Advertisement No.IIE-198/2017/4494/OSSC; Date: 30.12.2017

Recruitment for three post of Asst. Curator, Two post of Asst. Conservator & One post of Asst. Manager (Education & Extension) on contractual basis under Director of Handicraft & Cottage Industries, Odisha, Bhubaneswar.

Post code- (AC/146) (Website: www.ossc.gov.in)

IMPORTANT:

- Online application form will be available from Dt.02.11.2019 till Dt. 01.12.2019 by 11.55 P.M.

- Candidates are required to apply for the post through online mode only. The on line application submitted if found to be incomplete in any respect is liable for rejection and no correspondence in this regard will be entertained.

- Candidates are to be extra vigilant while filling up of the online application form as there is no edit option to rectify any defect after submission of online application form.

- Candidates should not send the Detailed Application Form (DAF), copies of the certificate/documents or the originals to the Odisha Staff Selection Commission.

- The candidates should upload the documents as listed at clause 7(From Sl. No-i to xii as applicable) of this advertisement while applying online. They have to produce the originals of the same and a set of self attested Photo Copy of the uploaded certificates/documents at the time of certificate verification.

- The certificates / documents uploaded as per clause-7 of this advertisement must be within validity period on the date of submission of the Online Application Form.

- The documents uploaded must be in prescribed file size, in pdf format and clearly visible /identifiable failing which the application will be rejected outrightly.

- The minimum educational qualification for the posts is as follows:
  Asst. Curator:- Master Degree in Museology/Fine Arts/ Ancient History & Culture/ Archaeology/ Anthropology/History of Arts from a recognised University with Basic Knowledge & skill in Computer application, M.S. Office & Internet.
  Asst. Conservator:- Master Degree in Chemistry/Conservation/ Conservation of Cultural Properties / Fine Arts from a recognised University with Basic Knowledge & skill in Computer application, M.S. Office & Internet.
  Asst. Manager (Education & Extension):- Master Degree in Business Administration-HR from a recognised University with Basic Knowledge & skill in Computer application, M.S. Office & Internet.

- The candidates are eligible to apply for only one of the above posts as per educational qualification prescribed for the post.

- The prescribed age limit for the post is from 21 years to 32 years as on 1.1.2017 with usual age relaxation for SC/ ST/ SEBC/ Women/ PWD/ Ex-Serviceman & In-service contractual employees.

- The appointment will be initially on contractual basis carrying a consolidated pay comprising of initial pay+ grade pay in the scale of pay of Rs. Rs9300/- to 34,800/- and G.P. of Rs.4200/- (Pre-revised) as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department

Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014. The pay is subject to revision as per decision of the Government from time to time.

- The candidates applying for the post must go through this detail advertisement and ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in this advertisement. Admission of a candidate for the written examination & other tests shall be provisional and would be on the basis of the information furnished by him/her in the on-line application form.

- If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her on line application is false/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 for the examination will be cancelled forthwith and he may be debarred from appearing any further recruitment examination conducted by OSSC either temporarily or permanently.

- Candidates should possess a valid E-mail address & Mobile phone number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time.

- Candidates will be allowed in the examination only if they possess a valid admission letter for the particular examination and a valid Photo Identity proof issued by any Govt. Authority.

- No Call letter/Admission letter for the recruitment at any stage shall be sent to candidates by post. The candidates are therefore advised to access to Commission's website www.ossc.gov.in regularly to know about the status of their applications and date of examination.

Online Applications are invited from intending candidates for selection of three post of Asst. Curator, Two post of Asst. Conservator & One post of Asst. Manager (Education & Extension) on contractual basis under Director of Handicraft & Cottage Industries, Odisha, Bhubaneswar. The candidates are eligible to apply for only one post as per the educational qualification prescribed for the post.

1.How to apply:

The applicants are required to go through this detailed advertisement before filling up the online application.

1. (a) Aspirants have to apply online using the website of the Commission www.ossc.gov.in. The applicants other than the category of S.C., S.T. & PWD candidates are required to deposit a non refundable examination fee of Rs.100/- through online mode using the S.B.I. collect Portal following the procedure as detailed at clause-2 of this advertisement to apply for the post. By clicking on the tab 'online application' in the home page of the website, the different advertisement for online application along with different useful details will be displayed on the computer screen. The instructions provided in this Advertisement are required to be read carefully before proceeding to complete the application process.

