

STATE SELECTION BOARD
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA
BHUBANESWAR-751009

Website: www.ssbodisha.ac.in

E-mail: ssbdeptofhe@gmail.com

ADVERTISEMENT NO.02/2024, DATED 07.03.2024

**FOR RECRUITMENT TO THE POST OF JUNIOR ASSISTANTS IN ODISHA UNIVERSITY
OF HEALTH SCIENCES, COUNCIL OF HIGHER SECONDARY EDUCATION AND BOARD
OF SECONDARY EDUCATION, ODISHA**

In pursuance to the requisition received from Odisha University of Health Sciences, Odisha, Bhubaneswar, Council of Higher Secondary Education, Odisha, Bhubaneswar and Board of Secondary Education, Odisha, Cuttack **online applications** are invited from prospective candidates for recruitment to the post of Junior Assistants in level-4, Cell-1 of the Pay Matrix under ORSP Rules , 2017. Candidates are required to apply online through the website www.ssbodisha.ac.in at the link available on this site. **No other means / mode of submission of applications will be entertained.**

1. The schedule of ONLINE APPLICATION is as follows:

Opening Date and Time of online Applications.	16.03.2024(1.00 P.M)
Closing Date and Time of online Applications	15.04.2024(11:45 P.M.)

- (i) For more details, please refer to instructions under **“HOW TO APPLY”** in this advertisement while filling up the online application form and also detailed instructions given in the main instruction page of the online application.
- (ii) Candidates in their own interest are advised not to wait till the last date and time and submit their application well within the timeline. State Selection Board shall not be held responsible, if the candidates are not able to submit their applications due to last minute rush.



2. VACANCY POSITION: The vacancy position (institution-wise) in different categories of reservations is as per the following table, basing on the requisitions of the respective Institutions.

Sl. No.	Name of the Institution	Vacancies to be filled up					Remarks
		ST	SC	SEBC	UR	Total	
1	Odisha University of Health Sciences	13(W-4)	10(W-3)	7(W-2)	30(W-10)	60(W-19)	PwD-01 (Category -1), 01 (Category-2) ESM-02 Sportsperson-01
2	Council of Higher Secondary Education, Odisha.	6(W-2)	5(W-2)	3(W-1)	14(W-5)	28(W-10)	PwD-01 (Category- 1) ESM-01
3	Board of Secondary Education, Odisha.	05 (W-2)	3(W-1)	2(W-1)	10 (W-3)	20(W-7)	PwD-01 (Category- 1) ESM-01
	Total	24 (W-8)	18 (W-6)	12 (W-4)	54 (W-18)	108 (W-36)	PwD-4 ESM-4 Sportsperson-1

Note:

- 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.
- Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in case of non-availability of eligible Scheduled Caste and Scheduled Tribe candidates.
- The number of vacancies to be filled up on the basis of this recruitment is subject to change by the State Selection Board without notice, depending upon the exigencies of public service at the discretion of the State Selection Board.

Shortlisted candidates who will be called for certificate verification shall have to exercise their choice of the institution in order of preference in writing in the Attestation Form to be issued at that time.

3. AGE LIMIT:

The minimum age limit for all categories of candidates shall be 21 years and the maximum age shall be 38 years of age as on 1st January 2024 i.e., he/she must have been born not earlier than 2nd January, 1986 and not later than 1st January, 2003.

The upper age limit prescribed above is relaxable by 5(five) years for candidates belonging to the categories of Scheduled Caste (SC), Scheduled Tribe (ST), Socially and Educationally Backward Classes (SEBC), Women and Ex-Servicemen. Similarly, the upper age limit is relaxable by 10(ten) years for the candidates belonging to PwD categories whose disability (permanent) is 40% and more.

This relaxation in age as required under provisions of the ORV Act, the PwD Act and other relevant rules amended from time to time, may be modified with reference to above said Acts.

Provided further that a candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him / her.

Provided further that, Persons with Disabilities shall be entitled to cumulative age relaxation of ten years over and above the normal age relaxation specified in sub rule-3 (a) and (b) of the Odisha Civil Services (Fixation of upper age limit) Rules, 1989 as amended from time to time.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of Birth entered in the High School Certificate or equivalent certificate issued by the concerned Board / Council will only be accepted.

4. EDUCATIONAL QUALIFICATION:

A candidate must

(i) Possess a Bachelor's Degree in any discipline from a recognized University.

(ii) Have adequate knowledge in basic Computer skill.

5. OTHER ELIGIBILITY CONDITIONS:

In order to be eligible for recruitment to the post of Junior Assistant, a candidate must fulfil the following conditions.

(A) He / She must be a citizen of India.

