# ODISHA PUBLIC SERVICE COMMISSION

## ADVERTISEMENT NO. 08 OF 2012-13

**Recruitment of Assistant Section Officers of Governor's Secretariat & State Secretariat.**

**WEBSITE – http://opsconline.gov.in**

**WARNING:** **(1)** ONLINE APPLICATION FORM WILL BE AVAILABLE TILL 30.11.2012 BY 11:59 P.M.

**(2)** LAST DATE FOR RECEIPT OF APPLICATION FEE AT ANY SBI BRANCH IS 03.12.2012.

Applications are invited On-line through the Proforma Application to be made available on WEBSITE (http://opsconline.gov.in) from **10.10.2012** to **30.11.2012 (Note: 03.12.2012 is the last date for payment of application fees)** for recruitment to **811(11-Governor's Secretariat +800-State Secretariat )** posts of Assistant Section Officer in (Group-C) of Odisha Governor 's secretariat Service and Odisha Secretariat Service under Home Department in the scale of pay of Rs.9300-34800/- carrying Grade Pay of Rs.4200/- with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are permanent.

2. **VACANCY POSITION: As per requisition filed by the Home Department, the vacancy position along with reservation thereof are given below:**

1. Odisha Governor Secretariat Service

| Category | No of Vacancies |
|---|---|
| UR | 01 |
| SEBC | 03(1-W) |
| ST | 05(2-W) |
| SC | 02(1-W) |
| **TOTAL** | 11(4-W) |

2. Odisha Secretariat Service

| Category | No of Vacancies |
|---|---|
| UR | 190(63-W) |
| SEBC | 216(72-W) |
| ST | 317(106-W) |
| SC | 077(026-W) |
| **TOTAL** | 800(267-W) |

**NOTE**: -   UR           =>      Un Reserved
   SEBC      =>      Socially & Educationally Backward Class
   ST           =>      Scheduled Tribe
   SC           =>      Scheduled Caste

Out of the 800 vacancies of State Secretariat mentioned above, 24(Twenty Four) vacancies are reserved for Ex-Servicemen, 8(Eight) vacancies are reserved for Sports Person and 24 (Twenty Four) vacancies are reserved for Physically Handicapped Person.

(a)      The candidates belonging to P.H/Ex-Servicemen/Sports Person, when selected as per reservation provided for them, shall be adjusted against the categories to which they belong.

(b)       The functional classification and physical requirement for PH person are given below.

| Physical Requirements | Categories of disabled suitable for the job |
|---|---|
| S, H, SE, F, R&W | OL,OA,LV,BL,PD |
| **Note-[S**-work performed by sitting (on bench or chair), **H**-work performed by hearing /speaking), **SE**-work performed by seeing, **F**-work performed by manipulating (with fingers), **R&W**-work performed by reading and writing.**]** | **Note- [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 (Mobility not be restricted),**PD**-Partially deaf(with suitable aid)**]** |

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

(d)      The exchange of reservation between SC & ST will not be considered.

(e)      The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Government without notice, depending upon administrative exigencies of public service at the discretion of the State Government.

3. **Preference for Services/Exercise of options**:-

Candidates will be required to indicate their choice of services (mentioned vide para-2 of the advt.) in order of preference in the relevant boxes of the online application form for the examination. The commission shall be competent to select the candidate to any of the above post taking into consideration of preference.

**4.     AGE LIMITS** :

A candidate shall be under  32( thirty-two)  years and   above 21( twenty-one) years of age  on the 1st January, 2012 i.e. he/she must not have been born  earlier than 2nd January, 1980 and not later than 1st January, 1991.

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,  Ex-Servicemen  and  by  10 (ten)years for Physically Handicapped candidates.

Provided that in case a candidate who comes under more than one category mentioned above, he/she will 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.

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

5.     **EDUCATIONAL QUALIFICATION:**

A  candidate  must  posses  a  Bachelors  Degree  in  any  discipline  from  a recognized University; or posses such other qualification equivalent there to and must have adequate knowledge in computer application.

6.     **PLAN  OF  EXAMINATION**:

(a) The Examination will be conducted in the following successive stages:-

   (i)     a) Written Examination,
             (Objective Type-Multiple Choice Questions)

           b) Essay (Odia & English)

   (ii)    Skill test in Computer (Practical).

(b) The  details  of  Scheme,  Subjects  for  the  Examination  and  the  syllabus  are mentioned in Appendix-I.

