



**ODISHA STAFF SELECTION COMMISSION**

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

**Advertisement No.3803/OSSC**

**Date:20.12.2014**

**[COMBINED DIRECT RECRUITMENT FOR THE POST OF REVENUE INSPECTORS AND AMINS (POST CODE-RIWR/91) AND (POST CODE-AM/92) UNDER THE GOVERNMENT IN WATER RESOURCES DEPARTMENT]**

**IMPORTANT : (i) ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 23.12.2014 TILL 11.59 P.M OF 22.01.2015.**

**(ii) LAST DATE OF RECEIPT OF THE DAF IS 29.01.2015, 5 P.M.**

Online Applications are invited for selection of candidates for recruitment to 15 numbers of posts of Revenue Inspectors in the scale of pay of Rs.9,300-34,800/- with G.P. Rs.4200/- and 79 numbers of posts of Amins in the scale of pay of Rs.5,200-20,200/- with G.P. Rs.1800/- under the Government in Water Resources Department. The post is contractual and the services shall be regulated by Odisha Group-B posts (Contractual Appointment) Rules, 2013 and relevant Service Rule of the posts. It is the liability of the applicant to ensure that he/she is eligible to apply for the post as per this advertisement. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post(s), or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith.

**1.How to apply:**

1. (a) 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' in the home page of the website, the posts advertised for online application and **detailed instructions** for submitting application online are displayed on the computer screen. These 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' after selecting the post. Here, the system will ask to furnish the 10<sup>th</sup>/ HSC Examination Roll number, name of the Board and year of passing and

whether Annual or Supplementary. The Applicant should furnish the correct information including the Roll number as mentioned in the H.S.C / Matriculation Certificate and other information so as to validate the same and to proceed to the next Step. **Candidates should ensure that correct information relating to passing the 10<sup>th</sup> Standard Examination is furnished. Furnishing of any wrong information may lead to rejection of the application.**

1. (b) On completion of validation, the candidate has to fill in the required details against the various items in the form without leaving any item blank. The candidates are also advised to fill up relevant column, mentioning full marks, marks secured and percentage of mark in H.S.C/+2/Degree examination. Thereafter the candidate has to upload the scanned image of his/her recent passport size photograph and scanned image of his/her full signature in the on line application form. **The uploaded photograph and full signature must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence on this count will be entertained.** The filled in Application Form can be submitted by clicking on the '**submit button**'. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided and the scanned signature and scanned photographs are clearly identifiable and visible and then click 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. This time the Application Form is generated by the system with a 'unique bar code' and the bar code number printed on the format, is the index number of the application. **If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'log in' within 48 hours of clicking the 'submit button'. Editing of the application will not be possible after 48 hours.**

1. (c) The candidate has to take print of the **Applicant's copy** and the **OSSC** copy. The candidate has to submit the OSSC copy to the Commission along with the following self attested photo copy of the certificates which is called Detail Application Form ( DAF) so as to reach in the Commission's office before 29.1.2015.

1. H.S.C. or equivalent Certificate & mark sheet
2. +2 or equivalent Certificate & mark sheet
3. Bachelor's Degree (Arts/Science/Commerce/Business Administration/ Computer Application etc.) Certificate & mark sheet
4. Caste certificate in case of SC/ST/SEBC candidates
5. Odia pass certificate upto M.E. standard
6. PWD certificate/Identity Card issued by the Competent Authority
7. Sports certificate/Identity Card issued by the Competent Authority
8. Identity Card and Discharge certificate, in case of Ex-Serviceman
9. Residence certificate
10. Certificate of good character from the head of the Institution in which he last studied
12. Certificate of work experience in settlement or Consolidation Organisation granted by Settlement Officer or Deputy Director, Consolidation in case of in Service candidates claiming age relaxation
13. All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, if any.
14. Copy of Treasury Chalan
15. Certificate in Basic Computer Skill.

**The candidate has to submit the original certificate before the selection/test as decided by the Commission for verification.**

1. (d) The **Applicant's copy** contains the '**user ID**' and '**pass word**' printed on the bottom of the Application Form. The applicant has to keep it carefully for his future reference to access to the website to know the status of the application and also to down load the call letter from the Commission's website.

1. (e) Applications received incomplete or received through any mode other than online mode are liable to be summarily rejected.

1. (f) The Commission has the right to reject the application of any candidate at any stage of the recruitment process if the candidate is found to have submitted false information in the Application Form or ineligible for whatsoever reason(s) it may be.

1. (g) The candidate 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, and using the user ID and password.

