RECRUITMENT TO THE POSTS OF ASSISTANT LIBRARIAN
IN GROUP- "B" OF SPC BOARD, ODISHA.

Online application are invited from the prospective candidates through the Proforma Application Form to be made available on the website https://ospcboard.odisha.gov.in **The link for registration / re-registration & payment of examination fee shall be available from 27.02.2025 11.00 A.M. to 28.03.2025 till 5.00 P.M. is the last date for submission of Registered Online Application** for direct recruitment, through a selection procedure which include written test (CBT mode) and personal interview for **05** nos. posts of **Assistant Librarian** in Group-B, of the **State Pollution Control Board, Odisha,** Service in the scale of pay ₹35,400/- to ₹1,12,400/- in **Level 9, Cell-1** of Pay Matrix of OSRP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the State Pollution Board, Odisha, from time to time as per vacancy position and essential qualifications with streams / subject as detailed below :

1) **No. of Vacant posts - 01 (Single Post) All categories of candidate can apply**

A candidate must have attained the age of 21 years and must not be above the age of 38 years as on the 1st day of January,2025. The upper age limit is relax-able by 05 (five) years for candidates belonging to SC /ST / Women / Ex-Serviceman and by 10 (ten) years for PWDs whose permanent disability is 40% or more. Persons with disabilities belonging to SC / ST categories are eligible for cumulative age relaxation benefit. The age relaxation for SPC Board's, Odisha, internal candidates will be the number of years put by the candidates in their respective posts. In the case of a candidate who is or was holding a post under the State or Central Government or Local Authority or Corporation established by a State Act or a Central Act or established by the Government under a State Act or Central Act and owned or controlled by the Government, by the number of years during which he is or was holding such post or five year whichever is less.

The candidates other than SC/ST/ women candidates/Persons with disabilities category shall have to pay a non-refundable examination fee of Rs. 300/- (Three Hundred) only. The fee can be deposited only through online mode using internet banking/ debit card/credit card or any other available payment methods linked with the online application form. The candidates should keep with them a copy of the payment slip showing successful transaction of fees for future reference. SC/ST/ women candidates/Persons with disabilities (PwD) candidates are exempted from paying examination fee

The candidate are required to make Online payment of applicable Examination Fee (s) through SPCB, Odisha, portal using Debit Card / Net Banking facilities and other financial instruments enlisted in the payment page / Gateway. The fee (s) paid shall neither be refunded under any circumstances nor can be adjusted or held in reserve for any other examination or recruitment.

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The candidates are required to visit the website https://ospcboard.odisha.gov.in of the **SPC Board, Odisha** for detailed informations, method of selection, place date & time of written examination / document verification / interview, other important notices etc. The candidates also keep track of publication of various notices to the effect in the leading local daily Newspapers for information. The Online Applications if found defective in any respect is liable to be summarily rejected.

State Pollution Control Board, Odisha reserves the right to cancel the recruitment process at any stage without any notice.

2) Criteria for selection:

1) This selection criteria is laid down on the basis of the provisions in the "Recruitment & Conditions of Service of the Employees of the SPC Board, Odisha Regulation - 2011".

2) The qualifying examination for the candidates applying for the post of Asst. Librarian, is Graduate in any discipline with Diploma in Library Science. Preference will be given to those who obtain higher qualification in Library Science.

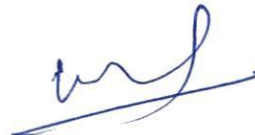3) For selection of the candidates one written examination shall be conducted and details as follows :

a) **Syllabus of examination out of 100 marks:**

General English (HSC Standard)	:	20 marks
General Studies (HSC Standard)	:	20 marks
Basic Computer (Like Windows, MS Word, MS Power Point, MS Excel, MS Access	:	20 marks
Library and Information Science, Knowledge Organisation and Bibliographic Description Theory and Practice, Management of Libraries and Information Centres, Research Methodology and Design, Classification (DDC) and Cataloguing (AACR-2). Library Automation, Information Sources and Services, Basic of Computer Information Technology, Information Storage and Retrieval, Digital Library and information Systems, preservation and Conservation of Library Documents, information needs and Information Access, Management of E-Resources and E-Publishing.	:	40 marks
TOTAL		**100 Marks**

Question Pattern:

Total number of questions	200 numbers
Total number of marks	100 marks
Duration of examination	120 minutes
Level of question difficulties	Easy – 30 %
	Medium - 40 %
	Difficult – 20 %
	Very difficult -10 %
TOTAL	**100%**

a) No person shall be eligible for appointment if he / she is not able to read write and speak Odiya and must have –

i) Passed Matriculation or equivalent examination with Odiya as medium of examination in non-language subject.

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ii) Passed in Odiya as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government, and

iii) Passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

b) Application received by post after due date will be rejected.

c) Application received from general category candidates against the reserve category post will be rejected.