(c) The Commission 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.    **APPLICATION FEE -**

A candidate is 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 are exempted from payment of this fee.**

The 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.

Regarding difficulty in payment of fee, if any, the candidates may contact to SBI over Telephone No.: 0671-2368172 & 8984317100.

8. **ZONE(S) OF EXAMINATION**:

The Examination will be held at different centers at 33 Zones of the state as mentioned below:

| Sl Nos. | Name of Zone | Sl Nos. | Name of Zone |
|---------|--------------|---------|--------------|
| 01 | Balasore | 18 | Kalahandi |
| 02 | Berhampur | 19 | Kandhamal |
| 03 | Bhubaneswar | 20 | Kendrapara |
| 04 | Cuttack | 21 | Keonjhar |
| 05 | Sambalpur | 22 | Khurda |
| 06 | Angul | 23 | Koraput |
| 07 | Baragarh | 24 | Malkangiri |
| 08 | Bhadrak | 25 | Mayurbhanj |
| 09 | Bolangir | 26 | Nuapada |
| 10 | Boudh | 27 | Nawarangpur |
| 11 | Deogarh | 28 | Nayagarh |
| 12 | Dhenkanal | 29 | Puri |
| 13 | Gajapati | 30 | Rayagada |
| 14 | Ganjam | 31 | Rourkela |
| 15 | Jagatsinghpur | 32 | Subarnapur |
| 16 | Jajpur | 33 | Sundargarh |
| 17 | Jharsuguda | | |

Candidates are required to select the   zone of their choice where they would like to appear at the Examination, at the time of filling online application form.  While every effort will be made to allot candidates to the zone of their choice, the Commission may, at their discretion, allot any other zone to the candidates when circumstances so warrant. REQUEST FOR CHANGE OF ZONE WILL NOT BE ENTERTAINED.

9.    **OTHER ELIGIBILITY CONDITIONS**:
(a)   (i)    The candidate must be a citizen of India;

(ii)   The candidate must be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed to the service.

(iii) 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 other Board or Council of Secondary Education approved by the Government of Odisha** in support of passing of Odia Language Test (M.E. School standard);

(iv) 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;

(v) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para-4 & 5 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their applications for this recruitment and obtain **"No Objection Certificate"**;

(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 fulfill the requisite qualification & within the prescribed age limit etc., within the last date fixed for submission of online application form, will be considered eligible;

(b) Every candidate selected for appointment shall be examined by the Medical Board .A candidate who fails to satisfy the Medical Board, shall not be appointed.

10. **OTHER CONDITIONS**:

(i) **At present, only the online applications are invited from Candidates for admission to the written examination for A.S.O.s of Governor's secretariat and state secretariat. After declaration of result of written examination the candidate who qualify in the written examination will be required to furnish the printout/hard copy of online application form, along with the photocopies of the other documents as stated under the para-11 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)    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. Any violation of the above Act. And violation of the instruction to candidates (as provided in the advertisement, online application form, Admission Certificate & Answer Script etc.) will be seriously viewed and disciplinary action will be taken against the concerned candidates as deemed proper.

(iv)    Online 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 written examination/skill test in computer will be provisional. If on verification at any stage before or after the written examination/skill test in computer, it is found that a candidate does not fulfill 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.

(vi)    This advertisement should not be construed as binding on the Government to make appointment.

(vii)    Every person appointed to the service shall be on probation for a period of two years with effect from the date of appointment.
    Provided that the appointing authority may, if it thinks fit in any case or class of cases extended the period of probation:
    Provided further that such period of probation shall not include:-

    (a)    extraordinary leave;
    (b)    period of unauthorized absence; or
    (c)    any other period held to be not being of the actual duty.

(viii)    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;

(ix)    **No one will be admitted to the written examination unless he/she holds a certificate of admission which will be uploaded in the website of OPSC. The eligible candidate may down load their admission certificate from the website of Commission and produce the same before the Centre Supervisor for admission to the Examination Centre;**

(x)     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 defined Contribution Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005;

 (xi)    **Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of this candidature or penalty, as decided by the Commission be imposed on the candidate.**

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

(xiii) These posts are permanent .The appointment can be terminated as per the provisions contained in O.C.S (C.C & A) Rules, 1962.

(xiv) No request for withdrawal of candidature will be entertained under any circumstances.

(xv) Candidates must answer the papers in their own handwriting, in no circumstances; a candidate will be allowed the help of a scribe to write the answers for him/her.

