

**ODISHA STAFF SELECTION COMMISSION**

Unit – II, Bhubaneswar – 751009

Advertisement No. IIE-25/2025-1744/OSSC

Date:03.04.2025

**Detailed Advertisement of Combined Recruitment Examination for Junior Stenographer, Junior Grade Typist and Typist-cum-Scribe Assistant-2025 under various departments of Govt. of Odisha, Bhubaneswar.**

(POST CODE: 440)

(WEBSITE: [www.osscc.gov.in](http://www.osscc.gov.in))**1. Application Invited:**

	Start Date	End Date
Online Registration	04.04.2025	03.05.2025
Submission of Online Application Form	04.04.2025	06.05.2025
Date of editing of Online Application form	04.04.2025	08.05.2025
Mode of Application	Online Mode only through the website " <a href="http://www.osscc.gov.in">www.osscc.gov.in</a> ". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

- a. Appointment shall be guided by “**Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk- cum- Typist, Rules-2022 and Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk- cum- Typist (Amendment) Rules-2023**” (Copy enclosed as Annexure-D).
- b. Applications are invited through online mode only through the website “[www.osscc.gov.in](http://www.osscc.gov.in)” for recruitment to fill up the vacancies reported by different Departments/HoDs under Govt. of Odisha as follows.

Sl. No.	Name of the post	Name of the Department	Total Vacancy	Group of Post/ Services	Scale of Pay (as per 7 <sup>th</sup> Pay Commission)
1	Junior Stenographer (District Offices)	EIC, Water Resources, Bhubaneswar	24	Group-C	25,500-81,100 Level-7
2	Junior Stenographer	Advocate General, Odisha, Cuttack	40	Group-C	25,500-81,100 Level-7
3	Junior Stenographer	Directorate of Treasuries and Inspection	03	Group-C	25,500-81,100 Level-7
4	Junior Grade Typist	Directorate of Prisons and Correctional Services	05	Group-C	19900-63,200 Level-4
5	Typist-cum-Scribe Assistant	Law Department, Odisha, Bhubaneswar	02	Group-C	19900-63,200 Level-4

- c. Candidates must possess a valid e-Mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.

**d. The appointment will be only against one of the posts carrying corresponding pay as indicated in the above table and candidates need to give options for the post/service and Department/HODs at the time of submission of Online Application Form.**

e. The examination fee has been exempted for all categories of candidates as per G.A. & P.G. Department Notification No.9897/Gen, dtd.11.04.2022.

f. Appointments shall be on regular basis carrying the level of Pay as mentioned in the table above. The appointment shall be guided by “Odisha Group-‘B’, ‘C’ and Group-‘D’ Posts (Repeal and Special Provisions) Rules, 2022 notified vide Govt. in GA and PG Department Notification No. 29076 dated 16<sup>th</sup> October 2022.

**g. Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/him in the Online Application Form.**

h. Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.

i. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/ he may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.

j. Commission will adopt a “**Normalisation Formula**” published in Commission’s website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result if the examination is conducted through CBRE (Computer Based Recruitment Examination) mode or other ways in multiple batches using different sets of question papers, so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination, and such normalized score will be used to determine cut-off marks.

k. No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission’s website [www.osscc.gov.in](http://www.osscc.gov.in) regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.

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

m. For those eligible for and applying for more than one post/ service, the Commission will make the final allotment to post/ service on the basis of merit-cum-preference of post/ service given by the candidate and once a post is allotted, no change of posts will be made by the

Commission due to non-fulfilment of any post-specific requirements of Physical /medical /educational standards, etc. Candidates thus must ensure that they fulfil all the requirements of the posts before giving their preference/options for any post/ service.

**NOTE: Important instructions to candidates about filling up of Online Application and “How to Apply” is enclosed as Annexure-A to this advertisement.**

**2. (a) Category-wise break -up of vacancy positions along with reservation thereof:**

Sl. No	Name of the Post	Name of the Department	Category wise Vacancy				
			UR	ST	SC	SEBC	Total
1	Junior Stenographer (District Offices)	EIC, Water Resources, Bhubaneswar	12 (w-04)	05 (w-02)	04 (w-02)	03 (w-Nil)	<b>24</b> <b>(w-08)</b>
2	Junior Stenographer	Advocate General, Odisha, Cuttack	20 (w-06)	13 (w-04)	06 (w-02)	01 (w-01)	<b>40</b> <b>(w-13)</b>
3	Junior Stenographer	Directorate of Treasuries and Inspection	02 (w-01)	01 (w-01)	Nil	Nil	<b>03</b> <b>(w-02)</b>
4	Junior Grade Typist	Directorate of Prisons and Correctional Services	03 (w-01)	01 (w-Nil)	01 (w-Nil)	Nil	<b>05</b> <b>(w-01)</b>
5	Typist-cum-Scribe Assistant	Law Department, Odisha, Bhubaneswar	01 (w-Nil)	01 (w-Nil)	Nil	Nil	<b>02</b> <b>(w-Nil)</b>
<b>Total</b>							<b>74</b> <b>(w-24)</b>

UR: Unreserved

SEBC: Socially and Educationally Backward Class

SC: Scheduled Caste

ST: Scheduled Tribe

W: Women

**NOTE:**

- Candidates belonging to the Transgender community are also eligible to apply.**
- The number of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.**

**(b) Special Category vacancies reserved for the following posts only:**

Name of the Posts/ Services	Special Category				
	Ex-Service men (ESM)	Sports Person	Persons with Disability (PwD)		
			Total PwD Vacancy (Out of which Women)	Category, No. of Vacancy & Benchmark of Disability	
Junior Stenographer, (District Offices) EIC, Water Resources, Bhubaneswar	Nil	Nil	01 (W-Nil)	Cat-II:01	Cat-II (Heard of Hearing with suitable Aid)