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

2(a) The last date for online submission of Application in response to this advertisement is 11.59 P.M. of 22.01.2015. The system will be automatically disabled from 11.59 P.M. 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 the **DAF** (i.e. the OSSC copy of the Application form duly ink signed at appropriate place, Treasury Challan if any and other documents (refer to **clause 1(c)**, together called the DAF) in the Commission's office is 5 PM of 29 -01-2015 through Speed post/ Registered post only in the following address:

**“TO THE SECRETARY, ODISHA STAFF SELECTION COMMISSION,  
BARRACK NO-1, UNIT-V, BHUBANESWAR, 751054”** , Superscribing on the top of the envelope as **“APPLICATION FOR THE POST OF  
“REVENUE INSPECTORS OR AMINS”**

No application will be entertained in the Commission's office after the date and time stipulated above. No Application form will be received by hand/in the drop box in the office of the Commission.

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

3(a) As per information filed by the Requisitioning Authorities, the category-wise break-up of the total no. of posts to be filled up by this recruitment is as follows:

**REVENUE INSPECTOR:-**

Sl.No.	Categories	No. of vacancies for which the recruitment examination will be conducted		
		Male	Female	Total
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	UR	6	2	8
2	SEBC	1	1	2
3	SC	1	1	2
4	ST	2	1	3
5	<b>TOTAL</b>	<b>10</b>	<b>5</b>	<b>15</b>

Out of the 15 posts, 1(one) post is reserved for Ex-Serviceman.

**AMIN:-**

Sl.No.	Categories	No. of vacancies for which the recruitment examination will be conducted		
		Male	Female	Total
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	UR	26	13	39
2	SEBC	6	3	9
3	SC	9	4	13
4	ST	12	6	18
5	<b>TOTAL</b>	<b>53</b>	<b>26</b>	<b>79</b>

Out of the 79 posts of Amin, 2 (Two) posts are reserved for Ex-Servicemen, 2 (Two) for PWD (1-Male-1, Female-1) and 1 (one) post is reserved for Sports Persons. The PWD candidates belonging to OL, BL (MNR) category are only eligible to apply as per Government guidelines.

3(b) The number and other conditions of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authorities and the Government.

#### **4. Scale of Pay & Condition of Service.**

The Scale of pay for the post of Revenue Inspector, the appointment shall be made in a consolidated salary of Rs. 9300/-+G.P Rs. 4200/- applicable to the post, i.e. in P.B.-2. Rs. 9,300/- to 34,800/- and G.P. Rs. 4200/- and for the post of Amin, the appointment shall be made in a consolidated salary of Rs. 5200/-+G.P Rs. 1800/- applicable to the post , in the Pay Band of Rs. 5200/- to 20,200/- as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17-01-14.The salary/scale of pay may vary according to decision of the Government from time to time. Besides, the service shall be governed by the relevant rule meant for the posts.

#### **5. Eligibility:**

##### **5(a) Age:**

The minimum age for these posts is 21 years and the maximum age is 32 years as on 01-01-2014. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidates and candidates having actual work experience in Settlement/Consolidation, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-Servicemen. However, a candidate can only avail any one type of age relaxation as per the Rule. To be eligible, candidates must not have been born earlier than 2<sup>nd</sup> January, 1982 and not later than 1<sup>st</sup> January 1993.The candidates working in the Settlement/Consolidation Organisation who wants to avail age relaxation shall have to obtain experience certificate from their appointing authorities i.e. Dy.Director of Consolidation/Settlement officer concerned.

**5(b)** 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 only be acceptable to the Commission.

##### **5(c) General Eligibility Criteria**

A candidate in order to be eligible for these posts/appearing at the competitive examination must be (i) citizen of India, (ii) be of good character, (iii) be of sound health, good physique and active habits (iv) be free from

organic defects ,physical and mental infirmity and must qualify in the test of physical fitness, (v) must not have more than one spouse living and (vi) a candidate must be able to speak, read and write odia and must have passed the High School Certificate Examination or an equivalent examination through the Odia medium.

**5(d)Educational Qualification:**

For the post of Revenue Inspector, a candidate must have passed Bachelor's degree examination in Arts/Science/Commerce including Bachelor in Business Administration or Bachelor in Computer Application or equivalent thereto from a recognised University and must possess knowledge in computer operation as prescribed for OS CIT course as decided by the Govt. in Higher Education Department Resolution No. 20959/HE dt. 21-08-2012. The same can be viewed in Commission's website. In case the candidates does not possess the same, he/she has to complete the OS-CIT course(Odisha State – Certificate in Information Technology) conducted by Odisha Knowledge Corporation Ltd. before the test.

For the post of Amin, a candidate must have passed Higher Secondary Examination (10+2) conducted by the Council of Higher Secondary Education, Orissa or equivalent thereto from a recognised Board and must possess knowledge in Computer Operation as prescribed for OS CIT course as decided by the Govt. in Higher Education Department Resolution No. 20959/HE dt. 21-08-2012 or complete the same before the test.

