ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 13 OF 2023-24

Recruitment to the posts of Junior Assistant (Group-C) in the Office of Odisha Public Service Commission, Cuttack.

WEBSITE - http://opsc.gov.in

Online applications are invited from the prospective candidates through the proforma application form to be made available on the Website of the Commission (http://opsc.gov.in). **The link for online application and submission shall be available from 28.07.2023 to 28.08.2023 (Note: 28.08.2023 is the last date for submission of** *Registered Online Application*) for recruitment to **33 (Thirty Three)** posts of Junior Assistant (Group-C) in the Office of the Odisha Public Service Commission, Cuttack in the Pay Band of Rs.5200-20,200/- with Grade Pay of Rs.1900/- in Level-4, Cell-1 of ORSP Rules, 2017 with usual dearness and other allowances as may be sanctioned by the Government of Odisha from time to time.

2.   Vacancy Position:

Sl. No.	Category	No of Vacancies
1	2	3
1	UR	17 (06-w)
2	SEBC	04 (01-w)
3	SC	05 (02-w)
4	ST	07 (02-w)
Total		**33 (11-w)**

Out of the total 33 (11-w) vacancies, **01** post is reserved for **Persons With Disabilities** having **Low Vision (LV)** and **whose permanent disability is 40% and more** and **01** post is reserved for Ex- Servicemen. Candidates belonging to the categories of PWD and Ex-Servicemen shall be adjusted against the categories to which they belong.

The physical requirement and functional classification of Persons With Disabilities suitable for the job is as follows –

Physical requirement			Functional classification
S, H, SE, MF, RW			**OL, OA, LV, BL(MNR), HI**
S	-	Work performed by sitting (on bench or chair)	OL-One Leg affected (R and/or L) OA-One Arm affected (R or L)- Impaired reach, weakness of grip, ataxia.
H	-	Work performed by Hearing / Speaking	
SE	-	Work performed by Seeing	
MF	-	Work performed by manipulating (with fingers)	LV-Low vision BL(MNR)- Both Legs affected but not arms (Mobility Not be Restricted)
RW	-	Work performed by Reading and Writing	HI- Hearing Impaired (with Suitable aid)

NOTE:-

a) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories, the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.

b) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in case of non-availability of eligible and suitable S.C. /S.T. candidates.

c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Odisha Public Service Commission without notice, depending upon the exigencies of public service at the discretion of the Commission.

3.   AGE: A candidate must have attained the age of **21(twenty one)** years and must not be above the age of **38 (Thirty eight)** years as on the **1ˢᵗ day of January 2023** i.e. he/she must have been born **not earlier than 2ⁿᵈ January 1985** and **not later than 1ˢᵗ January 2002**.

The upper age limit prescribed above shall be relaxed by 5 (five) years for candidates belonging to the categories of Socially and Educationally Backward Classes (S.E.B.C), Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Women & Ex-Servicemen and by 10 (ten) years for candidates belonging to PWD category (OL, OA, LV, BL and HI), whose **permanent disability is 40% and more.**

Persons with Disabilities belonging to SEBC/SC/ST categories are eligible for cumulative age relaxation benefit of 15 (Fifteen) years.

Provided that a person who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit which shall be considered most beneficial to them.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION:

A candidate must:

(i) hold a **Bachelor's Degree** in any discipline from any University incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under Section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government.

(ii) have adequate knowledge in Basic Computer Skill.

5. EXAMINATION FEE: The examination fee has been exempted to all the categories of candidates as per GA & PG Department Notification No.9897/Gen., dt.11.04.2022.

6.   METHOD OF SELECTION:

(a) The selection of candidates for recruitment to the posts will be made through a Competitive Examination consisting of Written Test and Practical Skill Test to be conducted by the Commission.

(b) The details of Scheme & Subjects for the examination and the syllabus are mentioned in **Appendix-I.**

(c) The candidates shall be selected for the skill test on the basis of aggregate marks scored by them in the written examination.

(d) The qualifying marks for the skill test shall be forty percent (40%) irrespective of the category of a candidate.