1.(b)There will be 2 links as follows under **"Form Links"** column for each advertisement.
   (1) **For Registration**
   (2) **For registered user login**

All the Applicants first need to complete the **Registration process** before filling the Application Form.

For Registration: The candidate needs to **click** the link **"For Registration"** present in the **Form Link** section.

On clicking the link mentioned, he/she will be redirected to the **Registration Form,** where few basic Details will be required like:-

i.	**Nationality**
ii.	**Applicant's Full Name**
iii.	**Applicant's Father's Name**
iv.	**Applicant's Mother's Name**
v.	**Name of the Husband (In case of Married female applicant)**
vi.	**Gender**
vii.	**10th Standard Roll Number (As Mentioned in the Certificate)**
viii.	**10th Standard Year of Passing**
ix.	**10th Standard Board**
x.	**10th Standard Passed Exam Type**
xi.	**Whether passed minimum Seventh class exam. in Odia subject**
xii.	**Mobile Number**
xiii.	**Email Address**

All the above fields need to be filled in mandatorily by the candidate.

Caution: The candidate must submit the correct data in this section as the subsequent section will be automatically populated with the data filled in this section. No change in the section will be allowed after the candidates submit the 'I Agree' box.

Once the above details are filled by the candidate, 1(one) CAPTCHA image will be shown to the candidate which he/she needs to enter correctly in the field given below and then need to check the box **"I Agree"** for declaration and submit the registration form.

On Submitting the registration form a unique **Application Sequence No.** will be generated and will be shown to the candidate.

Application Sequence No. generated will act as the **user id** for the candidate.

Email and SMS will be sent to the candidates through his registered **email id** and **mobile no** intimating the **'User id'** and **'password'**.

Note:

The details submitted by the candidate for 10th Standard Roll Number (As Mentioned in the Certificate), 10th Standard Board , 10th Standard Year Of Passing & 10th Standard Passed Exam Type (Annual or Supplementary) need to be furnished correctly.

Furnishing of any wrong information may lead to rejection of the application and no request in this regard for correction of the same will be entertained.

User registration is required only once during applying for a specific post/advertisement.

3

After the successful submission of the registration form in the top right hand corner of the "Go To Application Form" & Logout button will be visible.

Candidate may click the "Logout" button if he/she wishes to exit the current session.

Candidate may also click on the "Go to Application Form" to continue with the filling of the application form in the current session.

(2) For registered user login

In order to fill the Application form candidate needs to Click the link present under "For registered user login" present in the Form Link section.

The same will redirect the candidate to the login page of the Application Form. The candidate needs to login using the 'user id' and 'password' he/she received after registration though e-mail as well as SMS in the registered mobile no. & e-mail id.

Once the candidate successfully logged-in to the application form he/she will be getting 4 tabs as follows

1. **Personal Details**
2. **Additional Details**
3. **Qualification details**
4. **Document Upload**

All the details required in the above 4 tabs need to be furnished correctly by the candidate. The details submitted by the candidate during submission of the registration form will be populated automatically in the respective fields of the application form.

The candidates have the option of filling the application form in more than 1 session but before logging out he/she needs to ensure that all the data filled by him/her **has been saved** by clicking **"Save & Continue button"** present in the end of each tab.

Candidate can **preview** the application by clicking the **"Preview Application"** button present in the end of **"Document Upload"** tab as and when required.

All candidates mandatorily need to upload the following certificate/ documents in the document upload section.

1. Scanned image of his/her **recent passport size photograph. (File Size max 80 kb Format supported- JPEG/JPG).**
2. **Scanned image of his/her full signature. (File Size max 80 kb Format supported- JPEG/JPG).**
3. **10th Standard pass Certificate & mark sheet. (File size max 300kb each, format supported pdf)**
4. **+2 or equivalent Pass Certificate & Mark sheet. (File size max 300kb each, format supported pdf)**
5. **Graduation Pass certificate& Mark sheet. (File size max 300kb each, format supported pdf)**
6. **Master Degree pass certificate & Mark sheet as per qualification prescribed for the post as per Clause-5(b) of this advertisement. (File size max 300kb each, format supported pdf)**
7. **Candidate Claiming SC, ST and SEBC category needs to upload caste certificate. (File size max 300kb, format supported pdf)**

