



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 15 OF 2019-20

Recruitment to the post of Receptionist (Group-‘C’) in the Office of the Odisha Public Service Commission, Cuttack.

WEBSITE: <http://opsconline.gov.in>

Applications are invited online through the Proforma Application to be made available on the WEBSITE (<http://opsconline.gov.in>) from 21.12.2019 to 06.01.2020 (Note: 13.01.2020 is the last date for payment of application fees) for recruitment to 01(One) post of Receptionist (Group-C) in the office of the Odisha Public Service Commission, Cuttack on contractual basis. During the period of contractual appointment they shall draw consolidated monthly remuneration of Rs.9000/- falling under pay band of Rs.5,200-20200/- with Grade Pay of Rs.2000/-(Level-5) as per Government in GA & PG Department Notification dated 12.9.2017 with an annual increase of remuneration which shall be subject to their satisfactory performance as per slabs prescribed under annexure appended in the aforesaid notification, on completion of each year of service. These posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed.

2. VACANCY POSITION:

Sl. No.	Category	No. of vacancies
1.	Un-reserved	01
	Total	01

3. EDUCATIONAL QUALIFICATION :

A candidate must hold a Bachelor's Degree in Hospitality Management from any recognized University/Institution incorporated by an Act of Parliament or State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under Section-3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government.

4. AGE :

A candidate must not be under the age of 21 years and must not be above the age of 32 (thirty two) years on the 1st day of January, 2019 i.e. he/she must not have been born earlier than 2nd January, 1987 and not later than 1st January, 1998.

The upper age limit shall be relaxable by 5(five) years for the candidates belonging to the category of Women (UR).

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

5. EXAMINATION FEE :

Candidates are required to pay a non-refundable and non-adjustable fee of **Rs.400/-** (Rupees four hundred) only. Candidates belonging to Scheduled Caste/Scheduled Tribe of Odisha only and Persons With Disability candidates (whose permanent disability is not less than 40%) are exempted from payment of this fee.

6. METHOD OF SELECTION :

The selection of candidates for recruitment to the post will be made on the basis of **Viva Voce test**.

NOTE : Shortlisting of candidates for Viva Voce test shall be on the basis of marks secured in Bachelor's Degree in Hospitality Management.

The number of candidates shall be shortlisted/called for Viva Voce test in the following manner.

“WHERE THE NUMBER OF VACANCIES IS UPTO 2(TWO), THE NUMBER OF CANDIDATES TO BE CALLED FOR VIVA VOCE TEST MAY BE 5 (FIVE). WHERE THE NUMBER OF VACANCY EXCEEDS 2, THE NUMBER OF CANDIDATES TO BE CALLED FOR VIVA VOCE TEST MAY BE TWICE THE NUMBER OF VACANCIES”.

7. OTHER ELIGIBILITY CONDITIONS :

- (i) The candidate must be a citizen of India;
- (ii) The candidate must be of (a) good moral character and (b) sound physical and mental health, good physique and active habits and free from organic defects or bodily infirmities so as not to create an impairment in the due discharge of duties.
- (iii) The candidate must be able to read, write and speak Odia; and have -
 - (a) Passed Middle school examination with Odia as a language subject; or
 - (b) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (c) Passed in Odia as language subject in the final examination of Class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
 - (d) Passed a test in Odia in Middle English School Standard conducted by the school & Mass Education Department.

(3)

- (iv) A person, who has more than one spouse living will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reason(s);
- (v) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. **They must inform their respective Head of Offices in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".**
- (vi) A candidate will not be eligible for consideration, if at any time, he/she has been debarred by any State Public Service Commission or by U.P.S.C. from appearing at any examination/interview;
- (vii) Only those candidates, who fulfill the requisite qualification and are within the prescribed age limit etc. by the closing date of receipt of application, will be considered eligible;
- (vii) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who does not satisfy the requirement after medical examination, shall not be appointed.

8. **IMPORTANT POINTS :-**

- (i) A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission.
- (ii) The provisions of the Odisha Conduct of Examination Act 1988 (Odisha Act-2 of 1988) are applicable to the examination conducted by the Odisha Public Service Commission.
- (iii) **Online applications submitted to OPSC if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.**
- (iv) **Admission to Viva Voce will be provisional. If on verification at any stage before or after the Viva Voce test, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of a candidate shall be final.**

- (v) **Concessions meant for S.C. and S.T. by Birth are admissible to the Scheduled Caste and Scheduled Tribe of Odisha only.**
- (vi) Candidates are required to take due care to annex with the copy of the printout/hard copy of online applications, the copies of certificates and other requisite documents as stated under Para-11 of this advertisement.
- (vii) Any misrepresentation or suppression of information by the candidate in the online application form will result in cancellation of his/her candidature or penalty, as decided by the Commission, be imposed on the candidate.
- (viii) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule(1) of Rule-3 of the Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the new structured defined Contribution Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005.
- (ix) If one candidate furnishes more than one online application, the Commission will consider the information/data of latest application having higher ID number.

