



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

Advertisement No. IIE-04/2013- 2613 /OSSC Date: 26.09.2013

Selection of candidates for recruitment to the post of **Junior Stenographer**

Online Recruitment Application by using website www.odishassc.in in are invited for selection of candidates for recruitment to 94 nos. of posts(including 25 contractual posts) of **Junior Stenographers** (Post Code-40/JSJO) in the offices of different Heads of Departments, Odisha, carrying pay in the Pay Band-I of Rs.5200 /- to Rs.20,200/- with Grade Pay of Rs.2400/-.

1.How to apply:

1.a. Intending Candidates have to apply online using the website of the Commission www.odishassc.in. By clicking on the tab 'online application' on the home page of the website, the posts advertised for submitting application online and **detailed instructions** in that regard are displayed on the computer screen. The Instructions are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on 'apply online' after selecting the post. Applications received through any other mode would not be accepted and summarily rejected.

1.b. Blank Application Form specific for the particular post will be generated on the screen, and the candidate has to fill in the required details against the various items in the Form, including the candidate's recent passport size photograph and signature which has to be uploaded. No item in the form is to be left blank. The filled in Application Form can be submitted by clicking on the 'submit' button. After the

form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button 'print application form' to generate the filled in Application Form, which is now generated by the system with a unique bar code and bar code number printed on the format, called the 'index number' of the application.

1.c. The candidate has to take two printed copies of the application, one OSSC copy and other applicant's copy. The OSSC copy is meant to be promptly sent to the Commission as a Detailed Application Form(DAF), with ink-signed signature at the appropriate place in the application form duly attaching therewith (i) the original Treasury Challan or e-challan(In case of all UR & SEBC candidates other than PwD) as proof of payment of examination fees, (ii) the attested photocopies of the certificates / documents (Refer Sl.No.6 below) in proof of date of birth, record of educational career, caste, documentary claim for being considered as reserved category/ special category. The Detailed Application Form (DAF) with all the above requisite certificates / documents superscribing the envelope as "APPLICATION FOR THE POST OF JUNIOR STENOGRAPHER" has to be sent to the SECRETARY, ODISHA STAFF SELECTION COMMISSION, BARRACK NO.1, UNIT-V, BHUBANESWAR-751054 by Regd. Post/Speed post .

1.d. Applications received incomplete and/or without signature or without required documents are liable to be summarily rejected.

1.e. The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in tab, and providing the user ID and password.

2.Last date for receipt of Applications:

2.a. The last date for submission of Application online in response to this advertisement is 31.10.2013. The system will be disabled from 11.59 PM of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

2.b. The closing time for receipt of Detailed Application Form (DAF) (refer to para 1.c. above) in the Commission's office is 5 PM of 07.11.2013. Neither any DAF nor the requisite documents will be entertained in the Commission's office after 07.11.2013.

3. Number of posts to be filled up and reservations :

3.a. The category-wise break-up of the total no. of posts to be filled up is as follows:

Category	Number of posts to be filled up by direct recruitment	Number of posts reserved for female candidates out of the total no. of posts.
SC	20	06
ST	39	11
SEBC	11	02
UR	24	05
Total	94	24

NOTE: - SC-Scheduled Caste
ST-Scheduled Tribe
SEBC-Socially and Educationally Backward Class
UR- Un-reserved.

Out of 94 posts, 25 posts are contractual on consolidated remuneration of Rs.5200/- Per month or shall be paid such remuneration as may be decided by appointing authority/Government from time to time. Their conditions of service and tenure shall also be decided by the appointing authority.

3.b. 02 nos. of posts will be reserved for persons with disabilities (1 Blind)(Low Vision) & 1 O.H). 01vacancy is reserved for Ex-Servicemen. No vacancy is reserved for Sports person. The categories of disabled suitable for the post are OL, BL (Mobility not be restricted) LV, B (with Dictaphone or Braille short hand machine). The physical requirement for the post are S, SE, W, H, F and R & W.