The candidates appearing the qualify exam i.e. graduation during the Financial Year 2024-25 **need not apply.**

3) In the recruitment process the weightage of marks will be as per the following table.

i)	Career Marks	30 marks
ii)	Written / Skill test	50 marks
iii)	• Experience three years and above	06 marks
	• Experience below three years	00 marks
iv)	Higher qualification	04 marks
v)	Interview	10 marks
	TOTAL Marks	**100 marks**

4) Preferences may be given to persons having higher qualification, the break – up of marks for higher qualification and experience will be as follows :

Higher qualification & experience	Maximum Marks
Higher qualification (Master degree in Library & Information Science)	04
Completed three years and above working experience in Govt. agency, PSU, Statutory Board/ Corporation.	06
Experience below 03 years	00

5) Assigning marks against the work experience.

i) The candidates who have submitted copies of documents in support of their claim for work experience will be considered for awarding marks. If any candidate has not submitted any document, then mere indication in the form will not be taken into consideration. If the candidate has not completed three years in an organization, the experience will not be taken into consideration.

6) The Break-up of the carrier marks to the candidates for the posts of Assistant Librarian will be as per the following table:

Division / Degree	Diploma in Library Science	Graduation	Intermediate / +2	10th	Total
Equal to or above 60%	10	10	05	05	30
Equal to or above 50%	05	05	2.5	2.5	15
Less than 50%	00	00	00	00	00

7) All the applicants who have requisite qualification in the relevant field will only be called for a written test.

8) The merit list will be prepared on the basis of the carrier mark and marks obtained in the written / online test. Candidates will be called for interview at a ratio of 1:5 from this merit list.

9) The final merit list for each category will be prepared on the basis of combined score in career, experience written test and interview.

10) **Place of Examination :**

The Written Examination will be held at different centres fixed by the SPC Board, Odisha

REQUEST FOR CHANGE OF EXAMINATION CENTER WILL NOT BE ENTERTAINED

11) **Other eligibility conditions :**

    i)   The candidate must be a citizen of India ;

    ii)   A candidate, who has more than one spouse living will not be eligible for appointment unless the SPC Board, Odisha, has exempted his / her case from operation of this limitation for any good and sufficient reasons.

    iii)   Government or SPC Board, Odisha servants whether temporary or permanent, are eligible to apply provided that they possess the required qualification and are within the prescribed age-limit as provided in the Advertisement. They must submit **No Objection Certificate** issued by the competent authority during document verification.

    iv)   Only those candidates, who are within the prescribed age limit and fulfill the requisite qualification etc. by the closing date of submission of online application will be considered eligible.

    v)   A candidate who claims change in his / her name after having passed the High School Certificate Examination or equivalent Examination, is required to furnish copy of publication of the changed name in the local leading daily newspaper as well as copy of notification in the Gazette in support of his / her change of name.

12) **Important Points :**

    i)   Online Applications submitted to the SPC Board, Odisha, if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applications on that score.

    ii)   Admission to Examination / Viva-Voce test will be provisional. If on verification at any stage before or after the Viva-Voce Test, it is found that a candidate does not fulfill all the eligibility conditions, his / her candidature shall be liable to rejection. Decision of the SPC Board, Odisha, in regard to the eligibility or otherwise of a candidate shall be final.

    iii)   The advertisement should not be construed as binding on the SPC Board, Odisha, to make appointment.

    iv)   Concession meant for SCs & STs by birth are admissible to the Scheduled Caste & Schedule Tribes of Odisha only.

v) Community / Caste status once mentioned by the candidates under the appropriate box of the online application form will be treated as final and the same shall not be changed subsequently under any circumstances.

vi) Any misrepresentation or suppression of information by the candidate in the Online Application, will result in cancellation of his / her candidature or penalty, as decided by the SPC Board, Odisha, be imposed on the candidate.

13) CERTIFICATE AND DOCUMENTS TO BE ATTACHED

The candidates who shall qualify in the written examination are required to download the hard copy of online application and submit the same during document verification. They are required to submit the true copies of the documents including originals as mentioned below along-with their application form **the candidate are required to mention on the copy of each document submitted by me and put their signature & date on the same.**

i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board / Council.

ii) Graduation in any discpline in respect of educational qualification prescribed for the recruitment & other higher qualification certificates.

iii) Mark- lists in support of all the aforesaid examinations experience certificate passed including fail marks, if any, issued by the concerned Board / Council / university

The candidates are to upload their documents as required by the system while filling up online application form, failing which their candidature shall be rejected.

iv) Two recent passport size photographs (unsigned & unattested) which has been uploaded with online application.

v) In-service certificate from the competent authority mentioning continuation of Government service, wherever applicable.

vi) Caste certificate by birth in support of claim as SC / ST / SEBC; wherever applicable.

vii) Required Odia Test pass certificate from the Competent Authority.

viii) Permanent Disability Certificate (indicating percentage of disability i.e. 40% and more) issued by the concerned Medical Board wherever applicable.

ix) Discharge Certificate in case of Ex-Serviceman issued by the Commanding Officer of the Unit last served. Ex-Serviceman candidates must submit and affidavit undertaking that he has not been appointed against any civil post after retirement from military service, wherever applicable.

