



**ODISHA POLICE MINISTERIAL STAFF SELECTION BOARD,
STATE POLICE HEADQUARTERS, CUTTACK**

(WEBSITE - [https:// odishapolice.gov.in](https://odishapolice.gov.in))

Advertisement No. 02/ OPMSSB

Date: 22/09/2024

**DETAILED ADVERTISEMENT (REF. INDICATIVE ADV. NO.01 / OPMSSB, DTD.14.09.2024)
FOR THE POST OF JUNIOR CLERKS (DPO CADRE) IN ODISHA POLICE.**

Event	Start Date & Time	End Date & Time
Online registration and submission of applications	23.09.2024 (10 AM)	13.10.2024 (10 PM)
Editing / Correction of online application forms	16.10.2024 (10 AM)	18.10.2024 (10 PM)
Mode of Application	Online Mode only through the link given in Odisha Police website www.odishapolice.gov.in . No physical copy / hard copy of the online application form needs to be submitted by the applicant.	

Online applications are invited from interested and eligible candidates for the recruitment of 177 posts in the rank of Junior Clerks in District Police Office (DPO) cadre in Odisha Police. The recruitment shall be conducted as per Odisha District Police Ministerial Service (Method of Recruitment and Conditions of Service) working under the District Police Offices Rules 2021 vide Govt. of Odisha, Home Dept. Notification No.38061 / D&A, Date 29.10.2021 and Amendment Rules 2022 vide Notification No.34701 / D&A, Date 14.10.2022.

1. VACANCY POSITION

The category-wise break-up of the total no. of posts to be filled up by this recruitment as received from the State Police Hdqrs. / Requisitioning Authority is as follows:

Sl No	Name of the Post	Vacancies for different categories					Vacancies for different special categories		
		UR	SEBC	SC	ST	Total	Ex-SM	Sports person	PWD
1	Jr.Clerk	07 (W-02)	19 (W-06)	88 (W-29)	63 (W-21)	177 (W-58)	05	02	07

The numbers of vacant posts to be filled up on the basis of this recruitment process are subject to change at any time at the discretion of the Government which will be duly notified in the website.

Abbreviations :

ST	: Scheduled Tribe
SC	: Scheduled Caste
SEBC	: Socially & Educationally Backward Class
UR	: Un-Reserved
Ex-SM	: Ex-Servicemen
W	: Women
PwD	: Person with Disability / Persons with Disabilities
OPMSSB	: Odisha Police Ministerial Staff Selection Board

IMPORTANT NOTE :

- (i) Women and Transgender candidates are eligible to apply
- (ii) Candidature shall be cancelled, if in the opinion of the Board, the candidate is not found eligible for consideration according to the eligibility criteria prescribed in the above Orders / Rules.
- (iii) Candidates must possess a valid e-mail and mobile number while applying for the post and keep the same active till the completion of this recruitment process in order to receive important messages from the Board.
- (iv) Candidates should ensure that they fulfill all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination and other tests shall be provisional and on the basis of information furnished in the Online Application Form.
- (v) Online applications submitted to the Board found to be incomplete in any respect are liable for rejection without entertaining any correspondence in the matter.
- (vi) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in the Online Application Form is found to be incorrect or misleading or has suppressed or misrepresented any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, the candidature for the post shall be cancelled.
- (vii) Only those candidates who fulfill the requisite qualification / eligibility criteria and are within the prescribed age limit (as on 01.01.2024) by the closing date of submission of online application, will be considered eligible.
- (viii) No Admission Letter (Admit Card) for recruitment at any stage shall be sent by post. The candidates are therefore advised to check the website as mentioned above regularly to know updates about Admission Letter (Admit Card), dates of examination and other updates regarding the recruitment.
- (ix) Government Servants, are eligible to apply provided that they possess the requisite qualification and other eligibilities as prescribed in the advertisement. They must inform their respective Head of Offices in writing



regarding submission of their applications for this recruitment and obtain "No Objection Certificate".

