ODISHA STAFF SELECTION COMMISSION
Barrack No.1, Unit – V, Bhubaneswar – 751054

Advertisement No.IIE-166/14-3929/OSSC, Date:24.12.2014

(DIRECT RECRUITMENT OF CANDIDATES FOR THE COMBINED RECRUITMENT EXAMINATION OF AUDITOR)

IMPORTANT :-ONLINE APPLICATION FORM WILL BE AVAILABLE FROM 26.12.2014 TILL 31.1.2015 BY 11.59 P.M.

NO PHYSICAL COPY OF APPLICATION IS REQUIRED TO BE SENT TO ODISHA STAFF SELECTION COMMISSION.

Graduate from any discipline from recognised University are eligible to apply for the post.

Only candidates who qualify in the main written examination and Computer skill test shall submit their original certificates, documents for verification at the time of viva-voce test.

Online Applications are invited for combined recruitment Examination of Auditor-2014 for selection of 173 numbers of posts of **Auditor under Local Fund Audit(post code-LFA/07),Co-operative Auditor-(post code-ACO/89), Auditor under RDC (SD) Berhampur (post code-ABR/77), Auditor under DG & I.G of Police (post code-ADG/90), Auditor under Endowment Commission(post code-AEC-93).** It is the liability of the applicant to ensure that he/she is eligible to apply for the post as per this advertisement. Admission of the candidates for the written examination would be on the basis of the information furnished by his/her in the online application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post(s), or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith.

1.How to apply:

1. (a) Candidates have to apply online using the website of the Commission **www.odishassc.in.** By clicking on the tab 'online application' in the home page

of the website, the posts advertised for online application and **detailed instructions** for submitting application online are displayed on the computer screen. These Instructions are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on **'apply online'** after selecting the post. Here, the system will ask to furnish the 10th/ HSC Examination Roll number, name of the Board & year of Passing and whether Annual or Supplementary. The Applicant should furnish the correct information including the Roll number as mentioned in the H.S.C/ Matriculation Certificate and other information so as to validate the same and to proceed to the next Step. **Candidates should ensure that correct information relating to passing the 10th Standard Examination is furnished. Furnishing of any wrong information may lead to rejection of the application.**

1. (b) Thereafter, the candidates are to fill in all the required information in the application form . After filling in the application, the candidate has to upload the scanned image of his/her recent passport size photograph and scanned image of his/her full signature in the on line application form. The candidates are advised to fill up relevant column, mentioning full marks, marks secured and percentage of mark in H.S.C/+2 and Degree examination which is required for career evaluation and is a must for every candidate. **The up-loaded photograph and full signature must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence on this count will be entertained.** The filled in Application Form can be submitted by clicking on the **'submit button'**. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided and the scanned signature and scanned photographs are clearly identifiable and visible and then click the **'submit button'**. After the form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button, **'print application form'** to generate the filled in Application Form. This time the Application Form is generated by the system with a 'unique bar code' and the bar code number printed on the format, is the index number of the application. **If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'log in' within 48 hours of clicking the 'submit button'. Editing of the application will not be possible after 48 hours.**

1. (c) The candidate has to take print of the **Applicant's copy** and the OSSC copy. The OSSC copy has to be preserved by the applicant. In case of selection of the candidate for viva-voce test the candidate has to submit the same to the Commission along with the following self attested photo copy of the certificates within 15 days from the date of selection for the viva-voce test in the address of the Secretary, Odisha Staff Selection Commission, Barrack No-1,Unit-V,Bhubaneswar, PIN-751054.

1. H.S.C. or equivalent Certificate & mark sheet
2. +2 or equivalent Certificate & mark sheet
3. Bachelor's Degree Certificate & mark sheet
5. Caste certificate from competent authority.(SEBC certificate must not be before 6 months from the closing date of online application).
7. Odia pass certificate upto M.E. standard other than the candidates who have passed H.S.C examination with Odia as a compulsory subject.
8. PwD certificate/Identity Card issued by the Competent Authority
9. Identity Card and Discharge certificate indicating the period of service rendered, in case of Ex-Serviceman
11.Identity card issued by Sports & Youth Service Deptt. in case of sports person
10.Copy of original Treasury Chalan .

The candidate has to submit the original certificate at the time of viva-voce test.

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

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

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

1. (g) The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein **'online application'** tab, and thereafter clicking on the candidate's log in, and using the user ID and password.

2. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is 11.59 P.M. of 31.1.2015. The system will be automatically disabled from 11.59 P.M. of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

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

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

Sl.No	Name of the post	Number of vacancy								
		SC	SC (W)	ST	ST (W)	SEBC	SEBC (W)	UR	UR (W)	Total
01	Local Fund Auditor	5	11	11	12	8	3	22	28	100
02	Auditor of Co-operative society	20	8	24	11	-	-	-	-	63
03	Auditor in DGPO Cadre	1	1	1	1	1				5
04	Auditor under Endowment Commission	-	-	1		2	-	1	-	4
05	Auditor in RDC (SD), Berhampur	-	-	-	-	-	-	1	-	1
	Total	26	20	37	24	11	3	24	28	173

Vacancy for special category

        Sports person-1
        Ex-servicemen-3
        PWD-3

PWD candidates suitable for the post are OL, OA, HI (with suitable aid),BL (Mobility not be restricted), BA (having grip and ability to write).

Code	Function
OL-	One leg affected
OA-	One arm affected
HI-	Partially Deaf
BL-	Both leg affected but not arms (Mobility not restricted)
BA-	Both arm affected (Having grip & Ability to write)

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

4. Scale of Pay & Condition of Service.

      The appointment shall be made in a consolidated salary of Rs. 9300/-+G.P Rs. 4200/- applicable to the post, i.e. P.B.-2. Rs. 9,300/- to 34800/- as per Odisha **Group-B** posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147 Gen dt. 17-01-14.The salary/scale of pay may vary according to decision of the Government from time to time.

      The service condition shall be as per relevant recruitment rule.

5. Eligibility:

5(a) Age:

      The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2014. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidates, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-Servicemen. However, a candidate can only avail any one type of age relaxation as per the Rule. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2nd January, 1982 and not later than 1st January 1993. The persons in Defence Forces having more than six months to retire/ be discharged from the Forces as

on the date of the submission of online application are not eligible to apply as Ex-Servicemen for the post.

However the upper age limit is relaxable for in –service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. offices or the State Govt. of Odisha who have completed at least one year of continuous service on the date of publication of advertisement as per provision of of " Odisha Group-C and Group-D posts (Contractual appointment) Rules,2013". As such they must be less than 45 years as on 1.1.2014. They should submit the required proof from their employer for availing the age relaxation.

5(b) Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall only be acceptable to the Commission.

5(c) <u>**General Eligibility Criteria**</u>

A candidate in order to be eligible for the post appearing at the competitive examination must be (i) citizen of India, (ii) be of good character, (iii) be of sound health, good physique and active habits (iv) be free from organic defects and bodily infirmity ,(v) must not have more than one spouse living and (vi) a candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.

5(d)<u>**Educational Qualification**</u>:

The candidates must hold a Bachelor's Degree in Arts/Science/Commerce or law from a recognised University or posses such other Degree equivalent thereto from a recognised University.

(Only Hindus having Degree in commerce are eligible for the post of Auditor under Endowment Commission)

The candidate must have passed Odia equivalent to M.E. standard.

5(e) Desirable Qualification:-

The candidate must have proficiency in computer Knowledge. Such as (a) Basic Knowledge & skills of computer (b) Internet & E mail,(c) M.S word, M.S. Excel, (e)- Power points etc. or as prescribed for OS-CIT course as decided by the Govt. in Higher Education Deptt. Resolution No. 20959/HE dt. 21.8.2012. The above said Resolution is available in the Commission's website www.odishassc.in . The candidate who doesn't have the above certificate must submitted the same at the time of viva-voce test.

6. Option :-

Candidates applying for more than one post may fill up his/her option for posts at the appropriate column in the online application form in order of preference. But he/she has to finally confirm the option for the posts at the time of certificate verification on the date of appearing the viva-voce test. The option so exercised shall be final. However, while allotting the selected candidates to different posts, the candidate's eligibility for the said post, his/her position in the combined merit list and category wise availability of vacancies will be taken into consideration. Each selected candidate will be allotted to only one post. The decision of the Commission in this regard is final as per the existing rule of the Commission.

7. Examination Fee:

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

7. (1)* In case of e-payment the applicant is required to log on to www.odishatreasury.gov.in or access through the link available in the OSSC portal.

* She/He will click on the option of e-Payment and choose the option Other Deposit'
* The details of the challan will be filled in by the applicant
* She/He will choose the option for making the payment either through online or over the Bank counter mode of payment. In either case on submission of valid information, a **Challan Reference ID** will be generated.

