



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

No.IIE -05/2019/ 4631 /OSSC; Date.27.12.2019

Recruitment for 48 posts of Industries Promotion Officer under Director of Industries, Odisha, Cuttack on Contractual Basis

(Post Code-IPO/14)

(WEBSITE: www.osscc.gov.in)

IMPORTANT:

- Online Application registration will be made available from 16.07.2020 till 16.08.2020 by 11.55 P.M in the official website of the Commission "www.osscc.gov.in". Application other than online mode shall not be accepted by the Commission.
- Candidates are to be extra vigilant while filling up the online application form as there is no edit option.
- Online Applications are invited for selection of candidate for recruitment to 48 posts of Industries Promotion Officer on contractual basis.
- The Candidates who intend to apply should go through the eligibility criteria prescribed for the post in the advertisement, before filling up the application. The candidate must satisfy himself/herself about his/her eligibility for the post before applying and only through online mode. No other mode of application shall be entertained by the Commission.
- No hardcopy of online application/ documents to be sent to the Commission. The applicants are required to upload the required certificates/documents as listed at clause-7 of the advertisement in the "Document Upload" tab. The documents should be in pdf format, clearly visible and in prescribed size as instructed in Clause-1 (b).
- PwD candidates have to follow the Advisory Notice published vide No.3453/OSSC dtd.24.10.2019 available in the Commission's website.
- In-service contractual candidates claiming benefits under provision of Odisha Group-B Posts (contractual appointment) Rules, 2013 will also have to follow the advisory notice published vide No.3658/OSSC dtd.01.11.2019 dtd.01.11.2019 available in the Commission's website.
- Candidates must have passed Degree in Engineering in any discipline or Diploma in Engineering in any discipline from the Polytechnics or Engineering Schools of Odisha or equivalent thereto on the date of submission of online application form.
- The appointment will be initially on contractual basis carrying a consolidated pay of Rs.16880/- per month (for 1st year) as per Odisha Group-B Posts (Contractual Appointment) Amendment Rules, 2017 notified vide Government in GA & PG Department Notification No. GAD-SC-RULES-0037 -2017 - 19569 / Gen. dtd.12th September, 2017. The condition of service shall be governed by Odisha Group-B Posts (Contractual Appointment) Rules, 2013 published vide Notification No. 1147-GAD-SC-RULES-0061-2013/Gen. dtd.17th January,2014 and the relevant recruitment rules.

1

- Candidate must not be below 18 Years and must not exceed 32 years of age as on 1st January 2019 to be eligible to apply for the post (refer to Clause-5(a) of this Advertisement) with usual age relaxation for reserved categories as per relevant rules of Govt. in force.
- The candidate must submit the correct information/data 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 either temporarily or permanently from appearing any further recruitment examination conducted by the Commission.

1. How to apply:

The applicants have to go through the detail advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the official website of the Commission "www.ossce.gov.in". The applicants other than S.C., S.T. & PwD categories are required to deposit non-refundable examination fee of **Rs.200/-** only through online mode following the procedure as detailed at **clause-6** of this advertisement to apply for the post. By clicking on the tab 'online application' in the home page of the website, different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the online application process.

There will be 2 links under "**Form Links**" column for each advertisement.

(i) **For Registration.**

(ii) **For registered user login.**

All the Candidates first need to complete the Registration process before filling the online Application Form.

For Registration the candidate needs to **click** the link "**For Registration**" present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form**, where few basic Details will be required as follows to be filled up by the applicant correctly.

- i. **Nationality**
- ii. **Applicant's Full Name**
- iii. **Applicant's Father's Name**
- iv. **Applicant's Mother's Name**
- v. **Name of the husband (In case of Married female applicant)**
- vi. **Gender**
- vii. **10th Standard Roll Number (As Mentioned in the Certificate)**
- viii. **10th Standard Year of Passing**
- ix. **10th Standard Board (Name)**



- x. **10th Standard Passed Exam Type**
- xi. **Whether passed minimum Seventh class exam. in Odia**
- xii. **Mobile Number**
- xiii. **Email Address**

All the above fields need to be filled in mandatorily by the candidate.