- (x) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last-hour rush.
- (xi) In case of non-availability of eligible / suitable women candidates belonging to the respective categories, the unfilled vacancies of that category shall be filled up by eligible suitable male candidates of the same category.
- (xii) Required Educational Certificate, Caste Certificate, Odia Pass Certificate, Discharge Certificate of Ex-Servicemen, Person with Disability Certificate, Identity Card for Sportsperson, etc. must have been issued within the last date fixed for submission / receipt of Online Application form.
- (xiii) The Board will adopt a "Normalization Formula" which will be published in the website before the Written Examination for processing the result as the examination will be conducted in **Computer Based Recruitment Examination (CBRE)** mode in multiple batches using different sets of question papers so as to offset the difficulty level that may arise in such use of multiple sets of question papers in the said examination, and such normalized score will be used to determine the cut-off marks.
- (xiv) Reservations of vacancies for candidates belonging to Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward Classes, Women, Sportsperson, Ex-Servicemen and Persons with Disability categories / special categories **shall be in accordance with the latest provisions made under relevant Acts** and Rules, Notification, Resolution, Orders and Instructions of Government of Odisha.
- (xv) As per the Social Security & Empowerment of Persons with Disabilities' Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PwD candidates having disability of permanent nature not below 40% in the Categories, benchmark disability, Functional Classification and Physical Requirements for the post can apply and avail reservation for the post as per relevant rules. Compensatory time and Scribe shall be allowed for PwD candidates as per rules.

2. SCALE OF PAY

Pay Band of Rs. 5200-20200/- with Grade Pay Rs. 1900/- i.e. Rs. 19,900/- in Cell-1 of Level-4 of Pay Matrix of ORSP-2017

3. AGE

The candidates shall not be less than 21 (twenty one) years and upper age shall not be more than 38 (thirty eight) years of age as on 01-01-2024.

Relaxation of Upper age limit:

The upper age limit is relaxable by 5 years in respect of SC / ST / SEBC / Women



candidates, 10 years for candidates belonging to PwD category whose permanent disability is 40% (Forty percent) and more and the total period of service rendered in defence service in case of Ex-Servicemen. Provided that Persons with Disabilities under SC / ST / SEBC category shall be entitled to cumulative age relaxation of ten years on account of their disability over and above the normal relaxation available to them as per rule.

However, a candidate who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit as per rule which shall be considered most beneficial to him/her.

NOTE:

Date of Birth recorded in the High School Certificate such as Board of Secondary Education of Odisha, Cuttack / Central Board of Secondary Education, New Delhi / Indian Council of Secondary Education, New Delhi or equivalent certificate issued by the concerned Board / Council only will be acceptable.

For Ex-Servicemen:

Ex-Service personnel having more than six months for discharge / retirement from the Defence Services as on the last date of submission of online application form are not eligible to apply for the post. The persons in Defence Services 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 enrolment and expected date of discharge and year of service rendered in Defence Service. They should note that they must submit the original discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. Provided that those Ex-Servicemen who have already secured regular employment under the State Government in civil post would be permitted the benefit of age relaxation as admissible for Ex-Servicemen securing another employment in any higher post or services under the State Government but such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in the State Government.

A candidate from Ex-Servicemen category on joining the Govt. Service in the civil post after availing the benefit as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment in Govt. Jobs shall cease to exist. In such cases, he can avail age relaxation only. However, as per clause-4 of O.M.No.36034/2014-Esst.(Res) dtd.14.08.2014 of Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training, Government of India, if an Ex-Servicemen applied for various posts before joining any civil employment, such candidates can avail of the benefit of reservation as Ex-Servicemen for any subsequent employment, provided the applicant shall, as soon as joining any civil employment, furnish a self- declaration / undertaking to the concerned employer about the date wise details of application for various posts for



which he/she has applied before joining in the said establishment. The applicant should furnish the copy of above declaration duly endorsed by the employer, as and when required by OPMSSB, for consideration of the claim under Ex-Servicemen category. Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.

4. EDUCATIONAL QUALIFICATION

To be eligible to apply for the post, the candidates must have passed +2 Examination or such other qualification as are equivalent qualification with knowledge in Basic Computer Skills.

Candidates possessing academic qualifications from Boards / Councils / Institutions outside Odisha shall have to produce the following documents at the time of document verification, failing which they shall not be considered eligible for selection.

- (i) Proof of equivalence from any recognized Board / Council / University of the State of Odisha.
- (ii) Affiliation of their institution to a recognized Board / Council / University.

5. GENERAL ELIGIBILITY CRITERIA

A candidate, in order to be eligible for the recruitment, must:

- a) Be a citizen of India.
- b) Be of a good character, sound health and active habits.
- c) Be able to speak, read and write Odia.
- d) Have passed M.E. School or higher examinations with Odia language as a subject, or passed H.S.C. or equivalent examinations with Odia as a medium of examination in non-language subject, or passed the written test in Odia in M.E. School standard conducted by the Board of Secondary Education, Odisha.
- e) Not have more than one spouse living. Provided 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 the operation of this Rules.