4

8. Candidates Claiming **"Persons with Disability"** needs to upload disability certificate issued by concerned Medical Board of the Dist. **(File size max 300kb, format supported pdf).**

9. Candidates Claiming age relaxation under "Ex-Serviceman" category needs to upload Ex-Service Man Documents **(Discharge Certificate/I-card/NOC** any 1 document). **(File size max 300kb each, format supported pdf)**

10. Candidates who has not passed Odia in H.S.C. Examination, he/she has to upload **Odia Pass Certificate in M.E. standard** (Class-VII) **(File size max 300kb each, format supported pdf)**

11. All candidates need to upload computer proficiency certificate. **(File size max 300kb each, format supported pdf)**

12. In Service Contractual employees in the category I & II (G. A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014) claiming age relaxation up to 45 years as on 01.01.2017 & having completed one year of continuous service prior to effective of Odisha Group –B posts Contractual Appointment Rules, 2013 **must upload the required certificate from the employer as per proforma prescribed by the Commission vide the advisory Notice No.3568/OSSC dt.01.11.2019 available in the website of commission "www.ossc.gov.in"** (File size max 300kb each, format supported pdf)

The candidate must ensure that the uploaded Certificate/documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

The candidates are also advised to fill up relevant details under different tabs, mentioning category, sub-caste (as per his caste certificate), special category, sub category of PWD, present address, permanent address, full marks, marks secured and percentage of mark in H.S.C, +2 or equivalent examination, Degree Examination and Master Degree Examination which are required for eligibility of every candidate. The filled in Application Form can be submitted by clicking on the '**submit button**'. Before submitting the online application the applicant must re-check the information filled in and ensure that the information provided are correct and the scanned signature and scanned photographs and all documents uploaded are clearly identifiable and visible and then click the 'submit button'.

After clicking the 'submit button', the system will redirect all the candidates (except SC/ST/PWD) category to SBI Collect portal for payment of Examination fees, the details of which has been furnished at clause-2 of this advertisement. After successful payment of examination fees (as applicable) the form will be submitted automatically in the OSSC website.

In case of applicants in the category of SC/ST/PWD the form will be submitted directly.

Note:

1. While submitting the application on-line, candidates should note that category (UR/SC/ST/SEBC), Sub-Category of caste/ Gender / Special Category (Ex-serviceman/ PWD) Sub-category of PWD once submitted in the online application is final. Any request for change of Gender/ Category/Sub-category of caste /Spl category shall not be entertained by the Commission at a later Stage. If at any stage it is found that the candidate has furnished false information in his/her application for the post will be rejected out rightly.

2. As there is no edit option, the candidates are to be extra vigilant while filing all the information. Furnishing of wrong /false information will be liable for cancellation of the candidature of the applicant.

1. (c) After the form is successfully submitted, the candidate has to take two printed copies of online application form, one the 'OSSC copy' and other 'Applicant's copy'. The OSSC copy has to be preserved by the applicant for future use. The Applicant's copy contains the 'USER ID' & 'Password' printed at the bottom of the applicants copy. The applicant needs to use the same to know the status of his/her application for the post and also to download Admission letter from OSSC website at different stages of the recruitment to appear the examination. For the purpose, the candidate has to log on to the website, 'www.ossc.gov.in' and to click the link 'online application' tab available there in. After clicking the 'online-application' tab different advertisements against different posts will appear in the screen. The candidate has to click the link present under 'Registered user log in' in form link column of that particular advertisement. By using his/her user ID and Password in this page the applicant will be able to know the status of his/her application for the post & download admission letter at different stages of the recruitment.

1. (d) Applications received through any mode other than online mode will not be entertained and will be rejected out rightly.

1. (e) The candidate shall be provisionally allowed for different stages of recruitment process basing on the information furnished by him/her in the online application form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate does not satisfy the eligibility criteria prescribed for the post or has not paid the requisite examination fee, his/her candidature will be cancelled forthwith. Further, OSSC reserves the right to debar such candidates from applying for other recruitment examinations conducted by OSSC either temporarily or permanently.

1.(f) Candidates should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement. The Commission shall not be responsible for any loss/ non receipt of message/information sent on the wrong /invalid e-mail address/ mobile number provided by the candidate in the on-line registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time.