Caution: 1. The candidate must submit the correct data in this section as the subsequent sections will be automatically populated with the data filled in this section. No change in this section will be allowed after the candidates submit the 'I Agree' box.

2. The details submitted by the candidate for 10th Standard Roll Number (As mentioned in the Certificate), 10th Standard Board, 10th Standard Year of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained. User registration is only required once during applying for a specific post/advertisement.

Once the above details are filled by the candidate, one CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box "I Agree" for declaration and submit the registration form.

On Submitting the registration form a unique Application Sequence No. will be generated and will be shown to the candidate.

Application Sequence No. generated will act as user id of the candidate for the post. E-mail and SMS will be sent to the candidates through his registered email id and mobile no intimating the 'User id' and 'Password' for the post.

After successful submission of the registration form "Go to Application Form" & "Logout" button will be visible in the top right hand corner of the webpage.

Candidate can also click on the "Go to Application Form" to continue with the filling of the application form. Candidate can click the "Logout" button if he/she wishes to exit the current session.

1. (b) For registered user login

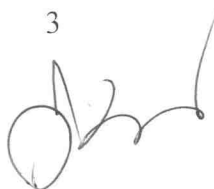
In order to fill in the Application form candidate needs to Click the link present under "For registered user login" present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate need to login using the 'User id' and 'password' he/she received after registration though e-mail as well as SMS in the registered mobile no. & e-mail id.

Once the candidate successfully logged in to the application form he/she will be getting 4 tabs

1. **Personal Details**
2. **Additional Details**
3. **Qualification details**
4. **Document Upload**

All the detail data are required in the above 4-tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will



be auto populated in the respective fields of the application form. Please read the caution below while filing up the column of Marks Secured and Full Mark for the examinations passed

The candidate have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking "**Save & Continue button**" present in the end of the each tab.

Candidate can **preview** the application by clicking the "**Preview Application**" button present in the end of "**Document Upload**" tab as and when required.

All candidate mandatorily need to upload the scanned image of his/her **recent passport size photograph and scanned image of his/her full signature** in the on line application form which **must be within max 80 kb (The Format supported -JPEG/JPG)**.

In addition to the above requirement all the candidates need to upload the following document in the **Document Upload Section** in (**File size max 300kb, format supported-pdf**).

- i. **10th Standard Pass Certificate & Mark sheet** containing the 10th Standard Roll Number as given in the registration form
- ii. **+2 Certificate & Marksheet** (if any).
- iii. **Diploma in Engineering** certificate & mark sheet
- iv. **Degree in Engineering** certificate & mark sheet
- v. Candidates Claiming reservation under **SC/ST/SEBC** category need to upload valid caste certificate or a self declaration in prescribed format (Annexure 'A' or 'B') appended in this advertisement.
- vi. Candidates Claiming "**PwD (Persons with Disabilities)**" category need to upload a valid **PwD** certificate.
- vii. Candidates Claiming "**Ex-Serviceman**" category need to upload any one of the Ex-Servicemen Documents (**Discharge Certificate/ Identity card/ PPO indicating therein the date of entry, date of discharge and period of service** rendered in Defence Forces) as per Clause-8(viii) of the advertisement).
- viii. Candidates not having Odia as a subject in HSC Examination, has to upload Odia Pass certificate in at least **ME Standard (Class-VII)** or more issued by Head Master/Principal or any other competent authority affiliated to Education Department of Govt. of Odisha or any other competent Authority.
- ix. **In-service contractual employees** in the category-I & II (Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014) & GA Department Notification No.GAD-SC-Rules-0009-2013/32010/Gen dated 12.11.2013) claiming age relaxation up to 45 years as on 01.01.2019 and have completed one year of continuous service prior to effective of Odisha Group-B posts Contractual Appointment Rules, 2013 must upload the required certificate issued by the concerned employer as per proforma prescribed by the Commission vide the Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.osscc.gov.in

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no further correspondence in this regard will be entertained.



The candidates are also advised to fill up relevant details under different tabs, mentioning category, special category, present address, permanent address, full marks, marks secured in H.S.C, +2 level & Diploma/Degree in Engineering which are required for eligibility.

