ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 02 OF 2014-15

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

WEBSITE – http://opsconline.gov.in

<u>PLEASE NOTE</u> : (1) ONLINE APPLICATION FORM WILL BE AVAILABLE TILL
18.08.2014 BY 11:59 P.M.

(2) LAST DATE FOR RECEIPT OF APPLICATION FEE AT ANY
BRANCH OF STATE BANK OF INDIA (SBI) IS 21.08.2014.

Applications are invited On-line through the Proforma Application Form to be made available on WEBSITE (**http://opsconline.gov.in**) from 18.07.2014 to 18.08.2014 **(Note: 21.08.2014 is the last date for payment of application fees)** for recruitment to 04 (four) posts of Junior Assistant (Group-C) in the office of the Odisha Public Service Commission, Cuttack on contractual basis. During the period of contractual appointment they shall draw consolidated monthly remuneration amounting to Rs.5,200/- + Grade Pay Rs.1900/- . <u>These posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed.</u>

2.   **<u>VACANCY POSITION</u> :**

Category	No. of Posts
(i) U.R. --	02(1-w)
(ii). Scheduled Caste --	01
(iii). Scheduled Tribe --	01(w)
Total –	04(2-w)

Out of the above vacancies, one vacancy is reserved for PWD(OH) candidate. The candidate belonging to PWD(OH) category shall be adjusted against the category to which he/she belongs.

The physical requirement and functional classification of PWD suitable for the job is as follows –

Physical requirement   – S, H, SE, MF, RW.

Functional classification – OL, OA, LV, BL (mobility not be restricted), HI (with
suitable aid)

Short form		Full form
S	-	Work performed by sitting (on bench or chair)
H	-	Work performed by hearing / speaking
SE	-	Work performed by seeing
MF	-	Work performed by manipulating (with fingers)
RW	-	Work performed by reading and writing
OL	-	One leg affected (R and/or L)
OA	-	One arm affected (R or L) – (a) impaired reach
		(b) weakness of grip
		(c) ataxia
LV	-	Low vision
BL	-	Both legs affected but not arms
HI	-	Partially deaf

(a)   The Exchange of reservation between S.T. & S.C. will not be considered.

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

3.   EDUCATIONAL QUALIFICATION :

(i)   The candidate must hold a Bachelor's Degree in any discipline from any University incorporated by an Act of Parliament or State Legistlature 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)   Candidates must have adequate knowledge in basic computer skill.

4.   AGE :

The candidate must not be under 21 (twenty one) years and must not be above the age of 32 (thirty two) years as on the 1st January, 2014 i.e. he/she must not have been born earlier than 2nd January, 1982, and not later than 1st January, 1993.

The upper age-limit is relaxable by 5 (five) years for candidates belonging to the categories of Scheduled Castes(S.C.), Scheduled Tribes(S.T.), Socially & Educationally Backward Classes(S.E.B.C.), Women and 10 years in respect of PWD candidates.

Every Ex-servicemen who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit shall be deemed to satisfy the conditions regarding age limits.

Provided that a candidate 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 him/her.

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

The date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/Council will only be accepted by the Selection Board.

5.   APPLICATION FEE -
Candidates are required to pay a non-refundable and non-adjustable fee of Rs.300/-(Rupees three hundred) only. **Candidates belonging to Scheduled Caste/Scheduled Tribe of Odisha only & PWD candidates are exempted from payment of this fee.**

6.   PLAN OF EXAMINATION :

(a) The selection of candidates for recruitment to the posts will be made through a competitive examination 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 Selection Board shall be competent to fix up the qualifying marks in any or all the subjects of the examination and skill test in Computer (Practical).

7.   PLACE OF EXAMINATION :

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

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)   The candidate must be able to speak, read and write Odia fluently and must have passed; at least an examination in Odia language equivalent to that of Middle English School standard conducted by the Board of Secondary Education, Odisha; or the Education Department of Government of Odisha or any Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia Language Test (M.E. School standard);

(iii)   The candidate must have good character.

(iv)   The candidate must have sound health & active habits and 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;

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

(vi)   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);

(vii)   **Only those candidates, who fulfil the requisite qualification & within the prescribed age limit etc. by the last date of Online Application, will be considered eligible;**

9.   OTHER CONDITIONS :

(i)   At present, only the online applications are invited from the candidates for admissible to the written examination. After declaration of result of written examination the candidate who qualified in the written examination will be required to furnish Print out/hard copy of online application form along with photo copies of certificate and documents as stated at para-12 of this advertisement on or before the prescribed date, which will be declared later on, for consideration of their eligibility for admission to the computer skill test.