Note:- Any details relating to this recruitment like cut-off marks, answer keys, individual marks etc. shall only be declared on the website of the Commission after publication of the final result and select list.

7. PLACE OF EXAMINATION

The written examination will be held at Cuttack. It may also be held at Bhubaneswar/ Balasore/ Berhampur and Sambalpur depending on the number of candidates from the respective zones.

The candidates are to mention their choice of examination zone at appropriate place in the online application form.

8. OTHER ELIGIBILITY CONDITIONS:

(i) The candidate must be a citizen of India;

(ii) He/She must be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C. Examination or an equivalent examination or has been declared to have passed a test in Odia language equivalent to the Middle School Standard conducted by the Education Department of the Government of Odisha;

(iii) The candidate must have good character;

(iv) The candidate must have sound health, active habits and be free from any mental infirmity and shall be required to produce a certificate of fitness from the Chief District Medical officer or a Medical Officer or equivalent rank at the time of joining;

(v) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;

(vi) Provided that the appointing authority, if satisfied that there are special reasons for doing so, exempt him/her from the operation of this clause.

(vii) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination/interview, he/she will not be eligible for such recruitment for that specified period/chance(s);

(viii) **Only those candidates, who fulfill the requisite qualification & are within the prescribed age limit etc. by the last date of submission of online application, will be considered eligible;**

(ix) A candidate who claims change in his/her name after having passed the H.S.C. examination, is required to furnish copy of publication of the changed name in the local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name;

9. IMPORTANT POINTS:

(i) Online Applications submitted to OPSC, if found to be incomplete in any respect, are liable for rejection without entertaining any correspondence with the applicants on that score;

(ii) A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission;

(iii)   The provisions of the Odisha Conduct of Examination Act 1988 (Odisha Act – 2 of 1988) are applicable to the examination conducted by the Odisha Public Service Commission;

(iv)   Admission to the Examination/Practical Skill Test will be provisional. If on verification at any stage before or after the Examination it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;

(v)   This advertisement should not be construed as binding on the Odisha Public Service Commission to make appointment;

(vi)   Concessions meant for S.E.B.C., S.C. & S.T. by Birth are admissible to the Socially and Educationally Backward Classes, Scheduled Castes and Scheduled Tribes of Odisha only;

(vii)   Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

(viii)   All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule(1) of Rule-3 of the Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the new structured defined Contribution Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005;

(ix)   Any misrepresentation or suppression of information by the candidate in the application form will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate.

(x)   Mere empanelment in the select list shall not confer any right for appointment unless the Commission is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service;

10.   **CERTIFICATES / DOCUMENTS TO BE ATTACHED**:

Candidates who qualify in the written examination shall be required to bring with them the hard copy of online application form along with copies of following relevant certificates/documents and originals of the same for verification of their eligibility as per terms and conditions of the advertisement, the date of which shall be notified later on in due course, failing which his/her application will be rejected for the said post. The candidates are required to mention on each copy of documents **"Submitted by me"** and put their **full signature and date on the same. They must not attach the original certificates to their applications.**

(i)   H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council.

(ii)   +2/ Intermediate certificate issued by the concerned Board/Council.

(iii)   Degree Certificate(s) issued by the recognized Universities as stated under Para-4;

(iv)   Mark-sheets of all the examination (HSC to Degree) passed including fail marks if any, issued by the concerned Board/Council/University;

(v)   Conversion certificates, if required.

(vi)   Four recent passport size photographs (unsigned and unattested) with the printout / hard copy of online application form which has been uploaded in the online application forms.

(vii)   **Caste Certificate by birth in support of claim as SEBC/ SC / ST, wherever applicable (Please see Note: 1);**

(viii) Required Odia test pass certificate;

(ix)   Discharge Certificates of Ex-Serviceman issued by the Commanding Officer of the Unit last served. Ex-Servicemen should submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service, wherever applicable.

(x)   No Objection Certificate issued by the competent authority, if required;

(xi)   Permanent Disability Certificate issued by the competent authority.

