



ODISHA STAFF SELECTION COMMISSION
Barrack No.1, Unit – V, Bhubaneswar – 751054

No.IIE- 154/2019-4691/OSSC;

Date: 30.12.2019

Indicative Advertisement for combined recruitment to 36 posts of Junior Clerk –Cum-Typist , 12 posts of Junior Clerks in District Mediation Centres and 02 posts of Junior Clerk on Contractual Basis under Odisha State Legal Services Authority and 03 posts of Typist –Cum-Scribe Assistant under Law Department, Odisha, Bhubaneswar (Post Code-JCT-149.)

IMPORTANT: (WEBSITE: www.osscc.gov.in)

- Date of activation of the Online Application for the post will be notified shortly. Candidates are advised to be in constant touch with the above website to apply for the post.
- Candidates fulfilling the eligibility criteria as per terms in the detailed advertisement are required to apply through Online Mode only after publication of detailed Advertisement in the website of the Commission.
- The candidates will be allowed to appear the examination provisionally as per information furnished in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, his/her candidature for the Post/Examination will be cancelled forthwith.
- PwD candidates have to follow the Advisory Notice published vide No.3453/OSSC dtd.24.10.2019 available in the Commission's website.
- In-service contractual candidates claiming benefits under In-service Contractual Appointment Rule-2013 shall also have to follow the advisory notice published vide No.3658/OSSC dtd.01.11.2019 available in the Commission's website.
- **Option/Choice** – The candidates may exercise option for the posts & Offices in order of preference. Candidates having graduation are only eligible to keep Junior Clerk in District Mediation Centres as one of the option.

VACANCY POSITION:

| Name of the posts | Vacancy Position | | | | | Vacancies for Special Categories | | |
|---|------------------|-----------|-----------|------------|------------|----------------------------------|-------|---------------|
| | SC | ST | SEBC | UR | Total | EX-SM | PwD * | Sports Person |
| Junior Clerk-cum-Typist | 06 (w-2) | 08 (w-2) | 04 (w-1) | 18 (w-6) | 36 (w-11) | 01 | 01 | Nil |
| Junior Clerk in District Mediation Centre | 03 (w-1) | 03(w-1) | 02(w-nil) | 04(w-Nil) | 12(w-2) | Nil | Nil | Nil |
| Junior Clerk | Nil | Nil | Nil | 02(w-1) | 02(w-1) | Nil | Nil | Nil |
| Typist –Cum-Scribe Assistant | 01 (w-nil) | 01(w-nil) | Nil | 01 (w-nil) | 03 (w-nil) | Nil | Nil | Nil |

*PwD candidates having Low vision only eligible to apply for the post.

ELIGIBILITY: MINIMUM QUALIFICATION, AGE, REMUNERATION

| Name of the post | Minimum qualification prescribed | Desirable qualification | Minimum age as on 01.01.2019 | Maximum age as on 01.01.2019 | Remuneration for the post |
|--|--|--|------------------------------|------------------------------|---|
| Junior Clerk-cum-Typist of OSLSA | Passed +2 examination conducted by CHSE or equivalent examination with basic Computer Knowledge. | Having knowledge in typing in English-40 words per minutes and in Odia- 20 words per minutes | 18 years | 32 years | The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.8,880/- per month (for 1 st year) as per Govt. in G.A. & P.G. Department Notification No.19574/GA dtd.12.09.2017 and Condition of Service will be guided by (Contractual Appointment) Rules, 2013. |
| Junior Clerk of OSLSA in District Mediation Centre | Degree in Arts/ Science/ Commerce or equivalent from a recognized University with basic Computer Knowledge. | | 21 years | 32 years | |
| Junior Clerk of OSLSA | Passed +2 examination conducted by CHSE or equivalent examination with basic Computer Knowledge. | | 18 years | 32 years | |
| Typist –cum-Scribe Assistant of Law Deptt. | Passed +2 examination in any discipline or equivalent examination Having knowledge in typing in English- 40 words per minutes and in Odia- 20 words per minutes with basic Computer Knowledge. | | 21 years | 32 years | |

Age relaxation will be given as per rules to SC,ST,SEBC, Women, PwD and Ex-Servicemen.

PLAN OF EXAMINATION: (1). Main Written Examination ,(2). Typewriting Test & Computer Skill Test(Practical test) and (3) Certificate Verification. (Refer detailed advertisement for pattern & syllabus of examination)

EXAMINATION FEE: The candidates other than SC ,ST, & PwD shall have to pay non-refundable examination fee of Rs.200/- (Rupees two hundred)only through online mode as per details mentioned in the detailed advertisement.

NOTE:1. This advertisement is indicative in nature and provisional.

2. Vacancy position is subject to change as per the discretion of the Commission/Appointing Authority.

3. **Mobile Phones and other electronics devices are banned in the examination centre.**

By Order of the Commission

SECRETARY