methods like FIFO & LIFO.</p> <p>iv. (Financial Statement Preparation:- Balance sheet ,Statement of Profit & Loss , Cash flow Statement & Statement of Changes in Equity.</p> <p>2-Cost Accounting</p> <p>i. Basic Terminology:-Meaning, Object & Scope of Cost Accounting, difference between Costing & Cost accounting.</p> <p>ii. Key Components:- Materials, Labour, Overhead, cost Sheet, Cost Centre, Profit Centre, Reordering Level, allocation & appointment of Expenditure , Absorption, different types of Costing Methods & Techniques.</p> <p>iii. Budgeting & Budgetary Control:-Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget.</p> <p>3-Type of Organisations</p> <p>i. Basic knowledge on Sole Proprietorship ,Partnership & Indian Company under Companies Act-2013.</p> <p>ii. Dividend & Audit Aspect:- Concept of Budget & Budgetary Control, Objective, merits & limitation, types of Budget.</p> <p>4-Income Tax & GST</p> <p>i. Basic concept, Income, Person, Assessment Year, Previous Year, Gross total Income, PAN, Corporate Income Tax rates, Advance Tax, TDS & TCS, Form 16 & 26 AS.</p> <p>ii. GST:- Concept of GST, Input Tax Credit & Cascading Effect of tax, CGST, SGST & IGST, Meaning & Scope of supply , Levy & collection of Tax, composition scheme, filling of Statutory Returns.</p>	
6	Total(1+6)		200
7	Computer Skill Test	Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet, Tally	25
8	GRAND TOTAL (6+7)		225

5-SYLLABUS FOR THE POST OF JUNIOR OPERATOR (5200-20200+GP2000)

Sl No	Paper	Subjects to be covered	Marks
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Tenses, fill in the Blanks with Articles etc, , Use of prepositions, ii. Sentence Rearrangement	25
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage iv. Important rivers & lakes in India v. Weather, climate, Crops. vi. Means of transport of India vii. Geography of India & Odisha	25
3	Mathematics	Basic Arithmetic i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work	25
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Arithmetic Reasoning	25
5	Professional Trade test (For the post of Junior Operator)	i. Basic Electricity (10%) Occupational safety and health, Conductors and semiconductors, Basic electricity, Electrical accessories, Alternating current theory, Earthing ii. Workshop calculation and science(20%) Mass, weight, density, speed and velocity, Work, power and energy, Units, fraction and square root Ratio and proportion Percentage and material science iii. Employability Skill(10%) Health and environmental education, Productivity, Occupational safety, Entrepreneurship skill, Labour welfare legislation, Quality tools iv. Basic knowledge in tools and equipments (5%) Safety demonstration, safety at workplace, safety equipment identification use of Fire extinguisher v. Tools(5%)- Identification of Tools Identification of Equipment selection of material, as per the application vi. Engineering Drawing(20%) Introduction to Engineering drawing instruments, Lines Drawing of geometrical figures Lettering and numbering dimensioning, Projection	100

		<p>Conventional and symbolic representation.</p> <p>vii. Personal protective equipments (PPE) and uses(5s)</p> <p>Maintenance (30%)</p> <p>Total productive maintenance-Autonomous maintenance-Routine maintenance-Maintenance schedule-Retrieval of data from machine manuals Preventive maintenance-objective and function of Preventive maintenance, section inspection. Visual and detailed, lubrication survey, system of symbol and colour coding. Revision, simple estimation of materials, use of handbooks and reference table. Possible causes for assembly failures and remedies. Installation, maintenance and overhaul of machinery and engineering equipment</p>	
6	TOTAL (1+6)		200
7	Computer Skill Test	Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
8	G. TOTAL (6+7)		225

**6 SYLLABUS FOR THE POST OF JUNIOR STENOGRAPHER
(5200-20200+GP2400)**

. SI No	Paper	Subjects to be covered	Mark s
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Error correction/Recognition, Tenses, fill in the Blanks with Articles etc, Vocabulary, synonyms, Antonyms, Idioms & Phrases, Use of prepositions, Active & Passive voice. ii. Comprehension iii. Sentence Rearrangement	50
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage and Freedom Struggle Movement iv. Demography, Census its feature & functions v. Important rivers & lakes in India vi. Weather, climate, Crops. vii. Means of transport of India viii. Geography of India & Odisha ix. Scientific inventions and use of science in everyday life, issues of Environmental Ecology, Biodiversity & climate Change. x. Important National & International Institutions , Organizations and for a-their structure, mandate etc.	50
3	Mathematics	Basic Arithmetic i) Number Systems ii) Percentage iii) Average iv) Profit & Loss v) Ratio & proportion vi) Time & work	50
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Test Direction Sense iv. Coding-decoding v. Number Ranking vi. Arithmetic Reasoning vii. Blood relations. iii. Speed ,distance & Time ix. Statement & conclusions	50
5	TOTAL (1+5)		200
6	Computer Skill Test	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
7	G. TOTAL		225