(B) Be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C Examination or an equivalent examination or has been declared to have passed a test in Odia language equivalent to the Middle School Standard.

(C) Candidates possessing Academic qualifications from Boards / Universities / Institutions outside Odisha shall have to produce the following documents failing which they shall not be considered eligible for selection.

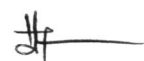
i. Proof of equivalence from any recognized Universities / Board of the State of Odisha.

ii. Affiliation of their institution to a recognized University/Board.

(D) A candidate furnishing certificates and mark-sheets with grades / grade-points shall have to furnish numerical equivalence of grades / grade points from the examining bodies failing which he/ she shall not be considered eligible for selection

(E) Must not have more than one spouse living.

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



- (F) Government servants having requisite educational qualification and within the prescribed age limit, 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" from the employer by the date of Computer Skill test.

6. METHOD OF SELECTION: The selection will be based on Written Test and Computer Skill Test.

The examination shall consist of:

- (i) Written Test – 200 Marks
(ii) Computer Skill Test – 50 Marks
TOTAL – 250 Marks

(A) The written test shall be held in the following subjects:

Serial No	Description of the subjects	Marks
1.	General English up to Graduation Level	60
2.	General Knowledge and Current affairs	40
3.	General Mathematics up to HSC standard	40
4	Reasoning & Mental ability	60
Total		200

Syllabus for the Written Test shall be uploaded in the official website of State Selection Board in due course.

The Written Test will be of two and half hours duration. The questions shall be of Multiple-Choice type which are to be answered in carbonless OMR Answer Sheets. There shall be 100 Questions having equal weightage. While for each right answer, 2 marks will be awarded, for each wrong answer there will be negative marking of 0.50 mark. Qualifying marks in the written examination for candidates under Unreserved category shall be 40% and that for candidates under SC/ST/SEBC & PwD categories shall be 30%.

Scribe facility and compensatory time shall be allowed to PwD candidates as per rule.

(B) On the basis of the performance in the Written Test, the candidates will be shortlisted one and half (1.5) times of the category - wise vacancies for Computer Skill Test which will be of 50 marks of one hour duration in which the minimum qualifying mark will be 20 marks.

(C) The Computer Skill Test will be held in the following fields.

- (i) WINDOWS operating system – To test some of the following basic system operations on file / folder(s):
- Create, Rename, Copy / Cut / Paste, Delete using clip board

- (ii) MS Word - A Paragraph in MS Word incorporating some of the tools given below:
 - Editing and formatting text and paragraph.
 - Page and Paragraph Set-up inserting pictures and word art
- (iii) MS Power Point – A Power Point presentation with 2/3 slides using some of the tools given below:
 - Editing and formatting slides.
- (iv) MS Excel – A problem in spreadsheet related to some of the tools given below:
 - Formatting cells and data.
 - Functions and formula (relative, absolute and mixed reference)
- (v) MS Access- A problem in MS Access related to some of the tools given below.
 - Creating and entering data into a database
 - Setting the primary key

(D) In case of tie for shortlisting the candidates for the Computer Skill Test, the merit position will be decided basing upon the aggregate percentage of marks secured by a candidate in Bachelor's degree examination. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be selected against a candidate born later.

However, for the final selection of candidates, the marks secured in the Written Test and Computer Skill Test taken together shall be taken into consideration. In case of tie, the marks secured in the written test shall be considered. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be selected as against a candidate born later.


(E) Shortlisted candidates will be called for verification of certificates and submission of their choice of the institution. Once the candidate is selected for a particular institution and after joining in the same, he / she will enter into the service cadre of that institution.

(F) The decision regarding selection and allotment of selected candidates for different institutions by the State Selection Board will be final and binding.

7. ZONE OF EXAMINATION:

The written examination will be held at Balasore, Berhampur, Bhubaneswar, Jeypore and Sambalpur 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 the candidates opting for those Zones will be accommodated at the nearest zone.

The Computer Skill Test and verification of certificates of shortlisted candidates will be conducted at Bhubaneswar. Details of date and venue shall be informed to the candidates through Newspaper advertisement and official website of the State Selection Board.



8. APPLICATION FEE:

A non-refundable and non-adjustable fee of Rs. 500/- (Rupees five hundred only) for the Candidates belonging to Scheduled Castes / Scheduled Tribes / PwDs and Rs. 1000/- (Rupees one thousand only) for other categories are to be collected. The amount shall be deposited online at the time of submission of online application.

The Account details for deposit of application fee:

Current Account No-35396835756, State Bank of India, Govt. Treasury Branch, Bhubaneswar, IFS Code: SBIN0009025.

