



# ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

Plot No.-C/2, Nayapalli, Bhubaneswar-751012

(A Govt. of Odisha Undertaking)

Estt.(Hqrs.)-11/2018(P-II) Advt. No.- 19693 Dt- 31.12.19.

Odisha State Civil Supplies Corporation Ltd., a State PSU invites online applications from eligible candidates for filling up the following posts through direct recruitment by way of Computer Based Test (CBT). The online application shall be available from **02.01.2020** and the last date of submission of online application shall be **02.02.2020**.

Sl No.	Name of the Post	Grade	Vacancy	Consolidated Remuneration
1	Asst. Manager(QC)	1	UR-1	Rs.16,880/-
2	Junior Accountant	54	ST-20 (W-7) SC-14 (W-5) SEBC-7 (W-2) UR-13 (W-4)	Rs.10,000/-
3	Quality Analyst	44	ST-17 (W-6) SC-7 (W-2) UR-20 (W-7)	Rs.10,000/-
4	Junior Assistant	10	ST-1 SC-4 (W-1) UR-5 (W-2)	Rs.9,500/-
5	SA-cum-DEO	82	ST-21 (W-7) SC-16 (W-5) UR-45 (W-15)	Rs.9,500/-

The detailed advertisement is available in the website [www.oscsc.in](http://www.oscsc.in)  
[www.foododisha.in](http://www.foododisha.in) [www.odisha.gov.in](http://www.odisha.gov.in)

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*31-12-2019*

*M.V.P.*  
*31.12.19*  
Managing Director

Memo No- 19694 Date:- 31.12.19.

Copy forwarded to

1. The FA & CAO, OSCSC Ltd., Bhubaneswar for information and necessary action.
2. The Company Secretary OSCSC Ltd., Bhubaneswar for publication in websites.

*M.V.P.*  
*31.12.19*  
Managing Director



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.  
C/2, NAYAPALLI, BHUBANESWAR-751012

Advertisement. No.- 19693

Date: Estt. (Hqrs.)- 11/2018(P-II),  
31.12.2019

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**Recruitment of Assistant Manager (QC)/Junior Accountant/ Quality Analyst/Junior Assistant/Sales Assistant-cum-Data Entry Operator (SA-cum-DEO)**

Applications are invited online through the Proforma Application Form to be made available on website ([www.oscsc.in](http://www.oscsc.in)) from **02.01.2020 to 02.02.2020** for recruitment of 191 (One Hundred and Ninety One) posts Group-C i.e. Assistant Manager(QC)-1, Junior Accountant-54, Quality Analyst-44 , Junior Assistant-10 , SA-cum-DEO- 82 in the office of the Odisha State Civil Supplies Corporation on contractual basis. During the period of contractual appointment they shall draw consolidated monthly remuneration falling under pay band as mentioned against each as per Govt. in GA & PG Department Notification Dated 12.09.2017 and their annual increase of remuneration shall be subject to their satisfactory performance as per slabs prescribed under annexure appended in the aforesaid notification, on completion of each year of service. These posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed.

**2. VACANCY POSITION**

Sl. No.	Name of the post	Vacancy	Required post based vacancy (As per ORV Act)
1.	Asst. Manager(QC)	1	UR-1
2.	Junior Accountant	54	ST-20 (W-7) SC-14 (W-5) SEBC-7 (W-2) UR-13 (W-4) *Out of the above, 04 posts shall be reserved under PWD category (Blindness and Low Vision/Deaf and hard of hearing/Locomotor disability including Cerebral Palsy, leprosy cured, dwarf, acid attack victims and muscular dystrophy)

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Sl. No.	Name of the post	Vacancy	Required post based vacancy (As per ORV Act)
3.	Quality Analyst	44	ST-17 (W-6) SC-7 (W-2) UR-20 (W-7) *Out of the above, 02 posts shall be reserved under PWD category (Deaf and hard of hearing/Locomotor disability including Cerebral Palsy, leprosy cured, dwarf, acid attack victims and muscular dystrophy)
4.	Junior Assistant	10	ST-1 SC-4 (W-1) UR-5 (W-2) *No PWD candidate required
5.	SA-cum-DEO	82	ST-21 (W-7) SC-16 (W-5) UR-45 (W-15) *Out of the above, 07 posts shall be reserved under PWD category (Blindness and Low Vision/Deaf and hard of hearing/Locomotor disability including Cerebral Palsy, leprosy cured, dwarf, acid attack victims and muscular dystrophy)
<b>Total post</b>			<b>191</b>

