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

Advertisement No.IIE-133/2021-4229 /OSSC; Date: 22.12.2021

Selection of candidates for recruitment to the post of **Field Assistant** on Contractual basis as Initial Appointees Under Director of Textiles Odisha, Bhubaneswar

(POST CODE – FAS/67)

Website: www.ossc.gov.in

IMPORTANT:

- **Online Applications are invited from intending candidates to fill up 11(Eleven) numbers of posts of Field Assistant** Under Director of Textiles Odisha, Bhubaneswar

	Start Date	Closing Date
Online Registration	**28.12.2021**	**27.01.2022**
Online Payment of Examination Fees	**28.12.2021**	**27.01.2021**
Submission of Online Application Form	**28.12.2021**	**04.02.2022**
Mode of apply	**Online Mode only through the website www.ossc.gov.in. No Physical copy/Hard copy of the online application form need to be submitted by the applicant.**	

- **Candidates must register their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages from the Commission relating to this recruitment.**

Educational Qualification for the post:

Candidate to be eligible to apply for the post must have passed **Bachelor's Degree** in Bio-Science i.e. B.Sc.(Sericulture)/ B.Sc.(Agriculture) & allied subjects such as Horticulture/ Forestry/ B.Sc. in Biology/ Botany/ Zoology/ life Science/ Bio-Chemistry/ Micro-Biology/ Bio-Technology/ Bio-Informatics/Bio-Statistics from any recognised University.

- **The prescribed age limit for the post is from 20 years to 32 years as on 01.01.2021 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-service contractual employees as detailed under clause-5(a) of the advertisement.**

- **The appointment will be initially on contractual basis as Initial Appointees carrying a consolidated pay in the pay matrix of Level-7 of ORSP-17, amounting to Rs.14,200/- in the first year as per Govt. in G.A. & P.G. Department Notification No.28621/Gen dated 27.10.2021. The pay is subject to revision as per decision of the Government of Odisha from time to time.**

- **The candidates applying for the post must go through this detailed advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & certificate verification shall be provisional and shall be on the basis of the information furnished by him/her 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 prescribed for the post, his/her candidature for the examination will be cancelled forthwith and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.**

- **Appointment to the post shall be guided by Odisha Group-C & D Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.32010-GAD-SC-RULES-0009-2013-/Gen dated 12th November 2013 & subsequent amendment.**
- **No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access the Commission's website www.ossc.gov.in regularly to know about the status of their applications and date of test(s).**
- **Commission will adopt normalization process for processing the result where candidates appear the examination through CBRE(Computer Based Recruitment Examination) mode in multiple batches using different sets of question papers so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.**

2. How to apply:

a. The applicants have to go through the Detail Advertisement before filling up the online application form.
b. Aspirants have to apply online using the official website of the Commission www.ossc.gov.in.
c. All eligible candidates have to register themselves by clicking on "**APPLY ONLINE**" button in the Home page of the Commission's website www.ossc.gov.in.
d. Those candidates who are applying for the first time have to register for the post by clicking on "**NEW USER**" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
e. On clicking "New user" or "Registered User" instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions are to be read carefully before proceeding for filling up the Application Form.
f. Step by step procedure for registration/re-registration can be viewed by clicking on "**Instruction to fill up Online Application Form**".

3. Pre-requisites for filling up Online Application Form

a. Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. **Candidates should keep that e-mail Id and Mobile Number (given during registration) active to receive all important communication from the Commission till publication of the final result of this recruitment exam.**
b. Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 100kb shall be kept handy for uploading during Registration for any post.
c. Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.

d. Applicant shall keep their required Certificates, Mark sheets & other documents ready as per Clause-7 of the advertisement while filling up the details of the educational qualification & other fields during filing of Online Application Form. The candidates needs to upload scanned copy of their Bachelor's Degree in Bio-Science certificates & mark sheet(file size between 100 to 500kb, format support pdf).

e. Applicants should enter the Aadhar number in the appropriate field in the online application form.

f. SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form.

g. But if the valid online Caste Certificate issued by the competent Authority is not in possession with the candidate at the time of submission of the online application form, he/she must give self declaration in the format appended to the online application form.

h. Candidate claiming reservation/age relaxation under "**Ex-Serviceman**" category need to upload any one of the Ex-Servicemen Documents i.e. **Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service** rendered in Defence Forces have been reflected). Ex-Servicemen who are going to retire within six months from the closing date of online application may apply for the post by obtaining "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category.

The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

i. Candidates claiming reservation/ age relaxation under **"PwD (Persons with Disabilities)"** category need to upload a valid online **PwD** certificate issued by **Unique Disability Identification (UDID)**. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

j. **In-service contractual employees of Government Offices** claiming age relaxation (maximum age limit 45 years as on 01.01.2021) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/ Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group'C' &'D' posts and who have completed minimum one year of continuous service prior to commencement of Odisha Group- B/ Group-C& D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the proforma prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission **www.ossc.gov.in**. They shall have to fill the detail information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. in the online application form. The candidate has to produce the certificate issued by the employer in the prescribed format, as prescribed in the above Advisory Notice along with original documents during Certificate Verification for consideration of his/her claim under Contractual in-service benefits.