<u>Code</u>	<u>Physical Requirement</u>
S	Work performed by sitting (On bench or Chair)
SE	Work performed by seeing
W	Work performed by walking
H	Work performed by hearing/speaking
F	Work performed by manipulating (with fingers)
R & W	Work performed by Reading and writing

<u>Code</u>	<u>Functions</u>
OL	One leg affected (R and/or L)
BL	Both legs affected but not arms
LV	Low vision
B	The blind (with Dictaphone or Braille shorthand machine)

3.c The candidates belonging to PwD/Ex-Servicemen when selected as per reservation provided for them, shall be adjusted against the categories to which they belong.

3.d. The number of vacant posts to be filled up on the basis of this recruitment process can be changed at any time without any prior notice, at the discretion of Odisha Staff Selection Commission.

4. Eligibility:

4.a. Age:

The candidate must have completed 18 years of age, and must not have crossed the age of **32** years, as on **01.01.2013**. The upper age limit is relaxable (a) by 5(five) years for candidates belonging to SC/ST/SEBC Categories and for all Women candidates, and (b) by the total period of service rendered in defence service in case of Ex-servicemen (c) by 10(ten) years for persons with disabilities as per relevant Government Rules for the respective category of post. However, a candidate can avail only one type of age relaxation as per Rule. There is no relaxation of upper age limit pertaining to vacancies which arose in the previous years. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1981 and not later than 1st January, 1995

Date of birth entered in the High School Certificate or equivalent School leaving Certificate issued by the concerned Board/Council will only be acceptable to the Commission in regard to proof of age of the applicant.

4.b. Minimum Educational qualification:

The candidate in order to be eligible for appearing in the selection examination for the post must have passed

- (i) Higher Secondary school (+2 Arts/Science/Commerce) certificate Examination or equivalent School leaving Examination of a recognised Board/Council and
- (ii) Possess a minimum speed of eighty words per minute in Shorthand both in English and Odia.

However, in respect of one vacancy relating to Office of the Odisha State Legal Services Authority,(OSLSA) Cuttack a successful candidate having

Degree Qualification in any discipline and Diploma in Computer Application possessing requisite speed in shorthand as stated above in point No.(ii) shall be sponsored.

4.c. GENERAL CRITERIA OF ELIGIBILITY:-

A candidate applying for the above post should be (a) a citizen of India, (b) of good character, (c) of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically handicapped candidates) (d) must not have more than one spouse living (e) (i) must have passed M.E. School Examination with odia as language subject, or (ii) have passed HSC Examination or equivalent examination with odia as Medium of examination in non-language subject, or (iii) passed in Odia as language subject in the final examination of Class-VII and above, or (iv) passed a test in Odia in M.E. School standard conducted by Education Department.

5. Examination Fee:

All SEBC & UR candidates other than PwD have to pay examination fee of Rs.100/-. The fees can be deposited either through online or offline mode using the Treasury Portal or by the conventional mode of deposit in the Treasury.

5.1* In case of e-payment the applicant is required to log on to www.odishatreasury.gov.in or access through the link available in the OSSC portal.

* She/He will click on the option of e-Payment and choose the option 'Other Deposit'

* The details of the challan will be filled in by the applicant

* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.

* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

- * For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. (**The list of Bank branches for making offline payment is available at the Treasury Portal**).
 - * On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.
 - * The challan will be deposited under the “Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees”.
 - * The applicant will fill in the challan **reference ID and date** in the online application.
- 5.2 The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees”. In this case the candidate has to mention the Treasury Challan No. and date in the online application.
- * **SC/ST and persons with Disabilities (PwD) candidates are exempted from paying examination fee.**

6. **Certificates / documents to be submitted alongwith the detailed application form (DAF):**

- (a) Original Treasury challan in support of deposit of Rs.100/- (Rupees one hundred) only towards Examination Fee (except SC/ST and PwD candidate).
- (b) Candidates of SC/ST category shall enclose self-attested photocopy of caste certificate issued by the competent authority for the purpose of employment.
- (c) Candidates claiming reservation under SEBC category shall enclose self-attested photocopy of valid SEBC issued during the year 2012 or later but before the date of publication of advertisement by the competent authority.