Caution:

(i) ***The candidates should mention correct mark in the online application Form. Full Marks and Mark secured from HSC to Diploma/Degree must be mentioned excluding extra optional marks (if any).***

(ii) ***If it is found during document verification or at any stage of recruitment or there after that the marks entered in online application do not tally with the uploaded documents, then the candidature of the applicant will be rejected out-rightly.***

The filled in Application Form must be submitted by clicking the '**Submit Button**'. Before submitting the **online application the applicant must re-check the information** filled in and ensure that the information provided and the scanned signature and scanned photographs uploaded are clearly identifiable /visible. After clicking the submit button, the system will redirect all candidates (Except SC/ST/PwD category candidates) to SBI Collect portal for payment of examination Fees, the details of which has been furnished at Clause-6 of this advertisement. After successful payment of Examination fees (as applicable) the form will be submitted in the OSSC website. In case of applicants in the category of SC/ST/PwD the form will be submitted directly. After the form is successfully submitted, the candidate has to take the printout copy of the submitted online application form for future reference.

1. (c) The copy of the online application form has to be preserved by the applicant for future use. In case the candidate is shortlisted for Viva Voce Test, he/she has to submit the same in the Office of the Commission during certificate verification on the date of Viva Voce Test along with the originals & a set of self attested photo copies of certificates/ documents.

1. (d) Applications received through any mode other than online mode are liable to be summarily rejected.

1. (e) **The applicant must submit the correct data/information 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 online application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, the Commission reserves the right to debar such candidates from applying for other recruitment examinations conducted by the Commission either temporarily or permanently.**

1. (f) The candidate may find out the status of his/her application as well as his/her Admission letter/hall ticket for appearing the examination by accessing OSSC website, clicking therein '**online application**' tab, and thereafter clicking on the link present under "**For registered user**



login” in Form Link section against that particular advertisement/post, by using the user ID and password.

1. (g) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to this Advertisement.

The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter for the examination and valid Photo Identity proof issued by any Govt. Authority.

2. Last date of online Applications:

2.a. The last date for submission of online Application in response to this advertisement is 11.55 P.M. of Dtd. **16.08.2020**. The system will be automatically disabled from 11.55 PM of the said date after which the application form for this particular post will not be generated any more.

2.b. No. Physical Copy (hard copy) of the online application form/documents required to be sent to the Commission. Candidates have to upload the relevant documents as listed in the online form at the time of online application.

3. Vacancies be filled up and reservations :

Category wise vacancy position					Vacancies for Special Categories		
SC	ST	SEBC	UR	Total	EX-SM	PwD *	Sports Person
05(W-02)	02(W-01)	02	39(W-13)	48	01	02	01

PwD candidates having Permanent disability of 40% or more in the bench mark disability of partially deaf & low vision are eligible to apply for the post.

Category	Types of disabilities
Category-I	(a) Low Vision:
Category-II	(b) Partially Deaf (with suitable aid)

The Physical requirement for the post shall be as follows:-

W-Work prescribed by walking

SE-Work prescribed by Seeing

H-Work performed by hearing /speaking

RW-Work performed by reading & writing



3.(a) Provision of assistance of Scribe

PwD candidates who have not less than 40% permanent disability and have limitation in writing shall have the option to use his/her own scribe. The intending candidates have to give option in the appropriate place while filling up online application form and also to submit the required certificate prescribed by the Commission as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission "www.osscc.gov.in".

3.(b) The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission, the Recruiting Authority and Government.

4.Remuneration & Condition of Service:-

The appointment to these posts will be initially on contractual basis carrying a remuneration of Rs.16,880/- per month (for 1st year) as per Govt. in G.A. & P.G. Department Notification No.19569/GA dtd.12.09.2017 and Condition of Service will be guided by the Government of Odisha from time to time as per Odisha Group-B Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No. 1147-GAD-SC-RULES-0061-2013/Gen. dated 17th January 2014 and the relevant Rules regulating the service etc.

5. Eligibility:

5. a. Age:

The minimum age for the post is 18 years and the maximum age is 32 years as on 01.01.2019. The upper age limit is relaxable 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, 1987 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 date of the submission of online application are not eligible to apply as ex-serviceman for the post. Ex-Servicemen who are going to retire within six months from the closing date of online application may apply for the post by obtaining relevant clearance 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 on the date of viva Voce Test for considering their claims under Ex-Serviceman category.

