



**Odisha Sub-Ordinate Staff Selection Commission,
Block No.3&5, Unit-I, Bhubaneswar**

Advertisement No.IIE-02/2014/1360/OSSSC dt.15.09.2014

Selection of candidates for recruitment to the post of Excise Constable

- IMPORTANT:** (i) Online application form will be available from dt.19.09.2014 to 31.10.2014 up to 11.59P.M.
(ii) Last date for deposit of Examination Fee is 27.10.2014

Applications are invited online through the website www.osscc.gov.in for selection of candidates for recruitment on contractual basis to 256 posts of Excise Constable lying vacant in different districts and E.I. & E.B. Units under the Excise Department of Government of Odisha. The district wise and category-wise break-up of the total vacancies to be filled up by this recruitment and reservation for each category of candidates are as follows:

DISTRICTWISE/CATEGORYWISE VACANCY POSTION

Sl. No.	Name of the district	SC		ST		SEBC		U.R		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
1	2	3	4	5	6	7	8	9	10	11	12	13
01.	Angul	-	-	1	-	-	-	-	1	1	1	2
02.	Balasore	-	-	-	-	-	-	-	2	-	2	2
03.	Bhadrak	-	-	-	2	-	-	1	2	1	4	5
04.	Bolangir	2	1	1	3	1	1	-	1	4	6	10
05.	Baragarh	-	-	-	1	-	-	1	3	1	4	5
06.	Boudh	-	-	-	2	-	-	-	1	-	3	3
07.	Berhampur*	-	-	2	3	-	-	-	2	2	5	7
08.	Cuttack	-	3	1	4	-	-	5	7	6	14	20
09.	Dhenkanal	-	-	2	2	-	-	5	2	7	4	11
10.	Deogarh	-	1	2	-	-	-	-	-	2	1	3
11.	Ganjam	-	1	-	-	-	-	-	6	-	7	7
12.	Gajapati	-	1	1	-	-	-	2	3	3	4	7
13.	Jajpur	1	1	-	-	1	1	1	-	3	2	5
14.	Jharsuguda	1	1	-	-	-	-	-	3	1	4	5
15.	Jagatsinghpur	-	-	1	2	-	-	-	-	1	2	3
16.	Kalahandi	-	-	1	1	-	-	1	1	2	2	4
17.	Kendrapara	-	-	-	-	-	-	2	2	2	2	4
18.	Khurda	1	2	-	1	-	1	-	1	1	5	6
19.	Kandhamal	2	1	-	-	1	1	3	4	6	6	12
20.	Koraput	-	-	3	1	-	-	4	3	7	4	11
21.	Keonjhar	-	1	-	-	-	-	-	6	-	7	7
22.	Mayurbhanj	-	1	-	1	-	-	-	10	-	12	12
23.	Malkangiri	-	1	1	2	-	1	3	3	4	7	11
24.	Nayagarh	2	1	2	2	-	-	-	3	4	6	10
25.	Nuapada	1	1	-	2	-	-	-	4	1	7	8
26.	Nabarangpur	-	1	-	1	-	-	-	4	-	6	6
27.	Puri	-	-	1	1	-	1	5	4	6	6	12
28.	Rayagada	-	-	-	-	-	-	1	7	1	7	8
29.	Sambalpur	-	-	3	2	1	1	2	-	6	3	9
30.	Subarnapur	-	1	2	-	-	-	4	2	6	3	9
31.	Sundargarh	-	1	1	-	-	-	-	4	1	5	6
32.	E.I.&E.B. Units**	1	2	7	5	3	2	1	5	12	14	26
Total		11	22	32	38	07	09	41	96	91	165	256

NB: (1) *Berhampur is an Excise District. **E.I. & E.B. Units include one E.I. & E.B. Unit each at Cuttack, Sambalpur and Berhampur and one Flying Squad under the Excise Headquarters at Cuttack.