Junior Stenographer Advocate General, Odisha, Cuttack	02	Nil	02 (W-Nil)	Cat-I: 01 Cat-II:01	Cat-I(Visually Impaired) : Low Vision Cat-II (Heard of Hearing with suitable Aid)
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**NOTE:**

As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PWD candidates having disability of permanent nature not below 40% in the following categories and benchmark disability shall be eligible to apply for the post as follows: -

**Benchmark disability eligible to apply for the post:**

Sl. No.	Name of the Post	Benchmark disabilities	Physical Requirement to perform the work
1	Junior Stenographer, Directorate of Treasuries and Inspection	Will be notified later	Will be notified later
2	Junior Grade Typist, Directorate of Prisons and Correctional Services	Will be notified later	Will be notified later
3	Typist-cum-Scribe Assistant, Law Department, Odisha	Will be notified later	Will be notified later

**(c) Provision of assistance of Scribe**

PwD candidates with disabilities not less than 40% of permanent nature and limitations in writing have the option to use her/his own scribe with due permission of the Commission. The intending candidates must give option for scribe in the appropriate place while filling up the Online Application Form and should have to submit the required certificate/ documents prescribed in the Advisory Notice No.3453/OSSC dated 24.10.2019 published by the Commission which is available in the website of the Commission "[www.osscc.gov.in](http://www.osscc.gov.in)".

**(d)** PwD candidates must ensure that they possess permanent disability certificate and must upload the scanned copy of the original (not photocopy) UDID card issued by the competent authority.

**(e)** In case of non-availability of eligible/ suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible suitable male candidate(s) of the same category.

**(f)** The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission/ the Requisitioning Authorities/ the Government.

### 3. Eligibility:

#### (a) General criteria of eligibility: -

Candidates applying for the above post should be

- a citizen of India,
- of good character,
- of sound health, good physique and free from organic defects or bodily infirmity
- If married, must not have more than one spouse living
- Must be able to read, write and speak Odia fluently and:-
  - (i) Must have passed Middle School Examination with Odia as language subject  
or
  - (ii) Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject  
or
  - (iii) Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. of Odisha or the Central Govt.  
or
  - (iv) Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Govt. of Odisha.

#### (b) Minimum Educational Qualification & Age:

The minimum educational Qualification and age limit for different posts is as follows:

Sl. No.	Name of the post	Minimum Educational & other Qualification	Age (Minimum and maximum age as on 01.01.2025)
1	Junior Stenographer, EIC, Water Resources, Bhubaneswar	HSC Examination or such other qualification as are equivalent to HSC Examination with ITI (Stenography), Certificate on Basic Computer Skill.	21-32 years
2	Junior Stenographer Advocate General, Odisha, Cuttack	Candidates must possess a Bachelor's Degree in any discipline from a recognized University. He/she should have a minimum speed of 80 words per minute in shorthand both in English and Odia along with adequate knowledge in Computer application.	21-32 years
3	Junior Stenographer, Directorate of Treasuries and Inspection	Candidates must have passed +2 Arts/Science/Commerce examination conducted by CHSE, Odisha or equivalent examination. He/she should have a minimum speed of 80 words per minute in shorthand both in English and Odia along with adequate knowledge in Computer application.	18-32 years

4	Junior Grade Typist, Directorate of Prisons and Correctional Services	HSC Examination or such other qualification as are equivalent to HSC Examination with Certificate on Basic Computer Skill.	18-32 years
5	Typist-cum-Scribe Assistant, Law Department, Odisha	Candidates must have passed +2 in any discipline or equivalent examination. Candidates should have typing knowledge both in English and Odia with minimum speed of 40 words and 20 words per minute respectively and possessed basic knowledge in Computer Application.	21-32 years

**Note:**

- **Applicants for Junior Stenographer should produce Certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Govt. run/Govt. recognized institution, the stenography certificate should indicate the speed; i.e. minimum 80 words per minute in shorthand both in English and Odia. The Certificate must be issued prior to the closing date of Online Application. (As applicable for the post).**
  - **Applicants for Junior Grade Typist and Typist-cum-Scribe Assistant should produce Certificate indicating successful completion of a course in Typing Writing/Stenography in any Industrial Training Institute or other Govt. run/Govt. recognized institution failing which he/she shall be liable to be disqualified. The Certificate must be issued prior to the closing date of Online Application. (As applicable for the post).**
  - For Sl. No. 1,2&5 a candidate must have attained the age of (Twenty-one) 21 years and must not be above the age of (Thirty-two) 32 years as on **1<sup>st</sup> January 2025**. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2<sup>nd</sup> January 1993** and not later than **1<sup>st</sup> January 2004**.
  - For Sl. No. 3 & 4 a candidate must have attained the age of (Eighteen) 18 years and must not be above the age of (Thirty-two) 32 years as on **1<sup>st</sup> January 2025**. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2<sup>nd</sup> January 1993** and not later than **1<sup>st</sup> January 2007**.
- (c) However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-Servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be more beneficial to her/him.
- (d) **Note for Ex-Servicemen:** - Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt. (Res) dt.14 August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies

for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/ undertaking to the concerned employer about the date-wise details of application for various posts for which he/ she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

(NOTE: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.)

- (e) The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.
- (f) Sports person candidates claiming reservation must submit sports ID Card issued by Director of Sports & Youth Service Department, Government of Odisha.
- (g) Only 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 be acceptable by the Commission.
- (h) A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.

