

the online application. The disability certificate other than UDID card is not acceptable.

**Candidates having TEMPORARY DISABILITY should not apply as they are not eligible and such applications shall be summarily rejected.**

Further, to take the help of scribe in appearing the Written Test, they need to take written permission of the ADM-cum-District Superintendent concerned, at least three days prior to the date of Written Test as per procedure. Scribe, extra time/ additional time/ compensatory time as admissible shall be allowed as per rules.

- (vi) Candidate(s) claiming reservation as Ex-servicemen must have possessed Discharge Certificate/documents in support of service rendered in defence services and must furnish an undertaking to the effect that they have not availed of any re-employment under the Government of Odisha till the date of this application.
- (vii) If any candidate has, at any time been debarred from recruitment examination for a certain period by this Commission, he/she shall not be eligible for appearing the same for that specific period.

**4. Examination Fee:**

NO EXAMINATION FEE IS PAYABLE FOR APPLYING FOR THE POSTS.

**5. Last date of submission of applications:**

The last date of submission of online applications in response to this advertisement is **25.11.2023**. The system will be automatically disabled and no application for these posts will be made available thereafter. Incomplete application/paper application/application received after the last date shall be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system.

**6. How to apply:**

- D) Step by step procedure for registration/ re-registration/ application can be viewed by clicking on "**How do I register/re-register/apply**" on the Home page of the Commission's website-[www.osssec.gov.in](http://www.osssec.gov.in). The **Instructions** for the same shall also appear on the computer screen by clicking on "Registered User" or "New User" as the case may be. These instructions must be read carefully before proceeding to fill up the Registration Form first followed by filling up of Online Application Form which are separate operations, but corollary to each other.
  - a. **Registration-** Fresh candidates (**New User**) who have not registered earlier for any previous recruitment of the Commission shall have to register for the post by clicking on the button, "**Apply Online**" on the Home page.
  - b. **Re-registration-** Candidates who have already registered earlier (**Registered User**) for any other post of the Commission and got the User ID have to login and re-register for this post by selecting the "**Re-registration**" option provided under the Applicant Menu.
  - c. It may be reiterated that mere Registration/Re-registration does not mean complete filing of online Application. Hence the candidates are advised to fill up and submit

the online Application as per the guidance of the system after completing the Registration/Re-registration.

- d. **Submission of online Application-** After completing the Registration/Re-registration, they have to login, furnish the data and information in detail as per documents in the appropriate fields as per guidance of the online system to fill up and submit online Application. Incomplete applications shall be summarily rejected.

**II) Pre-Requisites for Registration/Re-registration and Online Application:**

- a. Full Specimen Signature of the Applicant, scanned in "jpg/jpeg/png" format between the ranges of 20Kbs to 50Kbs shall be kept handy for up-loading prior to making Registration/re-registration for any Post.
- b. Applicants shall keep their Certificates and Mark Sheets ready for filling in the details of the educational qualifications during Online Application.
- c. In addition, they shall keep ready a copy of the recent passport size coloured photograph, scanned in the "jpg/jpeg/png" format between the ranges of 20Kbs to 100Kbs for uploading in the Online Application.
- d. The photograph and full specimen signature of the candidate scanned for uploading must be clearly identifiable/visible, otherwise the registration/re-registration and application shall be liable to rejection and no correspondence on this account shall be entertained.
- e. Applicants must have their own personal e-mail ID and mobile/cell phone number with validity till the completion of the recruitment process for receiving all important communication, like OTPs, various Alerts and downloading Admission Letters and other intended document(s) from the OSSSC Web Portal. Under no circumstances, the applicant should share his/her User ID, Password, registered e-mail ID and mobile/cell number with any other person. In case, he/she does not have a valid personal e-mail ID, he/she shall create a new e-mail ID for applying online.

**7. Original Certificates/documents to be produced during verification:**

- (i) Candidates claiming reservation as SC/ST/SEBC/Persons with Disabilities (PwD) category shall produce Caste Certificate issued for the purpose of service/Unique Disability Identity (UDID) card showing permanent disability issued by the competent authority.
- (ii) Resident Certificate issued by Competent Authority.
- (iii) HSC examination pass, 10+2 Science pass or other equivalent educational certificates and Mark sheets of qualifying examinations.
- (iv) Certificate of passing Odia as a language subject in the final examination of Class-VII or above from any School/Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- (v) Discharge Certificate/Identity Card and documents in support of service rendered in defence services in case of Ex-Servicemen. An undertaking to the effect that the person claiming benefit under Ex-Servicemen has not got any employment under State Government utilising the benefit under Ex-Servicemen.
- (vi) Sportsperson ID card issued by the Sports & Youth Services Department of Government of Odisha, if claimed, reservation as Sportsperson.