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ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel: 0674-3544751, Fax No: 0674-2395291, website: www.oscsc.in

AE-03/2022

No. 12662 Date 09.7.26

ADVERTISEMENT FOR RECRUITMENT OF ACCOUNTS EXECUTIVES IN OSCSC LTD

Online applications are invited from the prospective candidates. Online application form to be made available on the website of OSCSC Ltd., i.e. www.oscsc.in and FS & CW Department i.e. www.foododisha.in. The online application portal for online application by the interested eligible candidates shall be made Go-live from 10:00 A.M. of 14.07.2026 till 11:59 P.M. of 13.08.2026 for recruitment to the posts of Accounts Executive in Group-C in the Pay band of ₹ 29,200/- 92,300/- (Level-8) on regular basis in pay matrix under ORSP Rules, 2017 with the prevailing Dearness allowance and other Allowances as may be sanctioned by the OSCSC Ltd., from time to time. No other mode of receiving of application form shall be entertained.

The online submission of the application shall remain active till the last date and time i.e. 13.08.2026 (11:59 P.M). Once the date and time (Server date and time) is over, the Applicant shall not be able to submit the Application. The date and time of Application submission shall remain unaltered even if the specified date is declared as a holiday or otherwise extended expressly.

The online system shall not allow the submission of any Application after closure of the receipt time. For all-purpose the server time shall be the time to be followed by the Applicant. In case of any failure, malfunction, or breakdown of the electronic system used during the submission of the application process, the authority shall not accept any responsibility.

IMPORTANT DATES	
TIME LINES	
Commencement Date for Online registration of Application	14.07.2026 (10:00 A.M)
Last date of submission of Online Application	13.08.2026 (11:59 P.M)

The recruitment & regular appointment shall be guided in accordance with the provisions of "Odisha State Civil Supplies Corporation Employees Service Rules, 1993" as amended from time to time.

OSCSC Ltd., reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

[Handwritten signature]

1. VACANCY

a. Category-wise break-up of vacancy positions along with reservation thereof:

Sl. No	Name of the post	Category wise vacancy				
		UR (Out of which women mentioned within bracket)	SEBC	SC (Out of which women mentioned within bracket)	ST (Out of which women mentioned within bracket)	Total no. of vacancies (Out of which women mentioned within bracket)
1	Accounts Executive	22 (W-7)	Nil	10 (W-3)	11 (W-4)	43 (W-14)

*(Abbreviations: UR-Unreserved, SEBC-Socially and Educationally Backward Classes, SC-Scheduled Castes, ST-Scheduled Tribes, W-Women).

Note: (a) In case of non-availability of eligible/ suitable woman candidate (s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate(s) of the same category.

(b) Exchange of reservation between SC & ST will not be permissible.

b. Vacancy position reserved for Special categories:

Name of the Post	Special category					
	Ex-Servicemen (Ex-SM)	Sports Person (SP)	Persons with Disability (PwD)			Physical Requirement
			Total PwD vacancy	Type of Disability		
Accounts Executive	3	1	4	Cat-I-01 Visual Impaired	a) Blindness & Low Vision	S, ST, W, BN, MF, SE, C
				Cat-II-01 Hearing Impaired	b) Deaf and hard of hearing	
				Cat-III-01 Orthopaedically Handicapped	c) Loco Motor Disability including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims	
				Cat-IV-01 Multiple disabilities	d) Specific Learning Disability and Mental Illness e) Multiple disabilities involving (a) to (d) above.	

Note: The work is mostly performed in the Office. Mobility of the PwD persons should not be restricted. The incumbent should be considered with aids and appliances. The applicability of reservations of PwD candidates shall be governed by the SSEPD Resolution No.1843/SSEPD dated 25.02.2021 during the final selection of the candidates.

