

- viii. Discharge certificate/Identity card/ PPO or any document indicating the Date of entry, Date of discharge and the period of service rendered in Defence forces in case of Ex-Servicemen candidates.
- ix. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer as per Commission's advisory Notice No.3568/OSSC dt.01.11.2019 indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed whether covered under category-I/ category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual appointment Rules-2013), FD approval/concurrence to fill up such posts and No Objection to appear the examination. The candidate has to submit related copy of documents/Office order for verification by the Commission.

### **8. PLACE AND DATE OF WRITTEN EXAMINATION:**

The Date, Time & Venue of the Written Examination and certificate verification 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 by the Commission.

### **9. PLAN OF EXAMINATION:**

The plan, pattern, scheme and syllabus of examination is as follows.

Stages of Examination	Type of Examination	Nos. of papers	Name of Subjects	Marks allotted	Duration	Remarks
Stage-I	Main Written Examination	One Paper	Paper-I (Composite Paper)	100 marks	2 hours	Questions will be of objective type with multiple choices of answers. The examination will be conducted through Computer Based Recruitment Examination (CBRE) Mode. Candidates about 03 (three) times of the vacancies advertised from each category in order of merit basing on their performance in the written examination will be shortlisted for Document Verification. <u>There will be negative marking @0.25 marks for each wrong answer.</u>
Stage-II	Certificate Verification	-		-	-	The candidate who will not attend the certificate verification his/her name will not be taken into consideration while preparing the merit list. The candidates found suitable in certificate verification shall be selected in order of merit basing on their marks secured in written examination category wise as per vacancies advertised.
		<b>Total</b>		<b>100 marks</b>		

**Note:-** The candidature of the applicant shall be rejected if he/she fails to appear in any of the above stages of examination.

### **Main Written Examination**

Papers	Subjects	Maximum Marks	Time
Paper-I (Composite Paper)	Odia Language	10	2 hours
	General English	10	
	Computer Fundamentals	10	
	General Studies	20	
	Technical Paper	50	
	<b>Total</b>	<b>100 marks</b>	

### **Syllabus for Written Examination.**

#### **Composite Paper- (Paper-I) -100 marks**

Composite Paper consists of 100 questions of multiple choices of the following subjects. The standard of question General English and Odia Language will be of HSC standard.

General Studies-The question of General Studies will relate to Indian History, Economics, Geography, Indian Polity, General Science, Environmental Issues, Human right Issues, Current events.

Computer Fundamentals-Windows, MS Office, (Word, Excel, PowerPoint), MS Access, & Usage of Internet services.

General English – Grammar, usage & vocabulary.

Odia Language- Grammar, usage & vocabulary.

**Technical Paper-** Detail syllabus of Technical paper is attached at Annexure-A.

**Candidate who will fail to appear any stage of examination shall not be allowed to appear the subsequent stages of examination.**

#### **10. Certificate verification :-**

Basing on the performance in the Main Written Examination candidates about 03 (three) times of the vacancies notified, in order of merit category wise shall be shortlisted for certificate verification/ verification of original certificates. Age, Educational qualification, caste, Special category claiming age relaxation etc will be verified to check the eligibility of the candidate for the post. **The candidates who will fail to appear in the certificate verification on the date notified, their names will not be taken into consideration while preparing the merit list.**

#### **11. Admission letter:-**

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. "[www.osscc.gov.in](http://www.osscc.gov.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. The eligible applicant has to click on "**Download Admission Letter**"