6. EXAMINATION FEES

The Examination Fee has been exempted for all categories of candidates as per G.A & P.G. Department Notification No.9897/Gen, dtd 11.04.2022.

7. CERTIFICATES / DOCUMENTS:

The applicants shall be required to upload the scanned copies (clear, visible and legible) of the original certificates / documents (valid) as listed below, while filling up the application form, which are mandatory. The online application form is automated and system driven and will guide the candidate seamlessly in filling up the application. The requisite options shall be enabled and the information shall be asked as per data furnished by the candidates. The original certificates will be submitted at the time of



document verification or as and when intimated.

- a) Recent colour passport size photograph, signature and thumb impression (clear, visible and legible).
- b) Caste certificate (updated and valid), issued by the competent authority. (if applicable)
- c) Certificate for claiming reservation as PwD as per rules. (if applicable)
- d) 10th or equivalent pass certificate, issued by the concerned Board / Council, in support of declaration of age.
- e) Pass certificate of +2 Examination or it's equivalent in support of educational qualification.
- f) Certificate / document in support of claiming reservation under Ex-Servicemen category. Ex-Servicemen candidates will have to submit an undertaking during document verification that they have not availed the benefit as Ex-Servicemen for employment earlier. (Format given in Annexure-B). (if applicable)
- g) Sports ID Card in support of claim as Sports Person (issued by the Director of Sports, Sports and Youth Services Department, Government of Odisha as per Resolution No.24808/Gen., dated the 18th November 1985 of General Administration Department). (if applicable)
- h) Certificate of passing Odia language.
- i) Aadhar Card issued by the Govt. Authority, with candidate's photograph therein.
- j) Certificate of Basic Computer Knowledge (if any).
- k) NOC in case of candidates working in Govt. Service. (if applicable)
- l) In case of Transgender, a certificate of identity issued by the District Magistrate under Rule 5 of the Transgender Persons (Protection of Rights) Rules 2020 read with section 6 of The Transgender Persons (Protection of Rights) Act 2019. (if applicable)
- m) Any other document, if required, during submission of Online Application in the Application Portal. (if applicable)

The original certificates and documents in support of the claims will be sought at the time of Certificate Verification or as and when required by the Board. When scrutiny / document verification is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Board's decision shall be final.

8. LAST DATE OF SUBMISSION OF APPLICATIONS

The last date of registration, submission and correction / edit of online application are mentioned above. The system will be automatically disabled and no application for this post will be made available thereafter. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system.



9. VENUE, DATE AND MODE OF EXAMINATION

The date, time and venue of Written Examination will be mentioned in the Admit Cards of the eligible candidates. The Board has decided to hold the Written Examination in **Computer Based Recruitment Examination (CBRE)** mode. Candidates whose applications are found valid will be intimated through their registered mobile number and e-mail to download their admit cards to appear for the written test. Only shortlisted candidates will be intimated for Practical Skill Test on Computer. The Admit cards will be available in the Odisha Police website at the same link. The candidates, after applying for the post, are advised to visit the website given above regularly to know further updates about the examination. Adequate measures will be taken to conduct the Written Examination at the examination centres, as per the choices preferred by the candidate. However, the OPMSSB reserves the right to fix the Examination Centres as per its discretion. No request for change of Examination Centres will be entertained.

10. ADMIT CARD

The Admit Card of eligible candidates shall be available for download in the same link on the websites viz.- www.odishapolice.gov.in about one week before the announcement of Written Examination date. The candidates are advised to download their Admit Cards and take a printout thereof. The Admit Card will carry intimation about the date, time and venue of the Written Examination and will bear the scanned photograph, scanned signature and scanned Thumb Impression of the candidate with facsimile signature of the Member of the Board. The admitted candidates will have to produce the hard copy of Admit Card along with a Photo Identity Card (preferably Aadhar Card) as mentioned in the application form, at the allotted Examination Centre for appearing in the examinations.

