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

Advertisement No.IIE-38/2017-**4385/OSSC; Date: 27.12.2017**

Selection of candidates for combined recruitment to the post of AYUSH Assistants (Ayurvedic Assistants and Homoeopathic Assistants) under Directorate of AYUSH, Government of Odisha on contractual basis

(Post Code: AYA/133)

Website: www.ossc.gov.in

IMPORTANT:

- **Online application form will be available from Dt.08.03.2019 to Dt. 07.04.2019 by 11.55 P.M.**
- **Candidates should not send the Detailed Application Form(DAF), copies of the certificates/documents or the originals to Odisha Staff Selection Commission.**
- **Candidates should upload the documents as listed in Clause -8(i to x) of the Advertisement while applying online. They have to produce the originals of the same and a set of self attested photocopy of the uploaded certificates/ documents during certificate verification.**
- **Candidate should exercise their option for both the posts in order of preference.**
- **The uploaded certificates/documents must be clearly visible and have the validity on the date of submission of Online Application.**
- **It should be noted that in case any discrepancy is noticed during certificate verification with reference to the original documents and the uploaded copy of the documents, the candidature of the candidate shall be cancelled on the ground of submission of false documents.**
- **Candidates should mention the Mark Secured (without extra optional) and full marks (without extra optional) correctly both in HSC Examination Level and +2 Examination Level in the qualification details tab. Any wrong entry to this effect will make liable for rejection of the candidature of the applicant for the post.**
- **The minimum educational qualification for the post is +2 Science or any equivalent Examination from a recognised Board or University.**
- **The prescribed age limit for the post is minimum 18(Eighteen) years and upper age limit is 32(Thirty two) years as on 01.01.2017 with usual age relaxation in favour of SC/ ST/ SEBC/ Women/PwD/Ex-serviceman/In-service contractual employees (having completed one year of continuous service).**

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- **The scanned signature, scanned photograph and the certificates/documents uploaded should be clearly identifiable and visible.**
- **Appointment to the post shall be guided by Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013 as amended up to date.**

  No Call letter/Admission letter for the recruitment at any stage shall be sent to the candidates by post. The candidates are advised to access to Commission's website www.ossc.gov.in regularly to know about the status of their applications and date of Examinations.
- **Application other than online mode shall not be accepted by the Commission.**
- **The candidates applying for the post must go through the detailed advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the Written Examination shall be provisional and would be on the basis of the information furnished by him/her in the on-line application form.**
- **If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online 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, his/her candidature for the examination will be cancelled forthwith and he may be debarred either temporarily or permanently from appearing any further recruitment examination conducted by OSSC.**

Online Applications are invited for selection of candidates for recruitment of 878 **AYUSH Assistants (435 Ayurvedic Assistants and 443 Homoeopathic Assistants)** in different Govt. Ayurvedic and Homoeopathic Dispensaries/Hospitals in the state under Directorate of AYUSH, Odisha on contractual basis as per the provision of Odisha Group-C & Group-D Posts (Contractual appointment) Rules,2013 notified vide Government in G.A Department Notification No.GAD-SC-Rules-0009-2013-32010/Gen. Dated 12.11.2013 and as amended vide Govt. in GA & PG Department Notification No. GAD-SC Rules-0037-2017-19574/Gen. Dated 12.09.2017.

It is the liability on part of the applicant to ensure that he/she is eligible to apply for the post in all respect as per the advertisement. Admission of the candidates for the written examination would be on the basis of the information furnished by them in the online application form.

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1.How to apply:

The applicants have to go through the detail advertisement before filling up the online application.

1. **(a)** Aspirants have to apply online using the official website of the Commission "**www.ossc.gov.in**". The applicants other than S.C., S.T. & PWD categories are required to deposit non-refundable examination fee of **Rs.100/-** only through online mode following the procedure as detailed at **clause-6** of this advertisement to apply for the post. By clicking on the tab **'online application'** in the home page of the website, different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the online application process.

There will be 2 links under **"Form Links"** column for each advertisement.

(i) For Registration.

(ii) For registered user login.

All the Candidates first need to complete the Registration process before filling the Application Form.

For Registration the candidate needs to **click** the link **"For Registration"** present in the Form Link section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form,** where few basic Details will be required like:-

i. **Nationality**
ii. **Applicant Full Name**
iii. **Applicant Father's Name**
iv. **Applicant Mother's Name**
v. **Name of the husband (In case of Married female applicant)**
vi. **Gender**
vii. **10th Standard Roll Number (As Mentioned in the Certificate)**
viii. **10th Standard Year of Passing**
ix. **10th Standard Board (Name)**
x. **10th Standard Passed Exam Type**
xi. **Whether passed minimum Seventh class exam. in Odia**
xii. **Mobile Number**
xiii. **Email Address**

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent section will be automatically populated with the data filled in this section. No change in the section will be allowed after the candidates submit the 'I Agree' box.