Ex-Service Man -3%, Sports Person-1% on sanctioned strength will be filled up from any category. The exchange of reservation between ST & SC will not be considered. If the vacancies reserved for women categories remain unfilled due to non-availability or availability of insufficient number of eligible women candidates belonging to the relevant category, the unfilled vacancies shall be filled up by male candidates of the same category.

- (a) The number of vacancies to be filled up on basis of this recruitment is subject to change by OSCSC without giving any notice depending upon the exigencies at the discretion of the Corporation.

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### 3. EDUCATIONAL QUALIFICATION, AGE AND CONSOLIDATED REMUNERATION

Name of Post	Grade	No. of Post	Educational Qualification	Age	Consolidated monthly Remuneration
Assistant Manager (Quality Control)	III	1	A candidate must possess Post graduation degree in Botany / Chemistry / Zoology / Agriculture / Biochemistry/ Biotechnology/ Microbiology from a recognized university. The candidate must have working knowledge in Computer (Minimum PGDCA certificate level or equivalent). The candidate must have 3 years experience in Post Harvest Technology from a recognized institution	A candidate must not be under 31 years and must not be above the age of 42 years as on 01.01.2020	Rs.16880/-  On regular appointment after six years the pay matrix shall be Rs.35,400/- Level-6 and Cell-1 of ORSP Rule'2017
Junior Accountant	III	54	A candidate must possess (a) Inter Chartered Accountants or (b) Inter Cost and Works Accountants or (c) Commerce Graduates with Honors with at least 50% marks or Distinction. The candidate must have working knowledge in Computer (With minimum PGDCA certificate/ equivalent).	A candidate must not be under 21 years and must not be above the age of 32 years as on 01.01.2020	Rs.10000/-  On regular appointment after six years the pay matrix shall be Rs.29,200/- Level-5 and Cell-1 of ORSP Rule'2017
Quality Analyst	III	44	A candidate must possess Bachelors Degree in Botany / Chemistry / Zoology / Agriculture/ Biochemistry/ Biotechnology/ Microbiology having at least 50% marks in aggregate from a recognized university. The candidate must have working knowledge in Computer (With minimum PGDCA certificate/ equivalent).	A candidate must not be under 21 years and must not be above the age of 32 years as on 01.01.2020	Rs.10000/-  On regular appointment after six years the pay matrix shall be Rs.29,200/- Level-5 and Cell-1 of ORSP Rule'2017

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Junior Assistant	III	10	A candidate must possess Bachelors degree with 50% marks in aggregate from a recognized university. The candidate must have working knowledge in Computer (With minimum PGDCA certificate/ equivalent).	A candidate must not be under 21 years and must not be above the age of 32 years as on 01.01.2020	Rs.9500/- On regular appointment after six years the pay matrix shall be Rs.25,500/- Level-4 and Cell-1 of ORSP Rule'2017
SA-cum-DEO	III	82	A candidate must possess Bachelors degree with 50% marks in aggregate from a recognized university. The candidate must have working knowledge in Computer (With minimum PGDCA certificate/ equivalent).	A candidate must not be under 21 years and must not be above the age of 32 years as on 01.01.2020	Rs.9500/- On regular appointment after six years the pay matrix shall be Rs.25,500/- Level-4 and Cell-1 of ORSP Rule'2017

**Relaxation of Age**

- i. The upper age limit is relaxable as per notification of Govt in GA Deptt. vide no.-33068-Gen dated 27.10.1989 as follows:-

Scheduled Castes/ Scheduled Tribes/ Women	5 years
Socially & Educationally Backward Classes	5 years
Physically Handicapped	10 years
Ex-serviceman (who has put in not less than six months continuous service)	Less than 55 years ( see point ii below for details)
<b>Departmental Candidate for other posts except A.M.(Q.C.)</b>	
<b>UR</b>	<b>SC/ST/ Women/ SEBC</b>
Shall not be more than 42 years	Shall not be more than 47 years
	<b>PWD</b>
	Shall not be more than 52 years
<b>Departmental Candidate for the post of A.M.(Q.C.)</b>	
Shall not be more than 45 years	Shall not be more than 50 years
	Shall not be more than 55 years

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- ii. Every Ex-serviceman who has put in not less than six months continuous service in Armed forces of the Union and is less than 55 years shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit specified in Point No. 3 above shall be deemed to satisfy the conditions regarding age limits.
  - iii. Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.
  - iv. The date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/ council will be accepted only.