#### 4. (a) Plan and Pattern of Examination:

There shall be following stages of examination

Stages of Examination	Type of Examination	No. Of Paper & Marks	Mark distribution	Remarks
Stage-I	Preliminary Examination	One Paper (Detail Syllabus as Annexure C)	150 marks	Candidates approximately - <b>25</b> times the number of vacancies for the post of Junior Stenographer and Junior Grade Typist category-wise and post-wise will be shortlisted for Main Written Examination based on marks obtained in Preliminary Examination.
Stage-II	Main Written Examination	Language Paper- (Detail Syllabus as Annexure C)	100 marks	Candidates approximately <b>15</b> times the number for the post of Junior Stenographer and Junior Grade Typist

				category-wise and post-wise will be called for Stage-III based on performance in Main Written Examination.
Stage-III	<p>Computer Skill Test (For all Posts)</p> <ul style="list-style-type: none"> <li>• Stenography Test (For Post of Junior Stenographer)</li> <li>• Typing Test (For Post of Junior Grade Typist &amp; Typist-cum-Scribe Assistant)</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Skill Test</li> <li>• Stenography Test</li> <li>• Typing Test <b>(Detail syllabus in Annexure-C)</b></li> </ul>	<p>50 Marks</p> <p>50 Marks</p> <p>50 Marks</p>	
Stage-IV	Certificate Verification			

**Note: If the Number of eligible applicants is not more than 25 times the number of vacancies, the Commission may waive the Preliminary Examination. Decision of Commission in this matter will be final.**

- **There shall be negative marking @ 0.25 marks for each wrong answer in case of Examination with multiple choice question, if number of options are four, @0.33 marks if options are three and so forth.**

**Note:** In pursuance of GA & PG Department Notification No-29246, Dated-18<sup>th</sup> October 2022, the Preliminary and Main Examination, shall be conducted both in Odia and English except language paper of main exam. The candidate shall exercise his/her option for medium of examination in the online application form. All may note that the option once given cannot be changed.

**Stage -IV: Certificate Verification: -**

Candidates numbering **2(two) times** of the vacancies advertised (Post wise & Category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in:

- Main Written Examination, CST & Stenography Test for the post of Junior Stenographer.
- Main Written Examination, CST & Typing Test for the post of Junior Grade Typist & Typist-cum-Scribe Assistant.





(I) there shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

(II) The Commission may conduct the Preliminary examination and the Main Written examination with objective papers through CBRE (Computer Based Recruitment Examination) mode or OMR mode.

(III) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary written examination as fixed by this Commission in their discretion, for the next stage of the main written examination. The commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.).

**The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.**

- The candidates who fail to appear at any stage of the recruitment process will not be considered for final selection and their names will be deleted from the merit list. Any complaint on the conduct of the examination must be sent to the commission by email "[support.osscc@gov.in](mailto:support.osscc@gov.in)" within 05(five) days of completion of examination.

**5. Place and Date of examination:**

a. The Preliminary examination is likely to be held in the month of **May/June 2025**. The exact Date, Time and Venue will be conveyed in due course through a Notice on the website of OSSC and/ or in the Admission Letter.

b. The Date, Time and Venue of the Main written examination, Computer Skill Test, Stenography Test, Typing Test and Certificate Verification will be conveyed to the candidates through OSSC website as well as in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

**6. \*Option/ Preference of Candidates:**

Option / Preference of candidates for various post/services will submit at the time of filling of online application.

**7. Certificate verification and submission of Detailed Application Form (DAF):**

Candidates shall be shortlisted for Certificate Verification based on the marks secured in: -

- Main Written Examination, CST & Stenography Test for the post of Junior Stenographer.
- Main Written Examination, CST & Typing Test for the post of Junior Grade Typist and Typist-cum-Scribe Assistant.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Govt. servants and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the online application form duly signed by the applicant. **(Details are enclosed in Annexure-B).**

**NOTE: Candidates who fail to appear for document verification will not be considered for final selection.**

## 8. Admission Letter:

- a. The Commission shall upload the admission letter(s) on its website [www.ossce.gov.in](http://www.ossce.gov.in) for the convenience of the candidates.
- b. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.
- c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.
- d. The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

## 9. Merit List:

The Merit list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category-wise equal to the vacancies advertised, based on their marks secured in:

- Main Written Examination (100 marks), Computer Skill Test (50 marks) & Stenography Test (50 marks) for the post of Junior Stenographer.
- Main Written Examination (100 marks), Computer Skill Test (50 marks) & Typing Test (50 marks) for the post of Junior Grade Typist & Typist-cum-Scribe Assistant.

**Resolution of Tie Cases:** In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

- (i) Marks in Preliminary Examination.
- (ii) Date of Birth, with older candidate placed higher and
- (ii) Alphabetical order in which the names of the candidate appear.

## 10. (a) Action against candidates found guilty of misconduct/ malpractice:

- If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before, during or after the conduct of the examination, her/ his candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheets etc. from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- Leaving the Examination Venue uninformed during the Examination. Sharing examination questions before examination is over.
- Misbehaving, intimidating or threatening in any manner the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc or any of the functionaries of the Commission (OSSC).