Abbreviations:-

Code	Physical Requirement	Code	Functional Classification
S	Work performed by sitting (on bench or chair)	B	Blindness
ST	Work performed by standing	LV	Low Vision
W	Work performed by walking	D	Deaf
BN	Work performed by bending	HH	Hard of Hearing (with suitable aid)
MF	Work performed by manipulating (with fingers)	OA	One Arm affected (Right/Left)
SE	Work performed by seeing	BA	Both arms affected
C	Work performed by Communication	OL	One Leg affected (Right/Left)
		BL	Both Legs affected but not Arms
		OAL	One Arm and One Leg affected
		CP	Cerebral Palsy
		LC	Leprosy Cured
		DW	Dwarfism
		AAV	Acid Attack Victims
		SLD	Specific Learning Disability
		MI	Mental illness
		MD	Multiple disabilities

2. Provision for Assistance of Scribe:

- a) PwD candidates who have not less than 40% of disability of permanent nature and limitations in writing shall have the option to use his/her own scribe. The intending candidates have to give option for scribe in the Online Application Form. The provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write in the examination on his behalf, from the CDM & PHO or Civil Surgeon or Medical Superintendent of a Government health care institution as per proforma at **ANNEXURE-A** appended to this advertisement.
- b) Guidelines for using scribe is mentioned in Resolution No-1843/SSEPD dtd. 25.02.2021 of Department of Social Security & Empowerment of Persons with Disabilities. PwD candidates must ensure that they possess permanent disability certificate/Unique Disability Identity Card (UDID Card) issued by the competent authority indicating percentage (%) of disability and type of disability issued by the concerned Medical Board for consideration as per rules.
- c) The qualification of the scribe shall be one step below the qualification of the candidate taking the examination as well as she/he shall not be from the same

discipline/stream/subject on which the candidate is taking his/her examination.

- d) PwD candidates having benchmark disability and availing the facility of scribe shall be allowed compensatory time of 20 minutes per hour in the examination hall.
- e) The PwD candidates opting for a scribe shall be required to submit the scribe's details along with the following documents at the time entry into the examination hall.
 - i. e-Admit Card of Computer Based Test (CBT).
 - ii. Copy of self-attested valid disability certificate.
 - iii. Details of the scribe with Name, Date of Birth, Address, ID Proof issued by any Govt. Authority containing Specimen Signature and Photo.
 - iv. Copy of Educational qualification certificate of the scribe.
 - v. Letter of undertaking in **ANNEXURE-B** appended to this advertisement.

If, subsequently it is found that qualification of the scribe is not declared by the candidate in the declaration then the candidate shall forfeit his/her right to the post and claims relating thereto. Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses, scribe in the examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines.

3. **Eligibility**

General criteria of eligibility:-

- a) a citizen of India.
- b) of good character.
- c) of Sound health, good physique and free from organic defects or bodily infirmity other than the PwD candidates.
- d) If married, must not have more than one spouse living.
- e) Must be able to speak, read & write Odia and have:-
 - i. Passed the Middle English School Examination with Odia as language subject; or
 - ii. Passed HSC Examination or equivalent examination with Odia as the medium of examination in non-language subjects; or
 - iii. Passed in Odia as language subject in the final examination of Class-VII or above from a School or educational institution recognized by the Govt. of Odisha or Central Government; or
 - iv. Passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Government of Odisha.

4. Minimum Educational Qualification

Name of the post	Qualification
Accounts Executive	Candidates have (a) Inter Chartered Accountants or Inter Cost and Works Accountants or (b) Commerce Graduates with Honours (With at least Fifty percent marks) or Distinction.

5. Age :

- a) A candidate must not be below 21 (Twenty-One) years of age and must not be above 42 (Forty-Two) years of age as on 01.01.2026.
- b) Relaxation for SC, ST, Women, PwD & Ex-Servicemen candidates:
 - i. The upper age limit is relaxable by 5 (Five) years in case of SC, ST candidates.
 - ii. The upper age limit is relaxable by 5 (Five) years in case of Women candidates.
 - iii. The upper age limit is relaxable by 10 (Ten) years in case of PwD candidates.
 - iv. In case of Ex-Servicemen, relaxation of upper age limit shall be allowed as per provisions contained in GA Department, Govt of Odisha Notification No.: 22586/Gen, dated 16.10.1985.

Provided that a person who comes under more than one category as mentioned above (Except PwD), he/she shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her. However, Persons with Disabilities (PwD) candidates belonging to ST & SC categories are eligible for cumulative age relaxation of ten years over and above the normal relaxation specified for the category (Notification No-33068/Gen dtd. 27.10.1989 & No-17376/Gen dtd.10.08.2016 of GA Deptt.).

6. Note for Ex-Servicemen:

- a) Every Ex-serviceman, who has put in not less than six months continuous service in Armed Forces of the Union 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 prescribed for the post for which he seeks appointment shall be deemed to satisfy the conditions regarding age-limit.