9. CONDITIONS OF SERVICE :

Candidates of service of contractual employees appointed under sub-rule 2 of rule-5 of the Odisha Group-C and Group-D posts and (contractual appointment) Rules, 2013 are as under.

- (i) Persons appointed under the contractual posts shall continue on contractual basis for a period of six years. The period of six years shall be counted from the date of their contractual appointment.
- (ii) During the period of contractual appointment they shall draw consolidated monthly remuneration of Rs.9000/- falling under pay band of Rs.5,200-20,200/- with Grade Pay of Rs.2000/- (Level-5) as per Government in GA & PG Department Notification dated 12.09.2017 and their annual increase of remuneration shall be subject to their satisfactory performance as per slabs prescribed under annexure appended in the aforesaid notification, on completion of each year of service.
- (iii) Subject to satisfactory performance, the consolidated remuneration shall be enhanced by ten percent on completion of each year of service.
- (iv) They shall not be entitled to DA, HRA, RCM and other allowances during the period of contractual appointment.
- (v) They shall be entitled to leave under the provisions of the Odisha Leave Rules, 1966 at par with regular employees of Government of Odisha.

(vi) They shall abide by the Odisha Civil Services Conduct Rules, 1959 and subject to the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962.

(vii) They shall be enrolled under the new pension scheme contained in the Odisha Civil Services (Pension) Rules, 1992 from the date of contractual appointment under sub-rule(1) of rule-8.

10. CONDITIONS OF SERVICE ON REGULAR APPOINTMENT :

- (i) On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed. A formal order of regular appointment shall be issued by the appointing authority.
- (ii) On regular appointment they shall be entitled to draw the time scale of pay of Rs.5,200-20,200/- plus Grade Pay Rs.2000/- with usual DA and other allowances as may be sanctioned by the Government of Odisha from time to time.
- (iii) Other conditions of service shall be governed as per Odisha Public Service Commission (Method of Recruitment and Conditions of Service of Staff) regulations, 1994 as amended from time to time.

11. CERTIFICATES/DOCUMENTS TO BE ATTACHED :

Candidates are required to submit along with the printout/hard copy of the online application, true copies of the following certificates and documents duly self attested by the candidates. The candidates are also required to mention on each document "submitted by me" and put their full signature on the same. **They must not attach original certificates with their applications.** Only those who are called for the document verification will be required to bring with them the original certificates, mark-sheets, Caste Certificate etc. of the attested copies, for verification before commencement of the interview.

If a candidate fails to furnish any of the original certificates and documents in respect of the attested copies submitted with the application by him/her, on the date of documents verification, he/she shall not be allowed to appear at the interview.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Intermediate/+2 or equivalent Examination Certificate issued by the concerned Board/Council;
- (iii) Bachelor's Degree in Hospitality Management certificate issued by the recognized University;
- (iv) **Mark-sheets in support of all the aforesaid examinations (i.e. H.S.C. to Bachelor's Degree in Hospitality Management including fail marks, if any, issued by the concerned Board/Council/University;**

- (v) Two recent passport size photographs (unsigned and unattested which has been uploaded with Online Application Form.
- (vi) Certificates of conduct from the Principal/Proctor/Dean or Professor in charge of Teaching Department of the College or University in which he/ she last studied.
- (vii) Candidates claiming to be belonging to S.Cs & S.Ts categories by birth are required to enclose with their applications, copies of the relevant Caste/Tribe Certificates issued by the competent authority in the prescribed form.
- (viii) Required Odia pass certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to M.E. School Standard or a certificate from the Principal/Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard; if not passed Odia as a subject in the H.S.C. Examination or equivalent Examination.
- (ix) Disability Certificate (with permanent disability not less than 40%) issued by the concerned Medical Board, wherever applicable.
- (x) OPSC copy of Challan showing payment of fee, wherever applicable.
- (xi) The candidates must take utmost care in filling up the marks secured and maximum marks for each year. The career evaluation will be done as per the data furnished by the candidates. **Any mistake in filling up the marks will be at the risk of the candidates.**

NOTE :

Degree in Hospitality Management Certificate, Caste Certificate, Odia Test Pass Certificate, Disability certificate of Physically Handicapped Persons must have been issued by the competent authority within the last date fixed for receipt of online application form as indicated above.