- Obstruct the conduct of the examination/ instigate other candidates not to take the examination.
  - Making statements, submitting information in applications which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
  - Obtaining support/ influence for his candidature by any irregular or improper means.
  - Possession of Mobile Phone in either 'switched 'on' or 'switched 'off' mode during examination.
  - Appearing in the same examination more than once in contravention of the rules.
  - A candidate who is working on examination-related matters in the same examination.
  - Damaging examination-related infrastructure/ equipment.
  - Appearing in the Exam with forged Admit Card, identity proof, etc.
  - Possession of firearms/ weapons during the examination.
  - Submitting more than one application for any recruitment examination.
  - Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's functionaries or representatives.
  - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
  - Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
  - Impersonation/ Procuring impersonation by any person.
  - Taking snapshots, making videos of question papers or examination material, labs, etc.
  - Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. or attempting the same.
  - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
  - Obtaining question paper(s)/Examination-related materials before the due date/time, irregularly.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

#### **11. Commission's Decision Final:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for

indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**12. Important Instruction/Information to the Candidates: -**

- The candidate has to fill/confirm in the OMR answer sheet or CBRE Screen, as the case may be, correct Roll Number and other data as required in the place(s) indicated therein and darken the appropriate circles in Blue or Black Ball Point Pen only properly in case of OMR-based examination. If the information so furnished is incomplete or different from the application form or if appropriate circle is not darkened properly, then zero mark will be awarded.
- In Descriptive Paper, the candidate must write her/ his correct Roll Number at the prescribed place on the cover page of the Answer Book. Candidates must also affix their signature in the relevant columns of Attendance Sheet. Answer Books not bearing Roll Number will not be evaluated and such candidates shall be awarded zero mark.
- Candidates shall not write any identity particulars e.g., name, Roll number, Mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero mark.
- There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- Sharing of marks with the candidate: Marks obtained by an applicant in Stenography Test, Typing Test and Computer Skill Test are proposed to be shared with him/ her after final merit list is published.
- This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.
- If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within 05 days of the declaration of the said result through e-mail [support.osse@gov.in](mailto:support.osse@gov.in).

**Applicants who are Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions should obtain a “No Objection Certificate” from their controlling authority and upload the same with the Online Application form failing which their candidature for the post will be rejected. At the certificate verification stage, they must produce the original “No Objection certificate”. Those who are not Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions at the time of submission of application but became Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions subsequently must submit “No Objection Certificate” at the stage of certificate verification. Those Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions who are unable to produce the No Objection Certificate during the Certificate**

Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions status, and found to be an Central Government servants or State Government servants or working under PSUs of the State Govt. or PSUs of the Central Govt. or Universities or Autonomous Institutions Employees on the day of Certificate Verification or before, he/she will not be included in the Merit List.”

By Order of the Commission

*Sh*  
03-04-2025  
Secretary

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**Annexure-A**

**Important Instructions to Candidates about filling up Online Application:**

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not likely to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/ Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take the printout of the online Application Form for their own records.

- Only one online application is allowed to be submitted by a candidate for any recruitment Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and her/his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, her/his candidature will be cancelled and he may be debarred from all the examinations of the Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates may fill their correct Aadhaar number.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence or any photo-bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of her/ his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under Cyber/ IT act.

### **How to Apply:**

- i. The applicants should go through this detail advertisement before filling up the online application form.
- ii. The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- iii. All eligible candidates have to register themselves by clicking on “APPLY ONLINE” button on the home page of the Commission’s website [www.osscc.gov.in](http://www.osscc.gov.in).
- iv. Those candidates who are applying for the first time have to register for the post by clicking on “NEW USER” button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- v. On clicking “New user” or “Registered User”, instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- vi. Step-by-step procedure for registration/ re-registration can be viewed by clicking on “Instruction to fill up Online Application Form”.

### **Pre-requisites for filling up Online Application Form:**

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/ Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.
- Recent Passport size Colour Photograph of the Applicant, scanned in “jpg/jpeg” format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in “jpg/jpeg” format ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Candidate must upload his/her Stenography Certificate/Typing Certificate in “Pdf” format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- SC/ ST/ SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the

applicants at the time of submission of the online application form, she/ he must give a self-declaration in the format appended in the online application form.

- Candidate claiming age relaxation under “Ex-Servicemen” category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who is going to retire within six months from the closing date of online application may apply for the post by obtaining “No Objection Certificate” from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. The scanned document must be in “Pdf” format between ranges of 100 kb to 500 kb.
- Candidates claiming reservation/ age relaxation under “PwD (Persons with Disabilities)” category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Candidate claiming reservations under Sports Person category need to **upload sports identity card issued by Director of Sports and Youth Services Department, Odisha.** The scanned document must be in “pdf” format between ranges of 100kb to 500kb.
- The candidate should ensure that the scanned Photograph and full Signature, Left/ Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- Applicants who are Government servants or working under PSUs of the State Govt. or Central Govt. or Universities or Autonomous Institutions should obtain a “No Objection Certificate” from their controlling authority and upload the same with the Online Application form failing which their candidature for the post will be rejected. At the certificate verification stage, they must produce the original “No Objection certificate”. Those who are not Government Servants/working in PSUs at the time of submission of application but became Government Servants subsequently during the recruitment process must submit “No Objection Certificate” at the stage of certificate verification. Those Govt. servants/working in PSUs who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/ his Govt. servant/PSU Employees status, and found to be an Govt. servant/PSU Employees on the day of Certificate Verification or before, will not be included in the Merit List.”
- Candidates must submit correct data/ information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/ his online application is false/ incorrect or the candidate has suppressed



any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/ his candidature for the post will be cancelled forthwith.

### **Annexure-B**

#### **Document to be submitted at the time of Certificate Verification:**

- (a) Downloaded copy of Admission letter for Certificate Verification.
- (b) Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.
- (c) Copy of the Online Application form legibly signed by the candidate at the appropriate place.
- (d) HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- (e) +2/equivalent certificate & mark sheet (As applicable for the post).
- (f) +3 Arts/Science/Commerce or equivalent Bachelor's Degree Certificate & Mark sheets. (As applicable for the post).
- (g) Certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Govt. run/Govt. recognised institution, the stenography certificate should indicate the speed; i.e. minimum 80 words per minute in shorthand both in English and Odia. (As applicable for the post).
- (h) Certificate indicating successful completion of a course in Typing Writing/Stenography in any Industrial Training Institute or other Govt. run/Govt. recognised institution. (As applicable for the post).
- (i) Caste certificate issued by the competent authority for the purpose of employment/service (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit photocopy of a valid SEBC certificate issued by the competent authority.
- (j) SEBC category candidates must submit declaration form uploaded in the website of the Commission.
- (k) 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.
- (l) Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.
- (m) Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- (n) Sports Identity Card issued by Director of Sports & Youth Service Department, Govt. of Odisha in case of sports person candidates.
- (o) NOC in case of candidates working in Government Service/PSUs of the state Govt., or Central Govt., /Universities/ Autonomous Institutions etc.

