

ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION

BLOCK NO- 3 & 5, UNIT-1, BHUBANESWAR-751009

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No. IIE-21/2016-1397(C)/OSSCC dt.22.12.2017

(Invitation of online application for selection to the post of **Warder**)

Important:

- I) Last date for registration and online deposit of examination fee is **25.01.2018**.
- II) Online application facility will be available from dt.**27.12.2017** to **01.02.2018**.

Applications are being invited online through the OSSCC website www.osscc.gov.in for selection of candidates for recruitment on contractual basis to the post of **Warder** existing in various Circles of Jails under **Home Department** of Government of Odisha. The circle and category-wise break-up of the total posts to be filled up by this recruitment and reservation for each category of candidates are at **Annexure-I**.

1. Details of Posts to be filled up: Please see **Annexure-I**.

The number of posts to be filled up on the basis of this recruitment may undergo change without any prior notice at the discretion of the Commission.

2. Scale of pay & conditions of service:

The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration as mentioned in the table given below. The conditions of service and the tenure of the contractual appointment to the posts will be regulated by the 'Odisha Group-C and Group-D Posts (Contractual Appointment) Rules, 2013.

Sl. No.	Name of the post	Pay band and scale (Pre revised)	Consolidated monthly remuneration Pre-revised
1	Warder (Contractual)	Pay Band-1, i.e., Rs.5,200-20,200/- + Grade Pay of Rs.1, 800/-.	Rs.5, 200/- Pay + Rs.1, 800/- Grade Pay= Total Rs.7,000/-

3. Eligibility Criteria:

A) Age & Educational Qualification:-The minimum and the maximum age of the applicants for the posts shall be as mentioned below.

Sl. No.	Name of the post	Age limit prescribed		Qualifying date as on	Minimum educational qualification
		Minimum	Maximum		
1	Warder (Contractual)	18 years	25 years	31.01.2017	Must have passed in the 10+2 Exam conducted by CHSE, Odisha or ICSE or CBSE or any other equivalent examination.

- i) The upper age limit is relaxable by 5 years for the candidates belonging SC/ST/SEBC/Women category and by total period of service rendered in Defence service in case of Ex-Servicemen. However, a candidate can avail only any one type of age relaxation as per rules. The persons in Defence Service having more than six months to retire/ be discharged from service as on the last date of the submission of online application are not eligible to apply for the post.
- ii) There shall be as nearly as may be but not more than 10% reservation of notified vacancies of each circle for Home Guards and such persons when selected shall be adjusted against the categories to which they belong. But a Home Guard to be eligible for application must have (a) passed Higher Secondary (10+2) or equivalent examination, (b) completed three years of enrolment without interruption on the date of publication of advertisement, (c) undergone Basic Course of Training for Home Guards and (d) must not be more than 30 years of age as on the date of publication of advertisement.
- iii) However, the in-service contractual employees engaged directly or through manpower service provider in any organization of Government of Odisha who are below 45 years of age and have completed at least one year continuous service as on the qualifying date/s can also apply for the post as per provision of “The Odisha Group-C and Group-D Posts (Contractual Appointment) Rules-2013”, They must submit documents from their employers for availing the age relaxation.
- iv) Date of birth as recorded in the HSC Certificate issued by the Board of Secondary Education Odisha or equivalent certificate issued by recognized Board/ Council/ Indian University shall only be accepted.

B) Other Eligibility Criteria: An applicant in order to be eligible for the post must be-

- (i) a citizen of India, (ii) of good character, (iii) good mental condition, sound health, good physique and active habits, free from physical defects likely to interfere with discharge of duties in the service and (iv) if married, must not have more than one spouse living. Provided further that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of this rule. v) He/she must be able to read, write and speak Odia and have passed the Middle English Examination with Odia as a language subject; or passed High School Certificate or equivalent examination with Odia as medium of examination in non-language subjects; or passed Odia as language subject in the final examination of Class-VII

from a school/educational institution recognized by Government of Odisha or Central Government; or passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department of Government of Odisha. vi) He /she must have registered his/her name in any Employment Exchange within the jurisdiction of the Circle, for which he/she is applying, on or before the date of submission of application. Similarly, applicants claiming reservation as Ex-Serviceman must furnish an undertaking that they have not till the date of this application availed of re-employment under the Government of Odisha or India.

C) The applicants to be eligible to apply must have the minimum physical standard of Height, Weight and Chest as detailed below:

Category	Height	Weight	Chest	
			Unexpanded	Expanded
UR & SEBC(Men)	168cms	55kgs	79cms	84cms
UR & SEBC(Women)	158cms	45kgs
SC/ST (Men)	163cms	50kgs	76cms	81cms
SC/ST (Women)	153cms	45kgs

NB:- Persons with disabilities categories are not eligible to participate in recruitment for the Post of Warder.

