

**STATE SELECTION BOARD**  
**DEPARTMENT OF HIGHER EDUCATION**  
**BHUBANESWAR – 751009**  
**ADVERTISEMENT NO. 004/2020/UNIVERSITY(REVISED)**  
**FOR THE POST OF JUNIOR ASSISTANTS AND JUNIOR**  
**STENOGRAPHERS IN DIFFERENT UNIVERSITIES OF ODISHA**  
**WEBSITE – [www.ssbodisha.nic.in](http://www.ssbodisha.nic.in)**  
**E-MAIL ID – [ssbdeptofhe@gmail.com](mailto:ssbdeptofhe@gmail.com)**

In pursuance to the requisition received from (i) Shree Jagannath Sanskrit Viswavidyalaya, Puri, (ii) Utkal University, Vani Vihar, Bhubaneswar , (iii) Rama Devi Women’s University, Bhubaneswar, (iv) Ravenshaw University, Cuttack, (v) Khallikote University, Berhampur and (vi) Berhampur University, Bhanja Bihar, Berhampur, (vii) Sambalpur University , Sambalpur **Online applications** are invited from the prospective candidates who are native of Odisha for the recruitment of posts of Junior Assistant and Junior Stenographer for **seven Universities** of Odisha on contractual basis as per GA Deptt. Notification No.32010/Gen/ dtd.12.11.2013 with initial remuneration of Rs.8,880/- per month in the 1<sup>st</sup> year with subsequent increase up to 6<sup>th</sup> year as per Odisha group-C & group-D (contractual employees) amendment rule 2017, vide Notification No.-19574/Gen/ dtd. 12.09.2017 and F.D. Letter No. 28090/F/ Date 22.09.2017. The posts are on contractual basis but likely to be made permanent as per the Notification No.- 2240 Dt. 18.11.2013 of GA Deptt. Candidates are required to apply Online through website [www.ssbodisha.nic.in](http://www.ssbodisha.nic.in) at the link available on this site. **No other means / mode of submission of applications will be accepted.** The schedule of ONLINE APPLICATION is as follows:-

**1. IMPORTANT DATES:**

<b>Opening Date</b> for On-Line Applications.	01.06.2020
<b>Last/Closing date &amp; Time</b> for On-Line Applications.	15.07.2020 (11:59 P.M.)

**Note :**

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

2. **VACANCY POSITION:** The vacancy position (University wise) in different categories of reservations is as per the following table, basing on the requisition of the respective Universities.

**POST OF JUNIOR ASSISTANT**

Sl. No.	Name of the University	Vacancy to be filled up					Remarks
		ST	SC	OBC/ SEBC	UR	Total	
1	Shree Jagannath Sanskrit Viswavidyalaya, Puri	03 (w-1)	02 (w-1)	02 (w-1)	08 (w-2)	15 (w-5)	01 PwD
2	Utkal University, Bhubaneswar	10 (w-3)	08 (w-3)	05 (w-1)	23 (w-8)	46 (w-15)	02 PwD (VI)
3	Rama Devi Women’s University, Bhubaneswar	05 (w-1)	03 (w-1)	02	10 (w-3)	20 (w-5)	01 PwD
4	Ravenshaw University, Cuttack	04 (w-1)	03 (w-1)	02 (w-1)	10 (w-3)	19 (w-6)	01 PwD
5	Khallikote University, Berhampur	02 (w-1)	01	01	04 (w-1)	08 (w-2)	1 PwD (LD) from UR
6	Berhampur University	06 (w-2)	03		08 (w-3)	17 (w-5)	1 PwD (HI/LD)
7	Sambalpur University	06 (w-2)	04 (w-1)	02 (w-1)	13 (w-4)	25 (w-8)	01 PwD
8	North Orissa University	02 (w-1)	01	02 (w-1)	04 (w-1)	09 (w-3)	
	<b>Total</b>	<b>38 (w-12)</b>	<b>25 (w-7)</b>	<b>16 (w-5)</b>	<b>80 (w-25)</b>	<b>159 (w-49)</b>	

**POST OF JUNIOR STENOGRAPHER**

Sl. No.	Name of the University	Vacancy to be filled up					Remarks
		ST	SC	OBC/ SEBC	UR	Total	
1	Shree Jagannath Sanskrit Viswavidyalaya				01	01	
2	Utkal University	01	01		03 (w-1)	05	
3	Berhampur University	01			02 (w -1)	03	
4	Ravenshaw University				02	02	
5	North Orissa University	-	-	-	01	01	
	<b>Total</b>	<b>02</b>	<b>01</b>		<b>09 (w-2)</b>	<b>12 (w-2)</b>	

### **3. AGE LIMITS:**

The candidates should not be less than 21 years or more than 32 years of age as on **01.03.2020**.