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

7


Note: Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt.(Res) dt.14 August,2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self declaration/undertaking to the concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by his present employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

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 or the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of "Odisha Group-B posts (Contractual appointment) Rules-2013 shall be eligible to apply for the post. As such they must be less than 45 years as on 01.01.2019. They should submit the required proof from their employer for availing age relaxation and submit/upload the required documents as at clause-7(xi) of this advertisement.

5.(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 to the Commission.

5. (c) Educational Qualification:

- I. Candidates must have passed Degree in Engineering in any discipline or Diploma in Engineering in any discipline from the Polytechnics or Engineering Schools of Odisha or equivalent thereto from any recognised University or institution on the date of submission of online application form.
- II. The applicant must have Odia as one of the subjects in the HSC or passed examination in Odia equivalent to M.E. standard or passed in Odia as language subject in final examination of Class-VII or passed a test in Odia in M.E. School Standard conducted by Education Department Govt. of Odisha on the date of the Application.

5.(d) General Eligibility Criteria

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

- (i) The candidate must be a citizen of India.



- (ii) Be able to speak, read & write Odia.
- (iii) Be of good moral character & conduct.
- (iv) Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.
- (v) If married, must not have more than one spouse living.
- (vi) Candidate must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-Language subject, or have passed in Odia as a language subject in the final examination of Class VII or above or have passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

Not fulfilling any of the eligibility criteria shall render the applicant's candidature invalid & rejected.

6. Examination Fee:

The candidates other than SC/ST/ Persons with Disabilities (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 in SBI payment gateway linked with the online application form following procedure as detailed below:-

Online Fee Depositing process in State Bank of India (SBI) through State Bank Collect Portal
Important: Candidate other than SC, ST & PwD category needs to "Make Online Payment" of Rs. 200/- for submission of online application form for the post. Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.
<u>Steps to be followed in SB Collect portal for Online Payment</u>
System will redirect you from online application form portal to State Bank Collect Portal after clicking on the 'Submit' button.
<ol style="list-style-type: none"> 1. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking "Submit" Button. 2. Select the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein. 3. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.
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.
Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.



Note:

- (i) Applications without payment of examination fee except SC/ST/PwD category candidates shall be liable for rejection.
- (ii) SC/ST/PwD candidates are exempted from paying examination fee.

7. Certificates / documents to be submitted at the time of certificate verification

The documents as listed from (ii) to (xi) have to be uploaded by the candidate at the time of online application and the originals of the same and the copy of registered online application form as listed below alongwith a set of self attested photocopy of the same are to be produced during certificate verification on the date of Viva Voce Test.

- (i) Copy of the registered online application Form.
- (ii) HSC certificate or equivalent certificate & mark sheet issued by the recognised Board/Council.
- (iii) +2 pass Certificate & Mark sheet (if any).
- (iv) Diploma in Engineering certificate & mark sheet.
- (v) Degree in Engineering certificate & mark sheet.
- (vi) Candidates of SC/ST/SEBC category must submit a valid caste certificate issued by competent authority on the date of certificate verification in support of his claim in the said category.
- (vii) Candidates have to submit the certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia of M.E. standard/Class-VII issued by Principal/Head Master or any other competent authority.
- (viii) Certificate of disability issued from the concerned Medical board of the concerned district in case of PwD candidates with permanent disability. For candidates with temporary disability, they shall have to produce recent disability certificate to avail age relaxation.
- (ix) Documents in support of claim against Ex-servicemen i.e. Discharge certificate, identity Card & P.P.O issued by the appropriate Authority indicating there in the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces.
- (x) Identity proof issued by Director Sports and Youth service Department, Govt. of Odisha for claim of reservation against Sports Person category.
- (xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer as per proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission "www.osscc.gov.in".