4. Examination fee:-

All applicants other than SC, ST Category have to pay Exam fee of Rs.100/-. The fee can be deposited through online mode by logging into the OSSSC website: www.osscc.gov.in or by the conventional mode of deposit in any Government Treasury under Head of Account- ***“0051-P.S.C.-104-UPSC/SSC-Examination Fee-0047-Fees collected for conducting Examination by OSSSC-02213”***. Fee once paid will not be refunded under any circumstances. The detailed instructions for both online and offline payment of Exam fee have been explained under Para-6(II) below. Scheduled Caste/ Scheduled Tribes candidates are exempted from examination fees.

5. Last date of receipt of applications:

The last date of receipt of online applications in response to this advertisement is dt.**01.02.2018**. The system will be automatically disabled and no application for this post will be available thereafter. Incomplete application/ paper application/ application received after the last date will be summarily rejected.

6. How to apply:

I) All eligible persons who have not earlier registered themselves for any previous recruitment of the Commission have to register for the post by clicking on the button,

“Register” on the Home page of the Commission’s website- www.osscc.gov.in. Those who have registered earlier and got the User ID have to login and re-register for this post/s by selecting the “Re-registration” option provided under the Applicant Menu. After completing the Registration/Re-registration, they have to login, furnish the details of required documents, make payment of examination fees, if applicable, and then proceed to fill up and submit online applications. Step by step procedure for registration/ re-registration/application can be viewed by clicking on “**How do I register/ re-register/apply**”. The **Instructions** for the same shall also appear on the computer screen by clicking on “Registered User” or “New User”. These Instructions are to be read carefully before proceeding to fill up the Registration and Online Application Forms.

II) Pre-Requisites for Registration/Re-registration and Online Application/s:

1. All applicants other than those belonging to SC/ST categories have to make Payment of Rs.100/-(Rupees one hundred) only towards Examination Fee.
2. Applicants, willing to make online payment of Examination Fee shall keep their Debit /Credit Card/s or Net Banking facilities ready.
3. Full Specimen Signature of the Applicant, scanned in “jpg/jpeg/png” format between the ranges of 20 Kbs to 50 Kbs shall be kept handy for uploading prior to making Registration/Re-registration for any Post.
4. Applicants shall keep their Certificates and Mark Sheets ready for filling in the details of the educational qualifications during Online Application.
5. In addition, they shall keep ready copies of (i) Treasury Challan, scanned in the “jpg/jpeg/png/pdf” format between the ranges of 100 Kbs to 300 Kbs in proof of payment of examination fee, if payment is made manually through treasury challan and ii) Recent passport size coloured photograph, scanned in the “jpg/jpeg/png/pdf” format between the ranges of 20 Kbs to 100 Kbs for uploading during the Online Application.
6. The treasury challan, photograph and full specimen signature scanned for uploading must be clearly identifiable/visible, otherwise the registration/re-registration and application shall be liable to rejection and no correspondence on this account shall be entertained.
7. Applicants must have their own personal E-mail ID and Mobile/Cell Phone Number with validity till the completion of the recruitment process for receiving all important communication like Activation Key, various Alerts and downloading Admission Letters and other intended document(s) from the OSSCC Web Portal.

Under no circumstance, an Applicant should share his/her e-mail ID and Mobile/Cell Number with any other person. In case he/she does not have a valid personal e-mail ID, he/she shall create a new e-mail ID for applying on-line.

7. Original Certificate/documents to be produced during verification:

- i. Treasury challan in support of deposit of Exam fees.
- ii. Employment Registration Certificate issued by the competent authority.
- iii. Candidates claiming reservation as SC/ ST/ SEBC/Sportsperson category or weightage as NCC 'A', 'B' or 'C' Certificate holders shall produce relevant certificates issued by competent Authority in support of their claims.
- iv. Certificates and Mark sheets of qualifying examinations.
- v. Discharge Certificate/documents in support of service rendered in defence services in case of Ex-Servicemen.
- vi. Certificate of contractual work experience in any organisation of Government of Odisha if claimed as in **Appendix-2**.
- vii. Candidates claiming marks for their achievements in national/international sports as per Rule- 10(F) of Odisha Sub-Ordinate Jails Service (Method of Recruitment and Conditions of Service of Warder) Amended Rules, 2015 have to produce certificates issued by competent National/International Sports Federations/Associations recognized by the Department of Youth Affair and Sports, Government of India.

