

ODISHA STATE WAREHOUSING CORPORATION

CORPORATE OFFICE: PLOT NO. 02, CUTTACK ROAD,

BHUBANESWAR-751006

Website: www.oswc.in



Advertisement No. 2096 /OSWC
File No. Admn. / Misc. / 508 / 2025

Dt. 13.05.2026

The Odisha State Warehousing Corporation (OSWC), a “silver” category Public Sector Undertaking under the administrative control of Cooperation Department, Government of Odisha, providing scientific storage facilities for agricultural produce, seeds, manures, fertilizers, agricultural implements and notified commodities has a vision to provide quality service in the field of warehouse, logistic service & related activities with value addition to customers’ satisfaction.

Recruitment to the posts of Assistant Superintendent and Warehouse Assistant on regular basis in Odisha State Warehousing Corporation (OSWC).

Online applications are invited from the prospective candidates through proforma application to be made available on the website www.oswc.in from **15.05.2026 (10.00 AM) to 14.06.2026 (5.00 PM)** for recruitment to 11 (Eleven) posts of Assistant Superintendents in Group-C in the Pay band of 5200-20200 (Level-4, Cell-1) and 19 (Nineteen) posts of Warehouse Assistants in Group-D in the Pay band of 4930-14680 (Level-2, Cell-1) on regular basis in pay matrix under ORSP Rules, 2017 with the prevailing Dearness Allowance and other allowances/perks as admissible to the Employees of OSWC from time to time. Other conditions of service shall be governed as per the OSWC (Staff) Regulations, 1985, as amended from time to time.

1. DETAILS OF POSTS

Sl No.	Name of the Post	Group	Pay Scale (As per ORSP Rules, 2017)	Category wise vacancy as per ORV Act, 1975.				
				ST	SC	SEBC	UR	TOTAL
01.	Assistant Superintendent	C	Pay band (5200-20200), L-4, C-1 Grade Pay-1900/-	01	01	01	08 (W-03)	11 (W-03)
02.	Warehouse Assistant	D	Pay band (4750-14680), L-2, C-1 Grade Pay-1775/-	03 (W-01)	03 (W-01)	03 (W-01)	10 (W-03)	19 (W-06)
Total				04 (W-01)	04 (W-01)	04 (W-01)	18 (W-06)	30 (W-09)

*Abbreviations

- | | | |
|------------------------|---|------------|
| 1. ST-Scheduled Tribes | 3. SEBC-Socially and Educationally Backward Classes | 5. W-Women |
| 2. SC-Scheduled Castes | 4. UR-Unreserved | |

Sl No.	Name of the Post	Group	Pay Scale (As per ORSP Rules, 2017)	Total no. of vacant posts	Category wise vacancy as per SSEPD, Govt. of Odisha Resolution No.1843/SSEPD dated 25.02.2021		
					PwD (Person with Disabilities)	Ex-Serviceman	Sportsperson
01.	Assistant Superintendent	C	Pay band (5200-20200), L-4, C-1 Grade Pay-1900/-	11	0	0	0
02.	Warehouse Assistant	D	Pay band (4750-14680), L-2, C-1 Grade Pay-1775/-	19	01*	01	0
Total				30	01	01	0

*As per SSEPD Resolution No.1843/SSEPD dated 25.02.2021, the PwD candidates having disability of permanent nature not below than 40% in the following categories and types of disabilities who are suitable to apply for the post of Warehouse Assistant are shown below.

<u>Physical Requirement</u>			<u>Functional Classification**</u>		
MF	:	Work performed by manipulating (with fingers)	LV (Category-I)	:	Low vision
PP	:	Work performed by pulling and Pushing	HI (Category-II)	:	Partially Deaf
L	:	Work Performed by lifting	OL (Category-III)	:	One leg affected (R or L)
BN	:	Work Performed by bending	OA (Category-III)	:	One arm affected (R or L) (a) impaired reach (b) weakness of grip (c) ataxia
S	:	Work Performed by sitting (on bench or chair)			
ST	:	Work Performed by standing			
W	:	Work Performed by walking			
SE	:	Work Performed by seeing			
H	:	Work Performed by hearing/speaking			
RW	:	Work Performed by reading or writing			
C	:	Work Performed by communication			

****PwD candidates belonging to any category other than Category-I (LV), Category-II (HI) & Category-III (OL & OA) as mentioned under the Functional Classification shall be eligible to avail the facilities meant for any PwD candidate such as exemption from fees, availing compensatory time during examination etc. but shall not be eligible to acquire reservation under PwD Category and shall be considered as a candidate under Unreserved Category.**

Note:

- i. The reservations shall be applicable taking into account the total sanctioned strength for each post with the category wise existing strength under respective reservation category.
- ii. PwD (Person with Disability)-4%, Ex-Servicemen-3% and Sportsperson-1% of the sanctioned strength in each of the post shall be filled up from any category.
- iii. The exchange of reservation between ST & SC shall not be considered in the event of non-availability of eligible and suitable ST/SC candidates.
- iv. 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 candidate(s) of the same category.
- v. Candidates applying under PwD category must upload their permanent disability certificate. Certificate showing temporary disability shall not be accepted and the application shall be liable for rejection.
- vi. PwD candidates whose disability is 40% or above are required to attach scanned copy of their Unique Disability Identity Card (UDID Card) issued by the Competent Authority along with the recent (within 5 years) disability certificate indicating percentage (%) of disability and type of disability issued by the concerned Medical Board for consideration as per rules.
- vii. The applicability of reservation of PwD candidates shall be governed by the SSEPD Resolution No.1843/SSEPD dated 25.02.2021 during the final selection of the candidates.
- viii. Candidates furnishing SEBC certificate which has been issued more than 03 years prior to the date of submission of online application, shall not be considered under SEBC category.
- ix. Experience has shown that candidates obtain ST/SC/SEBC etc. certificates prior to the date of application & upload the same along with online

application. Such certificates sometimes get cancelled subsequently. If the cancellation of certificate is detected at any stage, the candidature of such candidates shall be cancelled under that category.