- (2) There are vacancies in two cadres of Excise Constable, i.e., (i) District Cadre & (ii) E.I. & E.B. Cadre. Applicants interested in both the cadres are required to indicate their 1st and 2nd preference for a particular cadre in the online application form. Each applicant is also required to indicate the name of the district of which he/she is a resident and wants to appear the recruitment tests.
- (3) Persons with Disability are not eligible for the posts. Reservation for the Sports person and Ex-Servicemen shall be made as per rules.
- (4) The number of vacancies to be filled up on the basis of this recruitment is subject to change without any prior notice at the discretion of the Government.

2. Scale of Pay & Conditions of Service:

The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration of Rs.5200/- as Pay plus Rs.1800/- as Grade Pay in the Pay Band-1, i.e., Rs.5200-20200/- with Grade Pay of Rs.1800/-. The conditions of service and the tenure of the contractual appointment to the post of Excise Constable will be regulated by the 'Odisha Group-C and Group-D Posts (Contractual Appointment) Rules, 2013.

3. Eligibility Criteria:

(a) **Age: i)** The minimum age of the applicants for the post shall be 21 years and the maximum age 32 years as on 01.01.2014. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidate and by the total period of service rendered in defence service in case of Ex-Servicemen as per rules. However, a candidate can avail of only any one type of age relaxation as per rule. To be eligible, candidates not availing any relaxation of upper age limit must not have been born earlier than 2nd January, 1982 and not later than 1st January 1993.

ii) However, the in-service contractual employees engaged directly or through manpower service provider in the Offices of the Government of Odisha who are below 45 years of age and have completed at least one year of continuous service as on 01.01.2014 can also apply for the post as per provisions of "The Odisha Group-C and Group-D posts

(Contractual appointment) Rules, 2013.” They must submit the required documents from their employer for availing the age relaxation.
iii) Date of birth as recorded in the High School Examination Certificate issued by the Board of Secondary Education, Odisha or equivalent Certificate issued by recognised Board/Council/ Indian University shall only be accepted.

(b) General 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 (v) 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.

(c) Educational Qualification:

- 1) The Applicant on the date of application must have passed minimum H.S.C/equivalent examination from any Board/Council/University incorporated by an Act of the Central Govt. or a State Govt. in India or an Educational institution Established by an Act of Parliament or Deemed to be an University under Section 3 of the University Grant Commission Act 1956 or a foreign university approved by the Central Govt. of India from time to time.
- 2) The Applicant must have passed Middle School Examination with Odia as a language subject; or passed Matriculation 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 or above; or passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department.

4. Examination Fee:

All applicants other than SC and ST category have to pay Examination fee of Rs.100/-(Rupees one hundred) only between **19.09.2014 to 27.10.2014**. The fees can be deposited through online mode by logging on to the OSSSC Web Portal, i.e., www.osscc.gov.in or by the conventional mode of deposit in any Government Treasury. The detailed instructions for both Online and Offline payment of Examination Fee have been given therein and explained under Para-6(ii) below.

5. Last date for receipt of applications:

The last date for online submission of Applications in response to this advertisement is **11.59 P.M of dt.31.10.2014**. The system will be automatically disabled and no application form for this post will be available thereafter.

6. How to apply:

Eligible persons shall register themselves for the post/s and make Online Application by logging into the Commission's website- www.osscc.gov.in by clicking on the tab 'Register Now' in the home page of the website. The details of posts advertised for online application and **detailed instructions** for submitting application online shall appear on the computer screen and are detailed under Para-6(ii) below. These Instructions are to be read carefully before proceeding to registration and filling up the Registration and Online Application Form.

i) Pre-Requisites for Online Application:

- Payment of Examination Fee of Rs.100/-(Rupees one hundred) only by all applicants except categories belonging to SC/ST between **19.09.2014 to 27.10.2014**.
- Applicants should keep their Debit Card/Credit Card/Net Banking facilities ready if willing to deposit Examination Fee Online.
- Nativity/Resident Certificate for scanning into PDF format and uploading during registration of the Applicant.
- Applicants shall keep their Certificates and Mark Sheets ready for filling in the details of educational qualifications in the Online Application Form.
- Registration Certificate of Employment Exchange.
- Recent passport size coloured photograph and full signature for scanning and uploading during filling up the Online Application Form.
- In case an applicant has no valid personal e-mail ID, he/she should create a new E-mail ID before applying on-line.
- Applicants must have personal E-mail ID and Mobile/Cell Phone Number with validity till the completion of the recruitment process for downloading Admission Letters and receiving important communication from the OSSCC. Under no circumstances, an Applicant should share the e-mail ID with any other person.

ii) Instructions for Making Online Application:

- (1) At the outset Logon to the OSSCC's website www.osscc.gov.in and select language "ODIA" or "ENGLISH" occurring at the top right side of its Home Page. A page will open for you to click on the link "Register Now" to register your name for the Post.

- (2) Enter your personal details including the E-mail ID and Cell Phone number in English language to create a Username and Password for subsequently entering into online application system. Ensure that your name is spelt correctly as it appears in the HSC certificate/ mark sheet. Then, upload your scanned PDF copy of Nativity/Resident Certificate to complete registration. Before clicking on the "Submit" button, preview the details entered by you, check the correctness and rectify the wrong entries if any. No further change can be effected after "Submit" button is clicked.
- (3) Verify and keep note of your Registration number and the Activation key/code sent to the Email Id and Mobile Number provided by you. Download and print the acknowledgement of Registration for future reference.
- (4) Activate your Username account by entering the activation key on the page visited on clicking the link provided in the E-mail/SMS sent to you.
- (5) Now you can login to your User account by clicking on the link "Login" on the Home Page of the OSSSC's website by entering your Username and Password.
- (6) A page showing the post/s for which you have registered will appear with two links "Pay Manually" or "Pay Online" for payment of Examination Fee if payable.
- (7) Applicants are advised to deposit Examination Fee preferably online. For making "Payment Online", use your Debit Card/Credit Card/Net Banking facilities offered by Banks enlisted in the Payment Page of the OSSSC Portal, i.e. www.osscc.gov.in . If you don't have such Cards or net banking facilities, choose the OTC (Over the Counter) option, generate a print out of the Pre-filled in Challan and use the same to deposit the Examination Fee through any Government Treasury.
- (8) Fill in the required details in the "Pay Online" page at the appropriate places carefully. Before pressing the "Confirm" button, verify correctness of all details filled in. Now click on the "Confirm" button.
- (9) Now an e-Challan will appear. Take a print out and keep a copy of it for future reference.
- (10) In case of "Pay Manually", i.e., Offline payment, deposit the Fee through any Government Treasuries by using prescribed Treasury Challan and correctly mentioning Head of Account "0051-P.S.C.-104-UPSC/SSC-Examination -0047-Fees Collected for Conducting Examination by OSSSC-02213." Keep counterfoil copy of the paid Challan and upload a scanned copy of it while filling the online Application Form.
- (11) The Link for filling in the Online application get activated after verification of validity of payment which will be done within 4 (four) working days of deposit of Examination Fee.
- (12) Thereafter, submit the Application Form by clicking on the link "Apply Now."

(13) The Application Form consists of Personal Details, details of Address, Educational Qualifications, Experience, registration in Employment Exchange, Payment of Examination Fee, provision for Uploading documents, Undertaking etc. In case you are unable to fill in the application form in one go, you can save the data already entered by clicking on button "Save & Move to Next Step". You can reopen the saved data using Username and Password and edit the particulars, if needed. Preview and rectify wrong entries if any before final submission. Finally, click on the "Submit" button after the application is found filled in correctly and completely. No change will be allowed after final submission. Take a printout of the Application form for future reference.

(14) Personal Details:

In the tab for Personal Details, you are required to provide some additional details not provided by you during registration.

(15) Address:

- Fill in your Permanent Address and Address for Communication. In case both the addresses are same, tick on the box mentioned "Tick here if Address for Communication is same as Permanent Address".