A separate Admit Card will be issued to the eligible and shortlisted candidates to appear in the Practical Skill Test on Computer for those who will qualify in the written examination. The Admit Card will similarly carry intimation about the date, time and venue of the Practical Skill Test on Computer and it will be available on the same website with prior intimation to the candidates through their registered mobile numbers / e-mail. **No printed Admit Card at any stage will be dispatched to any candidate by post.**

11. HOW TO APPLY

Applications, complete in all respect, must be submitted in online mode only on the application portal as per procedure explained in Annexure "A"

12. PLAN OF EXAMINATION

The Competitive Examination for the post of Jr. Clerk shall consist of Written Test and Practical Skill Test on Computer. The standard of examination for each subject shall



be equivalent to that of Higher Secondary Examination. The written test shall comprise of two papers. There will be no viva voce test. Details of the subjects and marks of the Papers are given below.

Note: The written test will be conducted in the mode of Computer Based Recruitment Examination (CBRE). Tentative Answer keys will be placed on the same website as mentioned above after conduct of the examination. Applicants may go through the Answer Keys and submit their online representations only, if any, within 3 days of uploading of the answer keys, on payment of fees of Rs.250/- per question. Representation received through any other mode e.g. letter, application, email etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Board in this regard will be final. If the representation of the applicant about a question is found valid, the fees paid shall be refunded to the applicant in respect of valid answers only. In case the objections raised are found invalid, the fees shall be forfeited.

Written Test

- (i) The Written Test shall comprise of two Papers i.e. Paper-I and Paper-II. Details of the subjects and marks of the Papers are given below.

Papers	Subject	Maximum Marks	Time
Paper-I	Language Test (English & Odia) Objective	100	3 hours
	General Knowledge (Objective)	100	
Paper-II	Basic Arithmetic, Mathematics and Reasoning (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	

- (ii) These papers shall consist of Objective Type- Multiple Choice Questions only.
- (iii) There shall be negative marking of 0.25 marks for each wrong answer in written examination.
- (iv) The standard of examination for each subject shall be equivalent to that of Higher Secondary Examination.
- (v) The minimum qualifying marks in the Written Test of each individual subject in Paper-I and II for UR & SEBC candidate is 35 and for SC & ST candidates is 30. There will be no relaxation in minimum qualifying marks for the candidates belonging to Special Category such as Ex-Servicemen,



Sportspersons and PwD. Only those candidates, who obtain such minimum qualifying marks in the written test, as fixed by the Board, shall be called for Practical Skill Test.

Syllabus

Paper-I :- Language Test (English and Odia) Objective and General Knowledge.

Syllabus for English and Odia Language Test (100 Marks)

1. English Grammer including Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb Agreement.
2. Connectors, Types of Sentences, Direct and Indirect Speech, Comparison.
3. Articles, Noun, Pronouns, Prepositions.
4. Translation of Odia Sentences to English.
5. Odia Grammer.
6. Translation of English Sentences to Odia.

Syllabus for General Knowledge (100 Marks)

In this category, the questions shall be about

- a. Matching Historical events with dates, personalities and place.
- b. Geographical facts with places.
- c. States, Countries and Institutions with Headquarters.
- d. Books and Authors.
- e. Scientific facts and discoveries with dates, persons and uses.
- f. Current events with places and personalities and
- g. Matching questions of miscellaneous type.

Paper-II :- Basic Arithmetic, Mathematics, Reasoning and Basic Computer Skills.

Syllabus for Arithmetic, Mathematics, mental ability and reasoning (100 Marks):

- i. Number System
- ii. HCF & LCM
- iii. Squares and Square Roots.
- iv. Cubes and Cube Roots.
- v. Percentage and Averages
- vi. Simple Interest and Compound Interest.
- vii. Profit, Loss and Discount.
- viii. Partnership.
- ix. Ratio and proportion.



Under this, there will be a series of questions in practical mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out fractions, decimals, percentage and average with quickness and accuracy. The MCQ to test **Mental Ability and Reasoning** include as follows:

- i. Number Series
- ii. Alphabet Series
- iii. Test of Direction sense
- iv. Coding-decoding
- v. Number ranking
- vi. Arithmetic reasoning
- vii. Non-Verbal Reasoning etc.

Syllabus for Basic Computer Skill (Theory) (100 Marks)

Multiple Choice Questions pertaining to Computers:
Office Automation Programmes like M.S. Word,
M.S. Excel, M.S Power Point, Internet
Windows, Email opening, sending etc.

