



ODISHA STAFF SELECTION COMMISSION
UNIT – II Bhubaneswar – 751001

Advertisement No.IIE-43/2022- 5146 /OSSC;

Date: 02.08.2022

**Recruitment of candidates to the post of Block Social Security Officer as Initial Appointees
under SSEPD Department Odisha, Bhubaneswar
(POST CODE – 134)**

1) Application Invited:

Applications are invited online through the OSSC website www.osscc.gov.in from intending candidates for recruitment to fill up vacancies against 94 vacancies in the post of Block Social Security Officer.

	Start Date	End Date
Online Registration	05.08.2022	04.09.2022
Submission of Online Application Form	05.08.2022	04.09.2022
Mode of Application	Online Mode only through the website www.osscc.gov.in . No Physical copy/Hard copy of the online application form need to be submitted by the applicant.	

- Candidates must have their valid e-Mail Id and Mobile number while applying and keep the same active till completion of this recruitment process to receive important messages from the Commission.
- The appointment will be initially on contractual basis as “Initial Appointees” carrying a remuneration of Rs. 25300/- per Month in the first year as per Govt. in G.A. & P.G. Department Notification No.28626-GAD-SC-RULES-0037/2017/Gen dated.27th October 2021dated . The pay is subject to revision as per decision of the Government of Odisha from time to time.
- Appointment to the post shall be guided by 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 17.01.2014 & subsequent amendment.
- The Candidate must possess Bachelor Degree in any Discipline from a recognized University and have proficiency in use of computer, internet, email, word processing, data analysis and presentation.

- The prescribed age limit for the post is from 21 years to 38 years as on 01.01.2022 with usual age relaxation for SC, ST, SEBC, Women, PwD, Ex-Serviceman & In-Service Contractual Employees.
- The examination fee has been exempted to all the categories of candidates as per G.A. & P.G Department Notification No.9897/OSSC, dtd.11.04.2022.
- The candidates should ensure that they fulfil the eligibility in all respect prescribed for the post as laid down in this advertisement. Admission of a candidate to written examination & other tests shall be provisional and shall be on the basis of information provided by him/her in 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 may be cancelled. He/she may further be debarred from the recruitments examination conducted by OSSC either temporarily or permanently.
- No 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.osscc.gov.in regularly to download Admission Letter after publication of Notice in this regard by the commission and to know the status of their applications, date of test(s) etc.
- Bachelor's Degree Certificate, Caste Certificate, Odia Test pass Certificate, Sports Persons Certificate and Disability Certificate of Persons with Disabilities (having permanent disability) etc. must have been issued by Competent Authority within the last date of submission of Online Application Form.

Important instruction to candidates about filling of Online Application is enclosed as Annexure-A.

2) Number of posts to be filled up and reservations:

- The category wise and total vacancies are as follows:

Sl No.	Name of the Post	Category wise Vacancy					Special Vacancy	Category wise	
		Unreserved	Scheduled Tribe	Scheduled Caste	Socially and Educationally Backward Class	Total	Ex-Service Man	Sports Person	Person with Disability
1	Block Social Security Officer	49 (Women-16)	18 (Women-6)	16 (Women-5)	11 (Women-4)	94	3	1	4(W-1)

- Transgender are also eligible to apply.
- As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PWD candidates having disability of permanent nature not below 40% in the following categories and bench mark disability shall be eligible to apply for the post as follows: -

Category	Types of Disabilities	No. of Vacancy
Category-I	Visually Impaired a) LV-low vision	01
Category-II	Hearing Impaired; a) Heard of hearing (with suitable aid)	01
Category-III	a) Dwarfism b) Locomotor Disability (one Leg affected) c) Acid Attack Victim	01
Category-IV	Multiple Disability (Category-I to Category-III as above)	01
Total		04

Code	Physical Requirement
F	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
R W	Work performed by reading and writing

(e) Provision of assistance of Scribe

PwD candidates who have not less than 40% of disability of permanent nature and have limitation in writing shall have the option to use their own scribe with due permission of the Commission. The intending candidates have to give option for scribe in the Online Application Form and have to submit the required certificate in prescribed format as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.

NOTE:

- i. In case of non-availability of eligible/suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.
- ii. The number of vacancies and reservation of Vacancies 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.