### **Provision for Departmental Candidates:-**

Departmental candidates (OSCSC Ltd.) fulfilling the requisite qualification may apply online against the advertisement. The age relaxation shall be provided for 10 years of continuous service and they are exempted from payment of application fees. The experience certificate in OSCSC Ltd. should be uploaded during the filling of online application.

The Corporation employees those who are interested to apply for the above posts subject to fulfillment of following conditions.

- a. 10 years experience in this organizations.
- b. Non-involvement in any case of misappropriation/defalcation of Corporation funds.
- c. The requisite Qualification as advertised.
- d. The age of the in-service applicant shall not be more than 42 years in case of unreserved category, 47 years in case of SC/ST/Women/ SEBC category and 52 years in case of person with disability category as on the date of publication of advertisement. For the post of A.M.(QC) in-service applicant shall not be more than 45 years in case of unreserved category, 50 years in case of SC/ST/Women/ SEBC category and 55 years in case of person with disability category as on the date of publication of advertisement

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The Experience Certificate will be issued by the General Manager (Admn.) subject to fulfillment of the above criteria.

**Provision for Outsourced Candidates:-**

- i. The persons provided by the manpower service providers/ outsourcing agencies, who shall be less than 45 years of age and shall have completed at least 1(One) year of continuous service at OSCSC Ltd., in case they apply, shall be allowed relaxation of upper age limit for entry, provided they satisfy all other eligibility criteria for the post as laid down in the recruitment rules. They must upload online the original documents/certificate from their employers for availing the age relaxation in the format at **APPENDIX-I** at the time of filling online application.
- ii. They shall be allowed 1% (one) percent extra mark on the total marks of the examination of each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them for deciding the merit position.

**N:B:-** 1. *The reservations shall be applicable taking into account the total sanctioned strength for each post with the category wise men in position under respective reservation category.* 2. *The applicability of reservation of PWD candidates shall be governed by the SSEPD Department Resolution No-7140 dated 05.09.2017, during the final selection of the candidates.* 3. *PWD candidates whose disability is 40% or above required to attach disability certificate indicating % of disability and type of disability issued by the concerned Medical Board for consideration as per Rules. Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.*

**4. Application fees and mode of payment:-**

Unreserved/SEBC Category	SC/ST/PWD/ Departmental Candidate
Rs.200/-	Exempted

(i) UR and SEBC candidates are required to pay a non-refundable fee of Rs 200/- (Rupees Two Hundred) only. In-service candidates of OSCSC Ltd. are exempted from payment of application fee. Candidates shall be required to make the payment of fees while filling-up online application through online mode.

**(ii) For on-line payment mode(through Debit/ Credit/ Net Banking/ Paytm):**

An applicant will be redirected to payment gateway page which shall be deposited in Corporation Bank account. After completing the on-line payment,

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she/ he may take hard copy of the application form along with fee receipt as proof of payment for future reference/ record which shall be required at the time of verification of original certificates/ testimonials as and when necessary. The candidates shall bear the online transaction charges as applicable.

**5. Plan of Examination**

- (a) The selection of candidates for recruitment to the posts will be made through Computer Based Test (CBT) to be conducted by Recruitment Agency on behalf of OSCSC Ltd.
- (b) The examination will be in a single sitting with multiple choice objective type questions for 200 marks. Each questions carries 1 (one) mark and there is no negative mark for any wrong answer.
- (c) The details of Scheme & Subjects for the examination and syllabus are mentioned in **Appendix-II**.
- (d) **Downloading of Admit card and date of examination shall be intimated in due course of time.**

**6. Centre of Examination:**

- (i) The computer Based Test (CBT) will be held at Bhubaneswar. However depending upon the number of the applicants, if needed the same may be held at other four locations like Cuttack, Berhampur, Rourkela & Sambalpur.
- (ii) The candidates are to mention their choice of examination zone at appropriate place in the online application form.
- (iii) The request for change of centre shall not be entertained.