8. Plan of examination:

Sl. No	Type of the Examination	Subject/Papers	No. of Questions in each paper	Marks	Time Allotted	Remarks
i	Stage-I Main written Examination	Paper-I Composite Paper- General English (25 questions), Odia language (25 questions) & General Studies- (50 questions) (Negative marking of 0.25 marks for each wrong answer.	100 Questions (each question carries 1 mark)	100	1&1/2 hrs (Objective type to be answered in OMR sheet)	Candidates three times of the vacancies in order of merit category wise basing on the sum total of marks secured in the main written examination i.e. paper-I & paper-II shall be shortlisted for Viva Voce Test.
		Paper-II Technical Paper- 100 questions (Negative marking of 0.5 marks for each wrong answer)	100 Questions (each question carries 2 marks)	200	1 &1/2 hrs (Objective type to be answered in OMR sheet)	
ii	Stage-II	Certificate Verification & Viva Voce Test		30	--	Verification of original certificates/docum ents of the shortlisted candidates will be made before Viva Voce Test.
Total				330		

(i) Syllabus of Main (Written) Examination:-

Paper-I (Composite Paper)-General English, Odia Language & General Studies

The questions of General English (GE) & Odia Language (OL) will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage of grammar.

The questions of General Studies paper will comprise of questions on Indian History & History of Odisha, Geography of the world and of India, Indian polity, Environmental studies, Human Rights, Socio Economic Development, Art, Culture & General Science. The question of



GA is of HSC standard. **There will be negative marking of 0.25 marks for each wrong answer in Composite Paper.**

Paper-II (Technical Paper):

The questions of Technical Paper will comprise of questions on Basic knowledge in Engineering and entrepreneurship against management, concept prescribed for 1st & 2nd semester course under BPUT for Degree/Diploma Engineers such as Physics, Chemistry, Mechanics, Basic Electronics, Basic Electrical Engineering, Thermodynamics, entrepreneurship & Industrial & Personal Management. **There will be negative marking of 0.5 marks for each wrong answer in Technical Paper.**

(ii) Document verification & Viva-voce Test

Candidates three times of the vacancies in order of merit category wise basing on the marks secured in the main written examination shall be shortlisted to appear in Viva Voce Test.

The certificate verification of the candidates with relation to Educational qualification, Age, Caste, Special Category will be done before Viva Voce Test on the same date. The candidates will be required to produce their original Academic Certificates, Mark sheets and other required documents as per clause-7 of this advertisement along with a set of self attested photocopy of the same and OSSC copy of the application duly signed by the applicant for verification.

09. PLACE AND DATE OF WRITTEN EXAMINATION:

The Date/Time/ Venue of the Written Examination will be informed to the eligible candidates in their Admission Letters, in due course. The admission letters shall only be downloaded by the eligible candidates by accessing the Commission's website by using their 'User ID' and 'Password' from a date to be notified later on.

10. Admission letter:

Admission Letters for the written examination will be made available to the eligible candidates in the official website of the commission one week prior to the date of the examination carrying the photograph and signature of the eligible/qualified candidate and signature of the Secretary of the Commission. This will carry intimation about the date, time and venue of the written examination. Each eligible candidates shall have to download their admit card/admission letter well before the date of the examination by logging in to the official website of the Commission "www.osscc.gov.in" and clicking at sub menu '**online application**' by using their 'User ID' and 'Password'. Candidates may note that if the application has been



rejected the same would be indicated along with grounds of rejection in the Commission's website for information of the candidates. The date(s)/Time/Venue of the examination will be notified in local dailies (newspapers) and in the Commission's website for information of the candidates. Further, the message regarding the date of examination will be sent to the eligible candidates in his/her registered Mobile No. mentioned by the applicant in the online Application form. No Admission letter will be send through post.

11. Select list:

The merit list will be prepared basing on the sum total of mark secured by the candidates in written test and viva-voce test taken together.

The candidates shall be selected in order of merit from the said merit list category wise as per vacancies Notified in the clause-3 of the advertisement.

Note:

- i. **Blue/Black ball point pen only should be used for answering (ovalling) in OMR Sheet. Whiteners/Erasers should not be used on the OMR Sheet. However, Commission may conduct Computer Based Recruitment Test (CBRT) at its discretion.**
- ii. **The candidates are required to visit the website of the Commission the official website of the Commission 'www.ossce.gov.in' for detailed information about the programme of the examination etc., notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers.**
- 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.**
- **Commission reserves the right to conduct Computer Based Recruitment Test (CBRT) in place of OMR based test for this recruitment if desires.**

By order of the Commission


Secretary