3) Eligibility:

a) General criteria of eligibility: -

Candidate applying for the above post should be

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

(b) Age:

- The minimum age for the post is 21 years and the maximum age is 38 years as on 01-01-2022. 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 who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be more beneficial to him/her. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than 02.01.1984 and not later than 01.01.2001. 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 , provided that those ex-serviceman who have already secured regular employment under the State Government in Civil Post and services would be permitted the benefit of age relaxation as admissible for ex-serviceman for the securing another employment in any higher post and services under the state Govt. but such candidates shall not be eligible for the benefit of reservation.

- Moreover candidates Defence Service Personnel, due to retire within six months from the last date of Online Application form should note that they must submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. [For details refer to Annexure-A "How to apply"].
- **Note For Ex-serviceman** Once an Ex-Serviceman has joined the Govt. Service on civil side after availing benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. jobs shall cease. 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 post before joining any civil employment , as soon as he joins any civil employment, he should give self-declaration/ undertaking to the concerned employer about the date wise details of application for various post which he /she had applied for before joining .The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of document / certificate verification for consideration of the claim of reservation under Ex-Servicemen Category.

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

- The upper age limit is relaxable for the candidates coming under Rule-8(a) of Odisha Group –B & Group-C posts (Contractual Appointment) Rules,2013 as per rules provided, they satisfy the conditions mentioned therein. They must be less than 45 years as on 01.01.2022. They should upload their self-attested copies of their appointment letter(s) for the entire period of contractual engagement in the online application form. If they have different spells of engagement, it should be mentioned clearly in the online application and such appointment letter shall be uploaded. Such candidates shall keep the original appointment letter in support of their claim with them for verification during certificate verification.
- 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 be acceptable by the Commission.

(c) 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 any discipline from a recognised university and have computer knowledge such as proficiency in use of Computer Internet , e-mail , Word Processing, data analysis and presentation.

4) Plan Of Examination:

Stages of Exam	Type of Exam	Duration	Total mark	Remarks
Stage-1 Preliminary Examination	Objective type with multiple choices of answer	1 & ½ Hours	100 Marks	The Examination is of qualifying in nature. Marks Secured in preliminary examination will not be taken into consideration while preparing Merit List / Select List. Candidates numbering about 6(six) times the vacancies advertised category wise in order of merit will be shortlisted to appear the Main written examination and Computer Test. There will be negative marking @ 0.25 for each wrong answer in this Examination.
Stage-2 (i)Main Written Examination (One Paper) (ii)Computer Skill Test	(i) Pen and paper MCQ and short answer (ii) Proficiency in use of Computer	3 hours 1 hour	200 marks 50 marks	(i)Only the candidates qualifying in the Preliminary examination shall be allowed to appear in this examination. There shall be negative marking @ 0.25 per wrong answer in MCQ
Stage-3 Certificate Verification	-	-	-	Candidates numbering about two times of the vacancies category wise in order of merit shall be shortlisted for certificate verification basing on the marks of Main Written Examination and Computer Skill taken together.

5) 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 Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

6) Syllabus of the Examination:

6.(a) Syllabus of Preliminary Examination:

- Arithmetic – 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness.

6. (b) Syllabus of Main Written Examination:

Unit-I: Basic concepts of Social Work:

Unit-II: Basic concepts of Sociology:

Unit-III: Basic concepts of Psychology:

Unit-IV: Basic concepts of Economics:

Unit-V: Basic concepts of Political Science:

Unit-VI: Human Rights, Social Legislations and Social Policy

Unit-VII: Basic Understanding of Disability:

Unit-VIII: Basic Managerial Skills:

Unit-IX: Emotional Intelligence:

Unit-X: Ethical Underpinnings of Social Security:

(Detail Syllabus of Main Written Examination is enclosed as Annexure-C)

6. (c) Computer Skill Test: -50 Marks:

- Computer Fundamentals
- MS Windows
- Office Software
 - Word Processing (MS Word)
 - Spread Sheet (MS Excel)
 - Presentation/Slide ware (MS Power Point)
 - Data base (MS Access)
 - Usage of Internet, Services available on Internet
 - Basic Networking Concepts, Communication Technology

7) Certificate verification and submission of Detail Application Form (DAF)

Candidates numbering about two times of the vacancies category wise shall be shortlisted for certificate verification basing on their sum total of marks secured in the Main Written Examination and Computer Skill Test taken together in order of merit.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate and other documents as intimated in the admission letter for verification along with a set of self-attested photocopy of the same and OSSC copy of the application duly signed by the applicant. (Details in Annexure-B)

The candidates those who fail to appear for documents verification will not be considered for final selection and their names will be deleted from the merit list.