**7. OTHER ELIGIBILITY CONDITIONS**

- (I) The candidate must be a citizen of India.
- (II) The candidate must be able to speak, read and write Odia fluently and must have passed; at least an examination in Odia language equivalent to that of Middle English School Standard conducted by the Board of Secondary Education, Odisha; or the Education Department of Govt. of Odisha or any Board or Council of Secondary Education approved by the Govt. of Odisha in support of passing of Odia Language Test(ME School Standard).
- (III) The candidate must have good character.
- (IV) The candidate must have sound health and good habits and free from any mental infirmity and shall be required to produce a certificate of fitness from the Chief District Medical Officer or a Medical officer or equivalent rank at the time of joining.

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- (V) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Govt. has exempted his/ her case from operation of this limitation for any good and sufficient reasons. Provide that the appointing authority, if satisfied that there are special reasons for doing so, exempt him/her from the operation of this clause.
- (VI) Only those candidates who fulfill the requisite qualification and are within the prescribed age limit etc. by the last date of online application will be considered eligible.

8. **OTHER CONDITIONS**

- (i) At present only the online application are invited from the candidates for admissible to the written examination.
- (ii) A candidate found guilty of seeking support for his/ her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred either permanently or for a specified period from any recruitment or selection to be conducted by the Corporation.
- (iii) **Application submitted if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.**
- (iv) **Admission to examination will be provisional. If on verification at any stage before or after the examination, it is found that a candidate does not fulfill all eligibility conditions, his/ her candidature shall be liable to rejection. Decision of OSCSC in regard to eligibility or otherwise of candidate shall be final.**
- (v) This advertisement should not be construed as binding on the Corporation to make contractual appointment.
- (vi) Concessions meant for SC, ST & SEBC by birth are admissible to the SC, ST and SEBC of Odisha only

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- (vii) Appointment to the posts are contractual. The appointment can be terminated on one months notice from either side without assigning any reason thereof.
- (viii) No one will be allowed to appear the examination unless he/ she holds a certificate of admission (Admit Card). The certificate of admission will be uploaded in the website of the Corporation prior to the date of examination. The eligible candidates are required to download the admission certificate and produce the same for admission to the examination. No separate admission certificate will be sent to the candidates.
- (ix) Any misrepresentation or suppression of information by the candidate in the online application form will result in cancellation of his candidature or penalty, as decided by the Selection Commission be imposed on the candidate.
- (x) Mere empanelment in the select list shall not confer any right for contractual appointment unless the Corporation is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for contractual appointment to the service.
- (xi) Reservation benefit for re-employment under Ex-Servicemen category shall be ceased if a candidate belonging to ex-servicemen category had previously availed the benefit for appointment against a civil post under an ex-servicemen quota.

#### 9. **CONDITIONS OF SERVICES:-**

Conditions of service of contractual employees appointed under sub-rule 2 of rule-5 of the odisha Group- C & Group-D and (Contractual appointment) Rules'2013 are as under.

- (i) Persons appointed under the contractual posts shall continue on contractual basis for a period of six years. The period of six years shall be counted from the date of their contractual appointment.
- (ii) During the period of contractual appointment they shall draw consolidated monthly remuneration as described below as per Govt. in GA & PG Department Notification dated 12.09.2017 and their annual increase of remuneration shall be subject to their satisfactory

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performance as per slabs prescribed under annexure appended I the aforesaid notification, on completion of each year of service.