1. (g) Candidates will be allowed in the examination only if they possess a valid admission letter for the particular examination and a valid Photo Identity proof issued by any Govt. Authority.

2. Payment of Examination Fees:

The candidates except SC/ST and persons With Disabilities (PwD) category have to pay a non refundable examination fee of Rs.100/-(Rupees one hundred)only. The fees can be deposited only through online mode using Internet Banking/ Debit Card/Credit card/UPI in SBI payment gateway linked with the online application form following the procedure as detailed below:-

Online Fee Depositing process in State Bank of India(SBI) through State Bank Collect Portal
Important: Candidate other than **SC, ST & PwD** category needs to "Make Online Payment" of Rs. 100/- for submission of online application form for the post.   Once SBI Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.
Steps to be followed in SB Collect portal for Online Payment
1. System will redirect you from online application form portal to State Bank Collect Portal after clicking on the 'Submit' button.   2. Kindly preview the application to check & confirm the details shown on the screen i.e Application Sequence No., Date of Birth, Name, Mobile No, e-mail ID, post & category etc., before clicking "Submit" Button.   3. Select any one of the Online Payment Option (Internet Banking/Debit Card/Credit Card/UPI) with bank charges as applicable mentioned therein.   4. Kindly make the online payment via Credit card or Debit card or Net Banking or UPI and retain the transaction slip for future reference.
Candidates are advised to keep with them the copy of the e-receipt as a token of successful payment of required examination fee for future reference.
Candidates are advised to make required payment using SBI MOPS for final & successful submission of form.

* SC, ST & PWD candidates are exempted from paying examination fee.

3. Last date for receipt of applications:

The last date for online submission of Application in response to this advertisement is **11.55 P.M. of Dt. 01.12.2019.** The system will be automatically disabled from 11.55 P.M. of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

4. Vacancy position.

(a) Number of posts to be filled up and reservations:

As per requisition received from Director of Handicrafts & Cottage Industries, Odisha, Bhubaneswar, the category-wise break-up of vacancies for Male, Female & Trans-gender to be filled up by this recruitment are as follows:

Sl. No	Name of the post	No. of vacancies					Nos. of vacancies reserved for Special categories		
		SC	ST	SEBC	UR	Total	Ex-SM	Sports person	PWD
1	Asst. Curator	01	-	-	02	03	Nil	Nil	Nil
2	Asst. Conservator	-	01	-	01	02	Nil	Nil	Nil
3	Asst. Manager (Education & Extension)	-	-	-	01	01	Nil	Nil	Nil
	TOTAL	01	01	-	04	06	Nil	Nil	Nil

The candidates are eligible to apply for only one of the above posts as per educational qualification prescribed for the post.

Note: UR (Unreserved)/SC (Scheduled Caste)/ ST (Scheduled Tribe). There is no post reserved for SEBC categories & also for Special Categories. The SEBC category candidates may avail age relaxation to apply for the post under UR category.

3(b) The number & other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission and the Requisitioning Authority / Government.

5. Scale of Pay & Condition of Service.

The appointment will be initially on contractual basis carrying a consolidated pay (pre revised)comprising of initial pay+ grade pay in the scale of pay of Rs9300/- to 34,800/- and G.P. of Rs.4200/- as per Odisha Group-B posts (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014. The pay is subject to revision as per decision of the Government from time to time.

6. Eligibility:

6(a) Age:

(i) **The minimum age for the post is 21 years and the maximum age is 32 years as on 01-01-2017**. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & Women candidates, 10 years for candidates belonging to PwD category and the total period of service rendered in Defence Forces in case of Ex-Servicemen Personnel. A candidate can only avail any one type of age relaxation as per rule. However, PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal age relaxation specified for the category. To be eligible, candidates not enjoying any relaxation of upper age limit **must not have been born earlier than 2nd January, 1985 and not later than 1st January 1996**. The Defence personnel who are due to retire within six months from the date of application are eligible to apply for the post provided they are required to upload the NOC issued by Competent Authority indicating there in the likely date of Discharge from the Forces, Date of entry & Total years of Service rendered in Defence Forces for availing the age relaxation. However such candidates shall have to submit the discharge certificate on the date of certificate verification for considering their claims for age relaxation under Ex-Serviceman category.