The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents must be clearly identifiable/ visible, otherwise the registration and application shall be liable for rejection and no correspondence on this account shall be entertained.

Candidates must submit correct data /information in the Online Application Form basing on which the candidate shall be allowed to appear the examination. 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 prescribed for the post, his/her candidature for the post will be cancelled forthwith.

4. Number of posts to be filled up and reservations :

(a) As per requisition received the detail category wise break up of vacancies for the post of Field Assistant is as follows:

Sl. No.	Name of the Post	Category wise Vacancy					Special Category Vacancy		
		UR	ST	SC	SEBC	Total	Ex-Servicemen	Sports Person	PwD
1	Field Assistant	06 (w-01)	01 (w-Nil)	4 (w-Nil)	-	11 (w-01)	Nil	Nil	01

NOTE: -

SC-Scheduled Caste
ST-Scheduled Tribe
SEBC-Socially and Educationally Backward Class
UR- Unreserved.
W- Women

As per the Govt. of Odisha in Social Security & Empowerment of Persons with Disabilities Department Resolution **No.1843/SSEPD Dtd.25.02.2021**, the PWD candidates having 40% or more permanent disability in the following categories and bench mark disability shall be eligible to get reservation and apply for the post.

Category	Types of Disabilities
Category-II	a. Hearing Impaired (with suitable aid);

Physical requirement.

1. **R&W- WORK PERFORMED BY READING AND WRITING**
2. **SE- WORK PERFORMED BY SEEING**
3. **ST- WORK PERFORMED BY STANDING**
4. **S-WORK PERFORMED BY SITTING(ON BENCH OR CHAIR)**
5. **W-WORK PERFORMED BY WALKING**

Note: The total number of vacancies and vacancies in different categories to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.

5. **Eligibility:**

(a) **Age**:

The minimum age for the post is 20 years and the maximum age is 32 years as on 01-01-2021. The upper age limit is reliable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled **to cumulative age relaxation** of ten years over & above the normal relaxation specified for the category. However, a candidate can only avail one type of age relaxation as per rule.

To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1989 and not later than 1st January 2001. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as ex-serviceman for the post. However such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category.

Note: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.

However, the upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices as per Contractual appointment Rules-2013 and have completed one year of continuous services as on 17.01.2014 & 18.11.2013 for Group-B / Group-C &D services respectively i.e the date of publication of the said Notification in Odisha Gazette shall be eligible to get age relaxation. As such they must be less than 45 years as on 01.01.2021. They should submit the required proof from their employer as per Clause-7(ix) of the Advertisement at the time of document verification.

(b) 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 there to shall only be acceptable by the Commission.

(c) GENERAL CRITERIA OF ELIGIBILITY:-

A candidate applying for the above post should be (a) a citizen of India, (b) of good character, (c) of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates) (d) must not have more than one spouse living (e) (i) must have passed M.E. School Examination with odia as language subject, or (ii) have passed HSC Examination or equivalent examination with odia as Medium of examination in non-language subject, or (iii) passed in Odia as language subject in the final examination of Class-VII and above, or (iv) passed a test in Odia in M.E. School standard conducted by Education Department.

(d) Minimum Educational qualification:

The candidate in order to be eligible for appearing in the selection examination for the post must have passed Bachelor's Degree in Bio-Science i.e. B.Sc. in (Sericulture)/ B.Sc. in (Agriculture) & allied subjects such as Horticulture / Forestry/ B.Sc. in Biology/ Botany/ Zoology/ life Science/ Bio-chemistry/ Micro- Biology/ Bio-Technology/ Bio-Informatics/Bio-Statistics from any recognised University.

6. Examination Fee:

The candidates other than SC/ST/PwD category have to pay a non-refundable examination fee of Rs. 200/-. The fees can be deposited only through online mode using Internet Banking/Debit Card/Credit card/UPI/other available payment methods linked with the online application form. On clicking the payment option through any of the above option of payment the candidate will be redirected to treasury portal and the amount will be deducted from candidate's account and will be deposited in the Head of Account "0051-00-104-0047-02041-000". Candidates are advised to keep with them the copy of the e-receipt as a token successful payment of required examination fee for future reference.

Applications without payment of examination fees (except SC/ST/PwD candidates will be treated incomplete and shall be liable for rejection).