Practical Skill Test on Computer (Full Mark: 50)

Only those shortlisted candidates, who obtain minimum qualifying marks in the written test, as fixed by the Board shall be called for Practical Skill Test on Computer.

The **Practical Skill Test on Computer** shall also be of qualifying nature. The minimum qualifying mark in the **Practical Skill Test on Computer** for UR & SEBC candidate is 18 and for SC & ST candidates is 15. There will be no relaxation in minimum qualifying marks for the candidates belonging to Special Category such as Ex-Servicemen, Sportspersons and PwDs.

Syllabus / Topics for Practical Skill Test (Basic Computer):

- (i) Windows Operating System
To test some of the following basic system operations on file / folders(s):
 - Create, Rename, Copy / Cut / Paste / Delete.
- (ii) MS WORD
A paragraph in MS Word incorporating some of the tools given below to be tested during the examination.
 - Editing and Formatting text and paragraph
 - Page and Paragraph set up
 - Inserting pictures and Word Art.



(iii) **MS POWER POINT**

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.

(iv) **MS EXCEL**

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- Formatting cells and data
- Functions & Formulae (Relative, Absolute and Mixed reference).

13. FINAL SELECTION PROCEDURE

After the Practical Skill Test on Computer, a common merit list shall be prepared basing on the sum total of marks secured by the candidates in the Written Examination and the Practical Skill Test on Computer. The candidates getting higher aggregate marks shall be placed higher in the Select List. The candidates shall be selected in order of merit according to their performances and placed in their respective categories as per vacancies notified in the advertisement.

If the aggregate marks obtained by two or more persons are equal-

- (i) the person older in age shall be placed above the other in the Select List;
- (ii) In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List;
- (iii) In case the negative marks in the written test is also the same, the person having more marks in General Knowledge subject (Paper-I) will be placed above the other in the Select List;
- (iv) In case the marks in General Knowledge subject (Paper-I) is also same, the Board may decide any other criteria.

14. SELECT LIST

The Select List shall remain valid for a period of one year from the date of its approval by the Director General of Police and there will be no waiting list.

15. DISQUALIFICATION

Any canvassing or attempt on the part of a candidate to obtain support for his candidature by any means, shall be disqualified and prevented by the Board for further participation at any stage of the examination.

16. APPOINTMENT

No candidate shall be appointed from the select list, without verification of -

- (1) Character certificate / antecedents report
- (2) Submission of Medical Fitness Certificate issued by an authorized Government Doctor



- (3) Verification of original certificates for eligibility to the post which will include certificates of age, caste, category, educational qualifications and any other claims made by the candidates.

17. BOARD'S DECISION FINAL

The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for incorrect information or misleading and misrepresentation of information or suppression of information, mode of selection, conduct of examination, allotment of examination centers and preparation of merit / select list and debarment for indulging in malpractice will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

18. HELP DESK

Applicants may contact the help desk for any application related technical queries at the following mobile number / email id.

Phone Number: 8904290376

Email: jrclerkodishapolice2024@gmail.com

Timing: 10:00 hrs - 18:00 hrs Monday to Saturday (Except Sundays and National Holidays)

Note: The above help desk is only for online application related technical queries such as OTP, User ID, Password, Application Download, etc. For any other issues please refer to the advertisement.

By order of the Chairman
Odisha Police Ministerial Staff Selection Board


Member, OP/SSB
22/05/2024

Annexure – A

A Procedure to fill up Online Application

1. Prerequisites:

Before proceeding to fill the application, the following be kept in readiness;

- a) Mobile Number (to be verified through OTP)
- b) Email Id (to be verified through OTP)
- c) Scanned image of AADHAR card in JPEG / JPG (100 KB to 1MB)
- d) Scanned colour passport size recent photograph in JPEG / JPG (50 KB to 500 KB).
- e) Scanned image of signature in JPEG / JPG (20 KB to 200 KB).
- f) Scanned image of thumb impression in JPEG / JPG (20 KB to 200 KB).
- g) Other documents to be uploaded in JPEG / JPG (100 KB to 1 MB)

NOTE: In order to meet the specified image file size for photo, signature, thumb impression and documents, candidates are advised to get them resized by visiting any online file converter website.

2. Registration:

- a. To apply for the post, please visit Odisha Police website www.odishapolice.gov.in and click on the button “**Recruitment for Jr. Clerk**”. After clicking on it, you will be redirected to home page where you can login and apply for the post. Once it is registered successfully, SMS / E-mail will be sent to the candidates through their registered mobile and E-mail Id regarding their Application reference number.

