



Advertisement No.IIE-23/2024-1466/OSSC Date: 30.03.2024  
DETAILED ADVERTISEMENT (TO INDICATIVE ADVERTISEMENT NO. 1250/OSSC  
DATED 15.03.2024) FOR RECRUITMENT TO THE POST OF ASSISTANT TRAINING  
OFFICER-2024 UNDER DIRECTORATE OF TECHNICAL EDUCATION & TRAINING,  
ODISHA, CUTTACK.

(POST CODE:164)  
(WEBSITE: [www.osscc.gov.in](http://www.osscc.gov.in))

1. Application Invited:

	Start Date	End Date
Online Registration	16.04.2024	15.05.2024
Submission of Online Application Form	16.04.2024	18.05.2024
Date of editing of Online Application form	16.04.2024	21.05.2024
Mode of Application	Online Mode only through the website " <a href="http://www.osscc.gov.in">www.osscc.gov.in</a> ". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant.	

- a. This Recruitment, Appointment and Conditions of Service shall be guided by "Odisha Government ITI Trainers' Services (Methods of Recruitment and Conditions of Service) Rules, 2024 and as per Odisha Staff Selection Commission Rules, 1993 and amended up to date.
- b. Applications are invited only through Online mode in the website "[www.osscc.gov.in](http://www.osscc.gov.in)" for recruitment to fill up the vacancies reported by the following Department/HODs under Govt. of Odisha shown in the table below.

Sl. No	Name of the Post/Services	No. of Vacancy (Out of which Women)	Group of Post/Services	Pay Matrix Level
1	Assistant Training Officer (NTC/NAC holders)	125 (W-43)	Group-B	Level-9 of ORSP, 2017
2	Assistant Training Officer (Diploma/Degree holders)	125 (W-39)	Group-B	Level-9 of ORSP, 2017

- c. Candidates must possess a valid e-mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.
- d. The appointment will be only against one of the posts carrying corresponding pay as indicated in the above table and candidates need to give options for the post.



- e. 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.
- f. Appointments shall be on a regular basis carrying the level of Pay as mentioned in the table above. The appointment shall be guided by “Odisha Group-‘B’, ‘C’ and Group-‘D’ Posts (Repeal and Special Provisions) Rules, 2022 notified vide Govt. in GA and PG Department Notification No. 29076 dated 16<sup>th</sup> October2022.
- g. Candidates should ensure that they fulfil 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 by her/him in the Online Application Form.
- h. Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.
- i. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.
- j. Commission will adopt a “**Normalisation Formula**” published in Commission’s website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result if the examination is conducted through CBRE (Computer Based Recruitment Examination) 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 set of question papers in the said examination, and such normalized score will be used to determine cut-off marks.
- k. No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission’s website [www.osscc.gov.in](http://www.osscc.gov.in) regularly to know updates regarding the date of examination, downloading of Admission Letter and to know the status of their applications etc.
- l. 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.
- m. For those eligible for and applying for more than one post/ service, the Commission will make the final allotment to post/ service on the basis of merit-cum-preference of post/ service given by the candidate and once a post is allotted, no change of posts will be made



by the Commission due non-fulfilment of any post-specific requirements of Physical/medical/educational standards, etc. Candidates thus must ensure that they fulfil all the requirements of the posts before giving their preference/options for any post/ service.

**NOTE: Important instructions to candidates about filling up of Online Application and “How to Apply” is enclosed as Annexure-A to this advertisement.**

**2. a. Category-wise break -up of vacancy positions along with reservation thereof:**

Sl. No	Name of the Posts/ Services	Category wise Vacancy				
		UR (Out of which women)	SEBC (Out of which women)	SC (Out of which women)	ST (Out of which women)	Total (Out of which women)
1	Assistant Training Officer (NTC/NAC holders)	63 (W-21)	13 (W-06)	19 (W-06)	30 (W-10)	125 (W-43)
2	Assistant Training Officer (Diploma/Degree holders)	62 (w-20)	14 (w-05)	20 (w-05)	29 (w-09)	125 (w-39)