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

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

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

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

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

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

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

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

* SC/ST/PH candidates are exempted from paying examination fee.

8. Plan of Examination:

Plan of examination consists of following stages.

Sl. No.	Type of Examination	Marks allotted
I	Preliminary examination	Qualifying
I	Main written Examination	200
II	Computer Practical Test	50
III	Viva-voce test	25
	Total	275

<u>Preliminary Examination</u> :-In case of large number of applicants a preliminary test of 100 marks of 1hour duration in General Awareness will be held to short list the candidates for the Main written examination. The question will be of objective type with multiple choices of answers. The OMR Answer sheet will be used in the examination. The question shall be test the candidates General Knowledge as expected from a Graduate. There will be a negative marking @ of 0.25 per wrong answer. The candidates numbering about 12 times in each category will be short listed for Main written examination on the basis of their performance in the preliminary examination.

I.   <u>Main Written Examination.</u>

The written examination shall be of three papers as follows. The question will be of objective type with multiple choices of answers in Mathematics and General Studies carrying a negative marking of 0.25 per wrong answer. The General English & Odia Language paper will be of descriptive type.

	Subject	Full Mark	Duration
Paper-I	Mathematics& General Studies	100	2 hours
Paper-II	General English	50	1 hour
Paper-III	Odia Language	50	1 hour

(i)   <u>Paper-I, Mathematics & General Studies</u>

The questions on Mathematics will be on Arithmetic, Algebra, Geometry, Statistics & Trigonometry of the standard prescribed for HSC Examination.

The question on General Studies will relate to Indian history, Economics, Geography, Major events in world history, General Science awareness, Environmental issue. Human Right issues. Basic knowledge in computer application. Current events. Literature. Art & Culture of Odisha book keeping, Accountancy and etc.

The questions will be of objective type with multiple choice answers to be answered in OMR answer sheet. There will be a negative marking @ of 0.25 per wrong answer.

(ii)   <u>Paper-I, General English:</u>

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, comprehension, and précis writing. Translation of a passage of Odia into English etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.

(iii)   Paper-II, Odia Language:

The questions in this paper will comprise of short essay writing, report and application writing, correct usages, grammer. Translation of a passage of English to Odia etc. This paper will be of descriptive type to be answered in the question-cum-answer booklet.

9. Practical Skill Test:-

On the basis of performance in main written examination candidates numbering about 3 times of the vacancy from each category will be shortlisted for appearing the computer skill test. The computer practical test of 50 marks shall cover the following.

(a) Basic Knowledge & skills of computer (b) Internet & E mail.(c) M.S office. or as prescribed for OS-CIT course as decided by the Govt. in Higher Education Deptt. Resolution No. 20959/HE dt.21.8.2012. The above said Resolution is available in the Commission's website www.odishassc.in .

The candidate who obtains minimum 15 marks or more shall be called to appear the viva-voce test.

10. Viva voce Test-

There shall be a viva-voce test carrying 25 marks.

11. Admission letter:

The Commission shall upload the Admission letter of the admitted candidates on its Website. "www.odishassc.in". The candidates have to visit the website of the Commission click on the button 'candidates login' and then provide 'user Id' and 'password' upon which the status of the application will be displayed on the screen. If the application has been rejected the same would be indicated along with grounds of rejection. Then the eligible applicant has to click on "Download Admit Card" and the requisite Admission letter can be downloaded. This would be feasible about two weeks before the scheduled date of examination.   The complete list of the admitted/rejected applications (with grounds of rejection) may also be seen in the Commission's Website. The candidates are advised to download their respective Admission letters and take print out there of and required   to produce the same at the allotted venue for appearing at the examination. The admission letter will carry intimation about

the date, time and venue of the examination, and will bear the photograph and signature of the candidate and facsimile signature of the Secretary of Commission.
No Admission Letter will be despatched to any candidate by post.

NOTE: - T.A. will be paid to SC/ST candidates for appearing in the viva-voce examination. Before being allowed to appear at the via-voce test, a candidate is required to produce original certificates as listed at para-1(C), failing which he/she shall be debarred from the viva voce test.

12. Result:

The results will be published in due course in the Commission's website, taking into consideration the sum total of marks secured in written test, practical skill test and viva-voce test.

Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.

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

By order of the Commission,

24/12/14

Secretary