Candidates are advised to remember their Application Number and Password for future reference and use. Candidates have to login into the system with application number and the password generated by the candidate.

- b. Click on the “**NEW REGISTRATION or SIGN IN**”
- c. Read the instructions carefully and click the check box to acknowledge the same and proceed. The applicant will not be able to proceed further without doing so.
- d. The process of filling up the online application for the examination consists of three (3) parts
 - i. Personal Details
 - ii. Qualification Details
 - iii. Documents Upload

- e. In "**Personal Details**" part, please fill up all the fields as applicable such as candidate details, other information, father / mother name, present and permanent address, etc. Then click on "confirm and proceed"
- f. In "**Qualification Details**" part, please fill up all the required fields as applicable. Then click on "confirm and proceed"
- g. In "**Documents Upload**" part, please upload your photo, signature and caste certificate etc. as applicable. Then click on "confirm and proceed"
- h. In "Preview Form" , you can see and verify all fields which you have filled up. After clicking on it the final submission page will appear. Here you can "Edit Details" or "Submit" your application finally.
- i. Once your application is submitted, you cannot edit your application unless you are allowed to do so as per specific date intimated in Detailed Advertisement.
- j. The "Submit" button is to be used for final submission of application. No further changes will be allowed after submission.
- k. After submission of application, the candidates are advised to download and take a printout copy of their application form on clicking "PRINT" button at the dashboard for their future reference.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Annexure- B

UNDERTAKING FOR EX-SERVICEMAN

(To be submitted during document verification)

i) I, _____ bearing Application Registration No _____ claiming to be Ex-Servicemen do hereby declare that I have not utilized the benefit of Ex-Servicemen for employment purpose till date either in State Govt. / Central Govt. or any Govt. Undertaking.

OR

ii) I, _____ bearing Application Registration No _____ claiming to be Ex-Servicemen do hereby declare that at present, I am employed and working as _____ under _____ Department / Institution and I have already utilized the benefit of Ex-Servicemen.

My candidature for the said post may be considered on merit under my own category i.e. UR / SC / ST / SEBC.

Note: Please fill up option (i) or (ii) as applicable.

Signature of the candidate
Name (in full)
Reference No.
Address

Annexure-C

List of original documents to be submitted during verification for the post of Jr.Clerk (DPO Cadre)

(only for the shortlisted candidates)

- a. Downloaded copy of Admission / Intimation letter for certificate verification
- b. Print out copy of Online Application Form legibly signed by the candidate
- c. HSC / 10th standard pass certificate in support of age
- d. +2 or its equivalent pass certificate in support of educational qualification

NOTE : Candidates possessing academic qualifications from Boards / Councils / Institutions outside Odisha shall have to produce the following documents failing which they shall not be considered eligible for selection.

- (i) Proof of equivalence from any recognized Board / Council / University of the State of Odisha
 - (ii) Affiliation of their institution to a recognized Board / Council / University.
- e. Pass Certificate of Odia language
 - f. Updated and valid Caste Certificate issued by the Competent Authority (if applicable).
 - g. Certificate / document in support of claiming to be Ex-Servicemen along with Undertaking (Format at Annexure-B) (if applicable).
 - h. NOC from the Appropriate Authority in case of Ex-Servicemen who are to retire within six months from the last date of submission of Online Application indicating there in the date of enrolment, expected date of discharge and year of service rendered in Defence Service. (if applicable).
 - i. Sports ID Card claiming as Sportspersons (issued by the Director of Sports, Sports and Youth Services Department, Government of Odisha as per Resolution No.24808/Gen., dated the 18th November 1985 of General Administration Department) (if applicable).
 - j. Aadhar Card issued by the Govt. Authority, with candidates' photograph therein.
 - k. Certificate of Basic Computer Knowledge (if any).
 - l. No Objection Certificate in case of candidates working in Govt. Service (if applicable).
 - m. In case of a Transgender person, a certificate of Identity issued by the District Magistrate under Rule 5 of the Transgender Persons (Protection of Rights) Rules 2020 read with section 6 of The Transgender Persons (Protection of Rights) Act 2019 (if applicable).
 - n. Legal documents in case of a candidate having more than one spouse (if applicable).
 - o. Certificate of claiming reservation under PwD category (if applicable).
 - p. Any other document, if called for.

