

**ODISHA STAFF SELECTION COMMISSION**

Barrack No.1, Unit – V, Bhubaneswar – 751054

**Advertisement No.IIE-141/2021-4340/OSSC; Date: 23.12.2021****Selection of candidates for recruitment to the post of Assistant Librarian as Initial Appointee Under Director of Madhusudan Das Regional Academy of Financial Management, Odisha,****Bhubaneswar****(POST CODE –148****Website: [www.osscc.gov.in](http://www.osscc.gov.in)****IMPORTANT:**

- Online Applications are invited from intending candidates to fill up 01(one) number of post of **Assistant Librarian Under Director of Madhusudan Das Regional Academy of Financial Management, Odisha, Bhubaneswar**

	Start Date	End Date
Online Registration	08.03.2022	07.04.2022
Online Payment of Examination Fees	08.03.2022	07.04.2022
Submission of Online Application Form	08.03.2022	20.04.2022
Mode of apply	Online Mode only through the website <a href="http://www.osscc.gov.in">www.osscc.gov.in</a> . No Physical copy/Hard copy of the online application form need to be submitted by the applicant.	

- Candidates must register their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages from the Commission relating to this recruitment.
- Candidate to be eligible to apply for the post must have passed Master in Library and Information Science with basic knowledge in Computer Application.
- The prescribed age limit for the post is from 21 years to 38 years as on 01.01.2021 with usual age relaxation for SC, ST, SEBC, Women, Ex-Serviceman & In-service contractual employees as detailed under clause-5(a) of the advertisement.
- The appointment will be initially as Initial Appointee carrying a consolidated pay in the pay matrix of Level-9 of ORSP-17 amounting to Rs.25,300/- per month in the first year as per Govt. in G.A. & P.G. Department Notification No.28626/Gen dated 27.10.2021. The pay is subject to revision as per decision of the Government of Odisha from time to time.
- The candidates applying for the post must go through this 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 on the basis of the information furnished by him/her in the Online Application Form.
- The Commission shall conduct the written examination with Objective Papers through CBRE (Computer Based Recruitment Examination) mode. If the examination is conducted in multiple batches, Commission will adopt normalisation process as per the Advisory Notice No. 2444/OSSC dtd.02.09.2021 (available in the website of the Commission ) for processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.

- 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 prescribed for the post, his/her candidature for the examination will be cancelled forthwith and he/she may be debarred from appearing any further recruitment examination conducted by the Commission either temporarily or permanently.
- Appointment to the post shall be guided by Odisha Group-B Posts (Contractual Appointment) Rules, 2013 notified vide Govt. in G.A. Department Notification No.1147-GAD-SC-RULES-0061-2013-/Gen dated 7<sup>th</sup> January 2014 & subsequent amendment(s).
- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in) regularly to know about the status of their applications and date of test.

## 2. How to apply:

- a. The applicants have to go through this Detail Advertisement before filling up of the online application form.
- b. Aspirants have to apply online using the official website of the Commission [www.osscc.gov.in](http://www.osscc.gov.in).
- c. All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button in the Home page of the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in).
- d. Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form, a User Id and Password will be generated.
- e. On clicking "New user" or "Registered User" instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions are to be read carefully before proceeding for filling up the Application Form.
- f. Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

## 3. Pre-requisites for filling up Online Application Form

- a. Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and filing the Online Application Form. **Candidates should keep the e-mail Id and Mobile Number (given during registration) active to receive all important communications from the Commission till publication of the final result of this recruitment examination.**
- b. Recent Passport size Colour Photograph scanned in "jpg/jpeg" format between ranges of 20 kb to 100kb shall be kept handy for uploading during Registration.
- c. Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.
- d. Applicant shall keep their required Certificates, Mark sheets & other documents ready as per Clause-7 of the advertisement while filling up the details of the educational qualification & other fields during filing of Online Application Form.
- e. Applicant should enter the Aadhar number in the appropriate field in the online application form.