9. OTHER INFORMATION TO CANDIDATES:

- (A) Admission to the Written Examination / 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 criteria, his / her candidature will be liable for rejection. Decision of the State Selection Board in regard to the eligibility or otherwise of a candidate shall be final.
- (B) This advertisement should not be construed as binding on the concerned institution to make appointment.
- (C) 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.
- (D) Mere empanelment in the select list shall not confer any right for appointment.
- (E) If a candidate fails to furnish any of the original documents in respect of the attested copies submitted for verification as per his / her online Application, his/ her candidature will be rejected.
- (F) The provisions of the Odisha Conduct of Examinations Act, 1988 as amended up to date are applicable to the examination conducted by the State Selection Board, Odisha.

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

Successful candidates will be asked to submit the Printout of the online Application Form, self-attested photocopies of academic qualifications and other documents as detailed below.

They must have to produce the original Certificates before the Verifying Officer as and when intimated.

- (i) Copy of online application.
- (ii) H.S.C. or equivalent certificate and mark sheet in support of date of birth and percentage of marks issued by the concerned Board / Council.

- (iii) Higher Secondary (+2) and Graduation (+3) certificate and mark sheets in support of percentage of marks / division / class.
- (iv) Two recent passport size photographs similar to the one uploaded in the online application form mentioning his / her name and Roll number at the back.
- (v) Conduct Certificate issued by the College / University / Institution last attended.
- (vi) Caste Certificate issued by appropriate authority.
- (vii) Required Odia pass certificate issued by the Board of Secondary Education, Odisha / Principal / Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard.
- (viii) Discharge Certificate issued by the Commanding Officer of the Unit last served wherever applicable.
- (ix) Disability Certificate (indicating percentage of disability) of PwD candidates issued by the concerned Medical Board, wherever applicable. The cases of PwD candidates shall be referred to Appellate Medical Boards constituted by SS & EPD Department vide Notification No.9789, Dt. 21.12.2021 for re-examination. Their names shall be recommended to the Government only after receipt of authentication report from the Appellate Medical Boards regarding their disability.
- (x) Identity Card of Sportspersons issued by the Secretary or Director of Sports, Odisha, wherever applicable.
- (xi) No Objection Certificate issued by the competent authority, wherever applicable.
- (xii) 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.
- (xiii) The qualification claimed by the candidate must have been attained on the date of submission of on-line application form.
- (xiv) Candidates claiming to be belonging to ST / SC category of Odisha by birth are required to submit a copy of relevant Caste Certificate as mentioned in their application forms issued by the competent authority in the prescribed form. Candidates of SEBC category must submit copy of relevant Certificate issued by the competent authority within the last three years by the closing date for submission of on-line application form.

The competent authorities are: Collector & District Magistrate, Addl. District Magistrate, Sub-Divisional District Magistrate, Sub-Collector, Revenue Officer not below the rank of Additional Tahasildar.

11. HOW TO APPLY:

- a) Candidate must **apply online** through the website of State Selection Board, Odisha.
- b) Candidate must go through the detailed INSTRUCTIONS before filling up Online Application Form.
- c) It is extremely important that candidates should give their percentage of marks secured in Undergraduate (+3) degree while filling up the online application form by effecting necessary conversion



of C.G.P.A as per the conversion formula of their respective degree awarding University / institution

- d) Candidates are required to upload their latest passport size photograph (taken within fifteen days before the submission of application) along with scanned image of their full signature and left-hand thumb impression, which must be clearly identifiable / visible. **Otherwise, the application of the candidate is liable to be rejected.**
- e) The requisite fee must be deposited online at the time of submission of online application.
- f) Candidates are advised to submit the online application form well within timeline without waiting for the closing date to avoid last hour rush.
- g) *Candidates are advised to be very careful while filling up the online application form as there is no edit option after final submission of the same. Similarly, while depositing the application fee, they must ensure that the Application ID No. allotted to them is entered correctly. After successful payment of Application Fee of requisite amount against the Application ID allotted, the process of online application will be completed and the candidate will be able to download the application form from the SSB website after 24 hours. Deposit of application fee against a wrong Application ID shall amount to non-submission of application and the candidate shall not be enrolled for appearing the written test. State Selection Board shall not be responsible for any act of omission or commission of the candidates. No request, either through offline or online mode for effecting any changes in the application form shall be entertained. On successful payment of application fee, the candidates should download the application form and keep it with them for future reference.*

The decision of the State Selection Board, Odisha in matter of selection shall be final and binding. Any canvassing or misrepresentation or suppression of facts / information by the candidate will result in cancellation of his / her candidature or penalty as decided by the State Selection Board, Odisha shall be imposed on the candidate.


Secretary