(ii)   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;

(iii)   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;

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

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

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

(vii)   Concessions meant for S.C., S.T. & SEBC by Birth are admissible to the Scheduled Caste, Scheduled Tribe and Socially & Educationally Backward Classes of **Odisha only**;

(viii)   Appointment to the posts are contractual. The appointment can be terminated on one month's notice from either side without assigning any reason thereof;

(ix)   No one will be admitted to the examination/practical skill test unless he/she holds a certificate of admission. The certificate of admission will be uploaded in the website of the Commission prior to the date of examination/ practical skill test. The eligible candidates are required to down load the admission certificate and produce the same for admission to the examination/ practical skill test. No separate admission certificate will be sent to the candidates;

(x)   Any misrepresentation or suppression of information by the candidate in the online application form or in the hard copy of application will result in cancellation of his candidature or penalty, as decided by the Selection Board be imposed on the candidate;

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

10.   CONDITIONS OF SERVICE:

Conditions of Service of contractual employees appointed under sub-rule 2 of rule-5 of the Odisha Group-C & Group-D posts and (contractual appointment) Rules, 2013 are as under.

(i)   Persons appointed under the contractual posts shall continue on contractual basis for a period of six years. The period of six years shall be counted from the date of their contractual appointment.

(ii)   During the period of contractual appointment they shall draw consolidated monthly remuneration equal to the initial of the corresponding pay plus grade pay.

(iii)   Subject to satisfactory performance, the consolidated remuneration shall be enhanced by ten percent on completion of each year of service.

(iv)   They shall not be entitled to DA, HRA, RCM and other allowances during the period of contractual appointment.

(v)   They shall be entitled to leave under the provisions of the Odisha Leave Rules, 1966 at par with regular employees of Government of Odisha.

(vi)   They shall abide by the Odisha Civil Services Conduct Rules, 1959 and subject to the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962.

(vii)   They shall be enrolled under the new pension scheme contained in the Odisha Civil Services (Pension) rules, 1992 from the date of contractual appointment under sub-rule(1) of rule 8.

11.   CONDITIONS OF SERVICE ON REGULAR APPOINTMENT:

(i) On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed. A formal order of regular appointment shall be issued by the appointing authority.

(ii) On regular appointment they shall be entitled to draw the time scale of pay Rs.5,200-20,200/- plus Grade Pay Rs.1900/- with usual DA and other allowances as may be sanctioned by the Government of Odisha from time to time.

(iii)Other conditions of service shall be governed as per Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) Regulations, 1994 as amended from time to time.

12.   CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates who qualify in the written examination will be required to submit the printout/hard copy of online application form along with true copies of the following certificates and documents. The candidates are required to mention on each document "submitted and attested by me" and put their full signature & date on the same. **They must not attach original certificates to their applications**.   Only those, who are called for the Practical Skill Test will be required to bring with them the original certificates, mark-sheets etc. of the attested copies for verification at the time of Practical Skill Test.

If a candidate fails to furnish any of the original documents in respect of the attested copies submitted with the application for verification on the date of Practical Skill Test, before the Practical Skill Test starts, he/she shall not be allowed to appear at the Practical Skill Test.

(i)   Two recent passport size photographs(unsigned & unattested) which has been uploaded with Online Application Form;

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

(iii)   Intermediate/+2 /Higher Secondary Examination Certificate issued by the concerned Board/Council;

(iv)   Degree Certificate(s) issued by recognized University as stated under Para-3;

(v)   Caste Certificate **by birth** in support of claim as S.Cs./S.Ts./S.E.B.Cs., wherever applicable (Please see Note below);

(vi)   Required Odia Test pass certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to M.E. School Standard or a certificate from the Principal/Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard, if not passed Odia as a subject in the High School Certificate/equivalent examination;

(vii).   Discharge Certificates issued by the Commanding Officer of the Unit last served wherever applicable:

(viii)   Disability certificate (indicating percent of disability) issued by the concerned Medical Board wherever applicable.

(ix).   If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (With number and date) under which   it is so treated, must be furnished with the printout/hard copy of the online Application Form.