(Note: Definition of Ex-Servicemen as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 vide GA Department Notification No.22586/Gen. dt.16.10.1985)

- b) According to the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Amendment Rules, 2021 issued vide GA & PG Department Notification No. 15318/Gen. dt.09.06.2021, those Ex-Serviceman has joined the Govt. Service in civil employment after availing the benefit as an Ex-Serviceman for his/her re-employment, his/her Ex-Serviceman status for the purpose of re-employment in

Govt. jobs shall cease to exist. She/he can avail the benefit of age relaxation only once. However, as per clause-4 of the O.M No. 36034/1/2014-Estt. (Res.) dtd. 14th August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as Ex-Serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish a copy of the above declaration as an undertaking as per **ANNEXURE-C**, duly endorsed by the employer on the date of document Verification for consideration of the claim under the Ex-Serviceman category.

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

- c) The persons in Defence forces who are to retire within six months from the last date of online application form, are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrollment/joining and expected date of discharge/retirement and year of service rendered in Defence Forces. Further, they need to submit the Discharge Certificate on the date of certificate verification.

7. Examination Fee, Mode of Payment & Refund

- a) As per Odisha payment of recruitment examination fees and Refund Rules, 2025 published vide Govt., in GA & PG Department Notification No-34124/Gen dtd. 10.10.2025, the candidates other than SC, ST and PwD category shall deposit the Examination fee amounting to ₹500/- (Rupees Five Hundred) only through online mode by using payment gateway integrated with the online application form. The examination fees paid shall be refunded to those candidates who actually appear for the examination. Applications without payment of examination fees (except SC/ST/PwD candidates) will be taken as incomplete and shall be liable for rejection. The candidate shall bear the online Bank transaction charges (if any) extra as applicable.
- b) After submitting the payment information in the online application form and on successful completion of the transaction, the candidate can take a print-out of the e-receipt of the payment for future reference/record. OSCSC Ltd., will not be responsible for failed / multiple / duplicate payments arising out of technical /network errors.
- c) The refund shall be credited to the bank account or payment method used by the applicant at the time of registration.
- d) All candidates must clearly mention their bank account details i.e., Account Number, IFSC Code, Name of the Account Holder and Name of the Bank branch in the required field in the online application form for receiving the refundable examination fee (₹500/-). The Bank Account must be a valid/active one. The responsibility for furnishing the correct bank account

details lies with the candidates and the OSCSC Ltd., shall not entertain any correspondence from any candidate in this regard.

8. Plan and Pattern of Examination

The Recruitment process for the post consists of the two stages namely:

a) Stage-I: Computer Based Test (CBT)-120 marks

The indicative syllabus for the examination is mentioned in ANNEXURE-D.

Eligible candidates will be called for Computer Based Test (CBT), comprising 120 numbers of Multiple Choice Questions (MCQs). Each question carries 1 (One) mark and there is no negative marking for any wrong answer. The CBT will be of 2 hours (120 minutes) duration.

The question papers of the Computer Based Test (CBT) shall be conducted in Odia and English except the language subject.

b) Stage-II: Certificate Verification:-

The candidates shall be shortlisted and called for Certificate verification as per provisional merit list. The candidates will be required to produce their original Academic Certificates and other documents as per ANNEXURE-E along with a copy of their submitted Application with the copies of uploaded documents which they retained after final submission of their Application. Any such invitation for document verification does not create any legal right to claim appointment.

Note: The candidature of the candidates will be rejected if they fail to appear for certificate/document verification.

9. Place & Date of Examination

- a) The date, time & venue(s) of the CBT will be conveyed to the candidates in due course through official website of OSCSC Ltd i.e. www.oscsc.in and in the e-Admit Card.
- b) The examination centres shall preferably in & around Bhubaneswar. However, centre will be allotted to other cities like Cuttack, Berhampur, Rourkela & Sambalpur depending on the number of applicants.
- c) The request for change of examination centre shall not generally be entertained. Allotment of the Test Centre is at the discretion of the OSCSC Ltd., and no correspondence shall be entertained in this regard.

10. e-Admit Card

e-Admit card for the Computer Based Test (CBT) will be made available to the eligible candidate in the official website of OSCSC Ltd., i.e., www.oscsc.in. Intimation for downloading the e-Admit card will also be sent through email/SMS.

11. Final Merit List

The final merit list of the candidates who are found suitable in certificate verification shall be prepared category wise, in order of merit based on their marks secured in the CBT.

