

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION

BLOCK NO- 3 & 5, UNIT-1, BHUBANESWAR-751009
Tel-0674-2597149; 2597152, Fax- 0674 2597155, Web: www.osscc.gov.in

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No.IIE-47/2016-549(C)/OSSSC Dated.19th December, 2016

(Invitation of online application from Women only for selection to the District Cadre posts of *Supervisor*)

Important Dates:

- I) Last date for online registration/ re-registration and deposit of Examination Fee is **31.01.2017**
- II) Online application facility will be available from dt.**30.12.2016 to 08.02.2017.**

Applications are being invited online exclusively from **eligible females** through the OSSSC website www.osscc.gov.in for selection of suitable candidates for recruitment on contractual basis to the district cadre post of **Supervisor** existing in various field offices under **Women & Child Development Department** of Government of Odisha. The district and category-wise break-up of the total posts to be filled up by this recruitment and reservation for each category of candidates are available at **Annexure-I.**

1. Details of Posts to be filled up: Please see **Annexure-I.**

The number of posts to be filled up on the basis of this recruitment may undergo change without any prior notice.

2. Scale of pay & conditions of service:

The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration as mentioned against the post in the table given below. The conditions of service and the tenure of the contractual appointment to the posts will be regulated by the *Odisha Group-B posts (Contractual Appointment) Rules, 2013.*

Sl. No.	Name of the post	Pay band and scale	Consolidated monthly remuneration
1	Supervisor (Contractual)	Pay Band-2, i.e., Rs.9, 300-34,800/- + Grade Pay of Rs.4, 200/-.	Rs.9,300/- as Pay + Rs.4,200/- as Grade Pay= Total Rs.13,500/-

3. Eligibility Criteria:

A) **Age & Educational Qualification:-**The minimum and the maximum age of the applicants and minimum educational qualification for the posts shall be as mentioned below.

Sl. No.	Name of the post	Age limit prescribed		Qualifying date	Minimum educational qualification
		Minimum	Maximum		
1	Supervisor (Contractual)	21 years	32 years	01.01.2016	Must have passed Bachelor's Degree in Arts, Science or Commerce or its equivalent from any recognised Board/ University of Odisha/India.

- i) The upper age limit is relaxable by 5 years for the candidates belonging to SC/ST/SEBC, 10 years for the candidates belonging to Persons with Disability category and by total period of service rendered in defence service in case of Ex- Servicemen. As these posts are meant for Women only, the age relaxation of five years meant for women candidates shall not be applicable in this case. Further, 5 years of age relaxation shall be given in case to the serving Anganwadi Workers in addition to the above. The persons in Defence Service having more than six months to retire/ to be discharged from service as on the last date of the submission of online application are not eligible to apply for the post.
- ii) However, the in-service contractual employees engaged directly or through manpower service provider in any organization of Government of Odisha who are below 45 years of age and have completed at least one year continuous service as on the qualifying date/s can also apply for the post as per provision of *Odisha Group-B posts (Contractual Appointment) Rules, 2013*. They must submit documents from their employers for availing the age relaxation in the format enclosed at **Annexure-II**.

iii) Date of birth as recorded in the HSC Certificate issued by the Board of Secondary Education Odisha or equivalent certificate issued by recognized Board/ Council/ Indian University shall only be accepted.

B. Other Eligibility Criteria: An applicant in order to be eligible for the post must be-

(i) a citizen of India, (ii) of good character, (iii) good mental condition, sound health, good physique and active habits (iv) if married, must not have married a person who has another wife/wives living. Provided further that the Government may, if satisfied there are special reasons for doing so, exempt a candidate from operation of this clause. (v) She must be able to read, write and speak Odia and have passed the final Class-VII Examination with Odia as a language subject; or passed H.S.C or equivalent examination with Odia as medium of examination in non-language subjects; or passed a test in Odia of Middle English School Standard conducted by the Education Department, Odisha. (vi) Applicant/s claiming reservation as Sportsperson must possess Identity Card/s issued by the Sports & Youth Services Department on the date of application. (vii) Applicants claiming reservation under Persons with Disability category must ensure that they are eligible and belong to the category and sub-category of disability for which the post has been reserved as mentioned under Notes below the Annexure-I. Similarly, applicants claiming reservation as Ex-Serviceman must furnish an undertaking that they have not till the date of this application availed of re-employment under the Government of Odisha or India. (viii) If any candidate has at any time been debarred from recruitment examination for a certain period by this Commission, she shall not be eligible for appearing the same for that specific period. (ix) Any misrepresentation or suppression of information by the candidate in the online application will result in cancellation of her candidature.