Name of Post	Consolidated Remuneration
<b>Assistant Manager</b> (Quality Control)	Rs.16880/- falling under Pay Band Rs.9300-34,800/- GP Rs.4200/-. On regular appointment after six years the pay matrix shall be Rs.35,400/- Level-9 and Cell-1 of ORSP Rule'2017 .
<b>Junior Accountant</b>	Rs.10000/- falling under Pay Band Rs.5200-20,200/- GP Rs.2800/-. On regular appointment after six years the pay matrix shall be Rs.29,200/- Level-8 and Cell-1 of ORSP Rule'2017.
<b>Quality Analyst</b>	Rs.10000/- falling under Pay Band Rs.5200-20,200/- GP Rs.2800/-. On regular appointment after six years the pay matrix shall be Rs.29,200/- Level-8 and Cell-1 of ORSP Rule'2017
<b>Junior Assistant</b>	Rs.9500/- falling under Pay Band Rs.5200-20,200/- GP Rs.2400/-. On regular appointment after six years the pay matrix shall be Rs.25,500/- Level-7 and Cell-1 of ORSP Rule'2017
<b>SA-cum-DEO</b>	Rs.9500/- falling under Pay Band Rs.5200-20,200/- GP Rs.2400/ On regular appointment after six years the pay matrix shall be Rs.25,500/- Level-7 and Cell-1 of ORSP Rule'2017

- (iii) Subject to satisfactory performance, the consolidated remuneration shall be enhanced by ten percent on completion of each year of service till completion of six years.
- (iv) They shall not be entitled to DA, HRA, and other allowances during the period of contractual appointment.
- (v) They shall be entitled to leave under the provisions of the Odisha Leave Rules'1966 at par with regular employees of Govt. of Odisha.
- (vi) They shall abide by the Odisha Civil Services Conduct Rules'1959 and subject to the Odisha Civil Services (Classification, Control and Appeal) Rules'1962 read with OSCSC Employees Service Rule'1993.

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10. **CONDITIONS OF SERVICES ON REGULAR APPOINTMENT.**

- (i) On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed. A formal order of the regular appointment shall be issued by the appointing authority.
- (ii) On regular appointment they shall be entitled to draw the time scale of pay as per the table below with usual DA, HRA and other allowances as admissible to regular employees of OSCSC Ltd.

Name of Post	Consolidated Remuneration
Assistant Manager (Quality Control)	Falling under Pay Band Rs.9300-34,800/- GP Rs.4200/-.
Junior Accountant	Falling under Pay Band Rs.5200-20,200/- GP Rs.2800/-.
Quality Analyst	Falling under Pay Band Rs.5200-20,200/- GP Rs.2800/-.
Junior Assistant	Falling under Pay Band Rs.5200-20,200/- GP Rs.2400/-.
SA-cum-DEO	Falling under Pay Band Rs.5200-20,200/- GP Rs.2400/-.

- (iii) Other conditions of service shall be governed as per the OSCSC Service Rule'1993 as amended from time to time.

11. **CERTIFICATES/ DOCUMENTS TO BE ATTACHED:-**

Candidates who qualify in the written examination shall be called for the documents verification, They are required to bring the original certificates, mark sheets etc. alongwith the self attested copies for verification which shall be notified.

**If a candidate fails to furnish any of the original documents in respect of the attested copies submitted with the application for verification on the date of document verification, his candidature shall be cancelled.**

- (i) Two recent pass port size photograph (unsigned & unattested) which has been uploaded with the online application form.
- (ii) HSC or equivalent certificate in support of declaration of age issued by the concerned Board/ Councils;
- (iii) Intermediate/+2/ Higher Secondary examination Certificate issued by the concerned Board/ Council.
- (iv) Degree Certificates issued by the recognized University.
- (v) Caste certificate by birth in support of claim as SC/ ST/ SEBC wherever applicable.
- (vi) Resident certificate issued by Competent Authority.

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- (vii) Required Odia test pass certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to ME School Standard or a certificate from the Principal/ Head master of the School indicating that the candidate has passed Odia in ME Standard, if not passed Odia as a subject in the High School Certificate/ equivalent examination.
- (viii) Discharge certificates issued by the Commanding officer of the unit last served wherever applicable.
- (ix) Disability certificate (indicating percent of disability) issued by the concerned medical board wherever applicable.