In case, during the stage of certificate verification, if the OSCSC Ltd., observed that, the vacancy(ies) for the post is/are not getting filled up completely, an additional number of candidates who have qualified in the order of merit may be called for filling up the number of vacancies. The merit list shall remain valid for one year from the date of approval by the Competent Authority to fill up the future vacancies arising within one year from the publication of the final merit list.

12. Resolution of Tie Cases

In the event of tie in scores of candidates, merit will be decided as per following criteria, one after another in the given order, till the tie is resolved.

- a) Date of Birth, with older candidate placed higher and
- b) Alphabetical order in which the names of the candidate appear.

13. Action against candidates found guilty of misconduct / malpractice:

If a candidate is found to indulge at any stage in any of the malpractices misconduct listed below, before during or after the conduct of the examination, her/ his candidature for this examination will be cancelled / debarred either permanently or for a specified period from any examination conducted by OSCSC Ltd.

- a) Leaving the Examination Venue uninformed during the Examination.
- b) Misbehaving with fellow examinees, intimidating or threatening in any manner the examination functionaries or OSCSC Ltd., representatives.
- c) Obstruct the conduct of examination / instigate other candidates not to take the examination.
- d) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents.
- e) Obtaining support/ influence for his candidature by any irregular or improper means.
- f) A candidate who is working on examination related matters in the same examination.
- g) Damaging examination related infrastructure / equipments.
- h) Appearing in the exam with a forged admit card, identity proof etc.
- i) Possession of firearms / weapons during the examination.
- j) Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.

- k) Obtaining question paper(s)/Examination-related materials before the due date/time, irregularly.
- l) Possession of mobile phones, Bluetooth Devices, Spy Cameras, and any other electronic gadgets in the examination hall.
- m) Impersonation/Procuring impersonation by any person.
- n) Taking snapshots, making videos of question papers and labs etc.
- o) Sharing examination terminal through remote desktop software/ apps / LAN/ VAN etc. or attempting the same.
- p) Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- q) The candidates should be beware of FAKE websites put-up by unscrupulous elements/touts.
- r) In case of fake /fabricated application /registration by misusing any dignitaries name / photo, such candidate / cyber café will be held responsible for the same and liable for suitable legal action under Cyber/IT Act.
- s) The OSCSC Ltd., may also report the matter to Police/ Investigating Agencies, as deemed fit and the OSCSC Ltd., may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

14. OSCSC Ltd's Decision Final

The decision of the OSCSC Ltd., in all matters relating to acceptance or rejection of the applications, mode and conduct of examination (s), allotment of examination centres and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry / correspondences will be entertained in this regard.

15. Important Instructions / Information to the Candidates

- a) Candidates about filling up of Online Application and "How to Apply" are enclosed as ANNEXURE-F.
- b) The qualification prescribed for the post must have been obtained from the recognized College/ University / professional bodies formed under special act.
- c) Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.
- d) Mere enlisted in the merit list shall not confer any right for appointment unless the OSCSC Ltd., is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.
- e) Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of Hon'ble High Court of Orissa, Cuttack.



- f) The date of birth recorded in the High School Certificate / 10th certificate issued by the recognized Board/Council shall be accepted as proof of date of birth.
- g) The candidate must have the prescribed minimum educational qualification as mentioned above as on the last date of submission of online application form.
- h) The cases of PwD candidates shall be referred to Appellate Medical Boards constituted by SSEPD Department vide Notification No-9789 dtd. 21.12.2021 for re-examination. Their names shall be recommended for further consideration only after receipt of authentication report from the Appellate Medical Boards regarding their disability.
- i) A candidate who claims change in his/her change /alteration/modification of name/ surname, (wherever applicable) after having passed the High School Certificate Examination, is required to furnish a copy of the publication of the changed name in a local leading daily newspaper as well as a copy of notification in the Odisha Gazette in support of his/her name.
- j) No T.A. / D.A. will be paid to the candidate for appearing the CBT and Document Verification.
- k) Candidate will appear for the CBT at an Examination Centre at his/her own risks and expenses and OSCSC Ltd., will not be responsible for any injury or losses etc. of any nature.
- l) In case CBT examination is conducted in more than one session/sitting, OSCSC Ltd., will adopt "Normalization procedure based on percentile score" process for processing the result so as to offset the difficulty level that may arise in such use of multiple sets of question papers in the said examination.
- m) Valid caste certificates only issued in 'online mode' and the Disability Certificate' in shape of unique disability identification UDID card shall be accepted for consideration of their claim for availing reservation, failing which their claim for reservation shall not be entertained by the OSCSC Ltd.
- n) The vacancy in SEBC category for the post is Nil. **But, the candidates belonging to SEBC category can apply for the post against the Unreserved Category.**
- o) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, caste and other certificates etc. as per requirement of OSCSC Ltd.
- p) The advertisement should not be construed as binding on OSCSC Ltd., to make an appointment.