11.    **CERTIFICATES/DOCUMENTS TO BE ATTACHED**:    Candidates who will qualify in the written examination are required to submit printout/hardcopy of the online application form along with the true copies of the following documents duly attested by Gazetted Officer or Notary Public or self attested.  The candidates are also required to mention on each document "submitted by me" and put their full signature on the same.  **They must not attach original certificates to their applications**. Only those, who are called for the skill test in computer,   will be required to bring with them the original certificates of the attested copies sent earlier, for verification, failing which he/she will not be allowed to appear at the computer 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 the skill test he/she shall not be allowed to appear in the computer skill test.

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

(ii)     Intermediate/+2 Examination Certificate issued by the concern Board/Council;

(iii)     Bachelor's Degree Certificate issued by the concern University;

 (iv) (a)  Two recent passport size photographs (unsigned & unattested)which has been uploaded with online application.

(b)     Certificates of conduct from the Principal/Proctor/Dean or Professor in charge of a Department of Teaching of the college or University in which he/she last studied;

(v)     Caste Certificate by birth in support of claim as S.Cs./S.Ts./S.E.B.Cs., wherever applicable (Please see Note-1);

(vi)    Required Odia 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.

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

(viii)  Identity Card issued by the Director of Sports, Odisha, wherever applicable;

(ix)    Disability Certificate (indicating percentage of disability) issued by the concern Medical Board, wherever applicable;

(x)     No Objection Certificate issued by the competent authority.

(xi)    if a candidate claims to posses 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 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 within the last three years from the date of advertisement by the competent authority in the prescribed form.**

**(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 …………………") are not acceptable and candidates submitting such certificate will be treated as belonging to U.R. category.**

**(ii)    OBC CERTIFICATES WILL NOT BE ACCEPTED IN   LIEU OF S.E.B.C. CERTIFICATES AND CANDIDATES SUBMITTING SUCH CERTIFICATE WILL BE TREATED AS U.R. CANDIDATES.**

**(iii)   Candidate if submits S.E.B.C. certificate which is more than three years old as on the date of advt., will be treated as belonging to UR category.**

**(iv) 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, Identity Card of Sportspersons and Identity Card of Physically Handicapped Persons must have been issued by the competent authority within the last date fixed for submission of online application form** .

12.   **HOW TO APPLY**:

   a.  **Candidate must go through this Advertisement available in the Website of OPSC before filling up online application.**

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

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

      i)   **Instruction to fill up online application.**

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

   d.  Candidates are requested 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. Uploaded photograph, specimen (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.

   e.  Candidates should keep at least 2 copies of latest passport size photograph which is uploaded to the online application form for future use.

   f.  The 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 application form, an Unique Registration ID will be displayed on the screen as well as top of the application form. Candidates are requested to note down the Unique Registration ID and use it in future correspondence.

h. At present, only the online applications are invited from Candidates for admission to the written examination, candidates who will qualify in the written test are required to send the Printout/Hard copy of the Online Application Form along with specified documents/ certificates etc. as provided under para-11 of this advertisement along with OPSC copy of Challan showing payment of examination fee, by Registered Post/Speed Post/Courier Service to the Special Secretary, Odisha Public Service Commission, 19, Dr. P.K. Parija Road, Cuttack-753001 so as to reach the same in OPSC on or before the prescribed date , which will be declared later on (i.e. after publication of the result of written examination.)    The SC/ST candidates are not required to enclose the copy of challan showing payment of fee.

The envelope containing the application must be superscribed "APPLICATION FOR THE POST OF ASSISTANT SECTION OFFICER (GOVERNOR'S SECRETARIAT/ STATE SECRETARIAT)". Application received after the prescribed date shall not be entertained. The Commission will not take any responsibility if the application is not received in time. The candidate may also submit the copy of the     Printout/Hard copy of Online Application Form along with the specified documents etc. as provided under paragraph 11 of this advertisement along with OPSC copy of challan showing payment of examination fee in the office of the OPSC directly /personally on or before the prescribed date.

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

j. Certificate of Admission to the written examination or skill test to the eligible candidates will be uploaded in the Website of OPSC prior to the date of written examination or skill test which will be published in the Website and News paper. The candidates are required to download their Admission Certificate from Website. No separate correspondence will be made on this score.

13.   **FACILITATION COUNTER:**

During filling up the online application form the candidate may contact facilitation counter of OCAC over Telephone No18003456770 or 155335 from 10.00 A.M. to 5.00 P.M (Except Govt. of Odisha holidays) for any technical guidance.