8) Admission Letter:

- The Commission shall upload the admission letter for the convenience of the admitted candidates on its Website. "www.osscc.gov.in". Applicants should 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 may click on "Download Admission Letter" to download the Admission Letter and take print out.
- Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her / him in the online application form.
- The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination / test.
- The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

9) Selection:

The select list of the candidates found suitable in certificate verification shall be prepared in order of merit category wise as per vacancies advertised/notified basing on their sum total of marks secured in the Main Written Examination and Computer Skill Test taken together.

The eligible contractual employees belonging to Category-I and Category-II coming under Rule-8(a) of Group-B posts (Contractual Appointment) Rules, 2013 will be given the benefit as per the said rules.

10) Action against candidates found guilty of misconduct / malpractice:

- (a) If a candidate is found to indulge at any stage in any of the malpractices / misconduct listed below, before during or after conduct of examination, his/her candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
 - Leaving the Examination Venue uninformed during the Examination
 - Misbehaving, intimidating or threatening in any manner the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
 - Obstruct the conduct of examination/ instigate other candidates not to take the examination.
 - Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
 - Obtaining support/ influence for his candidature by any irregular or improper means.
 - Possession of Mobile Phone in either 'switched on' or 'switched off' mode.
 - Appearing in the same examination more than once in contravention of the rules.
 - A candidate who is working on examination related matters in the same examination.
 - Damaging examination related infrastructure/ equipment.
 - Appearing in the Exam with forged Admit Card, identity proof, etc.
 - Possession of fire arms/ weapons during the examination.
 - Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
 - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
 - Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
 - Impersonate/Procuring impersonation by any person.
 - Taking snapshots, making videos of question papers or examination material, labs, etc.

- Sharing examination terminal through remote desktop software's/ Apps/ LAN/ VAN, etc. or attempting the same.
 - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.
- 11. Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 12. Important Instruction/Information for Candidates**
- a) Marks scored by candidates in Computer based Preliminary Examination. If such examination is conducted in more than one Sitting/Batch will be normalised by using the formula published by the Commission vide Notice No.2444/OSSC, dt.02.09.2021 and such normalized scores will be used to determine cut-off marks.
- b) In Descriptive Paper candidate must write his/her correct Roll Number and Subject at the prescribed place on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number. Subject, Signature and Left-hand Thumb Impression will not be evaluated and such candidates shall be awarded zero marks.
- Candidates shall not write any identity particulars e.g., name, roll number, mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.
- c) There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- d) Sharing of marks with candidate: Marks obtained by an applicant in Preliminary Examination. Main Written Examination and Computer Skill Test, as the case may be, are proposed to be shared with him/her after final merit list is published.
- e) This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.

- f) If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
- g) Applicants who are Odisha Government servant should obtain a **"No Objection Certificate"** from their controlling authority and upload the same with the Online Application. At the certificate verification stage they must produce the original "No Objection certificate". Those who were not Odisha Government Servants at time of application but became subsequently during recruitment process, must submit No Objection Certificate at stage of certificate verification.

By order of the Commission


Secretary

Annexure-A

Important Instructions To Candidates about filling up Online Application:

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from the examinations of all Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.

- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of his/her Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

How to Apply:

- The applicants should go through this detail advertisement before filling up the online application form.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.osscc.gov.in.
- 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.
- 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 should be read carefully before proceeding with filling up the Application Form.
- Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

Pre-requisites for filling up online Application Form:

- 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 (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment exam.
- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- 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.
- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Applicant may keep their required Certificates, Mark sheets, Aadhar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.

- 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. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, he/she must give a self-declaration in the format appended in the online application form.
- 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.
- 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.
- Candidates claiming reservations under Sports Person Category need to upload Sports I card issued by Director of Sports and Youth Service Department. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- 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 Performa prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.osscc.gov.in. They have to fill the information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-4 of Odisha Group-B/Group-C & D of Contractual Appointment Rules-2013), FD Approval/Concurrence Number 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 and examination 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 are clearly identifiable/ visible. Otherwise the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- Candidates must submit 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/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.