16. Result

The final merit list shall be published in the official website of OSCSC Ltd.i.e. www.oscsc.in.

17. Help Desk

To resolve any technical problem faced during the online registration and in filling up the Application Forms, candidates may contact Help Desk No.022-61087571 from 14.07.2026 to 13.08.2026 from 10:00 A.M. to 05:00 P.M. on working days. The Help-desk Tab and Help-desk Number are available in the online portal.

18. Warning

The candidates are advised to Beware of touts and job racketeers and other unscrupulous elements trying to deceive by false promises of securing job in OSCSC Ltd., either through influence or by use of unfair and unethical means and do not fall in their trap. The recruitment process of OSCSC Ltd., is absolutely transparent & fair and candidates are selected purely on the basis of merit. Candidates are advised to consult only the official website of OSCSC Ltd. i.e. www.oscsc.in and beware of FAKE websites put up by unscrupulous elements/touts.


Managing Director 9/7/26
OSCSC Ltd.
Managing Director
O.S.C.S.C. Ltd.
Bhubaneswar

ANNEXURE-A

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr. / Ms. / Mrs. _____
(name of the candidate with disability), a person with
_____ (nature and percentage of disability as
mentioned in the certificate of disability), S/o/D/o _____, a resident
of _____ (Village / District / State)
and to state that he / she has physical limitation which hampers his / her writing
capabilities owing to his / her disability.

Signature

CDM & PHO/Civil Surgeon/Medical Superintendent of Government Health Care
Institution.

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a Specialist of the relevant stream / disability
(e.g. Visual Impairment, Ophthalmologist, Locomotor disability-Orthopaedic
Specialist / PMR).



ANNEXURE-B

DECLARATION BY THE PwD CANDIDATE FOR EXAMINATION CONDUCTED BY OSCSC

I _____, S/o, W/o, D/o _____ Resident of _____ bearing Roll Number : _____ for the post of _____ of Computer based Test (CBT) scheduled to be on _____ and _____ sitting hereby declared that Mr. / Ms. _____ S/o, W/o, D/o _____ has agreed on my request to act as my scribe for the above examination and his/her educational qualification as on the date is _____ which is one step below that of mine. He / She does not have the same subject in his/her academic qualification as of mine on which I am taking this examination.

DECLARATION BY THE SCRIBE/WRITER

I _____ S/o, W/o, D/o _____ Resident of Vill- _____, P.S.- _____, District- _____ have agreed to act as scribe for Mr./Ms. _____ with the disability of _____ bearing Roll No. _____ for Computer based Test (CBT) scheduled on _____ and _____ sitting. I declare that my educational qualification as on the date of this examination is _____ and my subject(s) of the academic course is/are _____.

Paste here recent colour passport size photograph of the **Scribe** to be cross self-attested

Paste here recent colour passport size photograph of the **Candidate** to be cross self-attested

If the above declaration is found false, I am liable for any penal action as deemed proper under relevant law and be solely responsible for the consequences and loss suffered by the candidate.

Signature of the Scribe

If the above declaration is found false, I shall be solely responsible for the consequences. I am engaging the above scribe at my own risk. I understand that if the declaration of scribe is found false, I may be debarred from examination.

Signature of the Candidate

Note: The candidate & scribe should report at half hour before the normal reporting time at the Exam Centre for this purpose of sitting arrangement.

Signature of the Invigilator



ANNEXURE- C

Undertaking for Ex-Serviceman

I Sri/Smt./Mrs./Miss _____ Roll No. _____ applied as
_____ Ex-Servicemen for the post of _____ do hereby
declare the following:

I have not utilized the benefit of Ex-Servicemen for employment purpose till date either
in State Govt./ Central Govt./Public Sector Undertaking.

Or

I do hereby declare that at present I am under employment and working as
_____ in _____ Department/Organization and I have already utilized the
benefits of Ex-Servicemen.