**b. Trade-wise and Category-wise vacancy position and prescribed qualification for the post of ATO (NTC/NAC holders)**

Sl No	Name of Post/Trade	Qualification	Total Vacancy	Category-wise vacancy position			
				UR	SEBC	SC	ST
1	COPA	NTC/NAC in Computer Operator & Programming Assistant Trade	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil
2	Dress Making	NTC/NAC in Dress Making Trade	01 (W-01)	Nil	01 (W-01)	Nil	Nil
3	Electrician	NTC/NAC in Electrician Trade	46 (W-15)	24 (W-08)	05 (W-02)	07 (W-02)	10 (W-03)
4	Electronics Mechanic	NTC/NAC in Electronics Mechanic Trade	03 (W-01)	01 (W-Nil)	Nil	01 (W-Nil)	01 (W-01)
5	Fitter	NTC/NAC in Fitter Trade	49 (W-17)	24 (W-08)	06 (W-02)	08 (W-03)	11 (W-04)
6	Information & Communication Technology System Maintenance	NTC/NAC in Information & Communication Technology System	01 (W-01)	01 (W-01)	Nil	Nil	Nil

		Maintenance Trade					
7	Instrument Mechanic	NTC/NAC in Instrument Mechanic Trade	01 (W-Nil)	Nil	Nil	Nil	01 (W-Nil)
8	Machinist	NTC/NAC in Machinist Trade	01 (W-01)	Nil	Nil	Nil	01 (W-01)
9	Mechanic Diesel	NTC/NAC in Mechanic Diesel Trade	01 (W-01)	01 (W-01)	Nil	Nil	Nil
10	Mechanic Refrigeration & Air Conditioner	NTC/NAC in Mechanic Refrigeration & Air Conditioner Trade	03 (W-01)	02 (W-01)	Nil	Nil	01 (W-Nil)
11	Mechanic Motor Vehicle	NTC/NAC in Mechanic Motor Vehicle Trade	03 (W-Nil)	02 (W-Nil)	Nil	01 (W-Nil)	Nil
12	Painter General	NTC/NAC in Painter General Trade	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil
13	Plumber	NTC/NAC in Plumber Trade	02 (W-Nil)	01 (W-Nil)	Nil	Nil	01 (W-Nil)
14	Turner	NTC/NAC in Turner Trade	03 (W-01)	02 (W-01)	Nil	Nil	01 (W-Nil)
15	Welder	NTC/NAC in Welder Trade	05 (W-02)	02 (W-01)	01 (W-01)	01 (W-Nil)	01 (W-Nil)
16	Wireman	NTC/NAC in Wireman Trade	04 (W-02)	01 (W-Nil)	Nil	01 (W-01)	02 (W-01)
	<b>Total</b>		<b>125 (W-43)</b>	<b>63 (W-21)</b>	<b>13 (W-06)</b>	<b>19 (W-06)</b>	<b>30 (W-10)</b>

**c. Trade-wise and Category-wise vacancy position and prescribed qualification for the post of ATO (Diploma/Degree holders)**

Sl No	Name of Post/Trade	Qualification (Diploma/BE/B. Tech)	Total Vacancy	Category-wise vacancy position			
				UR	SEBC	SC	ST
1	COPA	Post Graduate in Computer Science / Computer Application from UGC Recognized Institution or Bachelor in Computer Science / Computer Application / IT from AICTE recognized institution or 3 years Diploma in	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil

		Computer Science / IT from AICTE recognized institution.					
2	Draughtsman Mechanical	Mechanical Engineering	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil
3	Electrician	Electrical Engg. / Electrical & Electronics Engg.	04 (W-01)	02 (W-01)	Nil	01 (W-Nil)	01 (W-Nil)
4	Engineering Drawing	Any Engineering Discipline	45 (W-15)	23 (W-08)	05 (W-01)	07 (W-02)	10 (W-04)
5	Electronics Mechanic	Electrical Engg./ Electrical & Electronics Engg./ Electronics & Telecommunication Engg./ Electronics & Instrumentation Engg.	02 (W-Nil)	01 (W-Nil)	Nil	Nil	01 (W-Nil)
6	ICTSM (Information & Communication Technology System Maintenance)	Computer Science Engg./ Information Technology/ Electronics & Communication Engg.	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil
7	Instrument Mechanic	Instrumentation Engg./ Instrumentation & Control Engg.	01 (W-01)	01 (W-01)	Nil	Nil	Nil
8	Machinist	Mechanical Engg.	05 (W-02)	03 (W-01)	Nil	01 (W-Nil)	01 (W-01)
9	Mechanic Diesel	Automobile Engg./ Mechanical Engg. (with specialization in Automobile)	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil
10	Mechanic Mechatronics	Mechanical Engg./ Mechatronics Engg.	01 (W-01)	01 (W-01)	Nil	Nil	Nil
11	Mechanic Refrigeration & Air Conditioner	Mechanical Engg.	03 (W-Nil)	01 (W-Nil)	Nil	01 (W-Nil)	01 (W-Nil)
12	Mechanic Machine Tool Maintenance	Mechanical Engg.	01 (W-01)	Nil	01 (W-01)	Nil	Nil
13	Mechanic Motor Vehicle	Automobile Engg.	03 (W-01)	01 (W-Nil)	01 (W-01)	Nil	01 (W-Nil)
14	Plumber	Civil Engg.	01 (W-01)	Nil	01 (W-01)	Nil	Nil
15	Textile Wet Processing	B. Tech in Textile Technology / B. Tech in Textile Chemistry/ Diploma in Textile	01 (W-Nil)	01 (W-Nil)	Nil	Nil	Nil



		Technology/ Diploma in Textile Processing					
16	Turner	Mechanical Engg./Production Engg.	04 (W-Nil)	02 (W-Nil)	Nil	01 (W-Nil)	01 (W-Nil)
17	Workshop Calculation and Science	Any Engineering Discipline	42 (W-14)	20 (W-08)	05 (W-01)	07 (W-02)	10 (W-03)
18	Welder	Mechanical Engg./Production Engg.	04 (W-Nil)	02 (W-Nil)	Nil	01 (W-Nil)	01 (W-Nil)
19	Wireman	Electrical Engg./ Electrical & Electronics Engg.	04 (W-02)	Nil	01 (W-Nil)	01 (W-01)	02 (W-01)
	<b>Total</b>		<b>125 (W-39)</b>	<b>62 (W-20)</b>	<b>14 (W-05)</b>	<b>20 (W-05)</b>	<b>29 (W-09)</b>

**N.B-**

UR: Unreserved

SEBC: Socially and Educationally Backward Class

SC: Scheduled Caste

ST: Scheduled Tribe

W: Women

**NOTE:**

- Candidates belonging to the Transgender community are also eligible to apply.
- The number of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.
- Candidates must upload their Pass Certificate and Mark sheet of Educational Qualifications mentioned above in Para-2(b) and 2(c). Candidates may not be allowed to participate in recruitment if relevant certificate is not uploaded. Candidate must also upload their CITS pass certificate, if they claim for the same.

**d. Special Category vacancies reserved for the following posts only:**

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 following categories and benchmark disability shall be eligible to get reservation for the posts: -

SI No.	Name of the Posts/ Services	Special Category				Physical Requirements	
		Ex- Servicemen (ESM)	Sports Person	Persons with Disability (PwD)			
				Total PwD Vacancy  (Out of which Women)	Category, No. of Vacancy & Benchmark of Disability		
1	Assistant Training Officer (NTC/NAC holders)	04	01	05 (w-01)	Cat-I: 01	Low Vision	B- Work Performed by Bending MF-Work Performed by Manipulating with Fingers H- Work Performed by Hearing/Speaking L- Work Performed by Lifting PP-Work Performed by Pulling & Pushing R&W- Work Performed by Reading & Writing SE-Work Performed by Seeing ST-Work performed by Standing S-Work Performed by Sitting (on Bench or Chair) W-Work Performed by Walking
					Cat-II: 02	Hard of Hearing with suitable aid	
					Cat-III-01	Locomotor Disability (One Leg Affected (R or L) Mobility Not be restricted, Acid Attack Victim, Dwarfism	
					Cat-IV-01	Multiple Disabilities from among the combination of disabilities specified in Category-I, II and III above	
2	Assistant Training Officer (Diploma/Degree holders)	04	02	05 (w-01)	Cat-I-02	Low Vision	B- Work Performed by Bending MF-Work Performed by Manipulating with Fingers H- Work Performed by Hearing/Speaking L- Work Performed by Lifting PP-Work Performed by Pulling & Pushing R&W- Work Performed by Reading & Writing SE-Work Performed by Seeing ST-Work performed by Standing S-Work Performed by Sitting (on Bench or Chair) W-Work Performed by Walking
					Cat-II-01	Hard of Hearing with suitable aid	
					Cat-III-01	Locomotor Disability (One Leg Affected (R or L) Mobility Not be restricted, Acid Attack Victim, Dwarfism	
					Cat-IV-01	Multiple Disabilities from among the combination of disabilities specified in Category-I, II and III above	

