STATE SELECTION BOARD

DEPARTMENT OF HIGHER EDUCATION

BHUBANESWAR – 751009

ADVERTISEMENT NO. 002/2018/BU.

FOR THE POST OF JUNIOR ASSISTANTS IN BERHAMPUR UNIVERSITY

WEBSITE – www.ssbodisha.nic.in

E-MAIL ID – ssbdeptofhe@gmail.com

Online applications are invited from the prospective candidates who are native of Odisha for the recruitment of **30** (Thirty) posts of Junior Assistant for the Berhampur University on contractual basis in the scales of pay at the entry point at Level 4 and cell-1, i.e. Rs. 19,900/- as per the revised scale of pay rules, 2018, vide Notification No. 234/SG (HE), dated 30th April, 2018. The posts are on contractual basis but likely to be made permanent as per the Notification No.- 2240 Dt. 18.11.2013 of GA Deptt. Candidates are required to apply Online through website **www.ssbodisha.nic.in** at the link available on this site. **No other means / mode of submission of applications will be accepted**. The schedule of ONLINE APPLICATION is as follows:-

1. IMPORTANT DATES:

Opening Date for On-Line Applications.	26/09/2018
Last/Closing date & Time for On-Line Applications.	25/10/2018 (11.59 P.M.)

Note :

(i) For more details, please refer to instructions under **"HOW TO APPLY"** in this advertisement while filling up on-line application form and also the detailed instructions given in the main instructions page of the on-line application.

(ii) Candidates in their own interest are advised not to wait till the last date & time and to submit their application well within the time. SSB shall not be held responsible, if the candidates are not able to submit their application due to last minute rush.

2. VACANCY POSITION: The vacancy position in different categories of reservations is as per the following table:

Name of the Post	Vacancy to be filled up					
	ST	SC	OBC/ SEBC	UR	Total	Remark
Junior Asst.	8 (w-3)	6 (w-3)	4 (w-1)	12 (w-4)	30	1(one) for visually impaired

***One post will be reserved for visually impaired out of 30posts**.

3. <u>AGE LIMITS</u>:

The candidates of general category should not be less than 21 years or more than 32 years of age as on 01.09.2018.

The upper age limit prescribed above is relaxable by 5 (five) years for candidates belonging to the categories of Scheduled Caste (S.C.), Scheduled Tribe (S.T.), Socially and Educationally Backward Classes (S.E.B.C.), Women, Ex-Servicemen. Similarly, the upper age limit is relaxable by 10 (ten) years for the PwD candidates, whose disability is not less than 40%.

4. <u>EDUCATIONAL QUALIFICATION</u>:

A candidate should possess a Bachelor's Degree in any discipline from a recognized University with a Computer Course certificate from any recognised institution.

5. <u>PROCEDURE OF SELECTION:</u> The selection will be based on Written Test, and a Computer skill Test.

(a) The selection shall be made in the following manner;

(i) Written – 160 Marks

(ii) Computer Skill Test – 40 Marks

TOTAL – 200 Marks

(b) There shall be a written Examination on the following subjects as given below:

Serial No.	Description of the papers	Total marks	Duration of the Exam.
(i)	General Knowledge & Current affairs	40	**One sitting three hours**
(ii)	General Mathematics	40	
(iii)	General English	40	
(iv)	Reasoning & Mental ability	40	
Total		**160**	

The questions will be of Objective Type (Multiple Choice) which are to be answered in OMR sheets. Scribe facilities and compensatory time shall be allowed to the PwD candidates as per rule.

(c) The candidates shall be called for the Skill Test of 40 marks in Computer applications by the State Selection Board in order of merit on the basis of Total Marks secured by the candidates in the Written Tests. In general, three times of the number of vacancies in each category shall be called for the Skill-Test. But, if the vacancies are up to 05, fifteen candidates shall be called for the same by the State Selection Board. In case of candidates securing equal marks in the written examinations the aggregate percentage of marks secured in the

Bachelor's Degree shall be taken into consideration for skill test & selection. Further, in case of equal percentage of marks, date of birth will be taken into consideration for short listing candidates for the skill test & selection. The State Selection Board reserves the right to fix-up the qualifying marks in the Examination and Skill test.

