

BIO-DATA-CUM-ATTESTATION FORM
CERTIFICATE VERIFICATION FOR RECRUITMENT TO THE POST OF COMBINED
RECRUITMENT EXAMINATION FOR JUNIOR STENOGRAPHER & ETC.-2023

Date of CV: _____ Session: _____ Board No. _____
(Advertisement No. 4382/OSSC dated 10.11.2023)

1. Post applied for: - _____
2. Name: _____
3. Roll Number: _____
4. Qualification: _____
5. Gender: Male / Female/Transgender: _____
6. Date of Birth _____ (dd/mm/yyyy) Age as on 01.01.2023: _____ yrs _____ months
7. Address

Permanent	Present

8. Mobile Number _____
9. E-mail Address: _____, Marital Status (Married/Unmarried) _____
10. Category: _____ (SC/ ST/ SEBC/ UR), Sub Caste - _____
(Mention SC/ST/SEBC certificate No. & Date of Issue: _____)
11. Special Category: (PwD/Ex-Serviceman/Sports person)- _____
12. If PwD, mention category of disability: _____ (i) Type of disability _____
(ii) %age of disability _____ (iii) Permanent/Temporary _____,
(iv) PwD certificate No. _____ Date of issue _____
13. If Ex-Servicemen mention Indian Army/Indian Navy/Indian Air Force _____
Mention Date of discharge _____, Period of service rendered _____
Whether availed Ex-serviceman benefit previously. If yes give details (attach separately here as required):-

14. If Sports person, mention ID Number _____ and date of issue _____.

Full Signature of the Candidate
Date:-



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15. Educational Qualifications– From HSC/10th Standard onwards

Qualification	Name of the Board /University	Year of Passing	Remarks (For use of OSSC)
10 th / Matriculation			
+2/Equivalent (write stream)			
Graduation/Bachelor's Degree (write discipline)			
Stenography Course (English & Odia)			
Computer Proficiency			

16. In-service or Experience if any, (including all service, Govt. or Private) as on the date of filling of the form.

SL No	Name of the Employer/Organization	Post Held/ Designation	Period of Service		Nature of duty performed	NOC Submitted (Y/N)
			From (DD/MM/YY)	To (DD/MM/YY)		
01						
02						

Tick whichever is applicable and strike out those not applicable

- I am not working in any office of the Odisha Government.
- I am working in an office of the Odisha Government and have submitted the NOC from my office.
- I am working in the Office of the Odisha Government and have not submitted the NOC.

17. The detail of the self-attested certificate/documents submitted by me at the time of certificate verification is as follows.

- Admission letter issued for Certificate Verification.
- Copy of the Online Application Form.
- H.S.C. or equivalent Examination Pass Certificate & Marksheet.
- +2 Pass certificate & marksheet.
- Graduation Pass certificate & mark sheet. (for Data Entry Operator post)
- Photocopy of certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Government run or Govt. recognised Institution, the stenography certificate should indicate the speed i.e minimum 80 words per minute both in English & Odia.
- Photo copy of certificate indicating successful completion of a course in Type writing/Stenography in any Industrial Training Institute or other Government run or Govt. recognised Institution. (for Junior Grade Typist, Junior Typist, Junior Clerk-cum-Typist, and Typist-cum-Copyist post.)
- Computer pass certificate and mark sheet. (for Data Entry Operator post), _____.
- Odia pass certificate (if not having Odia as a Subject in HSC level)
- Caste _____ certificate. (in case of SC/ST/SEBC)
- Declaration form for candidates claiming reservation/ age relaxation under SEBC Category
- PwD online Certificate (in case of PwD)
- Discharge Book and Id Card in case of Ex-Servicemen.
- Sports Id issued by Directorate of Sports & Youth Services Department.
- Any I.D. Proof issued by Govt. Authority with No-_____

I _____ son/daughter of _____
Age _____ (as on the date of Certificate Verification) do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. If the information furnished by me is proven false or found to be not true, I may be punished as per law and my candidature for the post may be cancelled.

Signature of the Candidate
Roll No-
Date:

Declaration Form to be submitted by the candidates of Socially and Educationally Backward Class (SEBC) category at the time of certificate verification.

“I son/daughter of
shri/smt..... resident of
Vill/town/city.....P.S.....District.....
state.....Pin..... hereby declare that I belong to the
(Sub Caste)..... community which is recognized as a Socially
& Educationally backward class by the Government of Odisha for the purpose of
reservation in services under the State Government. I also further declare that I do not
belong to persons/sections (Creamy Layer).”

Place:

Signature of the candidate

Date:

Signature

