

- (i) Candidates have to submit a certificate either of passing HSC examination or equivalent examination or have acquired any other higher education degree with Odia as a subject, or have Odia as medium of examination in non-language subjects at H.S.C. or equivalent examination as per clause-6(vi) of this advertisement..
- (o) The candidates claiming age relaxation under Person with Disability quota must submit the self attested Xerox copy of the Disability Certificate issued by the Competent Medical Board of the District.
- (p) The in-service contractual employees have to enclose necessary certificate from their employer regarding the Order No. and date of appointment, post held, period of service rendered. The copy of the appointment Order may also be enclosed.
- (q) Self attested copy of any of the Identity Card such as Voter's I. Card/PAN Card/Pass Port/Addhaar Card/ D.L. etc issued by any Govt. Authorities, with candidates' photograph there in.

**Note:** The DAF submitted by the candidates will be checked/verified prior to written examination basing on which the candidate will be allowed to appear the Examination. The candidates who have not the minimum eligibility for the post as per documents submitted/ not have submitted required documents will not be allowed to appear in the examination. No communication on the matter will be entertained.

**9. PLAN OF EXAMINATION & SYLLABUS :**

The plan of examination for the post is as follows.

- |  |                                    |
|--|------------------------------------|
| (i) <b>Written Examination (One paper) –</b>                                   | <b>100 Marks.- 1&amp;1/2 Hour.</b> |
| (ii) <b>Practical Skill Test (Computer Application)</b><br>(qualifying nature) | <b><u>30 Marks</u> -30Minutes</b>  |

There will be no viva-voce Test. There will be certificate verification of original certificates of the candidates numbering about three times of the vacancies advertised category wise in order of merit on basis of written marks, will be called to appear the Practical Skill Test. The Practical Skill Test will be of qualifying nature. The candidates securing minimum 15 (fifteen) marks in Computer Practical Skill Test will qualify to be shortlisted for final select list. --

**(I) Written Examination:**

The written examination will be of objective type questions with multiple choices of answers to be answered in OMR sheet. The duration of Examination will be one hour. The distributions of marks for the questions covered under this examination are as follows.

<b>Odia Language</b>	-	<b>10 Marks.</b>
<b>General English</b>	-	<b>10 marks</b>
<b>General Studies</b>	-	<b>30 Marks</b>
<b><u>Library &amp; Information Science.</u></b>		<b><u>50 Marks</u></b>
<b><u>Total</u></b>	-	<b><u>100 Marks</u></b>

The questions in Odia language, General English & General studies will be of graduation standard. The standards of questions will be such that as expected from a general graduate. The questions on General Studies will relate to Indian History, Economics, Geography, Major events in world history, General Science, General awareness,



Environmental issues, Human right Issues, Basic Knowledge in computer application, current events, Literature and Art& culture of Odisha and etc.

The questions in Library and Information Science will cover questions on the courses prescribed by Utkal University for Bachelor of Library and Information Science as detailed below.

**Courses prescribed:** 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 and 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.

**Certificate Verification:**

Candidates about three times of the vacancies advertised category wise in order of merit will be shortlisted for verification of Original certificates. The Candidates will call for verification of original certificates/documents as detailed at Clause-8 above of this advertisement. The candidates who will appear in the certificate verification shall be allowed to appear the Practical skill test on computer.

**(II) Practical Skill Test (Computer Application): :30 Marks.-Duration -30 Minutes.**

**The qualifying mark of this Test is 15.**

**Candidates numbering about three times of the vacancies category wise in order of merit on the basis of written marks secured in the written examination and appeared for the certificate verification conducted by the Commission will be shortlisted to appear the Practical Test in Computer Application. The Test is of qualifying in nature.**

**The basic Knowledge & skill of the candidate on computer application will be tested in this section.** The courses prescribed for the Computer Practical Test will be as follows.

**I. WINDOWS** operating system

To test some of the following basic system operations on file/folder(s):

- \*Create, Rename, Copy/Cut/Paste, Delete,
- \*Using Clipboard

**II. MS Word.**

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- \*Editing and Formatting text and paragraph
- \*Page and Paragraph Setup
- \*Inserting pictures and WordArt

**III. MS Power Point**

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- \*Editing and formatting slides

**IV. MS Excel**

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- \*Formatting cells and data
- \*Functions and Formulae (Relative, absolute and Mixed reference.



**V. MS Access**

A problem in MS Access related to some of the tools given below to be Tested during the examination

\*Creating and entering data into a database

\*Setting the primary key

\*Printouts of the document(s) should be attached with the answer Sheets.

**10. PLACE AND DATE OF WRITTEN EXAMINATION / TRADE TEST:**

The date/time/ venue of the Written Examination and the Practical Skill Test will be intimated to the eligible candidates in the admission letters, in due course which will be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified later. The candidates are therefore directed to be in touch with the website of the Commission regularly and also be in touch with leading local dailies, to know about programme of the examination etc.

**No Admission Letter/ call letter at any stage will be despatched to any candidate by post.**

**11. Select list**

The Common merit list will be prepared in order of merit category wise on the basis of marks secured by the candidate in the Written Examination who qualify in Computer Practical Test, as per vacancy position and educational qualification prescribed for different posts in the advertisement.

**12. Results:**

The results of the selected candidates will be published as per the vacancy advertised in due course in the Commission's website.

- **NOTE:- Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers should not be used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.**
- **The candidates are required to visit the website of the Commission at '[www.osscc.gov.in](http://www.osscc.gov.in)' at regular interval for detailed information about the programme of the written examination/Professional Trade test etc. , notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information about the examination.**
- **The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.**

**WARNING**

- **Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination.**

By order of the Commission

Secretary