8. Place and Date of Written Exam:

The date/time/venue of the Physical/Written Tests will be conveyed to the eligible candidates through the admission letters to be issued online in due course. The eligible candidates shall download the same by accessing the Commission's website- www.osscc.gov.in by using their User ID & Password from a specific date to be notified in the said website later. The lists of applicants allowed/dis-allowed to appear in the examination/s shall be displayed in the website simultaneously from that date. The candidates are advised to visit the website of the Commission at regular interval and also keep track of different notices to be published by the Commission in different local dailies to know about the programme of the examination/s.

9. Admission Letter:

Admission letters, containing intimation about the date, time and venue for the Physical/Written Tests carrying the scanned photograph and signature of the eligible

applicants and specimen signature of the Secretary of the Commission shall be uploaded on the Commission's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her admission letter before the date of examination by visiting the Commission's website and clicking on the submenu "online admission letter". The dates of examination shall be advertised in the local newspaper for information of the candidates. Further SMS may also be sent to the candidates through the mobile/cell phone number mentioned by them in the applications. The Commission will not send any printed admission letter to any candidate through post.

10. Plan of Examination

The recruitment process shall consist of the following stages:

I	Physical Standard Test	Qualifying
II	Physical Efficiency test	28 Marks
III	Written Test (MCQ type on Odia & English language, Arithmetic, General Knowledge, Aptitude, Logical Reasoning etc. of 10+2 standard)	100 Marks
IV	Educational Achievement	07 Marks
	TOTAL	135 marks

I. Physical Standard Test:

All eligible candidates shall have to appear physical standard measurement tests, as per criteria mentioned under Para- 3. (C) above before the Circle Level Physical Test Board constituted for the purpose at the headquarters of the Circle for which they have given their choices in their applications. Those who do not qualify in any of the physical standard test, i.e., height/weight/chest measurement shall not be allowed to appear in further recruitment process.

II. Physical Efficiency Test (PET):

Before appearing the Physical Efficiency Tests, each candidate must submit an undertaking in the prescribed format before the Circle Level Physical test Board to the effect that he/she is fit and willing to undergo the same at his/her risks and responsibilities. The authority conducting such tests shall not be held responsible for any injury or loss sustained if any during or after the tests.

A) For Men (all categories)

The Physical Efficiency Tests shall comprise of the following events with marks indicated against each:-

(a)Run-1.6kms	If covered within	5 minutes	10 marks
		6 minutes	8 marks
		7 minutes	6 marks
		8 minutes	4 marks
		Beyond 8 minutes	Disqualified

(b) High Jump (3 Chances)

Qualifying height - 1.22 Meters

If cleared in	1 st Chance	3 marks
	2 nd Chance	2 marks
	3 rd Chance	1 mark
	Not able to clear	Disqualified

NOTE: Only those who qualify high jump of 1.22 meters in the 1st Chance will be allowed to complete in higher jumps. Only one chance shall be allowed successively to clear the heights given below for award of higher marks as noted against each.

If cleared	1.38 meters	6 marks
If cleared	1.50 meters	7 marks

NOTE: Marks shall be awarded only for the highest jump cleared.

(c) Broad Jump: Qualifying Length – 3.66 Meters

(Marks shall be given for the best of 3 chances)

If cleared	3.66 meters	1 mark
	4.00 meters	3 marks
	4.35 meters	5 marks
	4.50 meters	6 marks
If not cleared	3.66 meters	Disqualified

(d) Cycling: 1.6 km

If covered within	2 minutes 30 seconds	5 marks
	3 minutes 30seconds	3 marks
	4 minutes 30 seconds	1 mark
Beyond	4 minutes 30 seconds	Disqualified

(e) Swimming (40 meters):

If covered within	10 minutes	Qualified
Beyond	10minutes	Disqualified

B) For Women: (All Categories)**(a) Run – 1 Km**

If covered within	7 minutes	10 marks
	8 minutes	8 marks
	9 minutes	6 marks
	10 minutes	4 marks
	Beyond 10 minutes	Disqualified

(b) 100 meters-Low Hurdles (70cm) run involving 10 jumps

If covered within	16 Seconds	7 marks
	20 Seconds	5 marks
	25 Seconds	3 marks
	30 Seconds	1 Mark
	Beyond 30 Seconds	Disqualified

(c) Broad Jump: Qualifying length – 2.75 meters
 Best of 3 chances shall be marked:

If not cleared	2.75 meters	Disqualified
	2.75 meters	1 mark
	3.00 meters	3 marks
	3.40 meters	5 marks
	3.50 meters	6 marks

(d) Cycling – 1.6 Kms

If covered within	5 minutes	5 marks
	6 minutes	3 marks
	7 minutes	1 mark
	Beyond 7 minutes	Disqualified

(e) Swimming (40 meters): Only to qualify-

If covered within 15 minutes	Qualified
Beyond 15 minutes	Disqualified

NOTE: Failure in any of these tests shall lead to disqualification and the candidate so disqualified in any of these tests will not be allowed to compete in further test in the written examination.