**e. Provision of assistance of Scribe and availing compensatory time**

- PwD candidates with disabilities not less than 40% of permanent nature and limitations in writing have the option to use her/his own scribe with due permission of the Commission. The intending candidates must give option for scribe in the appropriate place while filling up the Online Application Form and should have to submit the required certificate/ documents prescribed in the Advisory Notice No.3453/OSSC dated 24.10.2019 published by the Commission which is available in the website of the Commission "[www.oss.gov.in](http://www.oss.gov.in)". They should state whether they intend to avail the benefit of compensatory time for the examination.
- f. PwD candidates must ensure that they possess permanent disability certificate and must upload the scanned copy of the original (not photocopy) UDID card issued by the competent authority.
- g. 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.
- h. The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission/ the Requisitioning Authorities/ the Government.

**3. Eligibility:**

**a. General criteria of eligibility: -**

Candidates applying for the above post must be

- a citizen of India,
- of good character,
- of sound health, of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of duties in the service. Provided this provision shall not be applicable in case of Persons with Disabilities.
- If married, must not have more than one spouse living. Provided that the State Govt. 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 Rule.



• Must be able to read, write and speak Odia fluently and:-

- i. Must have passed Middle School Examination with Odia as language subject, or
- ii. Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or
- iii. Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. of Odisha or the Central Govt., or
- iv. Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Govt. of Odisha.

**b. Educational Qualification required for the posts:**

The candidate must possess the relevant Certificate and Marksheets by the date of publication of advertisement.

Sl No.	Name of Post	Essential Educational Qualification	Desirable Qualification
1	Assistant Training Officer (NTC/NAC holders)	<b>To be eligible a candidate must have passed High School Certificate or equivalent examination and must possess National Trade Certificate (NTC)/ National Apprenticeship Certificate (NAC)/ITI pass in the Corresponding Trade under the aegis of NCVT, New Delhi as mentioned in the table at 2 (b) above.</b>	<b>Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi.</b>
2	Assistant Training Officer (Diploma/ Degree holders)	<b>To be eligible candidate must have passed High School Certificate or equivalent examination and must possess Diploma/BE/B. Tech from an AICTE approved Institute/recognized Council/Board/ State &amp; Statutory University in the relevant branch of Engineering.</b>	<b>Passed Craft Instructor Training Scheme (CITS) and certified as Trained Instructors under the aegis of NCVT, New Delhi.</b>

c. Age:

Minimum Age as on 01.01.2024	Maximum Age as on 01.01.2024
21 Years	38 Years

However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. Ten (10) years of age relaxation for the candidates who have been working as **Part Time Guest Instructor (PTGI)** as on 01.01.2024 in Government Industrial Training Institutes. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be most beneficial to her/him. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than **2<sup>nd</sup> January 1986** and not later than **1<sup>st</sup> January 2003**.

- d. **Note for Ex-Servicemen-** Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt. (Res) dt.14 August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

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

- e. The persons in Defence Forces 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 Forces. They should note that they must submit the discharge certificate on the date of certificate verification.

- f. Sports person candidates claiming reservation must submit sports ID Card issued by Director of Sports & Youth Service Department, Government of Odisha.
- g. Only Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall be acceptable by the Commission.
- h. A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.