**N.B.**

- (i) Candidates claiming to be belonging to SC/ ST/ SEBC category of Odisha by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category must submit copy of caste certificate issued by the competent authority within last three years from the date of advertisement.
- (ii) women candidates belonging to SC/ ST/ SEBC are required to submit caste certificate by birth showing " daughter of .....". Caste certificate by virtue of marriage (i.e. showing " wife of .....\_ is not acceptable.
- (iii) OBC certificates shall not be accepted in lieu of SEBC certificates.
- (iv) Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances. The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or sub-divisional Magistrate/ Sub-Collectors or Executive Magistrates or Revenue officers, not below the rank of Tahasildar/ Additional Tahasildar of Govt. of Odisha.  
: Degree certificate, Caste certificate, Odia Test Pass Certificate, discharge Certificate of Ex-Servicemen and PWD certificate must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

**12. GROUND OF REJECTION OF APPLICATION**

**APPLICATION/ CANDIDATURE OF A CANDIDATE SHALL BE REJECTED AT ANY STAGE OF RECRUITMENT PROCESS, WHEN DISCREPANCY IS NOTICED/ DETECTED.**

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**13. HOW TO APPLY/ INSTRUCTIONS**

- i. Candidates to click on the link provided for registration / online application for the post mentioned above
- ii. In Part 1, candidates to first click on the post he/she is applying for.
- iii. Candidates to fill the personal details such as name, parent's name, address, contact details, etc. Mobile numbers must begin with one of the digits such as 6, 7, 8, 9.
- iv. Email id is a mandate and hence candidate must have a valid email id.
- v. Candidates to provide present address and contact details and also the permanent address details.
- vi. Once the candidate enters the date of birth and click on the Age tab, the age is automatically calculated by the software.
- vii. Candidates to click on the nationality, for state of domicile, click on the drop down menu and select the state.
- viii. Candidates to click on the appropriate radio buttons provided for gender, Odia Knowledge, Working knowledge in computer and category. If candidate selects SC, ST or SEBC, a textbox will appear where the candidate will enter the date of issuance of the caste certificate.
- ix. If candidate falls under PWD category, click on the radio button to indicate requirement to avail the facility of a scribe for the test.
- x. Further candidates to click on the radio buttons for the sports category, ex-servicemen, persons engaged through manpower service provider/outsourcing agency in OSCSC, Departmental candidate. If clicked yes, candidate to provide additional information for each sub category against each of the above mentioned parameters.
- xi. Candidates to then fill the subcategory. If person with disability, candidate to click the appropriate handicap and also fill in the percentage of disability.
- xii. If applicant is an Ex Serviceman, click on Yes and fill the rank details and the dates.
- xiii. If applicant engaged through manpower service provider/outsourcing agency, click on Yes and provide the details of date employed through this
- xiv. If applicant is a departmental candidate, click on yes and fill details of post held, and listed details.
- xv. After providing details for all the categories, to click on submit, to submit the online filled application.

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- xvi. While clicking on submit, if any of the fields have not been filled correctly as per requirements, the same will be intimated in red highlight.
- xvii. Candidate to make necessary corrections to the application details. Only after validation by the software, the submit button will be accepted.
- xviii. After clicking on submit button, step1 success page will be generated with the filled phone number and application number. There are two buttons in the page 1. Click here to receive OTP sms. – After Clicking on this button OTP will be generated to the respective phone number.
- 2. Click here to go verification of OTP – Clicking on this button will go to the next page with OTP text box. Enter the OTP and submit the page.
- xix. After submitting the proceed button, Part 2, Education details page will be displayed. Enter the HSC/Class 10 details – Name of the Board/university, Year of Passing, Total Marks, and Marks secured. Percentage (%) will be automatically calculated by the software.
- xx. Enter the 10+2/Diploma details – Name of the Board/university, Year of Passing, Total Marks, and Marks secured. Percentage (%) will be automatically calculated by the software.
- xxi. Select whether Marks based or CGPA/OGPA/DGPA based radio buttons.
- xxii. If it is Marks based select Marks radio button and enter Honors Name of the examination, Name of the institution/university, Year of passing, Total marks and marks secured. Percentage (%) will be automatically calculated by the software.
- xxiii. Enter Post graduation details, Name of the Board/university, Year of Passing, Total Marks, and Marks secured. Percentage (%) will be automatically calculated by the software.
- xxiv. If candidate have any other qualifications they can enter, Name of the examination, name of the board/university, year of passing, Total marks and marks secured.% will be automatically calculated by the software.
- xxv. Select the centre preferences by selecting the centre name from the drop down list. Select preference1, preference 2 and preference 3.
- xxvi. For Only Assistant manager QC Work experience will be enabled. Click on Yes /No radio button. Clicking on Yes will display the following details. Enter Name of the organization, Name of the position held, from date and to date of working.
- xxvii. Clicking on Submit button, Documents upload page will be generated. Upload the following documents Photo, signature, if he/she is