## Annexure-C

### Stage-I

Indicative Syllabus of Preliminary written Examination

- Arithmetic-10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.)- 10th Standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance
- Computer/ Internet Awareness
- Odisha Economy, Odisha History, Odisha Geography, Odisha Heritage and Culture. -10th Standard

### Stage-II

Indicative Syllabus of Main Written Examination:

Language Paper (Odia & English)

- Odia Language Comprehension-10th Standard.
- English language Comprehension- Plus Two Standard.
- Precis Writing (Odia as well as English)-10th Standard.
- Usage and Vocabulary (Odia as well as English)-Plus two Standard.
- Translation from English to Odia and vice- versa. -Plus two Standard.

### Stage-III

(a) Indicative Syllabus of computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing (MS Word)
- Spread Sheet (MS Excel)
- Presentation/Slide ware (MS Power Point)
- Database (MS Access)
- Usage of Internet, Services available on Internet
- Basic Networking Concepts, Communication Technology

(b) Indicative Syllabus for Stenography Test:

- vii. Dictation in English for 5 minutes approximately @ 70 words per minute to be transcribed on Computer within 25 minutes.
- viii. Dictation in Odia for 5 minutes approximately @ 70 words per minute to be transcribed on Computer within 35 minutes.

**(C) Syllabus for Typing Test:-**

- i. Transcription in English of a passage of around 370 words in 10 minutes.
- ii. transcription in Odia of a passage of around 400 words in 25 minutes.

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No.3420,CUTTACK,WEDNESDAY,DECEMBER 7, 2022/MARGASHIRA 16,1944

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## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

### NOTIFICATION

The 6th December, 2022

No.34825—GAD-FE-OSSC-0014/2022/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of any Rules or Regulations or Orders or Instructions except as respects things done or omitted to be done before such supersessions, the Governor of Odisha is pleased to make the following rules to regulate the procedure of recruitment and conditions of service of persons appointed to different posts and services in the State Government, namely :—

**1. Short title and commencement** — (1) These rules may be called the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist Rules, 2022.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2. Definitions** — (1) In these rules, unless the context otherwise requires,-

- (a) "**Appointing Authority**" means the respective authorities specified in the respective recruitment Rules or Resolutions of different services or posts;
- (b) "**Commission**" means the Odisha Staff Selection Commission;
- (c) "**Examination**" means the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist and other posts;
- (d) "**Ex-serviceman**" means a person as defined in clause (b) of rule 2 of Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) "**Government**" means the Government of Odisha;
- (f) "**Merit List**" means list of successful candidates for each service or post as published and recommended by the Commission;

- (g) "**Persons With Disabilities**" means Persons with Disabilities who have been granted with disability certificate by the Competent Authority as per the provisions of the Right of persons with Disability Act, 2016 (49 of 2016);
- (h) "**Schedule**" means the Schedule appended to these Rules;
- (i) "**Scheduled Castes & Scheduled Tribes**" shall have reference of the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Orders, 1950 and the Constitution(Scheduled Tribe) Orders, 1950 as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively;
- (j) "**SEBC**" means Socially and Educationally Backward Classes defined as Backward Classes in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act,1993;
- (k) "**Select List**" means the list of successful candidates in each service or post prepared and sponsored by the Commission and approved by the respective Appointing Authorities;
- (l) "**Sportsmen**" means a person, who has been issued identity card as sportsman by the Director of Sports as per Resolution No.24808/Gen., dated the 18th November, 1985 of General Administration Department, as amended from time to time; and
- (m) "**Year**" means the calendar year.

(2) All other words and expressions used in these rules but not specifically defined shall unless the context otherwise requires, have the same meaning as respectfully assigned to them in the Odisha Service Code

**3. Direct Recruitment** – Appointment to Services or Posts mentioned in column (2) of the Schedule-I which are required to be filled up by direct recruitment as per the provisions under the relevant recruitment Rules or Resolutions as mentioned in column (3) thereof shall, notwithstanding anything contrary in such Rules or Regulations, be made in order of merit from out of the candidates recommended by the Commission :

Provided that the Government may include any Service or Posts in Schedule-I for regulating direct recruitment to that Service or Posts or exclude any Service or Posts from the Schedule-I by notification in the official Gazette.

**4. Eligibility Conditions** –Subject to other provisions of this rule, in order to be eligible for direct recruitment, a candidate must,

- (a) be a citizen of India;

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- (b) have a minimum educational qualification and experience as prescribed in the relevant Recruitment Rules or Government Resolution noted in column (3) of the Schedule-I;
- (c) have attained the age as prescribed in the relevant Recruitment Rule or Government Resolution as noted in Schedule-I or as notified by Government from time to time;
- (d) be able to speak, read and write Odia and, must have, -
  - (i) passed Middle School examination with Odia as a language subject; or
  - (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non - language subject ; or
  - (iii) passed in Odia as language subject in the final examination of Class - VII or above ; or
  - (iv) passed a test in Odia in Middle English School Standard conducted by the Board of Secondary Education, Odisha.
- (e) not have more than one spouse living :

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this order.