- x. The no. of vacancies to be filled up on the basis of this recruitment is subject to change by OSWC without giving any notice depending upon the exigencies at the discretion of the corporation.

Provision for assistance of Scribe:

- i. PwD Candidates who have not less than 40% permanent disability in the category of blindness, locomotor disability and have the limitation in writing shall have the option to use his/her own scribe with due permission of the Managing Director, OSWC.
- ii. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write in the examination on his behalf, from the Chief Medical Officer or Civil Surgeon or Medical Superintendent of a Government health care institution as per *pro forma* at **Annexure-III** appended to this advertisement.
- iii. The qualification of the Scribe should be one step below the qualification of the candidate taking examination and the PwD candidates opting for own scribe should submit the details of the scribe chosen by him/her as per *pro forma* at **Annexure-IV** appended to this advertisement. The Scribe to be allowed for writing a subject shall not have the same subject in his/her academic qualification as of the candidate taking the examination in the said subject.
- iv. The PwD candidates shall be allowed compensatory time of 20 minutes per hour.
- v. The intending candidates have to give option for scribe in the online application form. The PwD candidates opting for scribe shall be required to submit the details of the scribe before 21 days of the conduct of examination with following documents. The mode of submission of these details shall be informed in the official website of OSWC, i.e. www.oswc.in.

- a. Copy of self-attested valid disability certificate
 - b. Details of the scribe with name, date of birth, address, ID Proof issued by any Govt. authority containing specimen signature and photo
 - c. Copy of educational qualification certificate of the scribe
 - d. Letter of undertaking in Annexure-IV appended to this advertisement
- vi. If, subsequently it is found that the qualification of the scribe is not as declared by the candidate in the declaration, then the candidate shall forfeit his/her right to the post and claims relating thereto.
 - vii. Any candidate who is using scribe should ensure that he/she is eligible to use the scribe in the examination as per the above guidelines and any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the examination shall be disqualified to participate further in the recruitment process.

2. AGE CRITERIA

- i. A candidate must have attained the age of 21 (Twenty one) years and must not be above the age of 42 (Forty two) years on the 1st day of April, 2026 i.e. he/she must have been born not earlier than 2nd April, 1984 and not later than 1st April, 2005.
- ii. The upper age limit prescribed above shall be relaxed by 05 years for candidates belonging to the categories of Socially and Educationally Backward Classes (SEBC), Scheduled Castes (SC), Scheduled Tribes (ST) & Women and by 10 years for Persons with Disabilities (PwD) whose permanent disability is 40% (Forty Per cent) or more.
- iii. Persons with Disabilities belonging to ST/SC/SEBC categories are eligible for cumulative age relaxation benefit of 15 years.
- iv. Provided that, a candidate who comes under more than one category mentioned above, he/she shall be eligible for only one benefit of upper age relaxation, which shall be the one most beneficial to him/her.
- v. The date of birth recorded in the High School Certificate or equivalent certificate issued by the concerned Board/Council will be accepted only.

vi. **Special Provision for Ex-Servicemen regarding Age limit as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rule-1985 vide GA Department Notification No.22586/Gen. dt.16.10.1985:**

For appointment to the post of Warehouse Assistant (Group-D), every Ex-Servicemen who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment shall be deemed to satisfy the conditions regarding age-limit.

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

- i. *“Armed Forces of the Union”* means the Naval, Military and Air Forces of the Union.
- ii. *“Ex-Servicemen”* means a person who has served in any rank (Whether combatant or as non-combatant, in the Armed Forces of the Union including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army for a continuous period of not less than six months after attestation.
 - a. has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or
 - b. has to serve for not more than six months for completing the period of service as a requisite for becoming entitled to be released or transferred to the reserve as aforesaid, or
 - c. has been released at his own request, after completing five years’ service in the Armed Forces of the Union.

vii. **Provision for Departmental Candidates:**

- i. Departmental candidates of OSWC fulfilling the requisite qualification may apply online against the advertisement. Under the Direct Recruitment Quota, Corporation Employees who are eligible will get only 03 (Three) chances to appear.

- ii. Departmental candidates applying under direct recruitment will be entitled for age relaxation subject to the condition that as on last date of receipt of application, the candidate should have at least 5 years of service left.

3. EDUCATIONAL QUALIFICATION

Name of the Post	Educational Qualification
Assistant Superintendent	Master of Business Administration (Specialization in Personnel Management or Human Resource Management or Industrial Relation Management or Supply Chain Management or Marketing Management or Finance Management)/ Bachelor in Business Administration (BBA) from a recognized University/ Institution with a minimum of 60% marks/Cumulative grade points. OR A Bachelor of Science in Agriculture/Botany (Hons.)/Zoology (Hons.)/Chemistry (Hons.) from a recognized University with a minimum of 60% marks. AND Should be proficient in use of Computer (Excel, word Internet etc.)
Warehouse Assistant	Any Graduate with Knowledge in Computer.