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departmental candidate upload the experience certificate, PGDCA or higher certificate, if he/she applied for Assistant manager QC upload the experience certificate. Upload the certificates which they chosen in the educational page example – Botany certificate and marks sheet, chemistry certificates and marks sheet, upload HSC/class 10 certificate and marks sheet. After filling all the documents submit button will be enabled. Click on the submit button.

xxviii. After clicking on the submit button, declaration page will be generated with 2 buttons.

1. Click here to view/edit the application form – Here candidates can update the entered details in the application form.
2. Click here to confirm the declaration – By clicking on this button, payment page will be displayed.

xxix. There are 2 options in Payment.

1. Paytm (Credit card/debit card/net banking) - After clicking on submit button, page will go to the request paytm page. Clicking on proceed button, Phone number (Which is entered in application form) will be automatically displayed in Paytm option. Clicking on pay button, OTP will be generated to the respective phone number. Enter the OTP and click on Pay button.
2. Credit card/debit card/net banking - For payment details need to enter necessary credit card/debit card/net banking details and click on proceed button.

xxx. After payment, final page will be generated with 2 buttons. 1. Print application form 2. Print fee receipt.

xxxi. By clicking on Fee Receipt, fee receipt will be generated with the following details – Application number, Full name, Transaction ID, Amount and email Id of the candidate.

xxxii. By clicking on Print application form, Final filled application form will be generated.

**14. SELECT LIST**

The provisional merit list shall be prepared category wise in order of merit on the basis of marks secured by the Candidates in CBT.

**15. RESULTS**

The results shall be published in due course in the Official website of the Corporation i.e. [www.oscsc.in](http://www.oscsc.in)

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**16. HELP DESK COUNTER**

For any technical guidance on filing up the online application, the candidate may contact help desk of OSCSC Ltd. over telephone number 63644 26664 or 63644 36664 in any working days between 10:00 A.M. to 1:30 P.M. & 2:00 P.M. to 5:30 P.M.

The candidates are required to visit the website of the Corporation at [www.oscsc.in](http://www.oscsc.in) for detailed information about the programme of the examination/ rejection notice and other important notice etc. and also keep track of publication of various notices to the effect in the leading local daily newspaper for information.

**CLOSING DATES**

**ONLINE APPLICATIONS SHALL BE AVAILABLE IN THE WEBSITE FROM 02.01.2020 TO 02.02.2020 TILL 11:59 P.M.**

NB:- THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED . THE CANDIDATES ARE ADVISED TO BE CAREFUL WHILE FILING THE ONLINE APPLICATION. ANY MISREPRESENTATION IN THE ONLINE APPLICATION SHALL BE LIABLE FOR REJECTION WITHOUT MAKING ANY CORRESPONDENCE ON THAT SCORE

**Bhubaneswar**  
**Date 31.12.19**

*DM*  
31-12-19  
**Managing Director,**  
**OSCSC Ltd.,**

APPENDIX-I

352

**CERTIFICATE OF OUTSOURCED WORK EXPERIENCE**

(To be issued by District Manager/Administration Head of the Organization, OSCSC Ltd. in Official letter head)

Reference No.- \_\_\_\_\_ dated. \_\_\_\_\_

This is to certify that Sri/Smt./Mr./Mrs./Miss \_\_\_\_\_ S/o / D/o

W/o \_\_\_\_\_ a resident of At/Po \_\_\_\_\_

P.S. \_\_\_\_\_ Dist \_\_\_\_\_ has worked / has been working

as \_\_\_\_\_ in the Office of the

\_\_\_\_\_ through outsourcing agency

\_\_\_\_\_ on outsource basis on a consolidated monthly remuneration of

Rs. \_\_\_\_\_ with effect from \_\_\_\_\_ to \_\_\_\_\_. This certificate is being

granted to him/her for consideration of his claim for Contractual engagement as per Group-c and Group-D posts

(Contractual Appointment) Rules,2013.

