

- The upper age limit is relaxable for the candidates coming under Rule-8(a) of Odisha Group-B and Group-C posts (Contractual Appointment) Rules, 2013 as per the rules provided, they satisfy the conditions mentioned therein. They must be less than 45 years as of 01.01.2022. They should upload their self-attested copies of their appointment letter(s) for the entire period of contractual engagement in the online application form. If they have different spells of engagement, it should be mentioned clearly in the online application and such appointment letter shall be uploaded. Such candidates shall keep the original appointment letter in support of their claim with them for verification during certificate verification.
- Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent thereto shall be acceptable by the Commission.

(c) Minimum educational qualification:

Candidate in order to be eligible for appearing in the selection examination for the post must have passed: Bachelor's Degree in any discipline from a recognised university and have computer knowledge such as proficiency in the use of Computer Internet, e-mail, Word Processing, data analysis and presentation.

4) Plan of Examination:

(i) The competitive examination shall comprise three stages namely:

Stage - I: Preliminary (CBRE mode) Examination:
Multiple Choice Questions: 150 Marks.
The indicative Syllabus is in **Annexure-C** of the Advertisement.

Time: 150 Minutes

Stage - II: (a) Main Written Examination: Two papers- 200 Marks. (Pen and Paper mode)
The indicative Syllabus is in Annexure-C of the Advertisement.

Paper-I: Language (Odia and English)

Paper-II: (General Studies)

Time: 2 & 1/2 Hours

Time: 2 & 1/2 Hours

Mark: 100 Marks

Mark: 100 Marks

Most of the Questions in Paper-I and II shall be objective type and short answer type.

- (b) Mathematics tests shall be held only for the posts of Auditors. The indicative syllabus is in **Annexure-C** of the Advertisement.
- (c) Candidates of the following Services/Posts are required to qualify for the Computer Skill Test.
- Auditor
 - Inspector of Supplies under FS & CW Department.
 - Junior Assistant/Junior Clerk.
- The indicative syllabus is in Annexure-C of the Advertisement.

Annexure-C

THE DETAIL SYLLABUS OF THE EXAMINATION :

(a) Detail Syllabus of Preliminary Written Examination

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

(b) Detail Syllabus of Main Written Examination:

Paper-I: Language (Odia and English)

- Odia Language Comprehension -10th Standard.
- English Language Comprehension - Plus Two Standard).
- Precis Writing (Odia as well as English).
- Usage and Vocabulary (Odia as well as English).
- Translation from English to Odia and vice-versa.

Paper-II:

- General Studies. (Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change – Plus Two Standard).

(c) Detail Syllabus of Computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing(MS Word)
- Spread Sheet(MS Excel)
- Presentation/Slide ware(MS PowerPoint)
- Data base(MS Access)
- Usage of the Internet, Services available on the Internet
- Basic Networking Concepts, Communication Technology

(d) Detail Syllabus for Mathematics:

- Arithmetic
- Algebra
- Statistics and Probability
- Mensuration
- All Secondary School Level