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

(ii) The upper age limit is relaxable for in-service contractual employees engaged by the Govt. or through manpower service provider agencies in the State Govt. Offices or the State Govt. of Odisha who have completed at least one year of continuous service prior to commencement of "Odisha Group-B posts (Contractual appointment) Rules, 2013.". As such they must be less than 45 years as on 01.01.2017. They should submit the required proof from their employer for availing the age relaxation and submit/upload the required documents as mentioned in Clause -7 (xii) of this advertisement.

(iii) Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall only be acceptable to the Commission.

6(b) **Minimum Educational Qualification required for Asst. Curator/ Asst. Conservator & Asst. Manager (Education & extension) is as follows:**

Asst. Curator:- Master Degree from a recognised University in Museology/Fine Arts/ Ancient History & Culture/ Archaeology/ Anthropology/History of Arts with Basic Knowledge & Skill in Computer application, M.S. Office & Internet.

Asst. Conservator:- Master Degree from a recognised University in Chemistry/Conservation/ Conservation of Cultural Properties / Fine Arts with Basic Knowledge & Skill in Computer application, M.S. Office & Internet.

Asst. Manager (Education & Extension):- Master Degree in Business Administration-HR from a recognised University with Basic Knowledge & skill in Computer application, M.S. Office & Internet.

6(c) **General eligibility criteria**

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions. The candidate must:

(i) be a citizen of India.

(ii) be able to speak, read & write Odia and have passed Middle School Examination with Odia as a language subject

or, have passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject

or, have passed a test in Odia in M.E School standard (Class-VII) conducted by Education Department or,

have passed in Odia as language subject in the final examination of ClassVII from a school or educational institution recognised by the Government of Odisha or the Central Government.

(iii) have proficiency in computer skills,

(iv) not have more than one spouse living;

(v) be of good character & conduct.

(vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service provided that this clause except good mental condition shall not be applicable to persons with disability.

7. Documents to be submitted at the time certificate verification:

Detailed Application Form (DAF) (Copy of self attested documents as uploaded in the online application Form) to be submitted at the time of Certificate Verification.

The candidates qualifying in the Main Written Examination shall be required to submit the following certificates/ documents in original and a set of self attested photo copy of the same as uploaded earlier at the time of filling up the Online Application along with OSSC copy of the online application legibly signed at appropriate place and ID proof such as Voter ID/PAN Card/Aadhar/Driving Licence issued by any Government Authority before Verifying Officer for verification.

i)   H.S.C. or equivalent pass certificate & Mark sheet.

ii) +2 or equivalent pass certificate & Mark sheet.

iii) Degree certificate & mark sheet from a recognised University.

iv) **Master Degree Certificate & Mark sheet from a recognised University in Museology /Fine Arts/ Ancient History & Culture/ Archaeology/ Anthropology/History of Arts/ Chemistry/Conservation/ Conservation of Cultural Properties / Fine Arts/ Business Administration-HR.**

v) Certificate & Mark sheet having Proficiency in Computer application.

vi) Caste certificate issued by a competent authority in case of a candidate belonging to a Scheduled Caste or Scheduled Tribe;

vii) In case of SEBC candidates the Caste certificate issued by a competent authority must be within one year prior to the last date of submission of on line application form.

viii) Candidates claiming age relaxation/reservation under Ex-servicemen category must submit self attested photocopy of discharge certificate/copy of P.P.O./ identity card and the document indicating the period of service rendered in Defence Forces and date of Entry into the Forces and the date of discharge.

ix) Candidates claiming reservation under PWD category must submit Disability certificate from the concerned Medical Board of the District as per Government of Odisha, Social Security & Empowerment of Persons with Disabilities Department Resolution No.7140/SSEPD dated 5th September, 2017.

x) Candidate who have not passed the High School Certificate Examination or equivalent examination with Odia as a subject/medium of examination in non-language subject should submit/upload the certificate in support of passing a test in Odia in M.E School standard conducted by Education Department or an Educational Institution recognised by the Government of Odisha or the Central Government.

xi) Copy of online e-payment slip showing successful payment of examination fees of Rs.100/- as applicable (except SC/ST/PWD candidates).

xii) The In-service Contractual Employees claiming age relaxation and contractual In-service benefit must submit a certificate from the employer as per proforma prescribed by the Commission vide the Advisory Notice No.3568/OSSC dt. 01.11.2019 available in the website of commission www.ossc.gov.in

Note: It should be noted that in case any discrepancy is noticed during certificate verification between the originals and the uploaded copy of the documents, the candidature of the candidate may be cancelled.

