



ODISHA STAFF SELECTION COMMISSION

Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No. 3245 /OSSC Date: 10.10.2012
IIE- 79/2011

Selection of candidates for recruitment to the post of **Auditor under Board of Revenue, Odisha.(Post Code-77/ABR)**

Applications in prescribed format are invited for selection of candidates for recruitment to 31 posts of **Auditor under Board of Revenue, Odisha.** carrying pay in the Pay Band-II of Rs.9,300/- to Rs.34,800/- with Grade Pay of Rs.4200/-.

1. Application may be submitted either (i) offline by post or in person by obtaining the OMR Application Form , or (ii) in the online mode.

1.(a) For applying in the offline mode, the application form (which is an OMR Form along with a window envelope and an acknowledgement card kept inside a covering envelope) may be collected at any district headquarters in the office of the Additional District Magistrate, at the Office of the ADM, Bhubaneswar/Rourkela, and at Sub-Collector's Office, Berhampur/Jeypore. The intending applicant has to deposit the original Treasury Challan showing payment of Rs.30/- (Rupees thirty only) under the Head of Account as indicated at para-5 below, at any of the said offices to obtain an Application Form. The requisite certificates/documents have to be tagged on to the Form while submitting the same.

1.b. For applying in the Online mode, the intending applicants have to use the website of the Commission www.odishassc.in. By clicking on the tab 'online application' on the home page of the said 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 may be generated by clicking on 'apply online' button after selecting the post.

1.c. 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.d. 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.e. Any application received incomplete and without required documents is liable to be summarily rejected.

1.f. 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 of receipt of off line applications by post or by delivery in person in the Commission's office is 17.11.2012 upto 5.PM.

2.b. The last date for submission of Application online in response to this advertisement is 09.11.2012. 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. The closing time for receipt of Detailed Application Form (DAF) (refer to para 1.d. above) in the Commission's office is 5 PM of 17/11/2012.

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

3.a. As per information furnished by **the Secretary, Board of Revenue, Odisha**, 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
SC	01	01
ST	12	05
SEBC	08	03
UR	10	10

3.b. Reservation for special category

(i) There is one post earmarked for persons with disability (PWD), i.e. Orthopaedically Handicapped (O.H.).

(ii) There is one post earmarked for Ex-Serviceman category.

These special category candidates will be set off against the respective categories to which they belong.

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 **32** years, as on **01.01.2012**. The upper age limit extends upto 37 years of age for candidates belonging to **SC/ST/SEBC/Women** categories. 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. The upper age limit extends beyond 32 years by the period equal to the total period of service rendered by the particular candidate in defence services in case of Ex-Serviceman.

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. Persons already in the employment of Government shall submit their original applications through proper channel. No such candidate shall be admitted to the examination on the basis of receipt of advance copy of the application.

4.b. Minimum Educational qualification:

The applicants must have (a) Bachelor's Degree in any discipline (Arts, Science, Commerce or Law) from a recognised University or such other qualification as may be decided by Government to be equivalent thereto; and (b) must have passed HSC or equivalent examination with Odia as the medium of justification in main language subjects, or must have passed the 7th class(M.E. Standard) or equivalent examination with Odia as subject.

5. Application Fee:

Candidates other than SC/S.T. are required to deposit Rs.100/- (Rupees one hundred) only through Treasury Challan under Head of Account "0051-P.S.C.-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examination-02041-Examination fees". The treasury challan No. and date are to be filled in the online application and the original treasury challan has to be submitted with the detailed application form. The candidates applying offline are required to submit the original treasury challan alongwith the duly filled in OMR application form.

6. Certificates / documents to be submitted alongwith the detailed application form (DAF)/OMR application form submitted in the offline mode:

- (a) Original Treasury challan in support of deposit of Rs.100/- (Rupees one hundred) only towards Examination Fee (except SC/ST).
- (b) Attested photocopy of caste certificate issued by the competent authority.
- (c) Attested photocopy of HSC certificate & mark sheet or equivalent certificate in support of declaration of age, issued by the concerned Board/Council.
- (d) Attested photocopy of certificate & mark sheet of the minimum required educational qualification specified for the post at **para-4(b)** .
- (e) Attested photocopy of identity card issued by competent authority in case of persons with disability.

- (f) Attested photocopy of identity card and the documents indicating the period of service rendered in armed forces in case of Ex-Servicemen.
- (g) 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.
- (h) One recent colour photograph (3.5 Cm X 4.5 Cm size) duly attested by a Gazetted officer.

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 career assessment and 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 General English paper where the questions will have descriptive answers.

Subject	Full mark	Duration
(i) Mathematics	60	60 minutes
(ii) General English	50	50 minutes
(iii) General Studies	40	40 minutes

(i) Mathematics :- Paper-I(60 marks)

The questions will be on Arithmetic, Algebra, Geometry & Trigonometry of the standard prescribed for H.S.C. Examination.

(ii) General English:- Paper-II (50 marks)

The paper in English will comprise of Essay writing, letter or application writing, correct Usages, Comprehension and precis writing, translation of a Passage in Odia into English.

(iii) General Studies:- Paper-III(40 marks)

The questions will relate to Indian History, major events in world history, Geography, General Science awareness of environmental conservation issues, Human rights issues, Basic Knowledge of Computer application, and Current Events, application of Odia literature, arts and culture of Odisha.

There will be half an hour break between two consecutive papers.

II. Career Assessment:- There shall be career assessment from H.S.C. to Graduation carrying 100 marks.

III . Viva-voce Test

There shall be viva-voce test of 20 marks for all candidates other than for ex-servicemen candidates, for whom viva-voce test will carry 25 marks. Basing on the performance in written test , suitable number of candidates as may be fixed by the Commission, not exceeding three times the number of vacant posts in each category shall be called to appear at the viva-voce test, where the original certificates and documents for career assessment will be verified.

9. Admission letter:-

The Commission shall upload the Admission letters on its Website. "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, career assessment 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 item to the examination centre venue, as arrangements for their safe keeping cannot be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.

By order of the Commission.

Secretary 