The candidates having other proficiency certificate in Computer Application from Government recognised Institution shall also be accepted,

**6. Examination Fee:**

All SEBC & UR candidates (other than SC/ST/PWD) have to pay an examination fee of Rs.100/-. The fees can be deposited either through online or off-line mode using the Treasury Portal or by the conventional mode of deposit in the Treasury. No application for admission to examination shall be considered if the examination fee is not deposited through Treasury Challan showing payment in the Government Treasury.

**Mode of payment of examination fee:-**

6(1)\* In case of e-payment the applicant is required to log on to [www.odishatreasury.gov.in](http://www.odishatreasury.gov.in) or access through the link available in the OSSC portal.

\* She/He will click on the option of e-Payment and choose the option 'Other Deposit'

\* The details of the challan will be filled in by the applicant

\* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.

6 (2)\* For online payment, the payment will be made through Net Banking of the designated banks or through Debit Card. On successful payment, an e-Challan will be generated from the Treasury portal.

6 (3)\* For over the Bank counter mode of deposit, the applicant will choose any designated Bank provided in the Treasury Portal and then proceed to the Bank branch where Offline payment of Government receipt is accepted. (**The list of Bank branches for making offline payment is available at the Treasury Portal**).

\* On receipt of the payment, the depositor copy of the Challan form will be handed over to the depositor by the Bank.

\* The challan will be deposited under the "Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examination Fees".

\* The applicant will fill in the challan **reference ID and date** in the online application.

6 (4) The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examination Fees-0047-Fees collected for conducting examinations-02041-Examination Fees". In this case the candidate has to mention the Treasury Challan No. and date in the online application.

\* Non indication of correct and valid treasury challan no., date, and name of the treasury in the application form relating to examination fees deposited through off-line mode is liable for rejection of the application.

An enquiry on the deposit of examination fee by the candidates in the concerned Treasury shall be made by the Commission. Applications without examination fee shall be rejected.



**7. Scrutiny and screening of Applications:**

The applications shall be scrutinised to determine the eligibility and to make a screening of the candidates on the basis of the percentage of marks obtained in the High School Certificate Examination(class ten) and percentage of marks obtained in Higher Secondary Examination(Plus two) ,giving equal weightage. Percentage of marks will be calculated out of 200 marks (100 marks will be allotted for HSC and 100 marks for Higher Secondary Examination). The fraction of marks will be rounded off to two decimal points. Candidates three times the number of vacancies in respect of all categories shall ordinarily be called upon to appear in the recruitment tests.

Further, candidates who have rendered not less than five years of actual service (in the regular establishment and/or job contract establishment) in the rank of Amin or in ranks equivalent or higher thereto in Settlement or Consolidation organisation and candidates who have passed the All-India Trade Test in Surveyor trade conducted by the National Council for Training in Vocational Trades who fulfils all condition of eligibility like age, education etc. shall invariably be called upon to appear in said tests.

**8. Plan of Examination:**

In order to qualify in the test of physical fitness, a candidate

- (a) If a **male**, must not be less than 160 centimetres (155 centimetres in case of candidates belonging to SC/ST) in height and 80 centimetres round the chest.
- (b) If a **woman**, must not be less than 150 centimetres ( 145 centimetres in case of candidates belonging to SC/ST ) in height
- (c) Must be knowing cycling and swimming.

(d) Candidates who qualify in the test of physical fitness shall be eligible to appear in the written tests comprising the following papers:-

1. General Awareness	-100 marks (for Revenue Inspector only)	-1 Hour
2 Arithmetic	-100 marks(10 <sup>th</sup> standard)	-1 ½ Hour
3 Computer(written test)	-50 marks	-45 minutes
4 Handwriting in Oriya	-50 marks	-45 minutes
5 Computer(Practical test)	-50 marks	- ½ Hour

**9. Date & Plan of Examination:**

There shall be a physical fitness test and written examination for which admission letters will be issued through the Commission's website to the eligible applicants.

**10. Admission letter:**

The Commission shall upload the Admission letter of the admitted candidates on its Website. "[www.odishassc.in](http://www.odishassc.in)". The candidates have to visit the website of the Commission click on the button 'candidate's 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. Then 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 complete list of the admitted/rejected applications (with grounds of rejection) may also be seen in the Commission's Website. The candidates are advised to download their respective Admission letters and take print out there of and required to produce the same at the allotted venue for appearing at the examination. The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photograph and signature of the candidate and facsimile signature of the Secretary of Commission.

**No Admission Letter will be despatched to any candidate by post.**

**10. Drawal of merit list**

The list of successful candidates drawn up in order of merit on the basis of the performance in the written test shall be equal to the number of vacancies advertised.

Two separate merit lists shall be drawn up, one for the post of Revenue Inspector and another for the posts of Amins .

*Mobile phone or any other communication device is not allowed into the premises of the 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.*

*Non indication of the correct & valid Treasury Chalan No., date, and name of the Treasury in the application form in case of examination fees deposited through off-line mode shall be liable for rejection.*

By order of the Commission,

Secretary

*20/12/14*