

The DISABILITY CERTIFICATE/CARD issued by any authority other than UDID portal is not acceptable.

Details of physical requirements and functional classification has to be mentioned by the candidate having permanent disability in the appropriate box of the online application.

Applicants having TEMPORARY DISABILITY should not apply as PwDs candidates as they are not eligible and such applications shall be summarily rejected. Further, those who do not meet the minimum prescribed requirement such as percentage of disability, type and nature of disability, physical requirements and functional classification meant for the post, etc. shall be disqualified at any stage.

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

- (vi) Applicant(s) claiming reservation as Ex-Servicemen must have possessed Discharge Certificate, ID card and other supporting documents in support of service rendered in defence services. He/She must furnish an undertaking to the effect that they have not availed of any re-employment under the Government of Odisha.
- (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.
- (viii) All eligibility conditions should have been fulfilled as on the date of advertisement.

4. **Examination Fee:**

NO EXAMINATION FEE IS PAYABLE FOR APPLYING FOR THE POST.

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

The last date of receipt of online applications in response to this advertisement is **31st January, 2025**. The system will be automatically disabled and no application for the post will be made available thereafter. Incomplete application/paper application/application received after the last date shall be rejected prima facie.

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.**

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- 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 OSSSC 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.