4. Examination fee:-

All applicants other than SC, ST Category and Persons with Disabilities have to pay Examination fee of Rs.100/- between **30.12.2016** to **31.01.2017**. The fee can be deposited through online mode by logging into the OSSSC website: www.osscc.gov.in or by the conventional mode of deposit in any Government Treasury under the Head of Account, **"0051-P.S.C-104-UPSC/SSC-Examination**

Fee-0047-Fees Collected for Conducting Examination by OSSSC-02213". Fee once paid will not be refunded under any circumstances. The detailed instructions for both online and offline payment of Exam fee have been made available in the said portal.

5. Last date of receipt of applications:

The last date of receipt of online applications in response to this advertisement is dt.**08.02.2017**. The system will be automatically disabled and no application for this post will be available thereafter. Incomplete application/Paper application/ application received after the last date will be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system.

6. How to apply:

I) All eligible persons who have not earlier registered themselves for any previous recruitment of the Commission have to register for the post by clicking on the button, "Register" on the Home page of the Commission's website- www.osssec.gov.in. Those who have registered earlier and got the User ID have to login and re-register for this post/s by selecting the "Re-registration" option provided under the Applicant Menu. After completing the Registration/Re-registration, they have to login, furnish the details of required documents, make payment of examination fees, if applicable, and then proceed to fill up and submit online applications. Step by step procedure for registration/ re-registration/application can be viewed by clicking on "**How do I register/ re-register/apply**". The **Instructions** for the same shall also appear on the computer screen by clicking on "Registered User" or "New User". These Instructions are to be read carefully before proceeding to fill up the Registration and Online Application Forms.

II) Pre-Requisites for Registration/Re-registration and Online Application/s:

1. All applicants other than those belonging to SC/ ST/ Persons with Disabilities categories have to make Payment of Rs.100/-(Rupees one hundred) only towards Examination Fee.
2. Applicants, willing to make online payment of Examination Fee shall keep their Debit Card or Net Banking facilities ready.

3. Full Specimen Signature of the Applicant, scanned in “jpg/jpeg/png” format between the ranges of 20 Kbs to 50 Kbs shall be kept handy for uploading prior to making Registration/Re-registration for any Post.
4. Applicants shall keep their Certificates and **Mark Sheets** ready for filling in the details of the educational qualifications during Online Application.
5. In addition, they shall keep ready copies of the (i) Treasury Challan, scanned in the “jpg/jpeg/png/pdf” format between the ranges of 100 Kbs to 300 Kbs in proof of payment of examination fee if payment is made manually through treasury challan, and ii) Recent passport size coloured photograph, scanned in the “jpg/jpeg/png” format between the ranges of 20 Kbs to 100 Kbs for uploading during the Online Application.
6. The treasury challan, photograph and full specimen signature scanned for uploading must be clearly identifiable/visible, otherwise the registration/re-registration and application shall be liable to rejection and no correspondence on this account shall be entertained.
7. Applicants must have their own personal E-mail ID and Mobile/Cell Phone Number with validity till the completion of the recruitment process for receiving all important communication like Activation Key, various Alerts and downloading Admission Letters and other intended document(s) from the OSSSC Web Portal. Under no circumstance, an Applicant should share/change her e-mail ID and Mobile/Cell Number with any other person. In case she does not have a valid personal e-mail ID, she shall create a new e-mail ID for applying on-line.

7. Original Certificates/documents to be produced during verification:

- i. Treasury challan/Online deposit receipt in support of deposit of Examination Fee.
- ii. Resident/Nativity Certificate issued by the competent authority.
- iii. Candidates claiming reservation as SC/ ST/ SEBC/ Persons with Disabilities (PD) category shall produce Caste /PD Certificate issued by competent Authority.
- iv. Serving Anganwadi Workers must produce / Upload Service certificate from the appointing authority concerned for availing the age relaxation.
- v. Certificates and Mark sheets of qualifying examinations.

- vi. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- vii. Discharge Certificate/documents in support of service rendered in defence services in case of Ex-Servicemen.
- viii. Certificate of contractual work experience in any organisation of Government of Odisha if claimed.
- ix. Sportsperson I.D. & Certificate/s issued by the Sports & Youth Services Department if claimed reservation as Sportsperson.