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Once the above details are filled by the candidate,1 CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box **"I Agree" for declaration and submit the registration form.**

On Submitting the registration form a unique Application Sequence No. will be generated and will be shown to the candidate.

Application Sequence No. generated will act as the **user id** for the candidate.

Email and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the '**User id**' and '**Password**'.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As mentioned in the Certificate), 10th Standard Board, 10th Standard Year of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained.

User registration is only required once during applying for a specific post/advertisement.

After the successful submission of the registration form in the top right hand corner of the **"Go to Application Form" & Logout button will be visible.**

Candidate can click the "**Logout**" button if he/she wishes to exit the current session.

Candidate can also click on the **"Go to Application Form**" to continue with the filling of the application form.

1. (b) For registered user login

In order to fill the Application form candidate needs to Click the link present under **"For registered user login"** present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate need to login using the **'User id'** and **'password'** he/she received after registration though **e-mail** as well as **SMS** in the registered mobile no. & e-mail id.

Once the candidate successfully logged in to the application form he/she will be getting 4 tabs

1. **Personal Details**
2. **Additional Details**
3. **Qualification details**
4. **Document Upload & Payment details**

All the details required in the above 4 tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be auto populated in the respective fields of the application form.

The candidate have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking **"Save & Continue button"** present in the end of the each tab.

Candidate can **preview** the application by clicking the **"Preview Application**" button present in the end of **"Document Upload & Payment details**" tab as and when required.

All candidate mandatorily need 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 which **must be within max 80 kb (The Format supported -JPEG/JPG).**

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In addition to the above requirement all the candidates need to upload their **10th Standard mark sheet & certificate** containing the 10th Standard Roll Number given in the registration form (**File size max 300kb, format supported-pdf**) in Document Upload & Payment details section.

Candidates need to upload +2 or equivalent certificate & mark sheet (**File size max-300kb, format supported-pdf**) in Document Upload & Payment details section.

Candidates Claiming **SC/ST/SEBC** category need to upload caste certificate (refer to Clause-8 (iii & iv) of this Advertisement) (**File size max-300kb, format supported-pdf**) in Document Upload & Payment details section.

Candidates Claiming **"PwD (Persons with Disabilities)"** category need to upload **PwD** certificate (**File size max-300kb, format supported-pdf**) in Document Upload & Payment Details section.

Candidates Claiming "**Ex-Serviceman**" category need to upload Ex-Servicemen Documents (**Discharge Certificate, Identity card, PPO and document indicating the date of entry, date of discharge and period of service** rendered in Defence Forces) as per Clause-8(viii) of the advertisement) in Document Upload & Payment details section **(File size max 300kb, format supported-pdf).**

Candidates claiming "**Sports Person**" category need to upload **sports identity card** issued by Director of Sports in Document Upload & Payment details section **(File size max-300kb, format supported-pdf).**

Candidates who has not passed Odia in HSC Examination, he/she has to upload Odia Pass certificate in **ME Standard (Class-VII)** (**File size max-300kb, format supported-pdf**).

In-service contractual employees in the category-I & II (Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014) claiming age relaxation up to 45 years as on 01.01.2017 must upload the required certificate issued by the concerned employer indicating there in the date of appointment, Order No. with date, years of contractual service rendered and scheme under which appointed (**File size max 300kb, format supported pdf**) in **"Document Upload & Payment Details**" section.

The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, special category, present address, permanent address, full marks(without extra optional), marks secured (without extra optional) in H.S.C, +2 or equivalent examination etc which are required for eligibility of every candidate.

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Caution: *The candidates should mention the mark secured (without extra optional) & full mark (without Extra optional) correctly both in HSC Examination level and in +2 level Examinations in the* **"Qualification details"** *tab. The marks with extra optional shall not be entered. If at any stage of examination, it is found that he/she has entered wrong mark in Online Application Form then his/her candidature for the examination will be rejected outrightly. If it is found during document verification that the marks entered in online application do not tally with the uploaded documents, then the candidature of the applicant will be rejected out-rightly.*

The filled in Application Form must be submitted by clicking 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 uploaded are clearly identifiable/visible. After the form is successfully submitted, the candidate has to take the printout of the filled application form (OSSC Copy and Applicant Copy) for future reference.