**5. Holding of Examination –** (a)The concerned Heads of Department or Departments of Government shall intimate each year to the Commission vacancy for Posts or Services mentioned in column (2) of Schedule-I required to be filled up by direct recruitment, also indicating the posts reserved for candidates belonging to the categories of Scheduled Caste, Schedule Tribe, Socially and Educationally Backward Classes, Ex - servicemen, Sportsmen, Women, Persons with Disabilities.

(b)The Commission shall on receipt of the vacancy position from the Heads of Department or Departments of Government collate the same and invite application from eligible candidates. The advertisement would usually be issued once a year. However, with approval of Government, Commission can issue another advertisement, if any during a year in public interest and conduct examination:

Provided that, on further receipt of intimation from the Requisitioning Authority, the Commission may increase or decrease the number of vacant posts as and when required, with due intimation to the candidates by notification.

**6. Scheme of Examination.**-(a) The competitive examination shall consist of four stages namely:—

Stage – I The Preliminary Written Examination shall be of Multiple Choice Questions -- 150 Marks.

Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-II Main Written Examination - Language paper- 100 Marks only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-III

(i) Computer Skill Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(ii) Stenography Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(iii) Typing Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Syllabus in Schedule-II appended to these rules.

(iv) DEO Test. Only for Posts or Services specified in Schedule-II. Indicative Syllabus shall be as prescribed in Schedule-II appended to these rules.

Stage-IV Certificate Verification.

(b) The Commission is authorized to update or revise or elaborate syllabus of Examinations and Tests mentioned in clause (a) of rule 6.

(c) There may be penalty (Negative marking) for wrong answers marked by candidate in examinations consisting of Multiple Choice Questions. There shall be negative marking for each wrong answer and for each wrong answer 0.25 marks shall be deducted from the marks awarded for correct answers.

(d) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary Examination as fixed by Commission for next stage of Main Written Examination. Different minimum qualifying marks may be fixed for different services or posts, if criterion for preparation of Merit List is different. However, same qualifying marks will fixed, if criterion for preparation of Merit List is same. Commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.). Minimum Six (6)

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times number of vacancy may be called for Main Written Examination, or Stage-III as the case may be.

(e) For those services or posts which are required to take Main Written Examination, candidates will be shortlisted for Stage-III based on performance in Main Written Examination. Remaining Candidates will be short listed on the basis of performance in Preliminary Written Examination for Stage-III. In such case minimum six (6) times number of vacancy may be called for Stage-III.

(f) Based on performance in Stage-II and Stage-III Examinations and Tests candidates will be shortlisted for document verification.

#### **7. Options, Merit List and Sponsoring of candidates by the Staff Selection Commission –**

(a) Candidate will specify clearly in his application the service(s) for which he wishes to be considered in order of his preference. Where application is invited for vacancies of different Heads of Department or Department for the same Services or Posts, a candidate will also indicate his order of preference for Service or Posts of such Heads of Department or Departments, Commission will decide whether and till when such preference can be modified. Candidates should give preference only for such post or service for which they are eligible.

(b) Marks obtained in Examination and Tests shall be tabulated for preparing the Combined Merit List as detailed in Schedule-II. Allotment to post or service will be made on the basis of merit cum preference. If allotted to a Service or Post where vacancies of different Heads of Department or Departments are collated, allotment to particular Heads of Department or Departments will also be made on the basis of merit cum preference. A merit list shall be prepared for each post or service. A Common Merit List may be prepared for more than one Service or Post, if there is Common criteria for preparation of Merit List for such Service or Post. The names of candidates shall be arranged in the order of merit.

(c) The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.

(d) If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of men candidates in that category.

(e) In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved,-

- (i) Marks in Preliminary examination;
- (ii) Date of birth, with older candidate placed higher; and
- (iii) Alphabetical order in which the names of the candidate appear.

(f) On acceptance of the list of candidates by the appointing authority the same will become the select list for the purpose of appointment of candidates.

(g) Appointment of candidates from the select list by Appointing Authority shall be made after, re-verification of original certificates of his eligibility for the post. This will include certificates of age, caste or category, educational qualifications, certificates of special categories Certificate of Experience etc.

(h) The antecedents of the candidates shall be verified soon after their joining the posts in the respective services. In case of receipt of adverse report of antecedents, the person shall be discharged from the service forthwith.

**8. Overriding effect** —These rules shall have overriding effect on all the recruitment rules or resolutions or executive instructions or orders issued by the Administrative Departments governing the method of recruitment procedure.

**9. Relaxation** — Where the Government, are satisfied that it is necessary or expedient to do so, it may by order, for reasons to be recorded in writing, relax any of the provisions of this order with respect to any class or category of persons.

**10. Interpretation** — If any question arises relating to the interpretations of this order, it shall be referred to Government in the General Administration & Public Grievance Department for decision.

### SCHEDULE-I

[see rule 3, 4(c) and 5(a)]

SL. NO.	Name of the Post Departments	Recruitment Rules or Resolution or Executive Instruction
(1)	(2)	(3)
(1)	Junior Stenographer under all HOD	These rules may be called the Odisha Heads of Department Stenographers' Service (Recruitment and condition of service of Private Secretaries, Personal Assistants and Stenographers) Rules 1988 & Amendment Rules, 2013. .
(2)	Junior Typist under all HOD	Orissa Typist Service (Recruitment and condition of service of Typists in the office of the Heads of the Department) Rules 1982