- (d) Self-Attested photocopy of HSC certificate & mark sheet or equivalent certificate in support of declaration of age , issued by the concerned Board/Council.
- (e) Self-Attested photocopy of +2 certificate and mark sheet issued by concerned Board/Counsel
- (f) Self-Attested photo copy of certificate indicating successful completion of a course in Stenography in any Industrial Tribunal Institute or other Government run or Government recognised institution.
- (g) Self-Attested photocopy of Degree certificate and mark sheet issued by a recognised University only for the candidates willing to be sponsored to the office of OSLSA.
- (h) Self-Attested photocopy of Diploma in Computer Application certificate issued by a recognised institution only for the candidates willing to be sponsored to the office of OSLSA.
- (i) Self-Attested copy of Identity Card issued by competent authority in case of PwD candidates.
- (j) Candidates have to submit a self-attested copy of certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.

The candidates are required to mention on each of the above document “Submitted by me” and put their full signature on the same. **They must not attach original certificates to their applications.**

7. PLACE AND DATE OF WRITTEN EXAMINATION:

The date/time/ venue of the written examination/shorthand tests will be conveyed to the eligible candidates in the admission letters, in due course. The admission letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The list of applicants whose applications are rejected shall be displayed in the said website simultaneously from that date.

8. PLAN OF EXAMINATION:

There shall be (i) a language test both in English and Odia (ii) a shorthand test in English (iii) a Shorthand Test in Odia as per the following description.

A. LANGUAGE TEST		
(a) English	Only working knowledge in English language shall be tested	25 marks 45 minutes Objective multiple type test to be done in OMR sheet.
(b) Odia	Only working knowledge in Odia language shall be tested	25 marks 45 minutes Objective multiple type test to be done in OMR sheet

B. SHORTHAND TEST(ENGLISH)		
(a) Dictation (English)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	25 minutes @ 16 words per minute	50 marks
Note: Half (1/2) marks shall be deducted per mistake. Qualifying marks shall be 33%		

C. SHORTHAND TEST(ODIA)		
(a) Dictation (Odia)	05 minutes @ 80 words per minute	50 marks
(b) Transcription (On Computer)	35 minutes	50 marks
Note: There shall not be any qualifying mark		

Note: Merit list shall be prepared on the basis of the total marks secured in shorthand test in English, shorthand test in Odia and Language Test". There shall be no viva-voce test/interview.

9. **Admission letter:-**

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. "www.odishassc.in". The candidate has to go to the website of the Commission click on the button 'candidates login' and then provide 'user Id' and 'password' upon which the status of the application will be displayed on the screen. If the application has been rejected the same would be indicated along with grounds of rejection. Then the eligible applicant has to click on "Download Admit Card" and the requisite Admission letter can be downloaded. This would be feasible about two weeks before the scheduled date of examination. The complete list of the admitted/rejected applications (with grounds of rejection) may also be seen in the Commission's Website. The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

In case the Photograph is not visible/ available on the admission letter downloaded from the Commission's website, the candidates are advised to carry identical photographs, one for each sitting / session of the examination along with proof of identity such as Voter's Identity Card. / Passport/Driving licence/Pan Card along with the print out of the admission letter to the venue of the examination. **No Admission Letter will be despatched to any candidate by post by the Commission.**

If any candidate finds it difficult to download his/her admission letter, he/she may report before the designated official of the Commission for issue of duplicate admission letter on either of the two consecutive days namely the third day and the 2nd day before the schedule date of examination.

10. SELECT LIST:

The select list shall be published based on the basis of the total marks secured in shorthand test in English, shorthand test in Odia and Language test.

11. **Results:** The results will be published in due course in the Commission's website.

NOTE:- Blue/Black ball point pen only may be used for answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet.

Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.

By order of the Commission.


Secretary