Note:

If any defect is noticed in the application form submitted, the applicant can edit the application form by accessing the candidate's 'login' within 48 hours of clicking the 'submit button'. Editing of the application will not be possible after 48 hours of submission of application or closing hour and date of submission of application whichever is earlier.

The following fields will not be editable if the same has been submitted once during registration.

- **Nationality**
- **10th Standard Roll Number as mentioned in the Certificate**
- **10th Standard Year of Passing**
- **10th Standard Board**
- **10th Standard Passed Examination Type**
- **Whether passed minimum seventh class Examination in Odia**
- **Mobile Number**
- **Email ID**

1. (c) The candidate has to take both the printed copies of application (i.e. 1. **OSSC Copy** and 2. **Applicant's Copy)**. The **OSSC** copy has to be preserved by the applicant for future use. In case the candidate is shortlisted for verification of documents, he/she has to submit the same in the Office of the Commission on the date of certificate verification along with the originals & a set of self attested photo copies of certificates/ documents.

1. (d) The **Applicant's copy** contains the '**User ID'** and '**Password'** 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 download the admission letter from the Commission's website.

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

1. (f) 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 does not satisfy the eligibility criteria for the post or has not paid the requisite examination fee as prescribed at clause-6 & within prescribed time period i.e, from the date of opening of online application to closing date of online application, his/her candidature will be cancelled forthwith. Further, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC either temporarily or permanently.

1. (g) The candidate may find out the status of his/her application as well as his/her Admission letter/hall ticket for appearing the examination by accessing OSSC website, clicking therein **'online application'** tab, and thereafter clicking on the link present under **"For registered user login"** in **Form Link section against that particular advertisement/post,** by using the user ID and password.

1. (h) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time. Candidates will be allowed in the examination only if they possess a valid admission letter for the examination and valid Photo Identity proof issued by any Govt. Authority.

1. (i) <u>Option:</u> Candidate should exercise their option for both the posts in order of preference.

<u>2. Last date of submission of online applications</u>:

- Online application will be available from **Dt.08.03.2019.** The last date for submission of online Application in response to this advertisement is **11.55 P.M. of Dt.07.04.2019**. The system will automatically be disabled after 11.55 PM of Dt. 07.04.2019.

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3. Vacancy position:

(a) As per the requisition received from the Directorate of AYUSH, Odisha, the vacancies in the post of AYUSH Assistants to be filled up by this recruitment is as follows:-

Ayurvedic Assistants						Post reserved for Special categories		
					Total	PWD	Ex-SM	SP
Category Wise vacancy	UR-208	SC-92	ST-135	SEBC-Nil	435	17	13	4
Out of which posts reserved for women	W-101	W-34	W-46	W-Nil	W-181	W-6	--	W-1

Homeopathic Assistants						Post reserved for Special categories		
					Total	PWD	Ex-SM	SP
Category Wise vacancy	UR-210	SC-75	ST-116	SEBC-42	443	18	13	4
Out of which posts reserved for women	W-94	W-31	W-43	W-20	W-188	W-6	--	W-1

Abbreviations:

SC - Schedule Caste
ST- Scheduled Tribe
SEBC- Socially & Educationally Backward Class
UR- Unreserved
W- Women
PwD- Persons with Disabilities
Ex-Sm- Ex-Serviceman
SP - Sports Person

(b)Vacancies reserved for special category:-

(i) No. of vacancies reserved for PwD for both the posts (as shown in the table above)-35

As per the Govt. of Odisha in Social Security & Empowerment of Persons With Disabilities Department Resolution No.7140/SSEPD Dtd.05.09.2017 and , the types of persons with disability eligible for the post are as follows:-

Category	Types of Disabilities
Category-I	a. Low Vision
Category-II	b. Hardness of hearing;
Category-III	c. Loco motor disabilities including dwarfism & acid attack victims.

(ii) PwD candidates intend to use the scribe/reader shall apply for the same to the Commission prior to seven (7) days of the date of examination as per the instruction (s) given at Clause-9 (b) of this advertisement in accordance with the provisions contained in Govt. of Odisha in SSEPD Resolution No. 7140/SSEPD dated 5th Sept. 2017.

(iii) No. of vacancies reserved for Ex-Sm for both the posts (as shown in table) - 26

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(iv) No. of vacancies reserved for SP for both the posts (as shown in the table above)-08

Note: The number of Vacancies to be filled up on the basis of this recruitment is subject to change without any prior notice as per discretion of the Commission/the Requisitioning Authorities and the Government.