Annexure-B

Document to be Submitted at time of Certificate Verification:

- a. Print Copy of the Online Application legibly signed by the candidate at appropriate place.
- b. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- c. +2 Certificate & mark Sheet or equivalent certificate.
- d. Bachelor degree certificate & mark sheet.
- e. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC& SEBC Candidates only) 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.
- f. Certificate 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.
- g. Photocopy of online disability certificate issued by UDID (by Appropriate Medical Authority) in case of PWD candidates.
- h. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- i. Sports I-card issued by Director of Sports & Youth Services in case of Sports person candidates.
- j. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination.
- k. NOC in case of candidates working in Government Service.



Annexure-C

THE DETAIL SYLLABUS OF MAIN WRITTEN EXAMINATION :

UNIT-1: BASIC CONCEPTS OF SOCIAL WORK:

- 1.1 Definition, Basic Assumptions, Objectives, Scope, functions and methods** of Traditional Social Work, radical Social Work, Gandhian Social Work, Social Service, Social Welfare, Social Security, Social Defence, Social Reform Social Justice, Human Rights, Human Development, Social Development, Social Inclusion and Empowerment.
- 1.2 History of social Work Practice and Education** in U.K. USA and India.
- 1.3 Methods of Social Work.** Definitions, principles, Skills, techniques and process of Social Case Work, Counselling, Social Group Work, Community Organisation, Social Action and Social Advocacy.
- 1.4 Social Work Ethics;** Basic Values, Philosophy and Principles, Ethical dilemma in Social Work practice.
- 1.5 Fields of Social Work Practice:** Social Work with Persons with Disabilities, Social Work with Persons with Substance Addiction, Social Work with Transgender Persons and Social Work with the Elderly.

UNIT-II: BASIC CONCEPTS OF SOCIOLOGY:

- 1.1 Meaning, Definitions, Origin and Development of :** Society, Culture, Community, Groups, Role, Status, Social interaction and Social Process: Social Groups: Types
- 1.2 Social Institutions:** Family, Marriage, Religion, Education.
- 1.3 Socialization:** Agents of Socialization and Theories of Socialization: C.H. Cooley's 'Theory of 'Looking Glass Self, G.H. Meads 'Theory of Self' and Freudian Theory.
- 1.4 Social Change, Social Stratification, Social Control, Social Disorganization** Concepts, Types, Functions and Agencies.
- 1.5 Concepts of Inequality, Social Exclusion** and Discrimination and their bases in Caste, Ethnicity, Gender or Disability.

UNIT-III: BASIC CONCEPTS OF PSYCHOLOGY:

- 3.1 Meaning, Definition, Nature and Scope of Psychology:** Schools of Psychology-Structural, Functional and Behavioural, Factors influencing Human Behaviour- Heredity, Environment and Self: Methods of studying human behaviour;
- 3.2 Human Growth & Development:** Meaning and Principles, Social, Emotional, Cognitive and Physical Stages of Development in Life Span approach from conception to old age.
- 3.3 Psycho-Social Bases of Behaviour:** Role of environment: Pre-natal & Post natal, Social factors affecting behaviour, Socialization Process
- 3.4 Theories of Development & Behaviour** –Freud's Psychosexual theory, Erikson's Psychosocial Theory, Behavioural Theory: Classical conditioning by Pavlov and Operant Conditioning, Humanistic Theory of Abraham Maslow, Carl Rogers and Alfred Adler, Cognitive Theory of Jean Piaget.
- 3.5 Psychological Processes:** Learning, Motivation, Frustration & Conflict, Coping/Defence mechanisms, Personality Development, Attitude – Nature and Measurement, Prejudice and discrimination.

UNIT-IV: BASIC CONCEPTS OF ECONOMICS:

- 4.1 **Meaning, Definitions; Significance of** : Factors of Production, Land, Capital and Organization
- 4.2 **Economic Systems:** Capitalism, Socialism, Mixed Economy: Definitions, Features, Advantages and Disadvantage
- 4.3 **Economic Growth & Development:** Definition, Indicators and Obstacles to Economic Development, Growth and Employment, Underdevelopment: Meaning, Characteristics & Causes. Inclusive Growth.
- 4.4 **Indian Economy:** Nature, Characteristics, planning and mobilization of resources, Economic Problems – Poverty, Unemployment, and Over Population: Meaning, Magnitude, Causes and Consequences, Programmes for the alleviation of poverty and unemployment, Economic Planning and Reforms: Rationale, Features and Objectives; Liberalization, Privatization and Globalization and their impact on Agriculture and Marginalized sections of India.
- 4.5 **Rural and Urban Economy:** Nature and Structure, financial structure-formal and informal Regional Rural Banks, Policy and Planning concerning development of rural areas and urban economic growth.