Note:

- i. Where SGPA/CGPA/ OGPA is awarded, the same should be converted into equivalent Class /Division and indicate the same in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into equivalent Class / Division/Percentage.
- ii. Qualifications as mentioned in the advertisement shall only be accepted for this recruitment. Name of qualification, specialisation and Division / Class/ Percentage (wherever applicable) shall be clearly indicated on the mark sheet/

certificate; or a certificate to this effect shall be produced by respective University / Institute; without which the qualification shall not be considered. No equivalent qualifications like PG Diploma in any discipline like PGDBM, PGDM etc. shall be considered wherever qualifications prescribed are as Master of Business Administration, Post Graduate Degree etc.

viii. Special Provision for Ex-Servicemen regarding Educational Qualification as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rule-1985 vide GA Department Notification No.22586/Gen. dt.16.10.1985:

For appointment to the post of Warehouse Assistant (Group-D), every Ex-serviceman who has put in not less than three years of service in the Armed Forces of the Union shall be exempted from the minimum educational qualification, if any, prescribed in respect of Warehouse Assistant (Group-D) post.

4. EXAMINATION FEES

Category of Candidates	Application Fee (Non-Refundable)	Intimation Charges (Non-Refundable)	Total
Unreserved/SEBC/ Ex-Servicemen/ Departmental Candidates	Rs.500/-	Rs.350/-	Rs.850/-
ST/SC/PwD Candidates	NIL	Rs.350/-	Rs.350/-

- Unreserved/SEBC/Ex-Servicemen/Departmental Candidates are required to pay an application fee of Rs.500/- (Rupees Five hundred only) along with Intimation Charges of Rs.350/- (Rupees Three hundred fifty only) whereas ST/SC/PwD Candidates are required to pay only Intimation Charges of Rs.350/- (Rupees Three hundred fifty only) while filling up online application through payment gateway provided in the online application page. All the candidates irrespective of their category shall bear the online transaction charges as applicable.
- For online mode of payment through Debit card/Credit card/Net banking and UPI, an applicant will be redirected to payment gateway page. After completion of online payment, he/she may download the hardcopy of the application form along with fee

receipt as proof for future reference which shall be required at the time of verification of documents/testimonials as and when necessary.

- iii. Application without payment of examination fees except ST/SC/PwD category shall be liable for rejection.
- iv. Payment made through DD, Cheque, Postal order shall not be accepted.

5. PLAN OF EXAMINATION

- i. The selection of candidates for recruitment to the posts of Assistant Superintendent and Warehouse Assistant shall be made through Computer Based Test (CBT) to be conducted by Recruiting Agency on behalf of OSWC followed by Document Verification in the manner as mentioned below.

Post Name: - Assistant Superintendent			
No. of Questions	:	200	
Maximum marks	:	200	
Duration	:	2 Hours 30 Minutes	
Sl No.	Subject	No. of Questions	Maximum Marks
i.	Quantitative Aptitude	25	25
ii.	Reasoning	25	25
iii.	English	20	20
iv.	General Studies	50	50
v.	Computer knowledge	30	30
vi.	Professional Knowledge a. Management (10) b. Agriculture (10) c. Zoology (10) d. Botany (10) e. Chemistry (10)	50	50
Total		200	200

Post Name:- Warehouse Assistant			
No. of Questions	:	150	
Maximum marks	:	150	
Duration	:	2 Hours	
Sl No.	Subject	No. of Questions	Maximum Marks
i.	Quantitative Aptitude	25	25
ii.	Reasoning	25	25
iii.	English	20	20
iv.	General Studies	50	50
v.	Computer knowledge	30	30
Total		150	150

- ii. The examination will be conducted in a single sitting with Multiple Choice objective type questions.
- iii. There shall be penalty for wrong answers marked in the objective tests. For each question for which a wrong answer has been given by the candidate, 1/4th of the marks assigned to that question will be deducted. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.
- iv. Any details relating to this recruitment like cut-off marks and individual marks shall only be declared after publication of the final merit list. The merit list shall be prepared on the basis of the marks secured in the Computer Based Test.
- v. The candidates shall be shortlisted and called for document verification.
- vi. The detailed syllabus for the examination is mentioned in **Appendix-I**.

Note:

OSWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the admit cards from the authorised OSWC website www.oswc.in

6. EXAMINATION CENTRES

- i. The Computer Based Test (CBT) will be conducted in four centres i.e. Bhubaneswar, Cuttack, Berhampur and Sambalpur.
- ii. The candidates are to mention their choice of examination centre at appropriate place in the online application form.
- iii. No request for change of centre for Examination shall be entertained.
- iv. OSWC also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- v. Candidate will appear for the examination at an Examination Centre at their own risk and expenses and OSWC will not be responsible for any injury or losses etc. of any nature.
- vi. Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by OSWC.
- vii. Mobile phones or any other electronic gadgets are strictly prohibited in the premises of examination centre. The candidates are advised not to bring any such items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

7. PROCESS FOR ARRIVING AT SCORES

The Scores of Online Examination are obtained by adopting the following procedure:

- i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the corrected Score after applying penalty for wrong answers.
- ii. Scores on total is reported with decimal point up to two digits.

Note: Cut-off is applied on total score only.