(16) Educational Qualification:

- Enter the details of Essential Qualification required for the post and click on the button "Save" to add your details.
- If you possess higher qualification beyond the Essential Qualification required for the post, click on the button "Higher Qualification" and add the details.
- If the post demands some desirable qualification, enter the details by clicking on "Desirable Qualification" button.
- After entering Essential, Desirable and Higher Qualifications, enter the details of Odia language, NCC and other Preferred Criteria if any.

(17) Experience:

- If you have work experience, fill up your Experience details.
- If you have experience in more than one organisation, first click on the button "Present Organization", enter the details and then click on the button "Previous Organization" to fill in the details.

(18) Employment Exchange:

- Fill in the Employment Exchange details by entering Employment Exchange name, your registration number, date of registration and the date of its validity.

(19) Payment Details:

- The payment details shall automatically appear as filled in by you earlier during payment of Examination Fee.

(20) Upload Documents:

- Select document type, upload the same.

- The documents to be uploaded are: (i) recent passport size coloured photograph, (ii) scanned signature and (iii) scanned copy of the paid Treasury Challan (in case of Offline Payment only). The up-loaded photograph and full signature must be clearly identifiable/ visible, otherwise the application is liable to be rejected and no correspondence on this count will be entertained.

(21) Undertaking:

- Read and acknowledge the terms and conditions mentioned in the Form of Undertaking Form by clicking on box “I accept the terms and conditions.” Thereafter, click on the button “Preview the Application Form” upon which the application form as filled up by you will appear. If you find any error, correct them by clicking on “Edit” button. If found correct, finally submit by clicking on the “Confirm” button. Once confirmed, take out a print of the Application Form for future reference.

7. **Plan of Examination**

The recruitment examination shall consist of the following stages:

(i)	Physical standard measurement	03 Marks
(ii)	Physical Efficiency test	30 Marks
(iii)	Educational Achievement	07 Marks
(iv)	Written Test	60 Marks
	TOTAL	100 marks

A. Physical Standard

All eligible candidates shall have to appear physical standard measurement tests before the district level physical test board constituted for the purpose in their respective districts of which they are resident and for which they have given their choices in the application. 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.

03 (Three) bonus marks will be awarded to all male candidates, irrespective of categories, whose height is 178 cm or above and to all female candidates, irrespective of categories, whose height is 165 cm and above. These bonus marks shall be added to the total marks while preparing the “merit list”.

Physical Standard Measurement Test:

The Candidates must possess the following minimum physical standard of height, weight and chest:

Category (1)	Height (2)	Weight (3)	Chest	
			Unexpanded (4)	Expanded (5)
Un reserved/S.E.B.C (Men)	168cm	55kg.	79 cm.	84 cm.
Un-reserved/S.E.B.C (Women)	158cm.	47.5 Kg.
Schedule Caste/Schedule Tribe (Men)	163cm.	50 Kg.	76 cm.	81 cm
Schedule Caste / Schedule Tribe (Women)	153cm.	45 Kg.

B. Physical Efficiency Test (PET): Allotted Marks – 30

Before appearing the Physical Efficiency Tests, each candidate must submit an undertaking in the prescribed format before the District 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.

i. For Men (all categories)

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

(a) Run-1.6 km	If covered within	5 minutes	10 marks	
		5.30 minutes	8 marks	
		6 minutes	6 marks	
		6.30 minutes	4 marks	
		Beyond 6.30 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 compete in higher jumps. 3 chances shall be allowed to the candidates to clear 1.38 meters. Only those candidates who qualify 1.38 meters, another 3 chances will be given to compete for 1.50 meters. Higher marks will be awarded as follows:

If cleared	1.38 meters	6 marks
If cleared	1.50 meters	8 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 covered	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) Rope Climbing: 3 Chances only

Each candidate will be required to climb up to a height of 6 (six) meters from ground level using his hands only in maximum three attempts

	1 st Chance	6 marks
	2 nd Chance	4 marks
	3 rd Chance	2 marks
	Not able to climb (in 3 chances)	Disqualified