4. Scale of Pay & Condition of Service:

The appointment shall be made with remuneration of **Rs.8750/-** applicable to the post as per Odisha Group-C & Group- D posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0009-2013-**32010/Gen dt. 12.11.2013** and as amended vide Notification No.GAD-SC-Rules-0037-2017-**19574/Gen. Dated 12.09.2017**. The salary/scale of pay may vary according to decision of the Government from time to time. The conditions of service shall be regulated as per the **Odisha Ayush Assistant (Method of Recruitment and Condition of Service) Rules, 2015** notified vide Health & Family Welfare Department, Government of Odisha **Notification No. Hom-M-30/2015-1993/H. Dated 29.01.2016** and subsequent amendments.

5. Eligibility:

(a) Age:

The minimum age for the post is 18 years and the maximum age is 32 years as on 01-01-2017. 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 can only avail one type of age relaxation which is more beneficial as per rule. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born **earlier than 2nd January, 1985 and not later than 1st January 1999**. The persons in Defence Forces having more than six months to retire/ discharge from the forces as on the date of the submission of online application are not eligible to apply as ex-serviceman for the post. However such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. **Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.**

Once an Ex-Serviceman has joined in 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, the upper age limit is relaxable for in-service contractual employees engaged/appointed 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 "Odisha Group-C & D posts (Contractual appointment) Rules, 2013". As such they must be less than 45 years as on 01.01.2017.

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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.

(b) Educational Qualification

The candidate must have passed the +2 Science or its equivalent examination from a recognized Board or Council or University.

(c) Other eligibility Criteria:

A candidate to be eligible for consideration for appointment to the post of AYUSH Assistants must

(i) Be a citizen of India.

(ii) be able to read, write and speak Odia; and have-

(a) Passed middle School Examination in Odia as a language subject; or

(b) Passed matriculation or equivalent examination with Odia as medium of examination in non-language subject; or

(c) Passed in odia as language subject in the final examination of Class VII or above; or

(d) passed a test in odia in Middle English school Standard conducted by the School and Mass Education Department of the Government of Odisha or Board of Secondary Education, Odisha.

(iii) not have more than one spouse living if married;
Provided that the state Government may if satisfied that such marriage is permissible under the personal law or custom applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

(iv) be of good mental condition and bodily health and free from organic defects of bodily infirmity and communicable diseases which would likely to interfere with discharge of his duties in the service.

6. Payment of Examination Fees:

The candidates except SC/ST and persons With Disabilities (PwD) category have to pay a non refundable examination fee of Rs.100/-. The fees can be deposited only through online mode using Internet Banking/ Debit Card/Credit card/UPI in SBI payment gateway linked with the online application form following procedure as detailed below:-

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Online Fee Depositing process in State Bank of India (SBI) through State Bank Collect Portal
Important: Candidate other than **SC, ST & PwD** category needs to **"Make Online Payment" of Rs. 100/- for submission of online application form for the post.** **Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.**
Steps to be followed in SB Collect portal for Online Payment 1. System will redirect you from online application form portal to State Bank Collect Portal after clicking on the '**Submit**' button. 2. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking **"Submit"** Button. 3. Select the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein. 4. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.
Candidates are advised to keep with them the copy of the e-receipt as a token successful payment of required examination fee for future reference.
Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.

Note: Applications without payment of examination fee except SC/ST/PwD category candidates shall be liable for rejection.

7. Stages of Recruitment:

Stage-I

Written Examination To be conducted in OMR Sheets or Computer Based Recruitment Test (CBRT) as per the decision of the Commission.	I. The written Examination shall be of one paper carrying 100 marks with duration of 1(one) Hour. II. The question shall be of objective type with multiple choices of answers (100 questions of each one mark) on the following subjects: (a) Physics --30 Questions-- - 30 Marks (b) Chemistry --30 Questions-- - 30 Marks (c) Biology --30 Questions-- - 30 Marks (d) General Knowledge --10 Questions-- - 10 Marks III. Questions on Physics, Chemistry and Biology shall be based on (10+2) Science Syllabus of CHSE, Odisha. IV. **There shall be negative marking of 0.25 for each wrong answer.** V. **70% of marks secured in written examination shall be taken into account for preparation of common merit list.**

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Stage-II

Career Marking	30% (15% each for HSC(10^{th}) and +2 (12^{th}) or Equivalent)	The career marking shall be done as per the marks entered in the online application form. ***Hence the marks must be entered correctly by the candidate at the designated field in the online application form.*** Any wrong entry to this effect will liable for rejection of the candidature of the applicant for the post at any stage of the recruitment process.