8. Plan of Examination.-The Plan of examination is as follows.

Sl. No.	Stages of Recruitment	Type of Exam	Name of the Paper	Total marks	Duration	Subject	Remarks
1	Stage-I	Main Written Examination	Paper-I	100 Marks	1&1/2 hrs	Composite Paper	Objective Type with multiple choices of Answers. Candidates three times of vacancies in order of merit category wise basing on the sum total marks in both the papers of the Main Written Exam shall be shortlisted for Computer Skill Test.
			Paper-II	100 Marks	2 hours	Technical paper	
2	Stage-II	Computer Skill Test	-	50 Marks	1 Hour	Practical Test	The test is of Qualifying in nature. (Qualifying Mark is 20)
3	Stage-III	Certificate verification	-	-	-	-	Candidates found eligible in Computer Skill Test shall be called for certificate verification.

8.1: Stage-I- Main Written Examination.

The Main Written Examination shall be of two papers comprising of Composite paper & Technical paper as above.

(i) Paper-I, Composite Paper- 100 Marks- 1&1/2 hours duration:

The question in this paper shall be of Objective Type with Multiple choices of Answers to be answered in OMR Answer Sheet. There will be no negative marking. The candidates applying for all types of posts shall have to appear this paper.

(ii) Paper-II, Technical Paper-100 Marks- 2 hours duration:

The question in this paper shall be of Objective Type with Multiple choices of Answers to be answered in OMR Answer Sheet. There will be no negative marking. The candidates shall have to appear the Written Examination as per the syllabus prescribed for the post as detailed below.

Syllabus of the Main Written Examination:
(a) Syllabus of Composite paper:

The question in this paper shall be from General English, Odia language & General knowledge & Computer Fundamental Theory and various fields of knowledge generally expected from a candidate having graduate qualification.

11

(b) Syllabus for Technical paper:

There will be separate questions for the posts of **Assistant Curator/ Assistant Conservator & Assistant Manager (Education and Extension)** as per the nature of work assigned to the post and educational qualification prescribed.

(i) Syllabus of Technical paper for the post of Assistant Curator/ Assistant Conservator:

1. Material and Technology of artefacts: Organic, Inorganic: Their preparation and seasoning.
2. Documentation of artefact: Written, Graphic, Photographic, Digital.
3. Physical Examination of Deteriorations; Factors and effects of Deterioration, their controlling measures, Indigenous methods of controlling/Minimizing risks of deterioration.
4. Solubility Tests: Water, Solvents, Polymers etc.
5. Consolidation of fugitive Colours, Ink etc.
6. Cleaning of Artefacts: Dry Brushing, Mechanical Cleaning, Solvent Cleaning, Laser Cleaning.
7. Fumigation Chamber, Fumigation of Organic Objects.
8. Integrated Pest Management.
9. Curative Conservation of Artefacts, Emergency Repair, Mending of cracks, Oiling, application of anti-insect, anti-fungal treatments, encapsulation.
10. Repair and reintegration of broken parts of Artefacts, Application of protective coats.
11. Special care of illustrated/painted artefacts, care towards alteration of color, sensitivity towards light.
12. Preparation of Conservation status reports of artefacts.
13. Storage of Artefacts.

(ii) Syllabus of Technical paper for the post of Assistant Manager (Education & Extension):

The questions of the Technical Paper for the post of Asst. Manager (Education & Extension) shall be from the general courses prescribed for MBA (HR). The abstract of courses prescribed for the examination is as follows:

1. Human Recourses Planning & Development,
2. Managing Employee Relation & related Laws,
3. Management of Training & Development,
4. International Human Recourses Management.

8.2: Stage-II Computer Skill Test: 50 Marks- 1(One) hour duration.

There shall be a Computer Skill Test carrying 50 marks which will be of qualifying in nature. Candidates shall have to secure 20 marks in this examination in order to qualify in this Test. **Candidates three times of the vacancies in order of merit category wise basing on the sum total of marks in the Main Written Examination (Paper-I & Paper-II taken together) shall be short listed for appearing in the Computer Skill Test.**

(i) **Syllabus for Computer Skill Test:**

The courses prescribed for the Computer Practical Test will be as follows.