- f. SC/ST/SEBC category candidates claiming age relaxation need to submit detail information about their Online Caste Certificate issued by competent Authority in the Online Application Form. But if the valid online Caste Certificate issued by the competent Authority is not in possession with the candidate at the time of submission of the Online Application Form, he/she must give self declaration in the format appended to the Online Application Form.
- g. Candidate claiming age relaxation under “**Ex-Serviceman**” category need to upload any one of the Ex-Servicemen Documents i.e. **Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected)**. Ex-Servicemen who are going to retire within six months from the closing date of online application may apply for the post by obtaining “**No Objection Certificate**” from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering the claim of age relaxation under Ex-Serviceman category.  
The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- h. **In-service contractual employees of Government Offices** claiming age relaxation (maximum age limit 45 years as on 01.01.2021) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/ Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group ‘C’ & ‘D’ posts and who have completed minimum one year of continuous service prior to commencement of Odisha Group- B/ Group-C& D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the proforma prescribed (appended to this Advertisement) by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission [www.oss.gov.in](http://www.oss.gov.in). They shall have to fill the detail information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-8 of Odisha Group-B/Group-C & D Contractual Appointment Rules-2013), FD Approval/Concurrence No. in the Online Application Form. The candidate has to produce the certificate issued by the employer in the prescribed format (appended to this Advertisement), as per the above Advisory Notice along with original documents during Certificate Verification for consideration of his/her claim under Contractual in-service benefits. **No claim for contractual In-Service benefits will be considered if the information is not furnished as per the prescribed format.**

**The candidate should ensure that the scanned Photograph, Full Signature, Left/Right Hand Thumb Impression and other relevant documents must be clearly identifiable/ visible, otherwise the Online Application shall be rejected and no correspondence on this account shall be entertained.**

**Candidates must submit correct data /information in the Online Application Form basing on which the candidate shall be allowed to appear the examination. 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 prescribed for the post, his/her candidature for the post will be cancelled forthwith.**



#### 4. Number of posts to be filled up and reservations :

(a) As per requisition received the detail category wise break up of vacancies reserved for the post shown in the table below:-

Sl. No.	Name of the Post	Category wise Vacancy					Special Category Vacancies	
		UR	ST	SC	SEBC	Total	Ex-Serviceman	Sports Person
1	Assistant Librarian	01 (w-Nil)	-	-	-	01	Nil	Nil

**NOTE: -**

SC-Scheduled Caste

ST-Scheduled Tribe

SEBC-Socially and Educationally Backward Class

UR- Unreserved.

W- Women

**There is no vacancy reserve for SC/ST/SEBC candidates. However, such candidates can apply for the post. They will be treated as U.R. and will compete against the vacancy under UR category.**

**\*PwD candidates are not eligible for the post. There is no reservation for Ex-Servicemen and sportsperson. However such candidates can apply for the post and compete the vacancy under UR category.**

**Note: The number of vacancies and other conditions of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission/ Requisitioning Authority/Government.**

#### 5. Eligibility:

##### (a) Age:

The minimum age for the post is 21 years and the maximum age is 38 years as on 01-01-2021. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates & the total period of service rendered in defence service in case of Ex-Servicemen. **To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January, 1983 and not later than 1<sup>st</sup> January 2000.** The persons in Defence Forces having more than six months to retire/discharge from the forces as on the last 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.

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 Odisha Group-B/ Group-C & D posts contractual appointment rules,2013 as per the provisions of "Odisha Group-B/ Group-C & D posts (Contractual Appointment) Rules, 2013" and as amended up to date. They must be less than 45 years as on 01.01.2021

and should submit the required proof from their employer as per Clause-7(x) of the Advertisement at the time of document verification.

**Note: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.**

(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 by the Commission.

**(c) GENERAL CRITERIA OF ELIGIBILITY:-**

A candidate applying for the above post should be (a) a citizen of India, (b) of good character, (c) of sound health, good physique and free from organic defects or bodily infirmity (d) must not have more than one spouse living (e) (i) must have passed M.E. School Examination with odia as language subject, or (ii) have passed HSC Examination or equivalent examination with odia as Medium of examination in non-language subject, or (iii) passed in Odia as language subject in the final examination of Class-VII and above, or (iv) passed a test in Odia in M.E. School standard conducted by Education Department.

**(d) Educational qualification prescribed for the post:-**

The candidate must have passed: Master in Library and Information Science with basic knowledge in Computer Application.

**6. Examination Fee:**

The candidates other than SC/ST category have to pay a non-refundable examination fee of Rs. 200/-. The fees can be deposited only through online mode using Internet Banking/Debit Card/Credit card/UPI/other available payment methods linked with the online application form. On clicking the payment option through any of the above option of payment the candidate will be redirected to treasury portal and the amount will be deducted from candidate's account and will be deposited in the Head of Account "0051-00-104-0047-02041-000". 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.

Application(s) without payment of examination fee (except SC/ST candidates) will be treated as incomplete and shall be liable for rejection.