(xii)   Any proof of identity;

NOTE 1:

(i)   Candidates claiming to be belonging to S.E.B.C /S.C. /S.T. categories of Odisha by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category (other than creamy layer) must submit copy of caste certificate issued by the Competent Authority <u>within the last three years by the closing date for submission of registered online application form</u> in the prescribed form;

(ii)   The SEBC certificate which is more than three years old by the <u>closing date of submission of registered online application form</u> is liable for rejection;

(iii) Women candidates belonging to S.E.B.C/S.C. / S.T. categories are required to submit Caste Certificates <u>by birth</u> showing "daughter of ....". Caste Certificates by virtue of marriage <u>(i.e. showing "wife of ....")</u> are not acceptable and liable for rejection.

(iv)   O.B.C. CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C CERTIFICATES   AND CANDIDATES SUBMITTING O.B.C. CERTIFICATES ARE LIABLE FOR REJECTION.

(v)   Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar /Additional Tahasildar of Government of Odisha.

NOTE 2 :   Degree Certificate, Caste Certificate, Odia test pass certificate, Discharge Certificate of Ex-servicemen, Disability Certificate (indicating percentage of permanent disability i.e. 40% and more) etc. must have been issued by the competent authority within the <u>last date fixed for submission/ receipt of registered online application form.</u>

P.T.O.

11. **"GROUNDS OF REJECTION OF APPLICATIONS"**

Applications of candidates will be rejected by the Commission on any of the following grounds: -

(a) In-complete online application form.

(b) Non-submission of hard copy of online application form at the time of verification of original documents.

(c) Not passing Odia test (M.E. standard)/not furnishing Odia test pass evidence as required under Para-8 (ii) of the Advertisement.

(d) Not coming within the age limit of candidate as mentioned in Para-3 of the advertisement.

(e) Not having requisite qualification as provided under Para-4 of the advertisement.

(f) Not furnishing copies of certificates/documents as provided under Para - 10 of the Advertisement.

(g) Submission of wrong information/ false information about qualification/ Age/ Category status (SEBC/SC/ST/Ex-Servicemen/ Women/PWD etc.).

(h) Suppression of facts / information about eligibility, if any.

(i) Any other ground as per the decision of the Commission.

NB: Application /candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed/ detected.

12. **HOW TO APPLY**:

(a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.

(b) Candidates must apply online through the concerned Website of the OPSC *http://opsc.gov.in.* Applications received through **any other mode** would not be accepted and summarily rejected.

(c) **Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.**

(d) The online application form is automated and system driven & will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit, even if wrongful entry has been made while filling up online application.

(e) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.

(f) *On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/Re-registration and finally submitted Online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*

P.T.O.

(g) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last hour rush.

(h) Certificate of Admission to the written examination/practical skill test to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination/practical skill test, which will be published in the Website of the Commission and widely circulated Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination. No separate correspondence will be made on this score.

(i) "Intimation letters" to candidates for document verification and "Attestation form" shall be uploaded in the website of OPSC prior to the date of Document Verification.

(j) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail (opsc@nic.in) within 07 (Seven) days of completion of the examination.

13. **FACILITATION COUNTER :-**

To resolve any Technical problem faced in filling up of online Registration/ Re-registration and Application forms, candidate may contact OPSC Technical Support **over Telephone No. 0671-2304707** between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn.- 227 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.
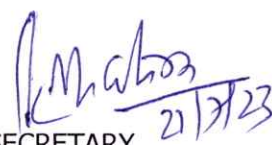
The candidates are required to visit the website of the Commission at http://opsc.gov.in for detailed information about important notices, rejection of applications, the date & time of written examination/practical skill test, document verification and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

Closing Dates

> THE LINK FOR SUBMISSION OF ONLINE APPLICATION SHALL BE AVAILABLE IN THE WEBSITE FROM 28.07.2023 TO 28.08.2023 (11:59 P.M).

NB: - THE ONLINE APPLICATION FORMS IF FOUND DEFECTIVE IN ANY RESPECT, ARE LIABLE TO BE SUMMARILY REJECTED.

PLACE: CUTTACK
DATE : 21.07.2023

SECRETARY
ODISHA PUBLIC SERVICE COMMISSION,
CUTTACK.