7- SYLLABUS FOR THE POST OF JUNIOR CLERK (5200-20200+GP1900)

. SI No	Paper	Subjects to be covered	Marks
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Error correction/Recognition, Tenses, fill in the Blanks with Articles etc, Vocabulary, synonyms, Antonyms, Idioms & Phrases, Use of prepositions, Active & Passive voice. ii. Comprehension. iii. Sentence Rearrangement	50
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage and Freedom Struggle Movement iv. Demography, Census its feature & functions v. Important rivers & lakes in India vi. Weather, climate, Crops. vii. Means of transport of India viii. Geography of India & Odisha ix. Scientific inventions and use of science in everyday life, issues of Environmental Ecology, Biodiversity & climate Change. x. Important National & International Institutions , Organizations and for a-their structure, mandate etc.	50
3	Mathematics	Basic Arithmetic i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work	50
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Test Direction Sense iv. Coding-decoding v. Number Ranking vi. Arithmetic Reasoning vii. Blood relations. viii. Speed ,distance & Time ix. Statement & conclusions	50
5	TOTAL (1+5)		200
6	Computer Skill Test	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation , E-Mail & Internet	25
7	G. TOTAL (5+6)		225

**8-SYLLABUS FOR THE POST OF COMPUTER ASSISTANT
(5200-20200+GP2000)**

Sl No	Paper	Subjects to be covered	Marks
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Error correction/Recognition, Tenses, fill in the Blanks with Articles etc, Vocabulary, synonyms, Antonyms, Idioms & Phrases, Use of prepositions, Active & Passive voice. ii. Comprehension iii. Sentence Rearrangement	50
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage and Freedom Struggle Movement iv. Demography, Census its feature & functions v. Important rivers & lakes in India vi. Weather, climate, Crops. vii. Means of transport of India viii. Geography of India & Odisha ix. Scientific inventions and use of science in everyday life, issues of Environmental Ecology, Biodiversity & climate Change. x. Important National & International Institutions , Organizations and for a-their structure, mandate etc.	50
3	Mathematics	Basic Arithmetic i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work	50
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Test Direction Sense iv. Coding-decoding v. Number Ranking vi. Arithmetic Reasoning vii. Blood relations. viii. Speed ,distance & Time ix. Statement & conclusions	50
5	TOTAL (1+5)		200
6	Computer Skill Test	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
7	G.TOTAL (5+6)		225

9-SYLLABUS FOR THE POST OF PROCUREMENT & SALES EXECUTIVE

SI No	Paper	Subjects to be covered	Marks
1	English	i. Grammar: Verb, Preposition, Adverb, Subject verb agreement, Error correction/Recognition, Tenses, fill in the Blanks with Articles etc, Vocabulary, synonyms, Antonyms, Idioms & Phrases, Use of prepositions, Active & Passive voice. ii. Comprehension iii. Sentence Rearrangement	50
2	General Knowledge	i. Current events of National & International importance ii. Political and physical divisions of India iii. Indian Culture, Heritage and Freedom Struggle Movement iv. Demography, Census its feature & functions v. Important rivers & lakes in India vi. Weather, climate, Crops. vii. Means of transport of India viii. Geography of India & Odisha ix. Scientific inventions and use of science in everyday life, issues of Environmental Ecology, Biodiversity & climate Change. x. Important National & International Institutions , Organizations and-their structure, mandate etc.	50
3	Mathematics	Basic Arithmetic i. Number Systems ii. Percentage iii. Average iv. Profit & Loss v. Ratio & proportion vi. Time & work	50
4	Logical Reasoning	i. Number Series ii. Alphabet series iii. Test Direction Sense iv. Coding-decoding v. Number Ranking vi. Arithmetic Reasoning vii. Blood relations. viii. Speed ,distance & Time ix. Statement & conclusions	50
5	TOTAL		200
6	Computer Skill Test	Computer Skill Test:- Fundamental of computer sciences, Hardware & Software, Input & Output devices, Operating system, MS Word, MS Excel, MS Access & Power Point presentation, , E-Mail & Internet	25
7	GRAND TOTAL		225