**7. Detailed Application Form( DAF) to be submitted at the time of Certificate Verification:**

The candidates are required to submit the self attested photocopies of the following documents mentioning on each of the document **"Submitted by me"** and put their **full signature**. However, the candidates have to produce their Original certificates before the verifying officer for necessary verification.

- i. OSSC Copy of the Online Application legibly signed by the candidate at appropriate place.
- ii. Photocopy of HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- iii. Photocopy of +2 or equivalent Pass certificate and mark sheet
- iv. Photocopy of Bachelors Degree pass certificate and mark sheet from a recognised University.
- v. Photocopy of Master in Library and Information Science pass certificate and mark sheet from a recognised University.
- vi. Photocopy of Certificate in Basic Knowledge in Computer Application.
- vii. ST, SC & SEBC candidates claiming age relaxation must submit photocopy of caste certificate issued by the competent authority for the purpose of employment/service. SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be **within one year prior to the closing date of online application.**
- viii. Candidates have to submit a self-attested copy of certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority claiming age relaxation claiming age relaxation.
- ix. Photocopy of discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- x. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate as per the prescribed format appended from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed as well as NOC from the employer.

#### **8. PLACE AND DATE OF WRITTEN EXAMINATION:**

The Date, Time & Venue of the Written Examination and certificate verification will be conveyed to the eligible candidates in the Admission Letters in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from a date to be notified by the Commission.

#### **9. PLAN OF EXAMINATION:**

There shall be three stages such as (i) Main written Examination  
(ii) Practical Skill Test  
(iii) Certificate Verification



(a)	Name of Examination	Mark distribution	Duration of Examination	Remarks
	<b>Stage-I</b> Written Examination  (one composite paper on English, Odia, General Studies and Library & Information Science)	100 marks Each question carries one mark. (a) General English- 10 marks (b) Odia Language - 10 marks (c) General Studies - 30 marks (d) Library & Information Science - <u>50 marks</u> 100 marks	one and half ( 1-1/2) hours duration	Examination will be of objective Type with multiple choice answers to be done Computer Based Recruitment Examination (CBRE) mode/ OMR sheet. There shall be negative marking @ 0.25 marks for each wrong answer. Candidates about five(5) times of the vacancy will be shortlisted in order of merit basing on the performance in the stage-1 written examination.
	<b>Stage-II</b>	Practical Skill test -30 marks	30 minutes	<b>Qualifying mark-15.</b> The marks obtained by the qualified candidates in Practical Skill Test will be added to their written examination marks and the merit list will be drawn accordingly.
	<b>Stage-III</b>	Certificate verification		
		<b>Total - 130 marks</b>		

**There shall be no viva-voce test.**

**9(i) Syllabus of Composite Paper:-**

Composite paper consists of 100 questions of multiple choices of the following subjects. **The questions in Odia Language, General English and General Studies will be of +2 standards . The standard of questions for the Library & Information Science will be such that as expected from candidate having completed the course in B.Lib. Science.** The question on General Studies will be relating to Indian History, Economics, Geography, Major events in World History, General Science, General Awareness, Environmental issues, Human Rights issues, Current events, Literature and Art & culture of Odisha & 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 & Conservation of Library documents, Information needs and Information Access, Management of E. Sources and E. Publishing.

## Stage-II

Practical Skill Test on Computer Application – The test is carrying 30 marks, duration 30 minutes.

The candidates are required to score minimum 15 out of full marks of 30 to be qualified in the test. The candidates numbering five times of the vacancies advertised in order of merit on the basis of main written marks shall be shortlisted to appear the practical skill test. The candidates securing minimum 15 marks in Computer Practical Skill Test will be shortlisted for Certificate Verification. The marks secured by qualified candidates in Practical Skill Test will be added to their written examination marks and merit list will be drawn accordingly.

### **10. Certificate Verification:-**

Candidates numbering about two(2) times of the vacancies in order of merit category wise will be called for certificate verification to determine their eligibility in all respect for the post with reference to their original certificates/ documents

### **11. Admission letter:-**

Admission letter will be made available in the Commission's website "[www.ossce.gov.in](http://www.ossce.gov.in)". Candidates can download by using their 'user Id' and 'Password'.

**Admission of a candidate for the written examination (CBRE) shall be provisional and on the basis of the information furnished by him/her in the Online Application Form.**

**The candidates are advised to download their respective Admission letters and take print out thereof.** The admitted candidates will have to produce the admission letter at the allotted venue for appearing in the examination (CBRE )mode.