APPENDIX - I

Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
Paper-I	Language Test (English & Odia)	100	2 hours
Paper-II	General Knowledge (Objective)	100	1 hour
Paper-III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	
	TOTAL	**400**	
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hour

NOTE : (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii). Those who will qualify the written test shall be called for the practical skill test.

(iii). The practical skill test shall be of qualifying nature.

(iv). There will be negative marking in Paper-II & III (objective type) for wrong answers i.e. @25% of the allotted mark to a particular question.

SYLLABUS

1. **Language Test (English and Odia).**

    A. English Language Test :-   **(50 Marks)**

    (A.a)   GRAMMAR : (20 Marks)

    (A.a.i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

    (A.a.ii) Sentence Structure : Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison.

    (A.a.iii)Other Areas : Determiners, Pronouns, Prepositions

(A.b) READING: **(10 marks)**

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(A.c). WRITING: **(20 marks)**

(i)	Essay writing on familiar topics (within 250 words)	(10 marks)
(ii)	Letter Writing (Personal letter, applications, Business and Official) (within 150 words).	(10 marks)

B.   Odia Language Test :   **(50 Marks)**

(B.a) Grammar   **(20 marks)**

(1)	Transformation of sentences	(02 marks)

  a. Affirmative, Negative, Interrogative, Exclamatory
  b. Simple, Compound, Complex

(2)	Transformation of words (noun to adjective and adjective to noun)	(02 marks)
(3)	Sandhi	(02 marks)
(4)	Samasa	(03 marks)
(5)	Antonyms and Synonyms	(02 marks)
(6)	Correction of common errors in words	(03 marks)
(7)	Idioms and Phrases	(02 marks)
(8)	Taddhita and Krudanta	(02 marks)
(9)	Punctuation marks	(02 marks)

(B.b) Composition .   **(20 marks)**

(1)	Essay writing on familiar topics and personality (within 250 words)	(10 marks)
(2)	Letter Writing (Personal letter, applications, Business and Official) (within 150 words)	(05 marks)
(3)	Translation (One English passage of around 100 words to be translated into Odia).	(05 marks)

(B.c) Comprehension of an unseen passage **((5 x 2) = 10 marks)**
(Five short questions to be asked)

2. **General Knowledge** :- In this category, there should be a series   **(100 Marks)**
   of questions of different categories like –

   (a)   Matching Historical events with dates, personalities and places,

   (b)   Geographical facts with places,

   (c)   States, Countries and Institutions with headquarters.

   (d)   Books and authors,

   (e)   Scientific facts and discoveries with dates, persons and uses,

   (f)   Current events with places and personalities, and

   (g)   Matching questions of miscellaneous type.

3. **Mathematics** :-   **(100 marks)**

   (i)   Fractions and Decimals,

   (ii)   Percentage

   (iii)   Average,

   (iv)   Simple Interest and Compound Interest,

   (v)   Rates and Taxes, Insurance,

   (vi)   Profit, Loss and Discount,

   (vii)   Mixtures

   (viii) Partnership,

   (ix)   Problems on Time and Work,

   (x)   Problems on Time and Distance

   (xi)   Ratio and Proportion

   (xii)   Statistics.

   Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. **Basic Computer Skills** :-   **(100 marks)**

   (a)   MS Windows :   Introduction of Windows,
   (b)   MS Office :   MS Word, MS Power Point, MS Excel & MS Access.

5. **Practical Skill Test** : Topics for practical test –   **(50 Marks)**

I. **WINDOWS** operating system.

   To test some of the following basic system operations on file/folder(s):
   - Create, Rename, Copy/Cut/Paste, Delete.
   - Using Clipboard.

II.   MS Word.

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting test and paragraph.
- Page and Paragraph Setup.
- Inserting pictures and Word Art.

III.   MS 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.

IV.   MS Excel.

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting Cells and data.
- Functions & Formulae (Relative, absolute and Mixed reference)

V.   MS Access.

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database.
- Setting the primary key.

*Printouts of the document(s) should be attached with the answer sheet."