* My candidature for the said post may be considered on merit under my own category
i.e. UR/SC/ST as I have already availed the benefit of Ex-Servicemen earlier.

Or

I do hereby declare that I have joined in the post of _____ in the Office of
_____. I have submitted self-declaration/undertaking to my employer
_____ about the date wise details of application for the post for which I had
applied before joining. Copy of declaration duly endorsed by my employer is herewith
enclosed for consideration of my claim under Ex-Servicemen category.

(Strike out the portion which is not applicable)

The statement given above is true and correct to the best of my knowledge and
belief. If proved wrong/false, I shall be liable for punishment as per rules and my
candidature for the said post shall be rejected.

Signature of the candidate Name (in full)

Roll No.

Address-



ANNEXURE-D

THE DETAILED SYLLABUS OF COMPUTER BASED TEST

Sl. No.	Subject	No. of Questions	Maximum Marks
1	Subject Specific	50	50
2	Aptitude	30	30
3	English	15	15
4	General Awareness	15	15
5	Basic Computer Knowledge	10	10
	Total	120	120

A. SUBJECT SPECIFIC

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

B. APTITUDE

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

C. ENGLISH

- Verb
- Adverb
- Preposition
- Synonyms



- Antonyms
- Sentence rearrangement
- Fill in the blanks with articles
- Error Correction
- Passage etc.

D. GENERAL AWARENESS

- Current National Events – General
- Current National Events – Odisha
- History and Geography of Odisha
- Indian Polity – General
- Indian Polity – Odisha
- General Science
- Indian Economy etc.

E. BASIC COMPUTER KNOWLEDGE

- MS Word
- MS Excel
- Internet
- Computer Fundamentals
- Abbreviations etc.

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ANNEXURE-E

Document to be submitted / produced at the time of Certificate Verification:

- a) Downloaded copy of e-Admit Card and Intimation letter for certificate verification.
- b) Hard copy of the Online Application form.
- c) Two recent pass port size photographs (unsigned & unattested) similar to the one uploaded in the online application form.
- d) 10th / HSC pass Certificate & Mark sheet.
- e) +2/12th /Intermediate standard pass Certificate & mark sheet.
- f) Essential qualification Certificate & Mark sheets.
- g) Candidates have to submit certificate of passing HSC Examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of class-VII issued by Principal/ Head Master or any Educational Institution duly recognized by Govt. of Odisha/ Central Govt. or other Competent Authority.
- h) Caste Certificate issued by the Competent Authority (In case of ST & SC Candidates only).
- i) Permanent disability certificate issued online by the Appropriate Medical Authority (In case of PwD candidates only).
- j) Discharge Certificate, identity card and P.P.O issued by the Appropriate Authority indicating the period of service rendered in defence forces in case of Ex-Serviceman candidates. Besides, an undertaking as per ANNEXURE-C must be submitted to the effect whether utilized the benefit of Ex-Servicemen for employment in State Govt./Central Govt or if utilized whether informed to the employer (In case of Ex-Serviceman only).
- k) Sports Identity Card issued by Director of Sports & Youth Services Department, Govt., of Odisha in case of Sports person candidates.
- l) No Objection Certificate issued by the Competent Authority/ Head of Office in case of Employees of Government/Autonomous Bodies/State PSUs etc., wherever applicable.
- m) Wherever CGPA is awarded instead of marks, then, the candidates will have to produce document/conversion certificate indicating equivalent percentage of marks as per norms adopted by the College / Board / University / Institution.
- n) Resident certificate issued by Competent Authority within last one year.



- o) An ID proof as Aadhaar Card / Driving License / Voter Card/ PAN Card / Passport.
- p) Two Character certificates from two Gazetted Officers.
- q) Medical Certificate of health issued by the CDM & PHO or a Medical Officer of equivalent rank (Except PwD candidates).
- r) Any other documents, if called for.

