


- (v) Valid caste certificate issued online by competent authority to get reservation/ age relaxation under SEBC/SC/ST category.
- (vi) Certificate of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of Class-VII issued by Principal/Head Master or any Educational Institution duly recognised by Govt. of Odisha/ Central Govt. or other competent authority.
- (vii) Certificate of disability issued online by UDID (Unique Disability Identification Card) in case of PwD candidates with 40% or above permanent disability claiming reservation for the post.
- (viii) Candidates claiming reservation /age relaxation under Ex-servicemen(ESM) category must submit Discharge certificate, identity Card & P.P.O issued by the appropriate Authority where in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the date of the submission of online application are not eligible to apply as ex-serviceman for the post. Ex-Servicemen who are going to retire within six months from the last date of submission of online application may apply for the post by obtaining relevant “**No Objection Certificate**” from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. The ESM candidates have to submit an undertaking/self declaration to the effect that whether they have availed the benefits of ESM in the civil employment.
- (ix) Sports Identity card issued by Sports and Youth Services Department, Govt. of Odisha in case of candidates claiming Sports person category.
- (x) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission in the **Advisory Notice No.3568/OSSC dated 01.11.2019 available in the Commission’s website.**

9. Plan of Examination:

Stages of Exam	Type of Exam	Paper	Subject	Duration	No. of Questions	Total mark	Remarks
Stage-I	Examination to be conducted through CBRE Mode	Paper-I	Mathematics & Reasoning	1 & ½ Hours	100	100 Marks	There will be Objective type questions with negative marking @ 0.25 for each wrong answer.
		Paper-II	Composite paper (Odia,English, GK & Computer Awareness)	1 Hour	100	100 Marks	
		Total Marks				200 Marks	
Stage-II	Certificate Verification	Candidates 1.5 times of the vacancies in order of merit category wise basing on Marks secured in the written examination shall be shortlisted for Certificate verification					

There shall be no Viva-Voce Test

Note: There will be multiple sittings of examination (CBRE) for which more than one question paper is required & Commission shall adopt standard NORMALIZATION process.



10. (a) Syllabus of the Written Examination(CBRE):

Paper-I (Mathematics & Reasoning)
100 Questions-100 Marks (1 & ½ Hours)

Mathematics:

Fractions and Decimals, Percentage, Average, Simple Interest and Compound Interest, Rates and Taxes, Insurance, Profit, Loss and Discount, Mixtures, Partnership, Problems on Time & Work, Time and Distance, Ratio and Proportion, Statistics & Probability.

Reasoning:

Alphanumeric series, Blood relation, Data sufficiency, Decision Making, Puzzles, Seating Arrangements, Statement & Conclusion, Statement & Assumption, Syllogism, Coding & Decoding, Order & Ranking.

Paper-II(Composite Paper)

(Odia, English, GK & Computer)- 100 Questions-100 Marks (1 Hour)

Odia: (20 Questions-20 Marks)

Transformation of sentences Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex, Sandhi, Samasa, Antonym & Synonym, Error Correction in Words, Idioms and Phrases, Taddhita & Krudanta, Punctuation Marks, Comprehension of an unseen passage

English: (20 Questions-20 Marks)

Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases & Clause, Direct & Indirect speech, , Determiners, Pronouns, Articles, Prepositions, Comprehension of given passage.

General Knowledge: (40 Questions-40 Marks)

General Science, History & Geography of India with special reference to Odisha, Indian Polity & Governance, Ecology & Environments, Indian Economy & Budget, Banking Awareness, Indian Society, Indian Art & Culture, Current events with national & International importance, National & International Awards, Sports achievements, Inventions & discoveries, Books & Authors, Days & Dates, International Organisation with membership & Headquarters, Current affairs with special reference to Odisha.

Computer Awareness: (20 Questions-20 Marks)

Computer Fundamentals, Basics of Operating Systems & its functions, Hardware & software, Microsoft Office (Word, Excel, Power Point, Access), Basics of Database Management System & Computer languages, Networking, Internet & e-Mail, Computer Abbreviations, Basics of Artificial Intelligence & Neural Network, Search Engines & Basic of Social Media, Basics of Cyber Security & Data Encryption.

10. (b) Stage-II (Certificate Verification):

Candidates **1.5 times** of the vacancies advertised in order of merit category wise basing on Marks secured in the written examination (CBRE) shall be shortlisted for Certificate verification.

There shall be no viva voce Test. The candidate who remain absent in this stage (certificate verification), his/her name shall be deleted from the Common merit list and he/she shall not be considered while preparing the select list.