Stage-III

Document Verification	i. Candidates numbering upto two (2) times the vacancies advertised from each category shall be shortlisted for document verification basing on the sum total of marks secured in written Examination and Career marking taken together. ii. The candidate must appear for verification of documents (with original documents/certification as detailed at Clause-8) failing which his/her candidature for the post will be cancelled.

Note: There is no viva-voce test.

8. Detailed Application Form(DAF)(Copy of self attested documents as uploaded) to be submitted at the time of Document Verification:

The candidates have to upload the following documents and produce the Originals of the certificates/ documents (as uploaded) and a set of self attested photo copy of the uploaded documents along with OSSC Copy of the Online Application signed at appropriate place and ID proof such as Voter ID/ PAN card/Aadhar/ Driving Licence (any one) issued by Govt. authority before the verifying officer for necessary verification.

i. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.

ii. +2 certificate & mark sheet or equivalent certificate issued by the concerned Board/Council.

iii. Candidates claiming to be belonging to S.Cs./S.Ts./S.E.B.Cs. category by birth are required to submit copy of relevant caste certificate issued by the competent authority in the prescribed form.

iv. Candidates of SEBC category (other than creamy layer) must submit copy of caste certificate issued by the competent authority within one year prior to the closing date of online application form.

v. Copy of Online Payment slips showing successful payment of examination fees of Rs. 100/- as applicable (Except SC, ST & PWD candidates).

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vi. Certificate in support of passing Odia in M.E. standard/Class-VII issued by competent authority in case the candidate has not passed HSC examination with Odia as a compulsory subject.

vii. Disability certificate (issued online) by concerned District Medical Board in case of PwD candidates.

viii. Discharge certificate, identity card, PPO and document indicating the date of entry, date of discharge and period of service rendered in defence forces only in case of Ex-Servicemen candidates claiming reservation/age relaxation.

ix. Certificate from the employer indicating therein the Date of Appointment, Period of Service completed as contractual employee, post held, scheme under which appointed and No Objection to appear the examination in case of in-Service contractual employees.

x. Candidates claiming reservation under **"Sports Person"** should submit the Sports identity card issued by Director of Sports, Government of Odisha.

Note: - It should be noted that in case any discrepancy is noticed during certificate verification between the originals and the uploaded copy of the documents, the candidature of the candidate shall be rejected on the ground of submission of false documents.

9. Place and date of Written Examination:

a) The date, time and venue of the written examination will be conveyed to the eligible candidates in the admission letters in due course. The admission letters can be downloaded by the eligible candidates from the official website of the commission "www.ossc.gov.in" from a date to be notified in due course.

b) PwD candidates intend to use Scribe/Reader should apply to the Commission in writing and should report before the Commission with his/her Scribe/reader (in person) prior to seven (7) days from the date of examination with all relevant documents (original and a set od photocopies of certificates of both the candidate and the scribe/reader) in support of Age, Educational Qualification, Identity proof along with Admission Letter issued for the examination and PWD certificate, failing which he/she shall not be eligible to avail the benefit.

10. Select List:

- The common merit list will be prepared basing on sum total of marks in written examination (70%) and career marking (30%).
- Select list will be prepared from the Common merit list of the candidates who are found suitable after document verification, in order of merit category wise taking into consideration the option exercised by the candidates and will be equal to the number of vacancies advertised, provided that, if two or more candidates secure equal marks (i.e. 70% of written examination + 30% of career marking taken together), then the candidate securing higher marks in career marking shall find place above the others in the select list and in case marks obtained in both written examination and career marking taking together are also same, the candidate older in age shall be placed above the younger.
- However, the Commission reserves the right to assign any candidate to any post with due regard to merit and vacancy available in his/her category.

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WARNING

- **Mobile phones or any other electronic devices are strictly prohibited in the Examination Hall. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions will entail debarment of the concerned candidate from the examination as per existing rules of the Commission.**
- **Blue/Black ball point pen only should be used for answering (ovalling) in OMR sheets, whiteners/erasers should not be used in the OMR sheet.**
- **The candidates are required to visit only the official website of the Commission at 'www.ossc.gov.in' for detailed information about the programme of the examination/document verification/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 Newspapers for information.**
- **The candidate should furnish correct mobile number and e-Mail Id for sending SMS by the Commission.**

By order of the Commission

Secretary

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