The upper age limit prescribed above is relaxable by 5 (five) years for candidates belonging to the categories of S.C. / S.T. / S.E.B.C. / Women Candidates. Similarly, the upper age limit is relaxable by 10 (ten) years for the Ex-Serviceman / PwD candidates, whose disability is not less than 40%. In case of In-Service Contractual Employees working in those six Universities the upper age limit is upto to 45years as on 01.03.2020 subject to condition that he/she has completed at least one year of continuous service prior to commencement of the Rule as per G.A. Deptt. Notification No. 32010/Gen/Dtd.12.11.2013.

### **4. EDUCATIONAL QUALIFICATION:**

A candidate should possess a Bachelor's Degree in any discipline from a recognized University with adequate knowledge in basic Computer Application and for the post of Jr. Stenographer additional qualification of Stenography with speed of 80 words is essential.

**5. PROCEDURE OF SELECTION:** The selection will be based on Written Test and Skill Test.

(a) The selection shall be made in the following manner;

- (i) Written – 100 Marks (For both Jr. Asst. & Jr. Steno)  
(ii) Skill Test – 50 Marks

TOTAL – 150 Marks

(For Jr. Asst. there will be a Computer Skill Test & For Jr. Stenographer there will be Stenography Cum Computer Skill Test).

(b) There shall be a common written Examination for both the post of Jr. Asst. & Jr. Stenographer on the following subjects as given below:

<b>Serial No.</b>	<b>Description of the papers</b>	<b>Marks</b>	<b>Duration of the Exam.</b>
(i)	General English upto Graduation Level	25	<b>One sitting of One &amp; half hours</b>
(ii)	General Knowledge & Current affairs	25	
(iii)	General Mathematics upto HSC standard	25	
(iv)	Reasoning & Mental ability	25	
<b>Total</b>		<b>100</b>	

As per Govt. Resolution vide No. GAD-SC-RULES-0009-2013.32010/Gen dtd.12<sup>th</sup> November 2013 at para 8 the In-Service Candidate shall be allowed one percent extra marks on the total marks of the Written Examination for each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them for short listing of Skill Test.

The questions will be of Objective Type (Multiple Choice) which are to be answered in OMR sheets. Scribe facilities and compensatory time shall be allowed to the PwD candidates as per rule.

- (c) On the basis of the performance in the Written Examination the candidates will be shortlisted three times as per category wise vacancies for the Skill Test (Computer Skill Test for Jr. Asst./ Stenography cum Computer Test for Jr. Stenographer) of 50 marks with one hour duration in which the minimum qualifying mark will be 50% i.e. 25 marks. For the number of Candidates shortlisted and any other specification regarding the selection procedure, the decision of the State Selection Board will be final.

The Computer Skill Test will be held from the following Chapters.

- (i) WINDOWS operating system – To test some of the following basic system operations on file/folder(s):-
  - Create, Rename, Copy/Cut/Paste, Delete.
- (ii) MS Word - A Paragraph in MS Word incorporating some of the tools given below:-
  - Editing and formatting text and paragraph.
  - Page and Paragraph Set-up.
- (iii) MS Power Point – A Power Point presentation with 2/3 slides using the tools given below:-
  - Editing and formatting slides.
- (iv) MS Excel – A problem in spreadsheet related to some of the tools given below:-
  - Formatting cells and date.
  - Functions.

- (d) In case of **tie**, i.e. candidates securing equal marks in the Written Examination and/or Computer Skill Test the merit will be decided basing on aggregate percentage of marks secured in the Bachelor's Degree. Further, if there is again **tie**, in case of equal percentage of marks in the Bachelor's Degree, date of birth will be taken into consideration for short listing candidates for the Skill Test & selection. The State Selection Board reserves the right to fix-up the qualifying marks in the Written Examination.

- (e) There will be a common Written Examination for both the post of Jr. Assistant & Jr. Stenographer and Computer Skill Test for Jr. Assistant where as Stenography cum Computer Skill Test for Jr. Stenographer. There will be separate merit list for Jr. Assistant and Jr. Stenographer and the candidates from the merit list will be allowed to give options of choice of posting in the said six Universities through counseling.
- (f) Once the candidate is selected for a particular University and after joining in the same he/she will enter to the Service cadre in services of that University.**
- (g) The decision regarding selection and allotment of selected candidates for different Universities by the State Selection Board will be final and binding. The merit list will be valid for one year from the date of declaration of the Final Result or filling up the post so advertised, which ever comes earlier.

#### **6. PLACE OF EXAMINATION:**

The written examination will be held at Balasore, Berhampur, Bhubaneswar, Cuttack, Sambalpur depending upon the number of candidates from the respective Zone. In case, sufficient numbers of candidates are not available for any of the Zones excluding Bhubaneswar the candidates opting for those Zones will be accommodated at Bhubaneswar.

