How to Apply:

i. The applicants should go through this detail advertisement before filling up the online application form.

ii. The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.

iii. All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.ossc.gov.in.

iv. Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.

v. On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.

vi. Step-by-step procedure for registration/ re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

Pre-requisites for filling up Online Application Form:

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/ Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.

- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.

- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format ranges up to 20 kb shall be kept handy for uploading during Registration.

- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- Candidate must upload his/her Stenography Certificate/Typing Certificate in "Pdf" format between ranges of 100kb to 500 kb.

- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.

- SC/ ST/ SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the

applicants at the time of submission of the online application form, she/ he must give a self-declaration in the format appended in the online application form.

- Candidate claiming age relaxation under "Ex-Servicemen" category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who is going to retire within six months from the closing date of online application may apply for the post by obtaining "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-Servicemen category. The scanned document must be in "Pdf" format between ranges of 100 kb to 500 kb.

- Candidates claiming reservation/ age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- Candidate claiming reservations under Sports Person category need to **upload sports identity card issued by Director of Sports and Youth Services Department, Odisha**. The scanned document must be in "pdf" format between ranges of 100kb to 500kb.

- The candidate should ensure that the scanned Photograph and full Signature, Left/ Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

- Applicants who are Government servants or working under PSUs of the State Govt. or Central Govt. or Universities or Autonomous Institutions should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application form failing which their candidature for the post will be rejected. At the certificate verification stage, they must produce the original "No Objection certificate". Those who are not Government Servants/working in PSUs at the time of submission of application but became Government Servants subsequently during the recruitment process must submit "No Objection Certificate" at the stage of certificate verification. Those Govt. servants/working in PSUs who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Govt. servant/PSU Employees status, and found to be an Govt. servant/PSU Employees on the day of Certificate Verification or before, will not be included in the Merit List."

- Candidates must submit correct data/ information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/ his online application is false/ incorrect or the candidate has suppressed

any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/ his candidature for the post will be cancelled forthwith.

Annexure-B

Document to be submitted at the time of Certificate Verification:

(a) Downloaded copy of Admission letter for Certificate Verification.

(b) Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.

(c) Copy of the Online Application form legibly signed by the candidate at the appropriate place.

(d) HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.

(e) +2/equivalent certificate & mark sheet (As applicable for the post).

(f) +3 Arts/Science/Commerce or equivalent Bachelor's Degree Certificate & Mark sheets. (As applicable for the post).

(g) Certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Govt. run/Govt. recognised institution, the stenography certificate should indicate the speed; i.e. minimum 80 words per minute in shorthand both in English and Odia. (As applicable for the post).

(h) Certificate indicating successful completion of a course in Typing Writing/Stenography in any Industrial Training Institute or other Govt. run/Govt. recognised institution. (As applicable for the post).

(i) Caste certificate issued by the competent authority for the purpose of employment/service (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit photocopy of a valid SEBC certificate issued by the competent authority.

(j) SEBC category candidates must submit declaration form uploaded in the website of the Commission.

(k) Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.

(l) Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.

(m) Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.

(n) Sports Identity Card issued by Director of Sports & Youth Service Department, Govt. of Odisha in case of sports person candidates.

(o) NOC in case of candidates working in Government Service/PSUs of the state Govt., or Central Govt., /Universities/ Autonomous Institutions etc.