**4. Plan and Pattern of Examination:**

**a. Assistant Training Officer (NTC/NAC holders)**

**For Engineering Trade (All Trades except COPA & Dress Making)**

Stages of Recruitment	Subjects	Marks	Remarks
Written Examination	A. Theory	60 marks	<ul style="list-style-type: none"> <li>• The written examination may be conducted through OMR/CBRE mode.</li> <li>• There will be a penalty (Negative marking) for wrong answers consisting of Multiple Choice Questions. The Quantum of penalty/ negative marking will be <b>1/4 of the total</b> mark (allotted to each question) for each wrong answer if four options are there, <b>1/3 of the total marks</b> if three options are there and so forth. However, no mark will be awarded or deducted if any question is left unattempted.</li> <li>• Twenty marks (20 marks) shall be awarded to the candidates possessing Craft Instructors Training Scheme (CITS) examination final pass certificate.</li> <li>• After adding the above</li> </ul>
	B. i. Workshop Calculation & Science	15 marks	
	i. Engineering Drawing	15 marks	
	ii. Employability Skill	10 marks	
	iii. English	10 marks	



			weightage of 20 marks, where applicable, candidates numbering about three times category wise and trade wise in order of merit shall be shortlisted to appear Practical Test.
Practical Test	Practical of Craftsman Training Scheme Curriculum in relevant Trade	40 marks	Candidates numbering <b>1.5 times of the vacancies advertised</b> (post-wise and category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Written examination marks (including CITS marks, if any) and Practical Test marks. However, if the number of vacancies in any Trade/Post/category is less than ten (10), then candidates numbering about two (2) times shall be shortlisted for Certificate Verification.
Certificate Verification	The candidature of candidate, who remain absent in certificate verification shall be cancelled. No request for a change of date of certificate verification ordinarily shall be entertained.		

**For Non-Engineering Trade (COPA & Dress Making Trades)**

Stages of Examination	Subjects	Marks	Remarks
Written Examination	A. Theory	60 marks	<ul style="list-style-type: none"> <li>• The written examination may be conducted through OMR/CBRE mode.</li> <li>• There will be a penalty (Negative marking) for wrong answers consisting of Multiple Choice Questions. The Quantum of penalty/negative marking will be <b>1/4 of the total</b> mark (allotted to each question) for each wrong answer if four options are there, <b>1/3 of the total marks</b> if three options are there and so forth. However, no mark will be awarded or deducted if any question is left unattempted</li> <li>• Twenty marks (20 marks) shall</li> </ul>
	B. i. Employability Skill	40 marks	
	ii. English	10 marks	

			<p>be awarded to the candidates possessing Craft Instructors Training Scheme (CITS) examination final pass certificate.</p> <ul style="list-style-type: none"> <li>After adding the above weightage of 20 marks, where applicable, candidates numbering about three times category wise and trade wise in order of merit shall be shortlisted to appear Practical Test.</li> </ul>
Practical Test	Practical of Craftsman Training Scheme Curriculum in relevant Trade	40 marks	<p>Candidates numbering <b>1.5 times of the vacancies advertised</b> (post-wise and category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Written examination marks (including CITS marks, if any) and Practical Test marks. However, if the number of vacancies in any Trade/Post/category is less than ten (10), then candidates numbering about two (2) times shall be shortlisted for Certificate Verification.</p>
Certificate Verification	The candidature of candidate, who remain absent in certificate verification shall be cancelled. No request for a change of date of certificate verification ordinarily shall be entertained.		

**b. Assistant Training Officer (Diploma/Degree category)s**

Stages of Recruitment	Subjects	Marks	Remarks
Written Examination	Diploma level 1 <sup>st</sup> year common syllabus	90 marks	<ul style="list-style-type: none"> <li>The written examination may be conducted through OMR/CBRE mode.</li> <li>There will be a penalty (Negative marking) for wrong answers consisting of Multiple Choice Questions. The Quantum of penalty/ negative marking will be <b>1/4 of the total</b> mark (allotted to each question) for each wrong answer if four options are there, <b>1/3 of the total marks</b> if three options</li> </ul>
	Entrepreneurship, Management & Smart Technology	10 marks	
	Diploma level Engineering Drawing	20 marks	
	Engineering Mathematics	20 marks	
	English	10 marks	