NOTE 1 : Candidates claiming to be belonging to S.C./S.T./S.E.B.C. category 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</u> from the date of advertisement.

(i)   Women candidates belonging to S.C./S.T./S.E.B.C. are required to submit Caste Certificates by birth showing "daughter of ………………….........….." Caste Certificates by virtue of marriage (i.e. showing "wife of ………….………") is not acceptable;

(ii)   OBC CERTIFICATES WILL NOT BE ACCEPTED IN   LIEU OF S.E.B.C. CERTIFICATES;.

(iii).   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 and PWD certificate must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

13.   <u>HOW TO APPLY</u>:

(a)   **Candidate must go through details of this Advertisement available in website of the OPSC before filling up online application.**

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

(a)   **Before filling up the online application form, the candidates must go through the following documents available at OPSC portal.**

    (i)   **Instruction to fill up the online application form.**

    (ii)   **Guideline for scanning and Uploading of Photograph, Full Signature & Left Hand Thumb Impression.**

(b)   Candidates are required to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left hand Thumb Impression(LTI) in the online application form. **The uploaded photograph, full signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected** by the Commission and no representation from the candidate will be entertained.

(c)   Candidates should keep at least 2 copies of latest passport size photograph which is uploaded on the online application form for future use.

(d)   Candidates are required to take a printout of the finally submitted Online Application Form for future use and take a printout of Online Challan (Pay-in-Slip) for payment of requisite fee at any branch of State Bank of India (SBI). The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be adjusted or held in reserve for any other examination or recruitment.

(g)   **On successful submission of the online application form, an Unique Registration ID will be displayed on the screen as well as top of the application form. <u>Candidates are required to note down the unique Registration ID and use it in future correspondence.</u>**

(h)   **At present, only the online applications are invited from the candidates for admission to the written examination. Candidates who qualify in the written examination will be required to send the Printout/Hard copy of the filled in Online Application duly signed under the declaration along with copies of required certificates and documents etc., as provided under para-12 of this advertisement and the OPSC copy of Challan showing payment of Application fee, by Registered Post/Speed Post to the Special Secretary, Odisha Public Service Commission, 19, Dr. P.K. Parija Road, Cuttack-753001 <u>so as to reach the same in the office of the OPSC on or before the date which will be notified in due course.</u>**

    The envelope containing the Printout/Hard copy of the online application alongwith copies of requisite certificates and documents etc must be superscribed "APPLICATION FOR THE POST OF JUNIOR ASSISTANT". Application received after the closing date shall not be entertained. The Commission will not take any responsibility if the application is not received in time.

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

(j) Certificate of Admission to the examination/practical skill test to the eligible candidates will be uploaded in the Website of OPSC prior to the date of examination, which will be published in the Website and News paper. The candidates are required to download their Admission Certificate from Website of the Commission and produce the same for admission to the examination or Practical Skill Test. No separate correspondence will be made on this score.

14. FACILITATION COUNTER:

For any technical guidance on filling up the online application, the candidate may contact facilitation counter of OCAC over Toll free Telephone number18003456770 or 155335 in any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.

Regarding difficulty in payment of fee, if any, the candidates may contact SBI over Telephone No 0671-2368267 and 9437039604.

In case of any guidance/information on advertisement & recruitment, candidates may contact the OPSC Facilitation Counter over Telephone No.0671-2304141/2305611 & Extn-224 & 205 in 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://opsconline.gov.in OR http://opsc.gov.in for detailed information about the programme of the examination/ Computer skill test, rejection notice and other important notice etc. and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

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SPECIAL SECRETARY,
ODISHA PUBLIC SERVICE COMMISSION,
CUTTACK.

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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.

S Y L L A B U S

1.   Language Test (English and Odia).

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

(a) GRAMMER : (20 Marks)

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

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

(iii) Other Areas : Determiners, Pronouns, Prepositions

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

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

(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)**

(a) **Grammar** **(20 marks)**

(1) Transformation of sentences (02 marks)

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

(2) Transformation of words (02 marks)
(noun to adjective and adjective to noun)

(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) **Composition .** **(20 marks)**

(1) Essay writing on familiar topics and personality (10 marks)
(within 250 words)

(2) Letter Writing (Personal letter, applications, Business (05 marks)
and Official) (within 150 words)

(3) Translation (One English passage of around 100 words (05 marks)
to be translated into Odia).

(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."