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ANNEXURE-F

Important Instructions to candidates about filling up Online Application:

- a) Before applying, candidates must go through the detailed advertisement and instructions given in this advertisement very carefully.
- b) Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSCSC Ltd., website on account of heavy load on the website during the closing days or for any other reason.
- c) Candidates must submit correct data/ information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/ his online application is false/ fabricated/ 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/service for the posts stands cancelled / terminated, even after issue of appointment order.
- d) The OSCSC Ltd., is not likely to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of CBT and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age and other eligibility etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of OSCSC Ltd., shall be final.
- e) Candidates seeking reservation benefits available for SC/ ST/ PwD/ ESM/ Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in this advertisement.
- f) Candidates with only benchmark physical disability will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- g) When the application is successfully submitted, it will be accepted "Provisionally". Candidates should take the printout of the online Application Form for their own records.
- h) Requests received in this regard in any form like Post, Email, by hand, etc. shall not be entertained by the OSCSC Ltd., and will be summarily rejected.
- i) Candidates must fill their correct and active e-mail address and mobile number in the online application as correspondence may be made by the OSCSC Ltd., through e-mail/ SMS.
- j) Candidates may fill their correct Govt., ID details.

- k) Candidates must carry two passport size recent colour photographs and one original valid Photo ID proof such as Aadhaar Card / Driving License / Voter Card, PAN Card / Passport.
- l) Only one online application is allowed to be submitted by a candidate for the recruitment Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration number is detected, all the applications will be rejected by the OSCSC Ltd., and her/his candidature for the examination will be cancelled.

How to Apply:

- a) The applicants should go through the detail advertisement before filling up the online application form.
- b) The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- c) All eligible candidates have to register themselves by clicking on option "APPLY ONLINE" on the home page of OSCSC Ltd., website www.oscsc.in and FS & CW Department i.e. www.foododisha.in which will open a new screen.
- d) The application for this post contains 2 Step Process.
 - Step-1- Registration and profile creation.
 - Step-2-After receiving the login with credentials on the registered mobile no. / mail ID, completion of Application form and online fee payment.
- e) Those candidates who are 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.
- f) On clicking "New User" or "Registered User", instruction for filling up the Online Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- g) Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the online application portal and to make Online Registration / re-registration for Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the OSCSC Ltd., till publication of the final result of this recruitment examination.
- h) Candidate has to fill the details to receive the User ID and Password. Candidate will receive the User ID & Password on the registered mobile number/ email address. Candidate can login with the User ID and Password to complete the application form for OSCSC Ltd.
- i) Step-by-step procedure for registration can be viewed by clicking "Instruction to fill up Online Application Form".



- j) In case the candidate is unable to complete the application form in one go, he /she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- k) Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- l) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change /correction / modification will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- m) The Name of the candidate or his / her Father/ Mother etc. should be spelt correctly in the application as it appears in the High School Certificates/ Identity proof. Any change/alteration found may disqualify the candidature at the time of certificate verification or as when it comes into the notice of the OSCSC Ltd.
- n) Where CGPA is awarded, the same should be converted into equivalent marks and indicate the same in online application form.
- o) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- p) Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- q) Click on 'Payment' Tab (if applicable) and proceed for payment and Click on 'Submit' button.

Certificates/Documents to be uploaded:

- a) Recent Passport size Colour Photograph (photograph with white background) of the Applicant.
- b) Full Specimen Signature (Signature must be on white paper only, using a black or blue ballpoint pen). Signature in CAPITAL LETTERS will NOT be accepted.
- c) Copy of Left /Right Thumb Impression.
- d) 10th / HSC pass certificate / mark sheet.
- e) +2/12th/Intermediate standard pass certificate / mark sheet.
- f) Essential Qualification Certificate and Mark sheet.
- g) Caste certificates issued by competent Authority (In case of SC/ST Category).



- h) Candidate claiming "Ex-Servicemen" category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (indicating therein the date of entry, date of discharge and period of service rendered in Defence Forces).
- i) Permanent Disability Certificate issued by the competent Medical Authority (In case of Persons with Disabilities (PwD) candidates). Certificate showing temporary disability shall not be accepted and the application shall be liable for rejection.
- j) Sports Identity Card issued by Director of Sports and Youth Services Department, Odisha (in case of Sports Person candidate).
- k) Date of Birth proof certificate (as mentioned in 10th certificate).
- l) Odia pass language Certificate.
- m) Upload scanned images of the original (not photocopy) Qualification documents, Photograph and Signature etc. The Photo, Signature & Thumb impression should be in .JPG/.JPEG format only and the Qualification documents in .JPG/.JPEG/.PDF format. Size of Photo must be between 100 KB to 200 KB or as stated in the online portal. The Signature size should be between 80 KB to 150 KB or as stated in the online portal. The thumb impression size should be between 80 KB and 200 KB or as stated in the online portal. Further, the size of documents must be between 100 KB to 1 MB or as stated in the online portal.
- n) The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable /visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

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