

7. Plan of Examination:

The plan, pattern, scheme and syllabus of Examination is suggested as follows:-

1. Written examination in OMR sheet/CBRT, 2. Computer Skill Test and 3. Certificate verification.

There shall be no viva-voce test.

(a)	Name of Examination	Mark distribution	Duration of Examination	Remarks
	Written Examination (one composite paper on English, Odia, Mathematics & General Awareness)	100 marks Each question carries one mark. (a) English- 20 questions (b) Odia - 20 questions (c) Math & Reasoning - 30 questions (c) General Awareness- <u>30 questions</u> 100 questions	one and half (1-1/2) hours duration	Objective Type with multiple choice answers to be done in OMR Sheet. The Commission may conduct the examination through CBRT (Computer Based Recruitment Test). There will be negative marking @ 0.25 marks for each wrong answer. Basing on the performance in the Written Examination the candidates numbering 3 (three) times of the vacancy in order of merit shall be shortlisted to appear the computer skill test.
	Basic Computer Skill Test	50 marks	One (1) hour duration	The minimum cut off mark is 20. Candidates securing minimum 20 marks will qualify in the Basic Computer skill test and the marks will be added with the written exam. marks in preparation of the common merit list.
	Certificate verification			The candidates who qualified in Basic Computer Skill Test shall be called for verification of original certificates as uploaded in the website of the Commission. The candidates who uploaded self declaration of their belonging to SC/ST have to produce valid original SC/ST certificate. The names of the candidates not appearing in certificate verification on the stipulated date will be deleted from the merit list. The candidates have to submit all the original certificate/ documents as listed at Clause-6 along with duly signed OSSC copy for verification.
		Total - 150 marks		

(b)	Syllabus	
	(Composite paper) General English , Odia Language, Mathematics & Verbal Reasoning and General Awareness	The questions of General English & Odia Language will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage & grammar. The questions on Mathematics will be on Arithmetic, Algebra, Geometry & Trigonometry of the standard prescribed for H.S.C. Examination & for verbal reasoning as expected from a person of H.S.C. Standard. The questions of General Awareness will be of HSC standard and comprise of questions on Indian History & History of Odisha, Geography of India & Odisha. Art & Culture of India & Odisha. Indian Polity, Environmental studies, General Science & Current Events.

Syllabus for Basic Computer Skill Test :- 50 marks (minimum qualifying marks = 20)

WINDOWS Operating system	To test some of the following basic system operations on file/folder(s) Create, Rename, Copy/Cut/Paste, Delete Using clipboard
MS WORD	A paragraph in MS word incorporating some of the tools given below to be tested during the examination. •Editing and Formatting text and paragraph •Page and Paragraph set up •Inserting pictures and Word Art
M.S. POWER POINT	A power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination. •Editing and formatting slides.
M.S. EXCEL	A problem in spreadsheet related to some of the tools given below to be tested during the examination. Formatting cells and data Functions and formulae (relative, absolute and mixed reference).

There shall be no viva-voce test.

8. Place, Date, Venue of written examination/practical skill test/certificate verification & admission letter:

The Date/Time/ Venue of the main Written Examination, Basic Computer (practical) skill test and Certificate Verification will be informed in their Admission Letters carrying the photograph and signature of the candidate and facsimile signature of the Secretary. The Admission Letter will contain instructions to the candidates which should be followed strictly by the candidates. Any deviation made by the candidate will forfeit his/her candidature for the post. The Admission Letters will be made available in the official website of the Commission one week prior to the date of the examination/skill test/certificate verification. The candidates shall have to download the admission letters by accessing the Commission's website and using their