7. Detailed Application Form(DAF) to be submitted at the time of Certificate Verification:

The candidates are required to submit the self attested photocopies of the following documents mentioning on each of the document **"Submitted by me"** and put their **full signature**. However, the candidates have to produce their Original certificates before the verifying officer for necessary verification along with a set of Xerox copies of the same.

i. OSSC Copy of the Online Application legibly signed by the candidate at appropriate place.

ii. HSC pass certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.

iii. +2 pass certificate & mark sheet or equivalent certificate issued by the concerned Board/Council.

iv. Bachelor's Degree pass certificate in Bio- Science (as detailed at clause-5(d) of the advertisement) & Mark sheet.

v. ST, SC & SEBC candidates claiming age relaxation must submit online caste certificate issued by the competent authority for the purpose of employment/service. SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be **within one year prior to the closing date of online application.**

vi. Online Disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.

vii. Candidates have to submit the certificate of either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.

viii. Discharge certificate/Identity card/ PPO or any document indicating the Date of entry, Date of discharge and the period of service rendered in Defence forces in case of Ex-Servicemen candidates.

ix. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer as per Commission's advisory Notice No.3568/OSSC dt.01.11.2019 indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed whether covered under category-I/ category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual appointment Rules-2013), FD approval/concurrence to fill up such posts and No Objection to appear the examination. The candidate has to submit related copy of documents/Office order for verification by the Commission.

8. PLACE AND DATE OF WRITTEN EXAMINATION:

The Date, Time & Venue of the Written Examination and certificate verification will be conveyed to the eligible candidates in the Admission Letters in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified by the Commission.

9. PLAN OF EXAMINATION:

The plan, pattern, scheme and syllabus of examination is as follows.

Stages of Examination	Type of Examination	Nos. of papers	Name of Subjects	Marks allotted	Duration	Remarks
Stage-I	Main Written Examination	One Paper	Paper-I (Composite Paper)	100 marks	2 hours	Questions will be of objective type with multiple choices of answers. The examination will be conducted through Computer Based Recruitment Examination (CBRE) Mode. Candidates about 03 (three) times of the vacancies advertised from each category in order of merit basing on their performance in the written examination will be shortlisted for Document Verification. There will be negative marking @0.25 marks for each wrong answer.
Stage-II	Certificate Verification	-		-	-	The candidate who will not attend the certificate verification his/her name will not be taken into consideration while preparing the merit list. The candidates found suitable in certificate verification shall be selected in order of merit basing on their marks secured in written examination category wise as per vacancies advertised.
		Total		**100 marks**		

Note:- The candidature of the applicant shall be rejected if he/she fails to appear in any of the above stages of examination.

Main Written Examination

Papers	Subjects	Maximum Marks	Time
Paper-I (Composite Paper)	Odia Language	10	2 hours
	General English	10	
	Computer Fundamentals	10	
	General Studies	20	
	Technical Paper	50	
	Total	**100 marks**	

Syllabus for Written Examination.

Composite Paper- (Paper-I) -100 marks

Composite Paper consists of 100 questions of multiple choices of the following subjects. The standard of question General English and Odia Language will be of HSC standard.

General Studies-The question of General Studies will relate to Indian History, Economics, Geography, Indian Polity, General Science, Environmental Issues, Human right Issues, Current events.
Computer Fundamentals-Windows, MS Office, (Word, Excel, PowerPoint), MS Access, & Usage of Internet services.
General English – Grammar, usage & vocabulary.

Odia Language- Grammar, usage & vocabulary.

Technical Paper- Detail syllabus of Technical paper is attached at Annexure-A.

Candidate who will fail to appear any stage of examination shall not be allowed to appear the subsequent stages of examination.

10. Certificate verification :-

Basing on the performance in the Main Written Examination candidates about 03 (three) times of the vacancies notified, in order of merit category wise shall be shortlisted for certificate verification/ verification of original certificates. Age, Educational qualification, caste, Special category claiming age relaxation etc will be verified to check the eligibility of the candidate for the post. **The candidates who will fail to appear in the certificate verification on the date notified, their names will not be taken into consideration while preparing the merit list.**

11. Admission letter:-

The Commission shall upload the Admission letter for the convenience of the admitted candidates on its Website. "www.ossc.gov.in". The candidate has to go to the website of the Commission click on the button 'candidates login' and then provide **'user Id'** and **'Password'** upon which the status of the application will be displayed on the screen. The eligible applicant has to click on **"Download Admission Letter"**

and the requisite Admission letter can be downloaded. **Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by him/her in the online application form.**

The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

12. Select List:

The Merit list of the candidates found suitable in certificate verification shall be prepared basing on the marks secured in the Main written examination.

The eligible contractual employees belonging to Category-I and category-II (In-service Contractual employees appointed in Government Offices prior to 17.11.2014 for Group-B Services & 18.11.2013 for Group-C & Group-D Services and have completed minimum one year of contractual Service by the date) shall be allowed required benefit as per rule 8 of Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

The Select list shall be published on the basis of merit and category wise as per the vacancies advertised.

13. Results: The results will be published in due course in the Commission's website.

NOTE: -

i. **The candidates are required to visit the official website of the Commission**
ii. **'www.ossc.gov.in' regularly for detailed information about the programme of the examination other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily newspapers.**

iii. **The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. The Mobile No. & e-Mail Id should remain active till completion of the recruitment process to avoid any communication gap.**

WARNING

Mobile phone or any other electronics devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

By order of the Commission

Secretary