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(1)	(2)	(3)
(3)	Junior Clerk cum Typist under Odisha State Legal Services Authority.	Odisha State Legal Services Authority Rules, 1996, Amendment Rules-2016 and Executive instructions guiding Method of Recruitment and conditions of Service of the (Odisha Secretariat Law Department) Ministerial Officers of the Legislative Wing and the Language Branch of the Law Department.
(4)	Typist cum Scribe Assistant under Law Department	Executive instruction guiding Method of Recruitment and condition of service of the (Odisha Secretariat Law Department) Ministerial Officers of the Legislative Wing and the Language Branch of the Law Department.
(5)	Junior Typist cum Junior Store keeper Under Director of Information and Public Relations Department	Odisha Information and Public Relation Technical and Non-Technical Service (Method of recruitment and condition of service) Rules 2015.
(6)	Data Entry Operator in Different Heads of the Department	There are no recruitment rules for the post. The syllabus and the pattern of the examination has not been prescribed. Hence, Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HoDs by invoking the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.
(7)	Junior Data Entry Operator in State Secretariat under Home Department.	Orissa Secretariat Data Entry Operator (Method of Recruitment and condition of service) Rules, 2008
(8)	Clerk cum Librarian Under Director of Information and Public Relations Department.	Odisha Information and Public Relation Technical and Non- Technical Service (Method of recruitment and condition of service) Rules 2015.
(9)	Junior Store keeper Under Director of Information and Public Relations Department.	Odisha Information and Public Relation Technical and Non-Technical Service (Method of recruitment and condition of service) Rules 2015.

**SCHEDULE – II**

[see rule 6(a) and rule 7(b)]

**Stage-I****(a) Indicative Syllabus of Preliminary Written Examination:**

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10<sup>th</sup> standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer or Internet Awareness.

**Stage-II****(b) Indicative Syllabus of Main Written Examination:****Language Paper (Odia & English)**

- (a) Odia Language Comprehension -10th Standard.
- (b) English Language Comprehension - Plus Two Standard.
- (c) Precis Writing (Odia as well as English)- 10th Standard.
- (d) Usage and Vocabulary (Odia as well as English)- Plus Two Standard.
- (e) Translation from English to Odia and vice-versa. Plus Two Standard.

**(c) Applicants of following Services/Posts are required to write the Main Written Examination Language Paper:**

- (i) Junior Stenographer under all HOD.
- (ii) Junior Typist under all HOD.
- (iii) Junior Clerk cum Typist under Odisha State Legal Services authority.
- (iv) Typist cum Scribe Assistant under Law Department.
- (v) Junior Typist cum Junior Store keeper under Director of Information and Public Relations Department.
- (vi) Clerk cum Librarian under Director of Information and Public Relations Department.
- (vii) Junior Store Keeper under Director of Information and Public Relations Department.

**Stage-III****(d) Indicative Syllabus of Computer Skill Test:**

- (i) Computer Fundamentals



- (ii) MS Windows
  - (iii) Office Software
  - (iv) Word Processing (MS Word)
  - (v) Spread Sheet ( MS Excel)
  - (vi) Presentation/Slide ware ( MS Power Point)
  - (vii) Data base (MS Access)
  - (viii) Usage of Internet, Services available on Internet
  - (ix) Basic Networking Concepts, Communication Technology
- (e) **All Applicants who reach Stage-III are required to appear in the Computer Skill Test:**
- (f) **Indicative Syllabus for Stenography Test:**
- (i) Dictation in English for 5 minutes approximately @80 words per minute to be transcribed on computer within 25 minutes.
  - (ii) Dictation in Odia for 5 minutes approximately @80 words per minute to be transcribed on computer within 35 minutes.
- (g) **Syllabus for Typing Test:**
- (i) Transcription in English of a passage of around 500 words in 10 minutes.
  - (ii) Transcription in Odia of a passage of around 500 words in 25 minutes.
- (h) **Following Services or Posts who reach Stage-III are required to qualify the Typing Test:**
- (a) Junior Stenographer under all HOD.
  - (b) Junior Clerk cum Typist under Odisha State Legal Services Authority.
  - (c) Typist cum Scribe Assistant under Law Department.
  - (d) Junior Typist cum Junior Store keeper under Directorate of Information and Public Relation Department.
- (i) **Indicative Syllabus for Data Entry Operator Test:**
- 'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be evaluated on the basis of the correct entry of words/key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2100-2200 key-depressions would be given to each candidate who would enter the same in the Computer.

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(i) **Applicants of followings Services who reach Stage-III are required in take data Entry Operator Test:**

- (a) Data Entry Operator in Different Heads of the Department.  
 (b) Junior Data Entry Operator in State Secretariat under Home Department.

(k) **Preparation of Merit List for various posts or services will be as noted below:**

(a) Merit list "Junior Stenographer under all HOD" will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Stenography Test	-		50 Marks
		Total	200 Marks

(b) Merit list of "Junior Typist under all HOD, Junior Clerk *cum* Typist under Odisha State Legal Services Authority, Typist *cum* Scribe Assistant under Law Department, Junior Typist *cum* Junior Store Keeper Under Director of Information and Public Relations Department" will be prepared by adding marks of following :

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Typing Test	-		50 Marks
		Total	200 Marks

(c) Merit list of "Data Entry Operator in Different Heads of the Department, Junior Data Entry Operator in State Secretariat under Home Department will be prepared by adding marks of following examination or tests :

Data Entry Operator Test	-		50 Marks
Computer Skill Test	-		50 Marks
		Total	100 Marks

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(d) Merit list of Clerk cum Librarian Under Director of Information and Public Relations Department, Junior Store Keeper Under Director of Information and Public Relations Department will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
		Total	150 Marks

By Order of the Governor  
SURENDRA KUMAR  
Principal Secretary to Government

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**Government of Odisha**  
**General Administration and Public Grievance Department**

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**Notification**  
**Bhubaneswar, dated 25<sup>th</sup> Sept, 2023**

No.GAD-FE-OSSC-0014-2022-~~28106~~ /Gen., In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to amend the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist Rules, 2022, namely :-

**1. Short title and commencement.-** (1) These rules may be called the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist (Amendment) Rules, 2023.