8. Place and Date of Written Exam:

The recruitment examination/s shall be held simultaneously in all districts having posts to be filled up. The date/time/venue of the Written examination will be conveyed to the eligible candidates through the admission letters to be issued online in due course. The eligible candidates shall download the same by accessing the commission's website- www.osssec.gov.in by using their User ID & Password from a specific date to be notified in the said website later. The lists of applicants allowed/dis-allowed to appear in the examination/s shall be displayed in the website simultaneously from that date. The candidates are advised to visit the website of the Commission at regular interval and also keep track of different notices to be published by the Commission in different local dailies to know about the programme of the examination/s.

9. Admission Letter:

Admission letters, containing intimation about the date, time and venue for the written examination carrying the scanned photograph and signature of the eligible applicants and specimen signature of the Secretary of the Commission shall be uploaded on the Commission's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her admission letter before the date of examination by visiting the Commission's website and clicking "Download Admission Letter" option under the Applicant Menu. The dates of examination shall be advertised in the local newspaper for information of the candidates. The Commission will not send any printed admission letter to any candidate through post.

10. Plan & Syllabus of Examination for the post of ICDS Supervisor:

- 1. Method of Screening:** - There shall be screening and shortlisting of applicants up to 7 times the category wise vacancies on the basis of marks, excluding extra optional, obtained by them in Class 10th, +2 and Bachelors' Degree examination. Thereafter only the short-listed candidates shall be called for the Written Test. So, the applicants must correctly write in the online applications the full marks and the marks secured by them, except the marks of Extra-optional subject, in Class-X, +2 and Bachelor's Degree Examination.
- 2. Plan of Recruitment Examination:-** There shall be two papers of objective multiple choice type questions of 120 Marks each for the Written Test followed by Computer Practical Test of 30 Marks as detailed below:

No. of papers	Subject	Full Mark	Duration of Test
Paper-I	General Awareness	80	02.00 hrs.
	Basic Computer Knowledge	40	
	Sub-Total	120	
Paper-II	Mathematics (including Reasoning and Aptitude Test)	70	02.00 hrs.
	English	20	
	Odia	30	
	Sub-Total	120	
Computer Practical Test		30	00.30 hr.
GRAND TOTAL		270	

3. Syllabus :-

A – Written Test:

- (i) General Awareness:-** Geography; Population Studies; Environment; Climate; Public Health & Hygiene; Food & Nutrition; Common Diseases; Preventive & Social Medicine; Women & Child Development; Govt. Programmes on Public Health; Office & Personnel Management.
- (ii) Basic Knowledge in Computer & IT:-** Knowledge in operations of Computer, MS Windows, MS Word & MS Excel.
- (iii) Mathematics:** - Number system; Square and Square Root; Cube and Cube Root; Percentage and Average; Simple and Compound Interest; Profit, Loss & Discount; Partnership; Ratio and Proportion; Reasoning and Aptitude Test.
- (iv) English:-** Verbs, Tenses, Active and Passive voice, Subject-verb Agreement, Connectors, Types of sentences, Direct and Indirect speech, Comparison, Articles, Noun, Pronouns, Prepositions, comprehension.
- (v) Odia:** - Grammar, Composition. Translation, Re-Translation.

B. Computer Practical Test: Functional knowledge in MS Word and MS Excel.

11. Select list & Result:

The candidates who secure minimum 30% mark in each individual subject both in written and computer practical test shall only be placed in the merit list and considered for selection against the notified vacancies. The select lists of successful candidates shall be prepared separately for each district for which they have applied. The lists shall be prepared category-wise in order of merit based on the marks secured by them in the Written and Computer Practical Test and marks awarded for contractual work experience if any in any organisation of Government Odisha as per *Odisha Group-B posts (Contractual Appointment) Rules, 2013*. The final results shall be published in due course in the OSSSC website- www.osscc.gov.in.