x) Sports Certificate issued by the Director of Sports Odisha; wherever applicable.

xi) No objection certificate issued by the competent authority.

xii) Any proof of Identity.

xiii) Candidates calming and belonging to ST / SC/ SEBC category by birth are required to submit copy of the relevant Caste Certificate as mentioned in their online application form and issued by the Competent Authority in the prescribed form.

xiv) Women candidates belonging to SC /ST/ SEBC are required to submit Caste Certificate by birth showing daughter of .... Caste Certificates by virtue of marriage (i.e. showing "wife of ...." Are not acceptable and liable to rejection.

xv) The competent authorities are : District Magistrate / Collector or Additional District Magistrate or Sub-divisional Magistrate / Sub- Collectors or Executive

Magistrates or Revenue Officers, not below the rank of Tahasildar / Additional Tahasildar of Government of Odisha.

xvi) Degree certificate, Caste certificate, Odia Test pass Certificate, Sports Persons Certificate, Disability Certificate of Persons with Disabilities (indicating % of permanent disability) and Discharge certificate of Ex-servicemen must have been issued by the competent authority within the last date fixed for submission of online application form.

14) Grounds of Rejection of Application:

Applications of candidates will be rejected by the SPC Board, Odisha, on any of the following grounds.

a) In-complete online application form.
b) Non-submission of hard copy of online application from at the time of verification of original documents.
c) Not signing Declaration (full signature) in the hard copy of online application form.
d) Not coming within the age limit as mentioned in Para- 3 of Advertisement (overage relaxation shall not be allowed to PWD candidates with less than 40% permanent disability / temporary disability.
e) Not having requisite qualifications as provided under Para -4 of Advertisement.
f) Not furnishing copies of certificates / documents as provided under Para -10 of Advertisement.
g) Not passing Odia test (M.E. standard) / not furnishing Odia test pass evidence as prescribed under Para -8 (i) of the advertisement.
h) Non- payment of examination fee, (wherever applicable), as provided under Para - 5 of Advertisement.
i) Submission of wrong information / false information about qualification / Age / OT / Pass evidence / Category status (SC/ST/SEBC/Women/PWD/Ex-servicemen) etc.
j) Suppression of facts / information about eligibility, if any
k) Any other ground as per the decision of the SPC Board, Odisha.

Note: Application / candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is noticed / detected.

15) How to apply :

a) Candidates must go through the details of this Advertisement available in the website of https://ospcboard.odisha.gov.in before filling up online application from.
b) Candidates must apply online through the concerned website of the https://ospcboard.odisha.gov.in. Applications received through any other mode would not be accepted and liable to be summarily rejected.
c) Before filling up the online application form, the candidates must go through detailed instructions available at SPC Board, Odisha, portal.
d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application form. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on conformation there is no scope for further edit even if wrongly entry has been made while filling up application.
e) Candidate are requested to upload scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left-Hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (Full) signature and LTI must be clearly identifiable/ visible, otherwise the application of the candidate is liable to reject by the SPC Board, Odisha and no representation will be entertained.

f) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.

g) On successful submission of the online Registration "Permanent Account Number (PAN) will be assigned to the applicant. Candidates are requires to take a print out of the finally submitted online Registration/ Re-registration and finally submitted Online Application forms and put his/her signature under the declaration for submission to SPC Board, Odisha along with copies of requisite certificate & documents as and when asked.

h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

i) Certificate of admission to the written examination to the eligible candidates will be uploaded in the Website of the SPC Board, Odisha prior to the date of written examination which will be published in Website of SPC Board, Odisha and Newspapers. The candidates are required to download their Admit Certificate form the SPC Board, Odisha and produce the same at the examination center for admission to the written examination. No separate correspondence will be made on this score.

j) "Intimation Letters" to candidates for Written Examination, document verification & interview and "Attestation Form" & "Bio-data form" shall be uploaded in the website of SPC Board, Odisha prior to the date of Written Examination/Document Verification/Interview.

k) Any compliant on the conduct of examination must be sent to the Grievance Wing of the SPC Board, Odisha by e-mail (paribesh1@ospcboard.org) within 05 (Five) days of completion of the examination.

HELP DESK :

For any technical guidance on filling up of Online Application Form, the candidates may contact Help Desk of ITI Limited, over **Toll Free Telephone** Number **18003092818** between 10.00 A.M to 5.00 P.M from Monday to Saturday except Sunday and Public Holidays.

The candidates are required to visit the website of the SPC Board, Odisha for detailed information about important notices, rejection of applications, the date & time of Written Examination/Document Verification/Interview and also keep track of publication of various notices to the effect in the leading local daily newspaper for information.

NB:- THE ONLINE APPLICATIONS, IF FOUND DEFECTIVE ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED.

By order of Chairman

MEMBER SECRETARY

Memo No. 3843 /Dt. 25-02-25

Copy forwarded to M/s. ITI Ltd., Bhubaneswar / CEE, Head IT Cell is requested to upload all the advertisement in SPC Board office Website on Dt.26.02.2025 positively.

MEMBER SECRETARY