(2) They shall come into force on the date of their publication in the Odisha Gazette.

2. In the Combined Recruitment Examination for Junior Stenographer, Junior Typist, Data Entry Operator, Junior Clerk cum Typist Rules, 2022 (hereinafter referred to as the said rules). in Schedule-I, after serial No.(9), the following serial numbers along with their concerned entries shall be inserted under the appropriate column, namely:---

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Sl No.	(2)	(3)
(10)	Junior Clerk cum Typist under Directorate of Drugs Controller and all other Departments or HODs.	Odisha Ministerial Services (Method of Recruitment and Condition of Service of Junior Clerks-cum-Typist in Offices subordinate to the Drugs Controller, Odisha) Rules, 2015
(11)	Typist-cum-Copyist under Labour and Employees State Insurance Department.	The Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HODs by invoking powers envisaged under the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.

(12)	Junior Grade Typist under Board of Revenue	The Odisha Typist Services (Recruitment and Conditions of Service of Typists in the Offices of the Heads of Departments) Rules, 1982
(13)	Junior Typist under Labour & Employees State Insurance Department and all other Departments.	The Odisha Staff Selection Commission shall decide the syllabus and pattern of examination in consultation with the concerned Departments or HODs by invoking powers envisaged under the rule 13 of OSSC Rules, 1993 and its subsequent amendments till date.

”

3. In the said rules, in Schedule-II.--

(a) in Stage-II, in clause (c), after sub-clause(vii), the following sub-clauses shall be inserted, namely: -

- (viii) Junior Clerk cum Typist under Directorate of Drugs Controller and all other Departments or HODs.
- (ix) Typist-cum-Copyist under Labour and Employees State Insurance Department.
- (x) Junior Grade Typist under Board of Revenue.
- (xi) Junior Typist under Labour & Employees State Insurance Department and all other Departments.

(b) in Stage-III, in clause (h), after sub-clause (d), the following sub-clauses shall be inserted, namely:-

- (e) Junior Clerk cum Typist under Directorate of Drugs Controller and all other Departments or HODs.
- (f) Typist-cum-Copyist under Labour and Employees State Insurance Department.
- (g) Junior Grade Typist under Board of Revenue.
- (h) Junior Typist under Labour & Employees State Insurance Department and all other Departments.




(c) in Stage-III, in clause (k), for sub-clause (b), the following sub-clause shall be substituted, namely:-

“ (b) Merit list of “Junior Typist under all HODs, Junior Clerk cum Typist under Odisha State Legal Services Authority, Typist cum Scribe Assistant under Law Department, Junior Typist cum Junior Store Keeper under Directorate of Information and Public Relation Department, Junior Clerk cum Typist under Directorate of Drugs Controller and all other Departments or HODs, Typist-cum-Copyist under Labour and ESI Department, Junior Grade Typist under Board of Revenue, Junior Typist under Labour & Employees State Insurance Department and all other Departments” shall be prepared by adding marks of following:

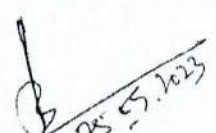
Main Written Examination	- Language Paper	100 Marks
Computer Skill Test	-	50 Marks
Typing Test	-	50 Marks
<b>Total</b>		<b>200 Marks.”</b>

By order of the Governor

  
Additional Chief Secretary to Government

Memo No. 28107/Gen., Dated 25-09-2023

Copy forwarded to the Odisha Gazette Cell in-charge, C/o, Commerce Department (E-mail:deputydirectorpp@rediffmail.com) for information and necessary action. They are requested to publish the Notification in the extraordinary issue of the Odisha Gazette and supply 25 copies of the same to this Department for official use.

  
Additional Secretary to Government



Memo No. 28108 /Gen.. Dated 25-09-2023

Copy forwarded to the Principal Secretary to the Governor, Odisha, Bhubaneswar / P.S. to Chief Minister, Odisha, Bhubaneswar/OSD to the Chief Secretary, Odisha /P.S. to ACS, GA & PG Department/P. S. to Member, Board of Revenue, Cuttack /all Departments of Government/ all Heads of Departments/all RDCs/all Collectors/ Director General, Gopabandhu Academy of Administration/Registrar, Orissa High Court/Secretary, Odisha Legislative Assembly/Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha Staff Selection Commission, Unit-II, Bhubaneswar/Secretary, Odisha Sub-ordinate Staff Selection Commission, Block No. 3 & 5, Unit-1, Bhubaneswar /Nodal Officer, O.A.T., Bhubaneswar/A.G.(A&E) Odisha, Bhubaneswar for information and necessary action.



Additional Secretary to Government

Memo No. 28109 /Gen.. Dated 25-09-2023

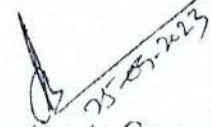
Copy forwarded to the Director, Odisha Bhasa Pratisthan, Sanskruti Bhawan, State Museum Campus, Bhubaneswar-14 for information and necessary action.



Additional Secretary to Government

Memo No. 28110 /Gen.. Dated 25-09-2023

Copy forwarded to all Sections of G.A. & PG Department /Guard file (10 copies) /G.A. & P.G. Department Library (10 copies) for information and necessary action.



Additional Secretary to Government

Memo No. 28111 /Gen.. Dated 25-09-2023

Copy forwarded to the G.A. & P.G. (A.R. Cell) Department with a request to post this Notification in the website of G.A. & P.G. Department for general information.



Additional Secretary to Government