The admission letter will carry intimation about the date, time and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

### **12. Select List:**

The merit list of the candidates who qualified in Practical Skill Test and found suitable in certificate verification shall be prepared basing on their marks secured in the main written examination (CBRE) and Practical Skill Test taken together.

The select list shall be published based on merit equal to vacancy notified.



**13. Result:** Results will be published in due course in the Commission's website.

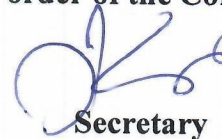
**NOTE: -**

- i. The candidates are required to visit the official website of the Commission '[www.osscc.gov.in](http://www.osscc.gov.in)' regularly for detailed information about the programme of the examination 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.
- ii. The candidate should furnish correct Mobile Number and e-Mail Id for sending SMS and other relevant information relating to this recruitment. The Mobile No. & e-Mail Id should remain active till completion of the recruitment process to avoid any communication gap.

WARNING

Mobile phone or any other electronics devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such banned items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

By order of the Commission

  
Secretary

**ODISHA STAFF SELECTION COMMISSION, UNIT-V, BHUBANESWAR.**  
Email: [orissassc@gmail.com](mailto:orissassc@gmail.com), Tel.0674-2392833, FAX-2396011

No.IIE-122 /2019 - 3568 /OSSC,

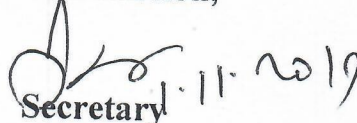
Date:- 01.11.19

**Advisory Notice to candidates claiming benefits available to in-service contractual employees under the In-service contractual appointment Rules while applying for different posts and services of Odisha Staff Selection Commission.**

Pursuant to Rule-3,4,5 & 8 of Odisha Group-‘C’ & ‘D’ Posts (Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.32010/Gen dtd.12.11.2013, and Rule-3,4,5 & 8 of Odisha Group-‘B’ posts(Contractual Appointment) Rules-2013 published vide G.A. & P.G. Department Notification No.1147/Gen dtd.17.01.2014, it is notified that candidates while applying for different State cadre Posts and Services under Odisha Staff Selection Commission and claiming benefits available to in-service contractual employees under the above mentioned Rules are required to upload a certificate from the Employer/Appointing Authority in the format as prescribed in **Annexure-‘A’** to this Notice.

No certificate other than in the prescribed format shall be accepted by the Commission and will lead to forfeiture of the claim of the candidate to avail the benefits under the above said Rules.

By order of Commission,

  
Secretary. 11.2019

## Annexure-A.

**Format of certificate to be submitted by Contractual Employees under different offices of Government of Odisha claiming benefits under Contractual Appointment Rules-2013.**

1. Certified that Ms/Mrs./Shri/Mr \_\_\_\_\_ S/O.  
\_\_\_\_\_ resident At \_\_\_\_\_  
Po \_\_\_\_\_, PS \_\_\_\_\_, Dist \_\_\_\_\_  
Date of Birth \_\_\_\_\_ has been engaged in this Office as  
\_\_\_\_\_ (post held) in Group-'B'/Group-'C' post on contractual  
basis from \_\_\_\_\_ to \_\_\_\_\_ as per this office Order  
No. \_\_\_\_\_ dtd. \_\_\_\_\_. (Copy enclosed) and has completed total  
\_\_\_\_\_ year of continuous service.
  
  2. It is further certified that Mr./Ms/Mrs./Shri \_\_\_\_\_ has  
been engaged against the contractual posts created with concurrence of Finance  
Department vide their Order No./UOR No. \_\_\_\_\_ dtd. \_\_\_\_\_  
without following the recruitment procedure including ORV Act-1975.
- OR**
- It is certified that the engagement of Mr./Ms/Mrs./Shri \_\_\_\_\_ is  
through Man power Service Provider Agencies i.e. \_\_\_\_\_ with  
concurrence of Finance Department vide their Order No. \_\_\_\_\_  
dtd. \_\_\_\_\_/UOR No. \_\_\_\_\_ dtd. \_\_\_\_\_
3. It is further certified that Mr./Ms/Mrs./Shri \_\_\_\_\_ has been  
engaged as \_\_\_\_\_ (Post held), prior to commencement of Odisha  
Contractual Appointment Rules, 2013 and he/she has not been engaged under  
Temporary Plan Scheme/Temporary Establishment/Tenure Based post in this  
office.

**Signature of Appointing Authority/Employer**  
**With seal**