			<p>are there and so forth. However, no mark will be awarded or deducted if any question is left unattempted</p> <ul style="list-style-type: none"> <li>• Twenty marks (20 marks) shall be awarded to the candidates possessing Craft Instructors Training Scheme (CITS) examination final pass certificate.</li> <li>• After adding the above weightage of 20 marks, where applicable, candidates numbering about Candidates numbering <b>1.5 times of the vacancies advertised</b> (post-wise and category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Written examination marks (including CITS marks, if any). However, if the number of vacancies in any Trade/Post/category is less than ten (10), then candidates numbering about two (2) times shall be shortlisted for Certificate Verification.</li> </ul>
Certificate Verification	The candidature of candidate, who remain absent in certificate verification shall be cancelled. No request for a change of date of certificate verification ordinarily shall be entertained.		

c. **Preliminary Examination-** If the number of applicants for any post/trade/category is more than five times the vacancy, the Commission may conduct a Preliminary Examination to shortlist candidates for the Written Examination described above in Para-4 (a) and (b). **Approximately (05)** times the number of vacancies post/trade/category-wise shall be shortlisted for the Written Examination. The syllabus for such Preliminary Examination will be as prescribed in **Appendix-B to Odisha Government ITI Trainers' Services (Methods of Recruitment and Conditions of Service) Rules, 2024 which is as follows-**

- Arithmetic– 10<sup>th</sup> standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10<sup>th</sup> standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness

d. **Syllabus of Written Examination-** The syllabus of the Written Examination of ATO (Diploma/Degree) is enclosed as Annexure-C. The syllabus of ATO (NTC/NAC) category will be published separately.



**Note:** In pursuance of GA & PG Department Notification No-29246, dated 18th October 2022, the question paper of the Preliminary and Main Examination, shall be both in Odia version and English version. The candidate shall exercise his/her option for medium of examination in the online application form. All may note that the option once given cannot be changed.

- i. There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.
- ii. The Commission may conduct the Preliminary examination and the Main Written examination with objective papers through CBRE (Computer Based Recruitment Examination) Mode/OMR mode. In case of CBRE mode of examination is conducted in more than one session/sitting Commission will adopt the normalization process for processing the result so as to offset the difficulty level that may arise in such use of multiple set of question papers in the said examination.
- iii. There will be a penalty (Negative marking) for wrong answers marked by the candidate in examinations consisting of Multiple Choice Questions. The Quantum of penalty/ negative marking will be **1/4 of the total** mark (allotted to each question) for each wrong answer if four options are there, **1/3 of the total marks** if three options are there and so forth.
- iv. The candidates who fail to appear at any stage of the recruitment process will not be considered for final selection and their names will be deleted from the merit list.
- v. If enough suitable women candidates are not available, the shortfall can be made up by correspondingly increasing the number of men candidates in that category.
- vi. The Commission shall sponsor exactly the same number of candidates as the total number of vacancies notified with it for each service or post.
- vii. Any complaint on the conduct of the examination must be sent to the commission by email "[support.osscc@gov.in](mailto:support.osscc@gov.in)" within 05(five) days of completion of examination.

**5. Place and Date of examination:**

- a. The tentative date for the Preliminary examination will be conveyed in due course through a Notice on the website of OSSC and/or in the Admission Letter.
- b. The Date, Time and Venue of the Main written examination and Certificate Verification will be conveyed to the candidates through OSSC website as well as in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

**6. Option/Preference of Candidates:**

The candidate will clearly specify the Trade/Post in his/her online application for which he/she wishes to be considered in order of his/her preference. The commission will ask for preference among such posts at an appropriate stage. Allotment to post or service in such cases will be made on the basis of merit-cum-preference.