12. GROUND OF REJECTION OF APPLICATION

Applications of candidates will be rejected by the Commission on any of the following grounds :-

- (a) Age limit of candidate not coming under Para-4 of Advertisement.
- (b) No required educational qualification as provided under Para-3 of Advertisement.
- (c) Non-payment of examination fee, (wherever applicable), as provided under Para-5 of the Advertisement.
- (d) Submission of wrong information / false information about qualification / Age / O.T. Pass evidence / Category status (SC/ST/PWD/Women etc.).
- (e) Suppression of facts / information about eligibility, if any.
- (f) Any other ground as per the decision of the Commission.

13. HOW TO APPLY

- (a) Candidates must go through the details of this Advertisement before filling up the Online Application Form.
- (b) Candidates must apply online through the website of OPSC <http://opsconline.gov.in>. Applications received through any other mode would not be accepted and summarily be rejected.
- (c) **Before filling up the online application form, the candidates must also go through the following documents available at OPSC Portal:**
- (i) **Instructions to fill up the Online Application Form;**
 - (ii) **Guidelines for scanning and Uploading of photograph, Full Signature & Left Thumb Impression.**
- (d) Candidates are required to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left Thumb Impression(LTI) in the Online Application Form. The Uploaded photograph, specimen full signature and LTI must be clearly identifiable /visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (e) Candidates should keep at least two copies of latest passport size photograph, which is uploaded to the online application form, for future use.
- (f) **On successful submission of the Online Application form, a Unique Registration ID will be displayed on the screen as well as on the top of the application form. Candidates are required to take a printout of the finally submitted online application form and put his/her signature under the Declaration for submission to O.P.S.C. along with copies of requisite certificates and documents.**
- (g) **Thereafter, the candidates who are required to pay the fee shall take a printout of Online Challan (Pay-in-Slip) for payment of requisite fee of Rs.400/- (four hundred) only at any branch of State Bank of India (SBI) . The Fee paid shall not be refunded under any circumstances nor can the fee be adjusted or held in reserve for any other examination or recruitment. Deposit of application fees by any other mode shall not be accepted.**
- (h) Application received after the closing date shall not be entertained. The Commission will not take any responsibility if the application is not received in time. The candidate may also submit the copy of the Printout/Hard copy of the online application along with requisite certificates and documents etc by Speed Post/Registered Post.
- (i) The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid last hour rush /OPSC server jam.

(j) Intimation Letters to the selected candidates will be uploaded in the Website of the OPSC prior to the date of which will be published in the Website and Newspapers. The candidates are required to download their Intimation Letter and Attestation Form from the Website of the Commission. No separate correspondence will be made in this score.

14. FACILITATION COUNTER:

For any technical guidance on filling up the online application, the candidate may contact facilitation counter of OCAC over Toll free Telephone number 18003456770 or 155335 in any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M.

Regarding difficulty in payment of fee, if any, the candidates may contact SBI over Telephone No 0671-2368267 and 9437039604.

In case of any guidance/information on advertisement & recruitment, candidates may contact the OPSC Facilitation Counter over Telephone No.0671-2304141/2305611 & Extn-224 & 205 in any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M.

The candidates are required to visit the Website of the Commission at <http://opsconline.gov.in> OR <http://opsc.gov.in> for detailed information about the programme of the examination, rejection notice and other important notice etc. and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

Closing Dates

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| <p>(a) ON LINE APPLICATIONS SHALL BE AVAILABLE IN THE WEBSITE FROM 21.12.2019 TO 06.01.2020 TILL 11.59 P.M.</p> <p>(b) LAST DATE FOR RECEIPT OF APPLICATION FEE AT ANY S.B.I. BRANCH IS 13.01.2020.</p> |
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NB:- THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED. THE CANDIDATES ARE ADVISED TO BE CAREFUL WHILE FILING THE ONLINE APPLICATION FORM. ANY MISREPRESENTATION IN THE ONLINE APPLICATION SHALL BE LIABLE FOR REJECTION WITHOUT MAKING ANY CORRESPONDENCE ON THAT SCORE.

CUTTACK
DATED : 06.12.2019


 SECRETARY
 ODISHA PUBLIC SERVICE COMMISSION,
 CUTTACK.