8. DATE OF EXAMINATION

The Computer Based Test (CBT) for the posts of Assistant Superintendent and Warehouse Assistant will be tentatively held in the month of **July-2026**. The detailed schedule and centre of examination shall be intimated in the official website of OSWC i.e. www.oswc.in

9. OTHER ELIGIBILITY CRITERIA

- i. The candidate must be a citizen of India.
- ii. A 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 High School Certificate or Equivalent examination with Odia as medium of examination in non-language subject; or
 - c. Passed in Odia as a 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 of the Government of Odisha.
- iii. A candidate who has more than one spouse living in or in case of a woman candidate, if married to a person having one spouse living, shall not be eligible for appearing at the examination, unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- iv. Employees of Government/Autonomous Bodies/State PSUs etc., whether temporary or permanent, are eligible to apply provided that they possess the requisite qualifications and are within the prescribed age-limit as provided in the advertisement, failing which their candidature will summarily be rejected. Selected candidates called for Document Verification are required to submit an NOC (No Objection Certificate) obtained from their competent Authority and attach it with the online application form at the time of verification of documents. They must inform their respective Heads of Departments in writing regarding submission of their application for this recruitment and obtain “No Objection Certificate” well in advance to avoid any delay.
- v. A candidate must have good moral character and conduct. He/ She must have sound health and good habits and free from any mental infirmity and shall be required to produce a certificate of fitness from the Chief District Medical Officer or a Medical officer or equivalent rank at the time of joining.

- vi. A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading newspaper as well as copy of notification in the Gazette in support of his/her name.

10. OTHER 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 from any recruitment or selection to be conducted by OSWC.
- ii. Online Application submitted, if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.
- iii. Admission to examination will be provisional. If on verification at any stage before or after the examination, it is found that a candidate does not fulfil all eligibility conditions; his/ her candidature shall be liable to rejection. Decision of OSWC in regard to eligibility or otherwise of candidate shall be final.
- iv. This advertisement should not be construed as binding on OSWC to make an appointment.
- v. Reservation & Relaxation etc. meant for SC, ST & SEBC by birth are admissible to the SC, ST and SEBC of Odisha only.
- vi. No one will be allowed to appear the examination unless he/she holds a certificate of admission (Admit Card). The certificate of admission will be uploaded in the website of OSWC prior to the date of examination. The eligible candidates are required to download the admission certificate and produce the same for admission to the examination. No separate admission certificate shall be sent to the candidates.
- vii. Any misrepresentation or suppression of information by the candidate in the online application form will result in cancellation of his candidature and penalty, as decided by the Recruitment Committee will be imposed on the candidate

- viii. Mere empanelment in the select list shall not confer any right for appointment unless the Corporation is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.
- ix. According to the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Amendment Rules, 2021 issued vide GA & PG Department Notification Resolution No. 15318/Gen. dt.09.06.2021, those Ex-Servicemen who have already secured regular employment under the State Government in civil posts and services would be permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the State Government, , but such candidates shall not be eligible for benefit of reservation, if any, for Ex-Servicemen in the State Government; which means Reservation benefit for re-employment under Ex-Servicemen category shall be ceased if a candidate belonging to Ex-servicemen category had previously availed the benefit or appointment against a civil post under an Ex-servicemen quota.

Note: Only those candidates, who possess the requisite qualifications, are within the prescribed age limit & fulfil other eligibility conditions strictly etc. by the closing date of submission of online application form, will be considered eligible for final appointment.

11. GENERAL INSTRUCTIONS FOR CANDIDATES

- i. **Candidates reporting late** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours 30 minutes for the Post of Assistant Superintendent and 2 hours for the post of Warehouse Assistant, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- ii. **Identity verification :**
 - a. *Documents to be produced*

In the examination hall as well as at the time of Document Verification, the call letter along with original and a photocopy of the candidate's

currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Aadhaar card should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination (CBT) and Document Verification, without which they will not be allowed to take up the examination/ Document Verification. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of female candidates who have changed their name, will be allowed only if they produce their original marriage certificate and affidavit in original.

b. Biometric Data-Capturing and Verification

It has been decided to capture the biometric data (left thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination for all the candidates.

The biometric data and photograph will be cross verified on the day of Document Verification of qualifying candidates. **Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.**

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/ mehndi/ coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the online exam / document verification.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the primary finger (left thumb) to be captured is injured/ damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MIS-CONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, document verification or in a subsequent selection procedure, if a candidate is (or has been) found guilty of -

- i. using unfair means or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- iv. resorting to any irregular or improper means in connection with his/ her candidature or
- v. obtaining support for his/ her candidature by unfair means, or
- vi. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - a. To be disqualified from the examination for which he/ she is a candidate
 - b. To be debarred permanently from any examination conducted by OSWC
 - c. For termination of service, if he/ she has already joined the Corporation

13. CERTIFICATES/DOCUMENTS TO BE UPLOADED

All candidates need to upload the following certificates/documents in the Document Upload Section while filling up the online Application Form.

