

6. **How to apply:**

- I) 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.osscc.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 20 kbs to 100 kbs for uploading in the Online Application.
- d. The photograph and full specimen signature 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, Activation Key, various Alerts and downloading Admission Letters and other intended document(s) from the OSSCC Web Portal. Under no circumstances, an Applicant should share/change his/her 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 at the time of verification:**
- (i) HSC pass or equivalent, +2 pass or equivalent, +3 pass or equivalent educational Certificates and Mark sheets of qualifying Examinations.
 - (ii) Training pass Certificate and Marksheet (as prescribed for the post in clause-3(A) of the advertisement) issued by NCTE recognised College/Institution.
 - (iii) Candidates possessing Academic/ Training qualifications from outside Odisha must have produced required documents as mentioned in clause 3(A) of the advertisement.
 - (iv) Certificate of passing B.Ed./ OSSTET etc. as per required educational qualification.
 - (v) Certificate of passing Odia as a language subject in the final examination of Class-VII 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.
 - (vi) Sportsperson ID card issued by the Sports & Youth Services Department of Government of Odisha, if claimed, reservation as Sportsperson.
 - (vii) 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 Government of Odisha utilising the benefit under Ex-Servicemen.
 - (viii) Candidates claiming reservation as SC/ST/SEBC category shall produce certificates issued for the purpose of service issued by competent authority.
 - (ix) Persons with Disabilities (PwDs) shall produce permanent disability certificates along with proper functional classification and physical requirements meant for the post granted on Unique Disability Identity Card Portal by the competent medical authority as notified by the State along with the UDID card.
 - (x) Residence Certificate issued by competent Authority.

8. **Place and Date of Examination:**

The date, time and venue of the Preliminary/ Main Examinations will be notified later in the Commission's website. The candidates are advised to visit the website of the Commission at regular intervals and also keep track of different notices to be published by the Commission to know about the detailed programme of the examinations.

9. **Admission Letters:**

Provisional Admission letters, containing intimation about the date, time and venue for the Preliminary/ Main Examinations shall be uploaded on the Commission's website- www.osscc.gov.in well ahead of the date of the Examinations. The date of Preliminary/ Main Examination shall be advertised in the Local News Paper for information of the candidates. Each eligible candidate shall have to download his/her Admission Letter **by using his/her User ID & Password** before the date of examination by visiting the Commission's website