III. Written Test: The candidates who qualify in the Physical Measurement Standard and Efficiency Tests shall only be called for appearing the Written Test of 100 marks comprising of objective type questions with multiple choice answers on Odia & English language, Arithmetic, General Knowledge, Aptitude, Logical Reasoning etc. of 10+2 standard.

IV. Educational Achievement: Career marks shall be awarded as follows only for performance in +2 Examination if cleared in the **first** attempt.

Educational Achievements:

<u>Sl.No.</u>	<u>Academic Qualification</u>	<u>% of Marks</u>	<u>Allotted Marks</u>
1	+2	61% & above	7
2	+2	51 % & above	5
3	+2	41 % & above	4
4	+2	Compartmental/ Supplementary/ less than 41 %	No mark

Notes: 1. Besides, Marks shall be awarded in the following manner to the candidates who have obtained National Cadet Corps Certificates.

- i. NCC 'A' Certificate-1 mark
- ii. NCC 'B' Certificate- 3marks
- iii. NCC 'C' Certificate- 5 marks

2. Marks shall also be awarded separately for achievements in sports of different categories, i.e., 'Senior', 'Junior/Youth' and 'Sub-junior' in National and International events of sports as provided under Rule-10(F) of the Odisha Subordinate Jails Service (Methods of Recruitment and Conditions of Service of Warder) Amendment Rules, 2015 as amended from time to time.

11. Select list & Results:

The select lists of successful candidates shall be prepared separately for each Circle for which they have applied. The lists shall be prepared category-wise in order of marks secured by them in the Physical Efficiency Test, Written Test, +2 examination if passed in 1st attempt and marks awarded for NCC Certificate, achievements in National/ International Sports and contractual work experience in Government of Odisha organisation as defined in the 'Odisha Group-C and Group-D Posts (Contractual Appointment) Rules, 2013.

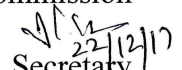
12. Medical Examination:-

Every candidates after being selected by the Board shall be required to undergo Medical Examination by two Medical Officer not below the rank of Assistant Surgeon for appointment. Candidates must not have knock knee, bow leg, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities. He shall have no impediment of hearing.

13. Publication of Results:-

The final results shall be published in due course in the OSSSC website- www.osscc.gov.in.

By orders of the Commission


Secretary



ANNEXURE - I (ପାଠକାଳୀ - ୧)

Post : WARDER

SI No.	ESTABLISHMENT(S)	CATEGORY WISE VACANCIES									SPECIAL CATEGORY WISE VACANCIES (Not Included in Total)			
		UR		ST		SC		SEBC		Total	EX-SERV	SPORTS	*HG	Total
			(W)		(W)		(W)		(W)					
1)	DIRECTORATE OF PRISONS AND CORRECTIONAL SERVICES													
1 .	BARIPADA CIRCLE CADRE	20	4	3	-	2	-	-	-	29	1	-	3	4
2 .	CUTTACK AT CHOUDWAR CIRCLE CADRE	32	2	8	-	6	-	-	-	48	1	-	5	6
3 .	KORAPUT CIRCLE CADRE	80	9	21	2	17	3	3	-	135	4	1	14	19
4 .	SAMBALPUR CIRCLE CADRE	12	1	5	1	4	-	3	-	26	1	-	3	4
Total	DIRECTORATE OF PRISONS AND CORRECTIONAL SERVICES	144	16	37	3	29	3	6	-	238	7	1	25	33
Total	WARDER	144	16	37	3	29	3	6	-	238	7	1	25	33

*Notes:-

1) HG - HOME GUARD

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99/12/17

SECRETARY
Odisha Sub-Ordinate
Staff Selection Commission
Bhubaneswar

CERTIFICATE OF CONTRACTUAL WORK EXPERIENCE

(To be issued by the Head of the State Government Organization only 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 _____ directly/ through outsourcing on contractual
basis on a consolidated monthly remuneration of Rs. _____ with effect from
dt. _____ to dt. _____. Further certified that creation of the post
held by him/her/ the contractual engagement given to him/her has been concurred by the
Finance Department, Government of Odisha. This certificate is being granted to
him/her for consideration of his claim as Contractual Worker as per Odisha
Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

(Full dated signature with seal of the
Head of the state government organization)