6. PLACE OF EXAMINATION:

The written examination will be held at Balasore, Berhampur, Bhubaneswar, Cuttack, Sambalpur and all the District head quarters of Gajapati, Kandhamal, Rayagada, Koraput, Malkanagiri & Nabrangpur depending upon the number of candidates from the respective Zone. In case sufficient numbers of candidates are not available for any of the Zones excluding Bhubaneswar and Berhampur the candidates opting for those Zones will be accommodated either at Bhubaneswar or at Berhampur.

7. APPLICATION FEE : A non-refundable and non-adjustable fee of Rs. 800/- (Rupees eight hundred) only for the candidates coming under the Unreserved category and Rs. 400/- (Rupees four hundred) only for the Candidates belonging to Scheduled Castes/ Scheduled tribes and PwDs are to be collected. The amount shall be deposited On-line at the time of submission of on-line application.

8. OTHER ELIGIBILITY CONDITIONS:

(a) The candidate must be a citizen of India.

(b) The candidate should be able to speak, read and write Odia fluently and must have passed at least an examination in Odia language equivalent to M.E. School standard conducted by the B.S.E., Odisha.

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

(d) Government servants, whether temporary or permanent, are eligible to apply, provided that they must inform their respective head of office in writing regarding submission of their applications for this recruitment and produce "No Objection Certificate" by the date of Skill test.

(e) Each selected candidate will have to submit a medical fitness certificate from a doctor not below the rank of a CDMO/CMO to the Berhampur University.

9. OTHER CONDITIONS:

(a) **Admission to the Written Examination/ Computer Skill test will be provisional.** If, on verification at any stage before or after the Written Examination/Skill test, it is found that a candidate does not fulfill all the eligibility conditions, his/her candidature will be liable for rejection. Decision of the State Selection Board in regard to eligibility or otherwise of candidate shall be final.

(b) This advertisement should not be construed as binding on the Berhampur University/ State Government to make appointment.

(c) The date of conduct of written examination will be notified later in the Website.

(d) The eligible candidate will be required to download their Admission Card from the Website for Written Examination. **No separate Admission Card will be sent to the candidates.**

(e) All persons appointed shall not be eligible for pension as defined under Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005.

(f) Mere empanelment in the select list shall not confer any right for appointment.

10. CERTIFICATES/DOCUMENTS TO BE SUBMITTED AT THE TIME OF VERIFICATION:

Candidates short listed for the Skill Test are required to submit along with the Print out/Hard copy of Online Applications, true copies of academic qualifications duly attested by the candidate himself or by any Gazetted Officer or Notary Public. **The candidates are also required to put their full signature on each document. They must have to produce the Original Certificates before the Verifying Officer, as and when intimated for the same.**

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

(b) Bachelor's Degree certificate with Mark Sheet issued by the recognized University.

(c) Computer course certificate from a recognised institution.

(d) Two recent passport size photographs (unsigned and unattested) which has been uploaded in the online application form.

(e) Certificates of conduct from the College/University in which he/she last studied.

(f) Caste Certificate from the appropriate authority.

(g) Required Odia pass certificate from the Principal/Headmaster of the school indicating that the candidate has passed Odia in M.E. Standard.

(h) Disability Certificate (indicating percentage of disability) of Physically Handicapped candidate issued by the concerned Medical Board, wherever applicable. The cases of PwD candidates shall be referred to Appellate Medical Board constituted by the W & CD Department vide Notification No.16430 /WCD Dt. 06.09.2011 for re-examination. Appointment order shall be issued by the University if such candidates are found genuine by the Board.

(i) No Objection Certificate issued by the competent authority, wherever applicable.

(j) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (with number and date) under which it is so treated, must be furnished.

11. <u>HOW TO APPLY</u>:

(a) Candidate must apply online through the concerned website.

(b) Candidate must go through the detailed INSTRUCTIONS before filling up Online Application Form.

(c) Candidates are requested to upload their latest passport size photograph along with scanned image of his/her full signature and left hand thumb impression, which must be clearly identifiable/visible, otherwise the application of the candidate is liable to be rejected.

(d) The requisite fees must be deposited online at the time of on-line application.

N.B: In case of any dispute, regarding selection of candidates the decision of the State Selection Board is binding and final.