UNIT-V: BASIC CONCEPTS OF POLITICAL SCIENCE:

- 5.1 **Indian Constitution:** historical underpinnings, evolution, features, amendments, significant provisions and basic structure, powers, functions and responsibilities of various constitutional posts and bodies.
- 5.2 **Indian Political System:** Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these, Federalism – issues and challenges, devolution of powers and finances up to local levels, Representation of People's Act.
- 5.3 **The Executive:** Structure, organization and functioning of the Executive, Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- 5.4 **India- A welfare State:** Government policies and interventions, welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections. The role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- 5.5 **Important aspects of governance,** transparency and accountability, e-governance-applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.

UNIT-VI: HUMAN RIGHTS, SOCIAL LEGISLATIONS AND SOCIAL POLICY

- 6.1 **Human Rights:** Concept, Scope, Classification of Human Rights, Universal Declaration of Human Rights, International Covenant on Economic, Social and Cultural Rights, International Covenant on Civil and Political Rights. Human Rights in the Constitution of India, National Human Rights Commission.

- 6.2 **Relevant International Human Rights Law:** UN Convention on Rights of Persons with Disabilities (2006). United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of (1988); UN Resolutions on Rights of the LGBT Rights; The Vienna International Plan of Action on Aging (1983)
- 6.3 **Social Legislation:** Meaning and Scope, Family Courts, Lok Adalats, Legal Aid and Assistance Government Initiatives, Public Interest Litigation, Right to Information Act (2005)
- 6.4 **Relevant Social Legislations:** Rights of Persons with Disabilities Act (2016); Maintenance and Welfare of Parents and Senior Citizens Act (2007); Narcotic Drugs and Psychotropic Substances Act. The Transgender Persons (Protection of Rights) Bill (2016).
- 6.5 **Social Policy and Programmes of the Government** on Drug Use, Prevention & Control and the Rehabilitation of Substance Users; Empowerment of persons with Disabilities; Empowerment of Transgender Rights and Care of Senior Citizens.

UNIT-VII: BASIC UNDERSTANDING OF DISABILITY:

- 7.1 **Concept of disability and impairment** – ICIDH & WHO. Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families; discourses and models of disability; anti-oppressive and exclusion/inclusion lens to understanding disability
- 7.2 **Types of disability** – Physical, sensory, intellectual, multiple disabilities, learning developmental disabilities, psychosocial disability – causes, types and care for persons with disabilities (medical and other interventions including aids and appliances); process of rehabilitation early identification, education, vocational rehabilitation and social inclusion and empowerment within the family and community. Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities.
- 7.3 **Impact of disability on individuals and their families:** reactions of parents/family members and ways of coping, Needs and problems of persons with disability and their families across the life span and at critical stages in their lives
- 7.4 **Disability counselling skills and Intervention strategies** at individual, group, and family levels, self help/support groups, assertiveness training, life skills enrichment; family level – family crisis intervention, family centred intervention, parent guidance, parent training, Intervention strategies in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community; multidisciplinary rehabilitation team and their roles.
- 7.5 **Disability intervention strategies at community and policy levels** – awareness, community education, community based rehabilitation, advocacy and lobbying, formation of advocacy groups, using international instruments (Salamanca Declaration, Standard Rules, UNCRPD) and legislations governing disability (Rights of Persons with Disability Act, 2016, MHC Bill, RCI Act, National Trust Act, 1999) for advocacy; State's role in implementation of legislations.

UNIT-VIII: BASIC MANAGERIAL SKILLS:

- 8.1 Problem Solving and Decision Making.
- 8.2 Planning and Time Management.
- 8.3 Information Systems in Managerial Practice.
- 8.4 Information Systems in Managerial Practice.
- 8.5 Communication Skills.
- 8.6 Leadership and Teamwork.

UNIT-IX: EMOTIONAL INTELLIGENCE:

- 9.1 Knowing yourself: developing intrapersonal skills
- 9.2 Working with others: applying integral interpersonal skills
- 9.3 Responding appropriately in key situations
- 9.4 Using emotional intelligence to lead by example

UNIT-X: ETHICAL UNDERPINNINGS OF SOCIAL SECURITY:

Belief systems that uphold the values of :

- 1. Service
- 2. Social Justice
- 3. Dignity and Worth of the Individual
- 4. Integrity
- 5. Competence.