**7. APPLICATION FEE :** A non-refundable and non-adjustable fee of Rs. 500/- (Rupees five hundred only) for the Candidates belonging to Scheduled Castes/ Scheduled tribes/ PwDs and Rs. 1000/- (Rupees One thousand only) for other categories are to be collected. The amount shall be deposited On-line at the time of submission of on-line application.

#### **8. OTHER ELIGIBILITY CONDITIONS:**

- (a) The candidate must be a citizen of India.
- (b) The candidate should be able to speak, read and write Odia fluently and must have passed at least an examination in Odia language equivalent to M.E. School standard conducted by the B.S.E., Odisha.

- (c) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- (d) Government servants, whether temporary or permanent, are eligible to apply, provided that they must inform their respective head of office in writing regarding submission of their applications for this recruitment and produce “No Objection Certificate” by the date of Skill test.
- (e) In case of In-Service Contractual Employees working in those six Universities must submit the certificate from the concerned University stating the number of years of completed and continuous service as on 12.11.13.
- (f) Each selected candidate will have to submit a Medical Fitness certificate from a doctor not below the rank of a CDMO/CMO to the concerned University at the time of joining.

**9. OTHER CONDITIONS:**

- (a) **Admission to the Written Examination / Skill test will be provisional.** If on verification at any stage before or after the Written Examination/Skill test, it is found that a candidate does not fulfill all the eligibility conditions, his/her candidature will be liable for rejection as this is **on-line** Application. Decision of the State Selection Board in regard to eligibility or otherwise of candidate shall be final.
- (b) This advertisement should not be construed as binding on the concerned University/ State Government to make appointment.
- (c) The date of conduct of written examination will be notified later in the Website.
- (d) The eligible candidate will be required to download their Admit Card from the Website for Written Examination as well as Skill Test. **No separate Admit Card will be sent to the candidates.**

- (e) All persons appointed shall not be eligible for pension as defined under Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005.
- (f) Mere empanelment in the select list shall not confer any right for appointment.
- (g) 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 State Selection Board.
- (h) If a candidate fails to furnish any of the original documents in respect of the attested copies submitted for verification before the Skill Test as per Application submitted by him/her, he/she **shall not be allowed** to appear the Skill Test and the candidature will be rejected.
- (i) The provision of the **Odisha Conduct of Examination Act 1988 (Odisha Act-2 of 1988)** are applicable to the examination conducted by the State Selection Board, Odisha .

#### **10. HOW TO APPLY:**

- (a) Candidate must apply online through the Official Website of SSB i.e. [www.ssbodisha.nic.in](http://www.ssbodisha.nic.in)
- (b) Candidate must go through the detailed **INSTRUCTIONS** before filling up Online Application Form.
- (c) Candidates are required to upload their latest passport size colour photograph with white background along with scanned image of his/her full signature and left hand thumb impression, which must be clearly identifiable/visible, otherwise the application of the candidate is liable to be rejected.

(d)The requisite fees must be deposited online at the time of on-line application.

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

Candidates short listed for the Skill Test are required to submit true copies of academic qualifications and other document duly attested by the candidate himself or by any Gazetted Officer or Notary Public along with the **Print out/Hard copy** of Online Applications,. The candidates are also required to put their **full name signature** on each document. **They must have to produce the Original Certificates before the Verifying Officer, as and when intimated for the same.**

- (a) Hard copy/Print out of On-line Application.
- (b) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council.
- (c) Bachelor's Degree certificate with Mark Sheet issued by the recognized University.
- (d) Computer course certificate from a recognized institution and Stenography Certificate for Jr. Stenographer only.
- (e) Two recent passport size colour photographs (unsigned and unattested) which has been uploaded in the online application form.
- (f) Certificates of conduct from the College/University in which he/she last studied.
- (g) Caste Certificate from the appropriate authority.
- (h) Required Odia pass certificate from the Principal/Headmaster of the school indicating that the candidate has passed Odia in M.E. Standard.
- (i) Disability Certificate (indicating percentage of disability) of Physically Handicapped candidate issued by the concerned Medical Board, wherever applicable. The cases of PwD candidates shall be referred to Appellate Medical Board constituted by the W & CD Department vide Notification No.16430 /WCD Dt. 06.09.2011 for re-examination. Appointment order shall be issued by the University if such candidates are found genuine by the Board.



- (j) No Objection Certificate issued by the competent authority, wherever applicable.
- (k) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (with number and date) under which it is so treated, must be furnished.
- (l) The Candidates claiming for age relaxation under In-Service Contractual Employees must produce the proof of their period of service from these six Universities / University.

**N.B: In case of any dispute, regarding selection of candidates the decision of the State Selection Board is binding and final.**

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