A. Computer fundamentals

B. MS WINDOWS: operating system

To test some of the following basic system operations on file/folder(s):
Create, Rename, Copy/Cut/Paste, Delete, Using Clipboard

12

C. MS Office.
(i) Word Processing (MS Word)
A Paragraph in MS Word incorporating some of the tools give below to be tested during the examination
Editing and Formatting text and paragraph
Page and Paragraph Setup
Inserting pictures and WordArt
(ii) MS Power Point (Presentation Knowledge)
A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.
Editing and formatting slides.
(iii) MS Excel (Spread sheet)
A problem in spreadsheet related to some of the tools given below to be tested during the examination.
Formatting cells and data
Functions and Formulae (Relative, absolute and Mixed reference).
D. Usage of internet services available on internet.

The result of the Computer Skill Test shall be published in the website of the Commission and the candidates qualified in this Test shall be called for verification of original certificates.

8.3: Stage-III: Certificate verification:

Candidates qualified in the Computer Skill Test shall be called for certificate verification. The candidates will be required to be present in person during certificate verification & shall produce the Original Academic Certificates, Mark Sheets, e-chalan copy & Caste Certificate, Special category certificate, and other documents as mentioned in Clause-7 of this advertisement along with the OSSC copy of the application duly signed by the applicant at the time of certificate verification. The original documents should be same documents as uploaded by the candidate at the time of applying for the post. If any discrepancy is noticed between the certificate/documents uploaded vis-à-vis the original certificate/documents to be produced at the time of certificate verification, then the candidature of the applicant may be cancelled.

The candidates who do not attend the certificate verification on the date stipulated by the Commission, their names shall not be considered for the next stage and their name will not find place in the merit list.

9. Select list- The select list shall be prepared in order of merit category wise as per vacancies notified from among the candidates found eligible in certificate verification basing on their performance in the Main Written Examination as per the vacancies notified from the shortlisted candidates found eligible in the certificate verification basing on the sum total of marks in the Main Written Examination (Paper-I & Paper-II taken together).

The In- Service Contractual employees belonging to Category-I and Category –II (if any) shall be given due weightage in the merit list as per Rule-8(b) of the Odisha Group-B post (Contractual Appointment) Rules, 2013 notified vide G.A. Department Notification No. GAD-SC-Rules-0061-2013-1147/Gen dt. 17.01.2014.

13

10. Admission letter:-

The Commission shall upload the Admission letter in different stages of the examination on its Website. **"www.ossc.gov.in"**. The candidate has to log in to the website of the Commission by clicking on the Link **'For registered user log in'** available in the Form Link Section and then provide **'user Id'** and **'password'** to "**Download Admit Card**" from the above website. The admitted candidates will **have to produce the admission letter at the allotted venue for appearing in the examinations/tests.** The admission letter will carry intimation about the date, time, subject and venue of the examination, and will bear the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

Admission of a candidate for the Written Examination & other Tests shall be provisional and shall be on the basis of the information furnished by him/her in the online Application Form.

No Admission Letter/ call letter at any stage will be despatched to any candidate by post.

NOTE:- **Blue/Black ball point pen only should be used for darkening the correct Roll Number, Set code and answering (ovalling) in OMR sheet, whiteners/erasers shall not be used in the OMR sheet. Use of whitener /eraser in OMR Answer Sheet/darkening of wrong circle/ more than one option/wrong Roll Number and Set code by the candidate or any deviation of above instruction shall render the OMR sheet unfit for evaluation.**

- **The candidates are required to visit the website of the Commission at 'www.ossc.gov.in' at regular interval for detailed information about the Programme of the Examination/ Computer Skill Test/Certificate Verification etc., notice regarding rejection of the application, other important notices etc. and also keep track of publication of various notices of this recruitment to be published in the leading local daily news papers for information about the examination.**
- **The candidate should furnish correct mobile number for sending SMS by OSSC relating to examination.**

WARNING

- **Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue. Any infringement of these instructions will entail debarment of the concerned candidate from the examination. Commission reserves the right to communicate further instructions for fair and transparent conduct of recruitment examination.**

By order of the Commission

(Secretary)