**In the online application the candidate is required to declare for which trade he is eligible to apply. If the applicant declares eligible for a post but not uploaded the relevant Trade Certificate, not only his/her candidature will be cancelled for the post for which he/she is not eligible but also his/her candidature will be cancelled from the whole recruitment process.**

**7. Certificate verification and submission of Detailed Application Form (DAF):**

In case during the stage of Certificate Verification, the commission observes that the vacancy (ies) for a particular category of post(s) is/are not getting filled up completely, an additional number of candidates in order of merit may be called only for one more time at the discretion of the Commission so as to fill up the number of vacancies.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case of Govt. servants and other documents as intimated in the admission letter for verification along with a set of self-attested photocopies of the same and OSSC copy of the online application form duly signed by the applicant. **(Details are enclosed in Annexure-B).**

**NOTE: Candidates who fail to appear for document verification will not be considered for final selection.**

**8. Admission Letter:**

- a. The Commission shall upload the admission letter(s) on its website [www.osscc.gov.in](http://www.osscc.gov.in) for the convenience of the candidates.
- b. Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.
- c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.
- d. The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.



**9. Merit List:**

There shall be separate Merit Lists

- a. **For NTC/NAC Certificate holders** merit list will be prepared in order of merit, category-wise and Trade-wise equal to the vacancies advertised, on the basis of Written Examination Marks (including CITS) and Practical Test subject to suitability in Certificate Verification.
- b. **For Diploma/Degree holders** merit list will be prepared in order of merit, category-wise and Trade-wise equal to the vacancies advertised, on the basis of Written Examination Marks (including CITS) subject to suitability in Certificate Verification.

**10. Action against candidates found guilty of misconduct/ malpractice:**

- a. If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before during or after the conduct of the examination, her/his candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
  - Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheets etc. from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
  - Leaving the Examination Venue uninformed during the Examination.
  - Misbehaving, intimidating or threatening in any manner the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc or any of the functionaries of the Commission (OSSC).
  - Obstruct the conduct of the examination/ instigate other candidates not to take the examination.
  - Making statements, submitting information in applications which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
  - Obtaining support/ influence for his candidature by any irregular or improper means.
  - Possession of Mobile Phone in either 'switched 'on' or 'switched 'off' mode during examination.
  - Appearing in the same examination more than once in contravention of the rules.
  - A candidate who is working on examination-related matters in the same examination.
  - Damaging examination-related infrastructure/ equipment.
  - Appearing in the Exam with forged Admit Card, identity proof, etc.
  - Possession of firearms/ weapons during the examination.



- Submitting more than one application for any recruitment examination.
  - Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's functionaries or representatives.
  - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
  - Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
  - Impersonation/Procuring impersonation by any person.
  - Taking snapshots, making videos of question papers or examination material, labs, etc.
  - Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. or attempting the same.
  - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
  - Obtaining question paper(s)/Examination-related materials before the due date/time, irregularly.
- b. The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

**11. Commission's Decision Final:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**12. Important Instruction/Information to the Candidates: -**

- a. The candidate has to fill/confirm in the OMR answer sheet or CBRE Screen, as the case may be, correct Roll Number and other data as required in the place(s) indicated therein and darken the appropriate circles in Blue or Black Ball Point Pen only properly in case of OMR-based examination. If the information so furnished is incomplete or different from the application form or if appropriate circle is not darkened properly, then zero marks will be awarded.
- b. In Descriptive Paper, the candidate must write her/his correct Roll Number at the prescribed place on the cover page of the Answer Book. Candidates must also affix their

- signature in the relevant columns of Attendance Sheet. Answer Books not bearing Roll Number will not be evaluated and such candidates shall be awarded zero marks.
- c. Candidates shall not write any identity particulars e.g., name, Roll number, Mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.
  - d. There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
  - e. Sharing of marks with the candidate: Marks obtained by an applicant in Preliminary Examination (if any), Main Examination are proposed to be shared with him/her after final merit list is published.
  - f. This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.
  - g. If a candidate scoring more than cut-off marks at any Tier/stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within 05 days of the declaration of the said result through e-mail [support.osscc@gov.in](mailto:support.osscc@gov.in).
  - h. Applicants who are Odisha Government servants/Central Govt. servants/Public Sector Undertaking employees should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application failing which their candidature for the post will be rejected. At the certificate verification stage they must produce the original "No Objection certificate". Those who were not Odisha Government Servants/Central Govt./PSU employees at the time of submission of application but became Government Servants/ Public Sector Undertaking employees subsequently during the recruitment process, must submit No Objection Certificate at the stage of certificate verification. Those Odisha Govt. servants/Central Govt. servants/Public Sector Undertaking employees who are unable to produce the No Objection Certificate during the Certificate Verification, will not be included in the merit list. Similarly, if any candidate hides her/his employment/service status, and found to be an Odisha Government servant/Central Govt. servant/Public Sector Undertaking employee on the day of Certificate Verification or before, will not be included in the Merit List.