- i. Two recent pass port size photographs (unsigned and unattested)
- ii. 10th standard /HSC pass certificate and mark sheet containing the 10th standard Roll Number.
- iii. +2/12th/Intermediate standard pass certificate and mark sheet.
- iv. Graduation/ Bachelor Degree pass certificate and mark sheet.
- v. PGDCA / BCA pass certificate and mark sheet with minimum one year duration of course.
- vi. Post-Graduation/Master Degree pass certificate and mark sheet as applicable.
- vii. Candidates need to upload valid caste certificate issued by Competent Authority.
- viii. Candidate claiming reservation under PwD (Persons with disabilities) category need to upload valid recent (within 5 years) PWD certificate (indicating percentage of disability i.e. 40% or more) issued by concerned District Medical Board.
- ix. Candidates claiming 'Ex-servicemen' category need to upload any one of the Ex-servicemen Documents i.e. Discharge certificate/Identity card/PPO (indicating therein the date of entry, date of discharge and period of service rendered in Defence forces).
- x. Candidates not having Odia as a subject in HSC Examination, has to upload pass certificate in Odia as a language subject in the final examination of class-VII issued by Principal/Head Master from a School or Educational Institution recognized by the Educational Department or Govt. of Odisha or Central Government.
- xi. Ex-Servicemen claiming age relaxations are required to submit/upload Release Certificate issued as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 vide GA Department Notification No. 22586/Gen, dt.16.10.1985. Further, Ex-Servicemen candidates must submit an undertaking that he/she has not been appointed against any

civil posts and services after retirement from military service. ***(Format of undertaking is enclosed at Annexure-I)***

Note:

- i. The uploaded documents must be clearly identifiable/ visible otherwise the application is liable for rejection and no further correspondence in this regard will be entertained.
- ii. OBC certificates shall not be accepted in lieu of SEBC certificates
- iii. Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances. The competent authorities are as prescribed by the Government of Odisha under relevant Reservation Rules.
- iv. Master's Degree certificate, Bachelor's Degree certificate, Caste certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-Servicemen and PwD Certificate must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
- v. Valid caste certificates only issued in 'online mode' and the Disability Certificate in shape of unique disability identification UDID card shall be accepted for consideration of their claim for availing reservation, failing which their claim for reservation shall not be entertained by the Corporation.

14. CERTIFICATES/DOCUMENTS IN ORIGINAL TO BE PRODUCED AT THE TIME OF CERTIFICATE VERIFICATION

Candidates who qualify in the Computer Based Test (CBT) shall be called for the Certificates/Document Verification. They are required to bring the certificates /documents as listed below. The Certificates shall be produced in original along with self-attested Xerox copies of the same along with the hard copy of the application form during certificate verification. The original documents to be submitted during certificate verification must tally with the documents uploaded by the candidate. The candidates claiming reservation/age relaxation under SC/ST/SEBC category must submit the valid caste certificate issued by the Competent Authority to get reservation/ age relaxation in the respective category.

- i. Conduct/Character certificate (02 Nos.) fresh from Gazetted Officers.
- ii. Declaration regarding any criminal antecedent **(Annexure-II)**.
- iii. Hard copy of online Application Form.

- iv. Two recent passport size photographs (unsigned &unattested) which has been uploaded in the online application form.
- v. Proof of Identity i.e. PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Aadhaar card
- vi. HSC/10thorequivalent pass certificate in support of declaration of age issued by the concerned Board/Councils and Mark sheet.
- vii. Intermediate/+2/Higher Secondary examination equivalent pass Certificate and mark sheet issued by the concerned Board/Council.
- viii. Degree/Graduation pass certificate and mark sheet issued by the recognized University/Institution.
- ix. Master Degree /Post Graduation pass certificate and mark sheet issued by recognized University/Institution.
- x. PGDCA/ BCA certificate &Mark sheet with minimum one year duration of course.
- xi. No Objection Certificate issued by the Competent Authority/ Head of Office in case of Employees of Government/Autonomous Bodies/State PSUs etc.
- xii. Caste certificate by birth in support of claim as SC/ ST/ SEBC wherever applicable.
- xiii. Residence certificate issued by Competent Authority within last one year.
- xiv. Candidates have to submit certificate of passing HSC Examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in Odia in final examination of class-VII issued by Principal/ Head Master or any Educational Institution duly recognized by Govt. of Odisha/ Central Govt. or other Competent Authority.
- xv. Discharge certificate, identity card and PPO issued by the Commanding officer/Appropriate Authority indicating therein the date of entry, date of discharge and period of service rendered in defence forces.
- xvi. Disability certificate indicating percentage of disability i.e. 40% or more issued recently by the concerned Medical Board wherever applicable.

Note:

- i. Candidates claiming to be belonging to SC/ST/SEBC category of Odisha by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form.
- ii. Candidates of SEBC category (Non-Creamy Layer) must submit copy of SEBC certificate issued by the competent authority not more than 03 years before the date of submission of online application form.
- iii. Women candidates belonging to SC/ST/SEBC by birth are required to submit caste certificate showing “daughter of” Caste certificates by virtue of marriage (i.e. showing “wife of” are not acceptable and liable for rejection.
- iv. OBC certificates shall not be accepted in lieu of SEBC certificates.
- v. Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.
- vi. The candidates who will fail to appear in the certificate verification on the scheduled date, their names will not be taken into consideration while preparing the merit list.

15. OFFER OF APPOINTMENT

- i. On completion of the Document verification process, candidates shortlisted will be issued offer of appointment keeping in view the spirit of Government guidelines on reservation policy, various guidelines issued by OSWC and Government of Odisha from time to time.
- ii. No change in the data already registered by the candidate in the online application form is possible
- iii. In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/above the candidate junior in age), as per the prevailing practice.
- iv. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria their candidature in the process shall stand forfeited.
- v. All appointments will be subject to the Rules and Regulations of the Corporation in-force from time to time.
- vi. No person shall be eligible for appointment that had previously been dismissed or compulsorily retired from the service of the Corporation or from a Department of a State or the Central Government or from any PSU.