(Full dated signature with seal of the District Manager/  
Administration Head of the Organization)

**APPENDIX-II**  
**SCHEME AND SUBJECTS FOR THE EXAMINATION**

**1. Asst. Manager (Quality Control)**

**ITEM GRID AND SYLLABUS:**

GRID	TOTAL NUMBER OF QUESTIONS
Technical	25
Aptitude	25
English	50
General Studies	50
Basic Computer Knowledge	50
<b>TOTAL MARKS</b>	<b>200</b>

**DETAILED SYLLABUS INDICATED BELOW.**

**TECHNICAL**

- Botany
- Chemistry
- Zoology
- Agriculture
- Biochemistry
- Biotechnology
- Microbiology

**APTITUDE**

- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance
- Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

*Prml-*

**ENGLISH**

- Verb
- Adverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Passage

**GENERAL STUDIES**

- Current National events - General
- Current National events - Odisha
- History & Geography of Odisha
- Indian Polity -General
- Indian Polity -Odisha
- General Science
- Indian Economy
- Defence

**BASIC COMPUTER KNOWLEDGE**

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations

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## 2. Quality Analyst (Q.A.)

## ITEM GRID AND SYLLABUS:

GRID	TOTALNUMBER OF QUESTIONS
Technical	25
Aptitude	25
English	50
General Studies	50
Basic Computer Knowledge	50
<b>TOTAL MARKS</b>	<b>200</b>

DETAILED SYLLABUS INDICATED BELOW

## TECHNICAL

## Basic Knowledge in the following subjects

- Botany
- Chemistry
- Zoology
- Agriculture
- Biochemistry
- Biotechnology
- Microbiology

## APTITUDE

- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance
- Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

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**ENGLISH**

- Verb
- Adverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Passage

**GENERAL STUDIES**

- Current National events - General
- Current National events - Odisha
- History & Geography of Odisha
- Indian Polity -General
- Indian Polity -Odisha
- General Science
- Indian Economy
- Defence

**BASIC COMPUTER KNOWLEDGE**

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations

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3. Junior Accountant

## ITEM GRID AND SYLLABUS:

GRID	TOTAL NUMBER OF QUESTIONS
Technical	25
Aptitude	25
English	50
General Studies	50
Basic Computer Knowledge	50
<b>TOTAL MARKS</b>	<b>200</b>

## DETAILED SYLLABUS INDICATED BELOW.

## TECHNICAL

- Income-tax Law and Practice
- GST and Indirect Taxes
- Computerized Accounting
- Fundamentals of Financial Management & Accounting
- Banking and Insurance Management
- Auditing and Corporate Governance and Accounting Standard

## APTITUDE

- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance
- Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

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**ENGLISH**

- Verb
- Adverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Passage

**GENERAL STUDIES**

- Current National events - General
- Current National events - Odisha
- History & Geography of Odisha
- Indian Polity - General
- Indian Polity - Odisha
- General Science
- Indian Economy
- Defence

**BASIC COMPUTER KNOWLEDGE**

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations

*Mr*



4. Junior Assistant

5. SA-cum-DEO

## ITEM GRID AND SYLLABUS:

GRID	TOTAL NUMBER OF QUESTIONS
Aptitude	35
Reasoning	15
English	50
General Studies	50
Basic Computer Knowledge	50
<b>TOTAL MARKS</b>	<b>200</b>

## DETAILED SYLLABUS INDICATED BELOW.

## APTITUDE

- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance
- Probability

## REASONING

- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

## ENGLISH

- Verb
- Adverb
- Preposition
- Synonyms

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- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Passage

#### GENERAL STUDIES

- Current National events - General
- Current National events - Odisha
- History & Geography of Odisha
- Indian Polity - General
- Indian Polity - Odisha
- General Science
- Indian Economy
- Defence

#### BASIC COMPUTER KNOWLEDGE

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations

*And*