(e) Swimming (40 meters):

If covered within	8 minutes	Qualified
Beyond	8 minutes	Disqualified

(ii). For Women: (All Categories)

(a) Run – 1.6 km:

If covered within	7.15 minutes	10 marks
	7.45 minutes	8 marks
	8.15 minutes	6 marks
	8.30 minutes	4 marks
Beyond	8.30 minutes	Disqualified

(b) Run – 200 meters:

If covered within	28 Seconds	8 marks
	32 Seconds	5 marks
	36 Seconds	3 marks
Beyond	36 Seconds	Disqualified

(c) Broad Jump: Qualifying length – 2.75 meters

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

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

(d) Cycling – 1.6 km.

If covered within	5 minutes	6 marks
	5.30 minutes	4 marks
	6 minutes	2 marks
Beyond	6 minutes	Disqualified

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

If covered within	10 minutes	Qualified
Beyond	10 minutes	Disqualified

NOTE: If a candidate fails to qualify in any of the above events, he/she shall be disqualified and shall not be allowed to participate in the subsequent tests or recruitment process.

C. Educational Achievements: Allotted Marks-07

Sl. No.	Academic Qualification	% of Marks	Allotted Marks
1	Matriculation or equivalent	61% & above	7
2	Matriculation or equivalent	51 % & above	4
3	Matriculation or equivalent	41 % & above	1
4	Matriculation or equivalent	Compartmental/ Supplementary/ less than 41 %	No mark

NB: Marks will be awarded if the examination has been cleared in 1st attempt.

D. Written Test:-

The candidate who qualify in the Physical Standard measurement and Physical Efficiency test shall appear in a Written Test of 60 marks as follows:

Method of Examination	Subjects of Examination	Full marks	No. of questions	Duration of Examination
In OMR Sheet (Multiple Choice Answer type questions)	Mathematics	20 Marks	40	02.00 hours in one sitting
	General knowledge on Excise matter	20 Marks	40	
	Translation and Retranslation of Odia & English	20 Marks	40	
Total		60 Marks	120	

The question on Mathematics and General Knowledge shall be of objective multiple choice type in OMR system. The written test shall be conducted on the same date and time all over the State.

8. Place and Date of Written Test

The date/time/venue of the Physical Standard measurement, Physical Efficiency Tests and Written Examination will be conveyed to the eligible candidates in the Admission Letters to be issued online only. The eligible candidates shall download the same by accessing the Commission's website- www.osssec.gov.in by using their 'User ID' and 'password' from a specific date to be notified in the said website later. The list

of applicants allowed/dis-allowed to appear in the test/s shall also be displayed in the said website simultaneously from that date.

9. Admission Letters:

Admission Letters, containing intimation about the date, time and venue for the physical standard measurement and written test, carrying the scanned photograph and signature of the eligible applicants and specimen signature of the Secretary of the Commission will be uploaded to the Commission's website well ahead of the scheduled dates of the Tests. Each eligible applicant shall have to download his/her admission letter before the date of the test by visiting the Commission's website- www.osscc.gov.in and clicking at sub menu '**online Admission Letter**' for Excise Constable by using '**User ID**' and '**Password**'. The date(s) of the tests will be advertised in newspapers for information of the candidates. Further message regarding the rejection of application form, the date of Physical Measurement and Physical Efficiency and Written Tests will be sent to the eligible candidate through SMS in the Mobile/Cell phones if mentioned by the applicants in their Application forms. **The Commission will not send any printed Admission Letter for any Test through post.**

10. Select list

The Select List of successful candidates shall be prepared, district-wise, category-wise in order of merit based on the sum total of marks secured by the candidates in the Physical Standard measurement (Bonus mark), Physical Efficiency Test, educational achievement and Written Test taken together as per rules. Similarly, another Select List shall be prepared for all the E.I. & EB Units.

11. Results:

The final results will be published in due course in the Commission's website.

By orders of the Commission


Secretary