- vii. No person shall be eligible for appointment who has been convicted in a Court of Law for any offence involving moral turpitude.

16. GROUNDS OF REJECTION OF APPLICATION

- i. Incomplete online application form including non-uploading of required documents in the online application form.
- ii. Non-submission of hard copy of online application form at the time of verification of original documents.
- iii. Declaration not signed (Full Signature) by the candidate in the hard copy of online application form.
- iv. Not passing Odia Test (M.E Standard)/not furnishing Odia Test pass evidence by the date of submission of registered online application form as provided in the advertisement.
- v. Not coming within the age-limit as mentioned in the advertisement (Age relaxation shall not be allowed to PwD candidates with less than 40% permanent disability).
- vi. Not having prescribed requisite qualification by the date of submission of online application form as provided in the advertisement.
- vii. Not furnishing copies of certificates/ documents as provided in the advertisement.
- viii. Submission/uploading of wrong information/false information/forged or fake or manipulated certificates/ testimonials with respect to qualification /age/ category status (SEBC/SC/ST/PwD/Ex-Servicemen/Women).
- ix. Suppression of facts/information about eligibility, if any.

Note: Application/ Candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed/ detected.

17. HOW TO APPLY/ INSTRUCTIONS

- Detailed guidelines/procedures for
 - A. APPLICATION REGISTRATION
 - B. PAYMENT OF FEES
 - C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from **15.05.2026 (10.00 AM) to 14.06.2026 (5.00 PM)** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their:
 - Photograph (4.5cm × 3.5cm)
 - Signature (with black ink)
 - Left thumb impression (on white paper with black or blue ink)
 - A hand written declaration (on a white paper with black ink) (text given below)Ensuring that the all these scanned documents adhere to the required specifications.
- ii. Signature in CAPITAL LETTERS will NOT be accepted.
- iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- iv. The text for the hand written declaration is as follows -
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- v. The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- vi. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. OSWC may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 15.05.2026 (10.00 AM) to 14.06.2026 (5.00 PM)

- i. Unreserved/SEBC/Ex-Servicemen/Departmental Candidates are required to pay a non-refundable application fee along with Intimation Charges.
- ii. ST/SC/PwD Candidates are required to pay only Intimation Charges.

- iii. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by all the candidates irrespective of their category.

A. Application Registration

- i. Candidates to go to the **OSWC** website www.oswc.in and click on the option "**APPLY ONLINE**" which will open a new screen.
- ii. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- iv. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- v. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

- x. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit' button

B. PAYMENT OF FEES

ONLINE MODE

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv. On successful completion of the transaction, an e-Receipt will be generated.
- v. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. **There is facility to print application form containing fee details after payment of fees.**

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- a. Photograph must be a recent passport size colour picture.
- b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face
- d. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- e. If you have to use flash, ensure there's no "red-eye"
- f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Dimensions 200 x 230 pixels (preferred)
- i. Size of file should be between 20kb-50 kb
- j. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Photograph Capture:

- a. In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- b. On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- c. On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On

selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- a. Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- b. Look straight at the webcam/ camera.
- c. Photograph should be of passport size.

Don'ts:

- a. Small size photograph not to be clicked/ uploaded.
- b. Coloured glasses or sunglasses/ Cap should not be worn.
- c. Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- d. Photo not taken in dark/ improper background

Signature, left thumb impression and hand-written declaration Image:

- i. The applicant has to sign on white paper with Black Ink pen.
 - a. Dimensions 140 x 60 pixels (preferred)
 - b. Size of file should be between 10kb - 20kb. Ensure that the size of the scanned image is not more than 20kb
- ii. The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - a. File type: jpg / jpeg
 - b. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - c. File Size: 20 KB - 50 KB
- iii. The applicant has to write the declaration in English clearly on a white paper with black ink.
 - a. File type: jpg / jpeg
 - b. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - c. File Size: 50 KB - 100 KB

- iv. The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- v. If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- vi. Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Guidelines for uploading Certificates/Documents in the specified field:

- i. Applicant has to upload his Certificates/Documents in .pdf format.
- ii. Maximum File Size: 500 KB.

Scanning the documents:

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Colour to True Colour
- iii. File Size as specified above
- iv. Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- v. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents:

- i. While filling in the Online Application Form, the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
- ii. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

- iii. Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- iv. Select the file by clicking on it
- v. Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- vi. If the file size and format are not as prescribed, an error message will be displayed.
- vii. Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- i. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- ii. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- iii. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- iv. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- v. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- vi. Candidates should ensure that the signature uploaded is clearly visible
- vii. After registering online candidates are advised to take a printout of their system generated online application forms.

18. RESULT

The Computer Based Test Result shall be published in the official website of OSWC. (www.oswc.in).

Note: The merit list so drawn will remain valid till 1 year from the date of declaration of result.

19. HELP DESK COUNTER

To resolve any technical problem faced during the online registration and in filling up of Application Forms, candidate may contact OSWC Technical Support over **Telephone No.7852928862/ E-mail ID recruitment.oswc@odisha.gov.in** between 10.30 AM to 5.30 PM on working days as per the Government of Odisha Calendar.

