



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

Advertisement No.2937/OSSC Date: 15.09.2012  
IIE-41/2012

Selection of candidates for recruitment to the post of **Assistant Commercial Tax Officer.**

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Applications in prescribed format are invited for selection of candidates for recruitment to 19 posts of **Assistant Commercial Tax Officer(Post Code-01/ACTO) from S.T. Category under the Commissioner of Commercial Taxes, Odisha**, carrying pay in the Pay Band-II of Rs.9,300/- to Rs.34,800/- with Grade Pay of Rs.4200/-.

**1.How to apply:**

**1.a.** Intending Candidates have to apply online using the website of the Commission [www.odishassc.in](http://www.odishassc.in). By clicking on the tab 'online application' on the home page of the website, the posts advertised for submitting application online and **detailed instructions** in that regard are displayed on the computer screen. The Instructions are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on 'apply online' button after selecting the post.

**1.b.** Blank Application Form specific for the particular post will be generated on the screen, and the candidate has to fill in the required details against the various items in the Form, including the candidate's recent passport size photograph which has to be uploaded. No item in the form is to be left blank. The filled in Application Form can be submitted by clicking on the 'submit' button. After the form is



successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button 'print application form' to generate the filled in Application Form, which is now generated on the computer screen, bearing a unique bar code and bar code number assigned by the system, called the 'index number' of the application.

**1.c.** The applicant has to take two printed copies of the application, one OSSC copy and the other the applicant's copy. The OSSC copy is meant to be promptly sent to the Commission as a detailed application form, duly attaching therewith the attested photocopies of the certificates / documents in proof of date of birth, record of educational career, caste, documentary claim for being considered as reserved category/ special category . The Detailed Application Form (DAF) with all the above requisite certificates / documents, and with the signature of the candidate at the indicated space on the Form has to be submitted to the Commission by Speed post, or in person at the appropriate drop box in the Commission's office.

**1.d.** Applications received incomplete and without required documents are liable to be summarily rejected.

**1.e.** The applicant may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in tab, and providing the user ID and password.

**2.Last date for receipt of Applications:**

**2.a.** The last date for submission of Application online in response to this advertisement is 15.10.2012. The system will be disabled from 5 PM of the said date after which the application form for this particular post will not be generated any more at the candidate's end.



2.b. The closing time for receipt of Detailed Application Form (DAF) (refer to para 1.c. above) in the Commission's office is 5 PM of 25/10/2012.

**3. Number of posts to be filled up and reservations :**

3.a. As per information furnished by **the Commissioner of Commercial Taxes**, the break-up of the vacant posts to be filled up through this recruitment is as follows:

Category	No. of vacancies	Vacancies reserved for Women
ST	19	06

**3.b. Reservation for special category**

There is one post earmarked for persons with disability (PWD), i.e. partially deaf (with suitable aid).

3.c. The number of vacant posts to be filled up on the basis of this recruitment process can be changed at any time without any prior notice, at the discretion of the State Government/appointing authority.

**4. Eligibility:**

**4.a. Age:**

The candidate must have completed **21** years of age, and must not have crossed the age of **37** years, as on **01.01.2012**. The upper age limit extends upto 42 years of age for Persons with disability, i.e. such candidate is eligible if he/she has not crossed 42 years of age as on 01.01.2012.

Date of birth entered in the High School Certificate or equivalent School leaving Certificate issued by the concerned Board/Council will only be acceptable to the Commission in regard to proof of age of the applicant.



**4.b. Minimum Educational qualification:**

The applicants must have (a) Bachelor's Degree in any discipline from a recognised University and (b) must have passed HSC or equivalent examination with Odia as one of the subjects, or must have passed examination in Odia equivalent to M.E. standard.

**5. Application Fee:**

S.T. category candidates are exempted from paying examination fees.

**6. Certificates / documents to be submitted alongwith the detailed application form ( DAF):**

- (a) Attested photocopy of caste certificate issued by the competent authority.
- (b) Attested photocopy of HSC certificate & mark sheet or equivalent certificate in support of declaration of age, issued by the concerned Board/Council.
- (c) Attested photocopy of certificate & mark sheet of the minimum required educational qualification specified for the post at **para-4(b)** .
- (d) Attested photocopy of identity card issued by competent authority in case of persons with disability.
- (e) 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.
- (f) One recent colour photograph (3.5 Cm X 4.5 Cm size) duly attested by a Gazetted officer should be enclosed with the DAF.

**7. PLACE AND DATE OF WRITTEN EXAMINATION:**

The date/time/ venue of the written examination will be conveyed to the eligible candidates in the admission letters, in due course. The admission letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The list of applicants whose applications are rejected shall be displayed in the said website simultaneously from that date.



## 8. PLAN OF EXAMINATION:

There will be a written examination followed by viva-voce test.

### **I. Written Examination-**

The written examination will consist of the following papers:-

The questions will be objective type with multiple choice of answers, except in case of the English paper where the questions will have descriptive answers.

<b>Subject</b>	<b>Full mark</b>	<b>Duration</b>
(i) Arithmetic	100	1 hour 30 minutes
(ii) English	100	1 hour 30 minutes
(iii) General Knowledge	100	1 hour 30 minutes

#### **(i) Arithmetic :-**

In this paper the topics covered will be vulgar fractions & decimal, HCF & LCM, Simple & Compound Interest, Rates and Taxes, Insurance, square and cubic measures in metric system, ratio and proportion, problems on time and work and time and distance profit and loss (H.S.C. standard).

#### **(ii) English**

The paper in English will comprise of Essay, letter writing, précis making of two passages, translation and retranslation from Odia to English and vice-versa.

- (a) Essay - 30 marks
- (b) Letter writing - 20 marks
- (c) Précis writing of two passages - 30 marks
- (d) Translation & re-translation  
From English to Odia and  
Odia Passage to English -20 marks



**(iii) General Knowledge:**

General Knowledge will be a test of awareness of current events, particularly in respect of Odisha; history, art, literature, culture of Odisha and other matters of day to day observation and experience, and basic computer knowledge.

**II . Viva-voce Test**

There shall be viva-voce test of 30 marks. Basing on the performance in written test suitable number of candidates shall be called to appear in the viva-voce test.

9. **Admission letter:-**

The Commission shall upload the Admission letters on its Website. "[www.odishassc.in](http://www.odishassc.in)". The candidate has to go to the website of the Commission, 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. If the application has been rejected the same would be indicated along with grounds of rejection. The eligible applicant has to click on "Download Admit Card" and the requisite Admission letter can be downloaded. This would be feasible about two weeks before the scheduled date of examination. The candidates are advised to download their respective Admission letters and take print out thereof. The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of the Commission.

In case the Photograph is not visible or available on the admission letter downloaded from the Commission's website, the candidates are advised to carry three identical photographs @ one for each sitting of the examination along with proof of



identity such as Voter's Identity Card, /Aadhar Card/ Driving licence along with the print out of the admission letter to the venue of the examination. **No Admission Letter will be despatched to any candidate by post by the Commission.**

**10. SELECT LIST:**

The select list will be worked out, based on merit within each category, as determined by the sum total of marks secured by the candidate in the written examination and viva-voce test taken together.

11. **Results:** The results will be declared in due course in the Commission's website.

*Mobile phone or any other communication device is not allowed into the premises of any OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.*

By order of the Commission.

Secretary 