By orders of the Commission

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19/12/16
Secretary
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ANNEXURE - 1 / ପରିଚ୍ଛେଦ - ୧

POST :SUPERVISOR

SL NO.	DISTRICT	CATEGORYWISE VACANCIES														
		UR		ST		SC		SEBC		Total	Special Category(Not Included in Total)					
			(W)		(W)		(W)		(W)		Ex-Serv.	Sports	*L.V	*H.I	*OH	*H.G
1	ANGUL	-	-	-	5	-	1	-	3	9	-	-	-	-	-	-
2	BARGARH	-	17	-	9	-	7	-	3	36	-	-	-	-	-	-
3	BHADRAK	-	14	-	9	-	6	-	4	33	-	-	-	-	1	-
4	BALASORE	-	27	-	15	-	7	-	-	49	-	-	-	-	-	-
5	BOUDH	-	-	-	2	-	2	-	2	6	-	-	-	-	-	-
6	CUTTACK	-	3	-	10	-	7	-	6	26	-	-	-	-	-	-
7	DEOGARH	-	4	-	2	-	2	-	1	9	-	-	-	-	-	-
8	DHENKANAL	-	4	-	6	-	-	-	3	13	-	-	-	-	-	-
9	GAJAPATI	-	-	-	4	-	5	-	1	10	-	-	-	-	-	-
10	GANJAM	-	-	-	18	-	9	-	-	27	-	-	-	-	-	-
11	JAGATSINGHPUR	-	11	-	11	-	1	-	2	25	-	-	-	-	1	-
12	JAJPUR	-	15	-	9	-	6	-	2	32	-	-	-	-	-	-
13	JHARSUGUDA	-	1	-	-	-	-	-	2	3	-	-	-	-	-	-
14	KALAHANDI	-	-	-	6	-	-	-	-	6	-	-	-	-	-	-
15	KANDHAMAL	-	5	-	2	-	2	-	-	9	-	-	-	-	-	-
16	KENDRAPARA	-	13	-	9	-	6	-	4	32	-	-	-	-	-	-
17	KEONJHAR	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-
18	KHURDA	-	12	-	5	-	4	-	3	24	-	-	-	-	-	-
19	KORAPUT	-	-	-	2	-	6	-	-	8	-	-	-	-	-	-
20	MALKANGIRI	-	-	-	2	-	-	-	-	2	-	-	-	-	-	-
21	NUAPADA	-	2	-	2	-	1	-	-	5	-	-	-	-	-	-
22	NABARANGPUR	-	14	-	3	-	4	-	3	24	-	-	-	-	-	-
23	NAYAGARH	-	8	-	4	-	3	-	2	17	-	-	-	-	-	-
24	PURI	-	18	-	8	-	6	-	4	36	-	-	-	-	-	-
25	SAMBALPUR	-	3	-	2	-	1	-	-	6	-	-	-	-	-	-
26	SUBARNAPUR	-	2	-	2	-	1	-	-	5	-	-	-	-	-	-

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ANNEXURE - 1

SL NO.	DISTRICT	CATEGORYWISE VACANCIES														
		UR		ST		SC		SEBC		Total	Special Category(Not Included in Total)					
			(W)		(W)		(W)		(W)		Ex-Serv.	Sports	*L.V	*H.I	*OH	*H.G
27	SUNDARGARH	-	1	-	1	-	1	-	-	3	-	-	-	-	-	-
Total -	SUPERVISOR	-	174	-	149	-	88	-	45	456	-	-	-	-	2	-

1) OH (ORTHOPEDICALLY HANDICAPPED) INCLUDES :-

i) OA - (ONE ARM AFFECTED (R OR L)) HAVING GRIP AND WRITING ABILITY

ii) OL - (ONE LEG AFFECTED) BUT MOBILITY NOT RESTRICTED

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19/12/16

SECRETARY
Odisha Sub-Ordinate
Staff Selection Commission
Bhubaneswar

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OSSSC (19/12/2016)

CERTIFICATE OF CONTRACTUAL WORK EXPERIENCE

(To be issued by the Head of the State Government Organization only in official letter head)

Reference No.

Dated

This is to certify that Sri/Smt./Mr./Mrs/Miss. _____
S/o/D/o/W/o _____ a resident of
At/Po. _____ P.S. _____ Dist. _____ has worked
/has been working as _____ in the office of
the _____ directly/ through outsourcing on contractual
basis on a consolidated monthly remuneration of Rs. _____ with effect from
dt. _____ to dt. _____. Further certified that creation of the post
held by him/her/ the contractual engagement given to him/her has been concurred by the
Finance Department, Government of Odisha. This certificate is being granted to him/her
for consideration of his claim as Contractual Worker as per Odisha Group-B Posts
(Contractual Appointment) Rules, 2013.

(Full dated signature with seal of the
Head of the state government organization)