The candidates are required to frequently visit the website of the OSWC at www.oswc.in for detailed information about important notices, rejection of applications, date and time of CBT and Document Verification and also keep track of publication of various notices to the effect in the leading local newspaper for information.

OPENING AND CLOSING DATES

1. ONLINE REGISTRATION AND SUBMISSION OF ONLINE REGISTERED APPLICATIONS CAN BE DONE IN THE WEBSITE FROM 15.05.2026 (10.00 AM) TO 14.06.2026 (5.00 PM).
2. ONLY ONLINE APPLICATIONS RECEIVED WITHIN THE DEADLINE I.E. 14.06.2026 (5.00 PM) SHALL BE ACCEPTED.

NOTE:

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. Any misrepresentation in the online application shall be liable for rejection without making any correspondence on that score.

S/d

**Bhubaneswar
Date: 13.05.2026**

**Managing Director
OSWC**

Annexure-I

**UNDERTAKING FOR EX-SERVICEMEN
(To be uploaded at the time of filling up of Application form)**

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

OR

ii. I, _____ bearing Application Registration No. _____ claiming Ex-Servicemen do hereby declare that at present, I am under employment and working as _____ under _____ Department/ Institution and I have already utilised 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)

Self Declaration

(To be produced at the time of Document verification)

I Smt./Sri/Ms. _____ Daughter/Son of _____ age (as
per advertisement) _____ years _____ months _____ Days, Caste
(ST/SC/SEBC) _____ Resident of Village _____ P.O. _____
P.S. _____ Town (NAC / Municipality/ Municipal Corporation) _____
Tahasil _____ District _____, Odisha, PIN code _____ do
hereby declare that there is no criminal antecedents/case against me in any police
station. If at any stage it will be detected later, I will be liable for action as per law
and all the benefits, if any availed by me, shall be summarily withdrawn.

Date _____

Signature of the applicant

Place _____

(Name of the applicant)

Annexure-III

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

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

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of the Government hospital/Health care centre with seal

Place:

Date:

Note:-

Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment- Ophthalmologist, Locomotor disability- Orthopaedic specialist/PMR).

Annexure-IV

DECLARATION BY THE PwD CANDIDATE FOR EXAMINATION CONDUCTED BY OSWC

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

DECLARATION BY THE SCRIBE/WRITER

I _____ S/o, W/o, D/o _____ resident of Vil- _____ PS- _____, Dist- _____ have agreed to act as scribe for Mr./Ms. _____ with the disability of _____ bearing Roll No. _____ for preliminary/main written examination for the post of _____ (Post Code: _____) scheduled on _____ and _____ sitting.

I declared that my educational qualification as on the date of this examination is _____ and my subject(s) of the academic course is/are _____.

Space for pasting
of recent passport
size photograph of
Scribe to be cross
self attested

Space for pasting
of recent passport
size photograph of
Candidate to be
cross self attested

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

Signature of the Scribe

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

Signature of the Candidate

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

I. DETAILED SYLLABUS FOR THE POST OF ASSISTANT SUPERINTENDENT

1. Quantitative Aptitude (10th level)

- Simplification
- Problems on Number
- HCF & LCM
- Problems on Age calculation
- Average
- Percentage
- Profit & Loss
- Simple & Compound Interest
- Ratio & Proportion
- Speed, Time & Distance
- Time & Work
- Arithmetic and Geometric Progression
- Mensuration
- Statistics & Probability

2. Reasoning (10th level)

- Number Series
- Alphabetical series
- Test of Direction sense
- Sitting arrangement
- Number ranking
- Coding & Decoding
- Non-verbal Series
- Cubes and Dice
- Embedded Figure
- Mirror Images & Water Images
- Relationship

3. English (10th level)

- Comprehension of Passage
- Synonyms and Antonyms
- One word Substitution
- Sentence rearrangement
- Error correction
- Idioms and Phrases
- Direct and Indirect Speech
- Active and Passive Voice
- Verb
- Adverb
- Preposition

- Articles
- Subject-Verb Agreement
- Tense

4. General Awareness

- Current National/International Events
- National/International Organizations
- History (India and Odisha)
- Geography (India and Odisha)
- Polity (India and Odisha)
- Economy (India and Odisha)
- Environment, Ecology. Biodiversity & Climate Change (India and Odisha)
- General Science & Technology
- Sports
- Odisha heritage and culture (art & crafts, festivals, linguistic diversity, cultural diversity)

5. Computer Knowledge

- Basic Computer Fundamentals
- Microsoft Office
 - MS-EXCEL
 - MS-WORD
 - MS-POWERPOINT
 - MS-ACCESS
- Internet uses
- Abbreviations

6. Professional Knowledge

- **Management**
 - Organization Behaviour, Organizational change and Intervention Strategies
 - Employee Discipline
 - Manpower planning
 - Change and conflict management
 - Dispute Resolution and Grievance Management
 - Marketing : Concept
 - Advertising and Brand Management
 - Customer Relationship Management
 - Pricing theories
 - Supply Chain Management: Concept
 - Warehousing and Inventory Planning and Management
 - Fire & Safety Management

