

(NOTE: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.)

- (e) The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.
- (f) Sports person candidates claiming reservation must submit sports ID Card issued by Director of Sports & Youth Service Department, Government of Odisha.
- (g) Only Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall be acceptable by the Commission.
- (h) A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.
- (i) **As per provisions contained under Rule 78 of Odisha Hindu Religious Endowment Rules 1959, no person shall be eligible for appointment to the post of junior Stenographer and Junior Grade Typist in the Office of the Commissioner of Endowment unless he professes Hindu religion and shall cease to hold his office as such as soon as he ceases to profess that religion.**

4. (a) Plan and Pattern of Examination:

There shall be following stages of examination

Stages of Examination	Type of Examination	No. Of Paper & Marks	Mark distribution	Remarks
Stage-I	Preliminary Examination	One Paper (Detail Syllabus as Annexure C)	150 marks	Candidates approximately -25 times the number of vacancies for the post of Junior Stenographer and Junior Grade Typist category-wise and post-wise will be shortlisted for Main Written Examination based on marks obtained in Preliminary Examination.
Stage-II	Main Written Examination	Language Paper- (Detail Syllabus as Annexure C)	100 marks	Candidates approximately 15 times the number for the post of Junior Stenographer and Junior Grade Typist category-wise and post-wise will be called for Stage-III based on performance in Main Written Examination.

Stage-III	<p>Computer Skill Test (For all Posts)</p> <ul style="list-style-type: none"> • Stenography Test (For Post of Junior Stenographer) • Typing Test (For Post of Junior Grade Typist) 	<ul style="list-style-type: none"> • Computer Skill Test • Stenography Test • Typing Test (Detail syllabus in Annexure-C) 	<p>50 Marks</p> <p>50 Marks</p> <p>50 Marks</p>	
Stage-IV	Certificate Verification			

Note: In pursuance of GA & PG Department Notification No-29246, Dated-18th October 2022, the Preliminary and Main Examination, shall be conducted both in Odia and English except for paper I of main exam i.e. language. The candidate shall exercise his/her option for medium of examination in the online application form. All may note that the option once given cannot be changed.

Stage -IV: Certificate Verification: -

Candidates numbering 1.5(one point five) times of the vacancies advertised (Post wise & Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in:

- Main Written Examination, CST & Stenography Test for the post of Junior Stenographer.
- Main Written Examination, CST & Typing Test for the post of Junior Grade Typist.

However, if the number of candidates in any category is less than twenty (20), then candidates numbering two (2) times of the vacancies advertised (Post Wise and category-wise) shall be shortlisted for Certificate Verification

(I) there shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

(II) The Commission may conduct the Preliminary examination and the Main Written examination with objective papers through CBRE (Computer Based Recruitment Examination) Mode. In case of CBRE mode of examination is conducted in more than one session/sitting Commission will adopt the normalization process as per the advisory Notice No.2444/OSSC dated 02.09.2021(available on the website of the Commission i.e. www.osscc.gov.in) for processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.

(III) There will be a penalty (Negative marking) for wrong answers marked by the candidate in examinations consisting of Multiple-Choice Questions. For each wrong answer 0.25 marks shall be deducted if full marks 01 is awarded for correct answer and four options are there. 0.33 marks will be deducted if three options are there and so forth.

(IV) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary written examination as fixed by this Commission in their discretion, for the next stage of the main written examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.).

The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.

- The candidates who fail to appear at any stage of the recruitment process will not be considered for next stage and final selection and their names will be deleted from the merit list.
- Any complaint on the conduct of the examination must be sent to the commission by email "support.osscc@gov.in" within 05(five) days of completion of examination.

5. Place and Date of examination:

a. The exact Date, Time and Venue of the Preliminary Examination will be conveyed in due course through a Notice on the website of OSSC and/ or in the Admission Letter. However, it is likely to take place in first quarter of 2025

b. The Date, Time and Venue of the Main written examination, Computer Skill Test, Stenography Test, Typing Test and Certificate Verification will be conveyed to the candidates through OSSC website as well as in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

6. Certificate verification and submission of Detailed Application Form (DAF):

Candidates shall be shortlisted for Certificate Verification based on the marks secured in: -

- Main Written Examination, CST & Stenography Test for the post of Junior Stenographer.
- Main Written Examination, CST & Typing Test for the post of Junior Grade Typist.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Govt. servants and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the online application form duly signed by the applicant. **(Details are enclosed in Annexure-B).**

NOTE: Candidates who fail to appear for document verification will not be considered for final selection.

7. Admission Letter:

a. The Commission shall upload the admission letter(s) on its website www.osscc.gov.in for the convenience of the candidates.

b. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.

- c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.
- d. The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

8. Merit List:

The Merit list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category-wise equal to the vacancies advertised, based on their marks secured in:

- Main Written Examination (100 marks), Computer Skill Test (50 marks) & Stenography Test (50 marks) for the post of Junior Stenographer.
- Main Written Examination (100 marks), Computer Skill Test (50 marks) & Typing Test (50 marks) for the post of Junior Grade Typist.

Resolution of Tie Cases: In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

- (i) Marks in Preliminary Examination.
- (ii) Date of Birth, with older candidate placed higher and
- (ii) Alphabetical order in which the names of the candidate appear.

9. (a) Action against candidates found guilty of misconduct/ malpractice:

- If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before, during or after the conduct of the examination, her/ his candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheets etc. from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- Leaving the Examination Venue uninformed during the Examination.
- Misbehaving, intimidating or threatening in any manner the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc or any of the functionaries of the Commission (OSSC).
- Obstruct the conduct of the examination/ instigate other candidates not to take the examination.
- Making statements, submitting information in applications which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Obtaining support/ influence for his candidature by any irregular or improper means.