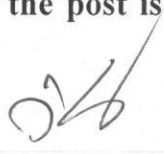


**Note:-** It should be noted that in case any discrepancy is noticed during verification of certificates on the date of Viva Voce Test between the originals and the uploaded copy of the documents, the candidature of the candidate may be cancelled.

**9. Plan of Examination.**-The Plan of examination is as follows.

Sl. No.	Type of Examination	Marks allotted	Remark
I	Preliminary Examination	100marks (Qualifying in nature) 1 hour duration	Basing on the marks secured in Preliminary examination candidates numbering about 12 times of the vacancies category wise in order of merit will be shortlisted for Main written examination.
II	Main Written Examination	200 marks	Candidates numbering about 3 times of the vacancies category wise in order of merit basing on the marks secured in Main Written examination will be shortlisted for Computer Skill Test.
III	Computer Practical Test	50 marks (qualifying in nature)	The candidates obtaining minimum 15 marks in Computer Skill Test will be shortlisted for Viva Voce Test.
IV	Viva-voce test	25 marks	
	Total	225 marks	

**9(A)-Preliminary Examination** :-In case the number of applicants exceeds 5000, there shall be a Preliminary Examination. The Preliminary Examination will be of 1 hour duration in General Awareness-(100 marks) to be conducted in OMR sheet. The question will be of objective type with multiple choices of answers. The question shall be to test the candidate's General Knowledge as expected from a Graduate broadly from General Science, Current events, History & Geography of India & Odisha, literature & culture, Socio- economic development, Indian polity, Quantitative aptitude, Logical ability & reasoning. **There will be 100 questions. Each question will carry 1(one) mark. For each correct answer one (1) mark will be awarded. There will be a negative marking @ 0.25 marks per each wrong answer. However, no mark will be awarded or deducted for any question left unattempted. The candidates numbering about 12 times of the vacancies notified category wise in order of merit will be short listed for Main Written Examination on the basis of their performance in the Preliminary Examination. The Commission may dispense with the examination if the number of candidates for the post is below 5000 or for any other reason.**



### **9(B) Main Written Examination.**

The Main written examination shall be of three papers as follows.

Paper	Subject	Full Mark	Duration
Paper-I	Mathematics & General Studies	100	2 hours (Objective type with multiple choice of answers) (in OMR sheet)( <b>negative marking of 0.25 per wrong answer</b> )
Paper-II	General English	50	1 hour(subjective)
Paper-III	Odia Language	50	1 hour(subjective)

#### **Paper-I, Mathematics & General Studies**

The questions on Mathematics will be on Arithmetic, Algebra, Geometry, Statistics & Trigonometry of HSC standard.

The question on General Studies will relate to Indian history, Economics, Geography, Major events in world history, General Science awareness, Environmental issue. Human Right issues. Basic knowledge in computer application. Current events, Literature, Art & Culture of Odisha etc.

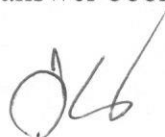
The questions will be of objective type with multiple choice answers to be answered in OMR answer sheet. There will be 100 questions. Each question will carry one(1) mark. **For each corrected answer one (1) mark will be awarded but for each wrong answer 0.25 mark will be deducted.** However no mark will be awarded and no mark will be deducted for any question which is left unattempted.

#### **Paper-II, General English:**

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, comprehension, and precies writing, Translation of a passage of Odia into English etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.

#### **Paper-III, Odia Language:**

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, grammar. Translation of a passage of English to Odia etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.



**9(C). Computer Skill Test:-50 marks ( qualifying in nature)-**

**Qualifying mark-15 marks**

Basing on the marks secured in Main Written Examination, candidates numbering about 3 times of the vacancy in order of merit category wise shall be shortlisted for appearing the Computer Skill Test.

The Computer Skill Test will be of 50 marks and shall be comprising of following subjects.

- (a) Basic Knowledge & skills of computer (b) Internet & E mail,(c) M.S word, (d)M.S. Excel, (e)- Power points etc.

**The candidates obtaining minimum 15 marks will qualify in the Computer Skill Test and will be shortlisted to appear the viva-voce test. The Test is of qualifying in nature & the marks awarded in Computer Skill Test shall not be added in the total mark for preparation of merit list.**

**9(D).Viva Voce Test:-** There shall be a Viva-Voce Test carrying 25 marks.

The candidates who qualify in the Computer Skill Test will be called for Viva Voce Test.

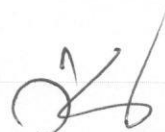
**10. Verification of Certificate and submission of Detail Application Form (DAF)**

Certificate verification will be done on the date of Viva Voce Test. The candidates, called for the Viva Voce Test must have to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, receipt of exam. fees and other documents as mentioned in clause-8 for verification along with a set of self attested photocopies of the same and OSSC copy of the application duly signed by the applicant. In case any candidate fails to submit any required document(s)/certificate(s) during Viva Voce Test his/her candidature may be cancelled.

**11. PLACE AND DATE OF WRITTEN EXAMINATION, SKILL TEST, VIVA VOCE TEST AND ADMISSION LETTER:**

The Date, Time & Venue of the Written Examination, Skill Test and Viva Voce Test will be conveyed to the eligible candidates in the Admission Letters in the Commission's website [www.ossclive.in](http://www.ossclive.in) . The Admission Letter has to be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified by the Commission.

The candidate has to go to the website of the Commission and 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. **Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**

The candidates will have to produce the admission letter at the allotted venue for appearing in the Main Written Examination, Skill Test and Viva Voce Test. 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.

**No Admission Letter/ call letter at any stage will be despatched to any candidate by post.**

**12-Select List-**

The select list shall be prepared in order of merit category wise as per the vacancy advertised basing on the sum total of marks secured by the candidates in the Main written Examination and Viva Voce Test taken together.

The contractual employees (In-service Candidates) belonging to Category-I and category-II appeared the Viva Voce Test shall be given due weightage in the merit list as per rule 8(b) of Odisha Group-B posts (Contractual Appointment) Rules, 2013.

**NOTE:- Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ more than one option/wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.**

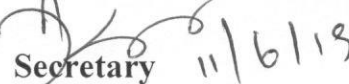
- The candidates are required to be with constant touch of the website of the Commission at '[www.osscc.gov.in](http://www.osscc.gov.in)' for detailed information about the programme of the examination/Skill test /Viva Voce Test etc., notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information about the examination.
- The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.

**WARNING**

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. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.

Further advisory if required will be issued for fair & transparent conduct of the recruitment examination.

By order of the Commission

  
Secretary 11/6/13