➤ **Agriculture**

- Major Cropping patterns in various parts of Odisha
- Package of practices of cereals, pulses, oil seeds, fibres and fodder crops grown during Kharif and Rabi crops in different regions of Odisha
- Storage, Transport and Marketing of agricultural produce and issues & related constraints.
- Public Distribution System : Objectives, functioning, limitations, revamping; issues of buffer stock and food security
- Biodiversity- natural resources, their sustainable management and conservation
- Physical and social environment as factors of crop distribution and production. Climatic elements as factors of crop growth.
- Marketing and pricing of agricultural inputs and outputs, price fluctuation and their cost
- Role of Co-operatives in agricultural economy, agricultural export zone, World Trade Organization, General Agreement on Trade & Tariff.
- Agricultural extension, its importance and role; farm mechanization and its role in agricultural production and rural employment
- Improved varieties, hybrids, composites of various crop plants.
- Diseases and pests of field crops (cereals. Pulses, oilseeds, fibres mostly cultivated in Odisha)
- Principles and methods of control of plant pests and diseases; storage pests and diseases of cereals, oilseeds and pulses and their control
- Food production and consumption trends in India and Odisha

➤ **Botany**

- Structure and reproduction of viruses and bacteria
- Applications of microbes in agriculture and pollution control
- Important plant diseases caused by viruses, bacteria, mycoplasma and fungi; Mode of infection and dissemination
- Structure and function of primary and secondary tissue, conducting tissue system, vascular tissue system, stomata and their types, anatomy of C3 AND C4 plants
- Pollination, fertilization, endosperm and its function
- Plants as sources for food, fodder, spices, insecticides
- Requirements for plant tissue culture, cell, tissue and organ culture
- Structure, function of plant cell and its organelles
- Cell division: mitosis & meiosis
- Photosynthesis, photorespiration, photo periodism and flowering, vernalization and senescence
- Forest types of India: afforestation, deforestation and social forestry, forests of Odisha

➤ **ZOOLOGY**

- General organization and classification of chordates up to order, origin of chordate
- Poisonous and non-poisonous snakes of India, First aid measures in case of snake bite
- Concept and components of eco-system: energy flow, food chain, food web, ecological pyramids and productivity, bio-geo chemical cycles (Carbon and nitrogen),
- Ecological niche, Biotic Community, Concept of population
- Pollution of air, water and soil, Global warming, Ozone layer depletion, acid rain
- Biodiversity and its conservation, Biodiversity hotspots in India and Odisha, Resource Management, wildlife and its management, Endangered species, wildlife in Odisha
- Insect and rodent pests of crops and stored grains and their control
- Basic principles and applications of light microscope and electron microscope (TEM & SEM)
- Structure and function of animal cell and its organelles, Cell division-Mitosis and meiosis
- Gene structure and function
- Mendel's laws of inheritance
- Origin of life, evidences and theories of organic evolution (Darwinism, Lamarckism), Natural selection
- Species concept, principles of classification, Biological nomenclature, International code of Zoological Nomenclature (ICZN)
- Application of biotechnology in food production
- Classification of enzymes, vitamins, co-enzymes
- Innate and acquired immunity

➤ **Chemistry**

- Bohr's theory, its limitations and atomic spectrum of hydrogen atom
- shapes of s,p,d,f block elements
- Ionic bond, characteristics of ionic compounds, factors affecting stability of ionic compounds, covalent bond and its general characteristics, valence bond theory
- VSEPR Theory
- Quantum theory, Heisenberg's uncertainty principle
- First and second law of thermodynamics
- Acids and Bases
- Galvanic cells, concentration cells, electrochemical series, measurement of e.m.f of cells and its applications
- Catalysis (Types, specificity and selectivity)
- Surface Chemistry

- Isomerism in coordination compounds, IUPAC nomenclature of coordination compounds
- Metal ions in biological systems and their role in ion-transport across the membranes
- Fertilizers (Types & manufacture of some common fertilizers)
- Alloys (classification and properties)
- Introduction to pesticides (natural and synthetic), benefits and adverse effects, changing concepts of pesticides
- Synthesis and technical manufacture and uses of Malathion, Deltamethrin and Aluminium phosphide
- Eco-friendly pesticides and safety measures while using pesticides

II. DETAILED SYLLABUS FOR THE POST OF WAREHOUSE ASSISTANT

1. Quantitative Aptitude (10th level)

- Simplification
- Problems on Number
- HCF & LCM
- Problems on Age calculation
- Average
- Percentage
- Profit & Loss
- Simple & Compound Interest
- Ratio & Proportion
- Speed, Time & Distance
- Mensuration
- Time & Work

2. Reasoning (10th level)

- Number Series
- Alphabetical series
- Test of Direction sense
- Coding & Decoding
- Cubes and Dice
- Embedded Figure
- Mirror Images & Water Images
- Relationship

3. English (10th level)

- Comprehension of Passage
- Synonyms and Antonyms
- One word Substitution
- Sentence rearrangement
- Error correction
- Idioms and Phrases
- Direct and Indirect Speech
- Active and Passive Voice
- Verb
- Adverb
- Preposition
- Articles
- Tense

4. General Awareness

- Current National Events
- National/International Organizations
- History (India and Odisha)
- Geography (India and Odisha)
- Polity (India and Odisha)

- Economy (India and Odisha)
- Environment, Ecology. Biodiversity & Climate Change (India and Odisha)
- General Science & Technology
- Sports
- Odisha heritage and culture (art & crafts, festivals, linguistic diversity, cultural diversity)

5. Computer Knowledge

- Basic Computer Fundamentals
- Microsoft Office
 - MS-EXCEL
 - MS-WORD
 - MS-POWERPOINT
 - MS-ACCESS
- Internet uses
- Abbreviations