Regarding difficulty in payment of fee, if any, the candidates may contact to SBI over Telephone No.: 0671-2368172 & 8984317100**.**

In case of any guidance/information on advertisement & recruitment, candidates may contact the O.P.S.C. Facilitation Counter over Telephone No.0671-2304141/ 2305611 & Extn.-205 or 223 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(s) etc. and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.


CUTTACK                                          SPECIAL SECRETARY,
                                ODISHA PUBLIC SERVICE COMMISSION,
DATE: 06 /10 / 2012                                    CUTTACK.

# APPENDIX - I

## Scheme and Subjects for the examination

The examination shall consist of the following subjects carrying marks as shown against each:

| Sl. No. | Subject | Marks |
|---|---|---|
| 1 | English | 100 |
| 2 | Mathematics | 100 |
| 3 | Essay | |
| | (i) English within 350 words | 025 |
| | (ii) Odia within 350 words | 025 |
| 4 | General Awareness | 100 |
| 5 | Test of Reasoning/Mental Ability | 100 |
| 6 | Computer Application | |
| | (i)  Theory | 100 |
| | (ii) Skill Test in Computer (Practical) | 050 |
| | **Total-** | **600** |

**Note :** (1)  The candidate shall answer the question papers in English unless otherwise directed.

(2) Only those candidates who have been short listed after the written test shall be called for the Skill Test in Computer, which shall be of qualifying nature.

**The standard, syllabus, duration and question papers shall be as mentioned detailed below:**

### Detailed Syllabus

1.    **ENGLISH:-**

This section is designed to test the language abilities and understanding of English Grammar. Questions shall be asked mainly from the following categories –

(i)      Verb
(ii)     Preposition
(iii)    Adverb
(iv)     Subject Verb Agreement
(v)      Error Correction/Recognition
(vi)     Tenses
(vii)    Sentence Rearrangement
(viii)   Fill in the Blanks with Articles etc.
(ix)     Comprehension
(x)      Answering Questions based on Unseen Passages
(xi)     Vocabulary

(xii)  Synonyms
(xiii)  Antonyms

## 2.. MATHEMATICS :-

This section tests the quantitative and Mathematical Skills of the candidate. Question will be asked mainly from the following categories. Questions shall be of Secondary School Standard –

(i)  Arithmetic
(ii)  Algebra
(iii)  Mensuration (2D & 3D)
(iv)  Statistics & Probability

## 3. ESSAY : -

There will be two Essays, one each in English and Odia.

## 4. GENERAL AWARENESS : -

This section checks whether the candidate keeps himself/herself up-to-date about the world around them. Questions will be asked mainly from the following categories. Questions will be such that they do not require any special study of any discipline.

(i)  Current Affairs (National & International)
(ii)  Major financial/economic news
(iii)  Budget & Five year plans
(iv)  Who's Who
(v)  Sports
(vi)  Books and Authors
(vii)  Awards and Honours
(viii)  General Science
(ix)  Abbreviations
(x)  Important days
(xi)  International & National Organizations
(xii)  History
(xiii)  Geography
(xiv)  Civics
(xv)  Culture

## 5. TEST OF REASONING AND MENTAL ABILITY: -

This section usually tries to test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories –
**A. VERBAL**
(i)  Number Series
(ii)  Alphabet Series
(iii)  Test of Direction Sense
(iv)  Coding-decoding
(v)  Number Ranking

(vi)     Arithmetic Reasoning
(vii)    Problem of Age Calculation
(viii)   Analogy
(ix)     Decision Making etc.

**B : NON-VERBAL**
(i)      Non-verbal series
(ii)     Mirror Images
(iii)    Cubes & Dice
(iv)     Grouping Identical Figures
(v)      Embedded figures, etc.

**6.      COMPUTER APPLICATION :-**

**A :** Computer Fundamentals
**B :** Windows (MS-Windows)
**C :** MS-OFFICE

(i)   Word Processing (MS Word)
(ii)  Spread Sheet (MS Excel)
(iii) Presentation knowledge (MS Power Point)
(iv) MS Access.

**D :** Usage of internet services available on Internet
**E :** Communication Technology, Networking Concepts.

7.      The test on each subject shall be of one hour duration.

8.      The questions shall be of multiple choice type. All the questions shall be compulsory without any negative marking.

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