**By Order of the Commission**

*JS*  
30.03.2024  
**Secretary**

## ANNEXURE-A

### **Important Instructions to Candidates about filling up Online Application:**

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When the application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take the printout of the online Application Form for their own records.



- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from all the examinations of the Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates may fill their correct Aadhaar number.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence or any photo-bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of her/his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to

appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.

- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under Cyber/ IT act.

#### **How to Apply:**

- The applicants should go through this detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in).
- Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- Step-by-step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

#### **Pre-requisites for filling up Online Application Form:**

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.



- Recent Passport size Colour Photograph of the Applicant, scanned in “jpg/jpeg” format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in “jpg/jpeg” format ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- **Candidates are required to upload NTC/NAC/Diploma Certificate & Mark sheet. If the relevant Certificate/document is not uploaded or the uploaded Certificate/document is not visible, in such cases their candidature for the post shall be rejected.**
- **Candidates claiming the benefits of CITS must upload the CITS pass Certificate. If the relevant Certificate/document is not uploaded or the uploaded Certificate/document is not visible, in such cases their claim for weightage against CITS will not be considered under any circumstances.**
- **PTGI candidates claiming age relaxation must upload the Engagement Certificate issued by the Head of the Institution/DTET in which he/she is serving/served as on 01.01.2024. If the relevant Certificate/document is not uploaded or the uploaded Certificate/document is not visible, in such cases their claim for age relaxation will not be considered under any circumstances.**
- SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, she/he must give a self-declaration in the format appended in the online application form.
- Candidate claiming age relaxation under “Ex-Servicemen” category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who is going to retire within six months from the closing date of online application may apply for the post by obtaining “No Objection Certificate” from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under



Ex-Servicemen category. The scanned document must be in “Pdf” format between ranges of 100 kb to 500 kb.

- Candidates claiming reservation/ age relaxation under “PwD (Persons with Disabilities)” category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in “Pdf” format between ranges of 100kb to 500 kb.
- Candidate claiming reservations under Sports Person category need to **upload sports identity card issued by Director of Sports and Youth Services Department, Odisha**. The scanned document must be in “pdf” format between ranges of 100kb to 500kb.
- **Candidates claiming Special Category (Ex-Servicemen/PwD/Sports Person) must upload their relevant Certificate as mentioned above. If the relevant Certificate/document is not uploaded or the uploaded Certificate/document is not visible, in such cases their candidature for the post shall be rejected.**
- The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.
- Applicants who are Odisha Government servants/Central Govt. servants/ Public Sector Undertaking should obtain a “**No Objection Certificate**” from their controlling authority and upload the same with the Online Application. At the certificate verification stage they must produce the original “No Objection Certificate”. Those who were not Odisha Government Servants/Central Govt. servants/ Public Sector Undertaking at time of application but became Government Servants/Public Sector Employees subsequently during the recruitment process, must submit No Objection Certificate at stage of certificate verification. Non Submission of No Objection Certificate shall be treated as disqualification and the candidate shall forfeit his/her candidature for the post.
- Candidates must submit correct data/information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/ his candidature for the post will be cancelled forthwith.

## ANNEXURE-B

### **Document to be submitted at the time of Certificate Verification:**

- a. Downloaded copy of Admission letter for Certificate Verification.
- b. Downloaded copy of Bio-Data-cum-Attestation form duly filled and signed.
- c. Copy of the Online Application form legibly signed by the candidate at the appropriate place.
- d. HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- e. NTC/NAC pass Certificate & Marksheet.
- f. Diploma pass Certificate & Marksheet.
- g. Degree pass Certificate & Marksheet.
- h. CITS pass Certificate & Marksheet (if claiming CITS weightage benefit).
- i. Engagement Certificate issued by the Head of the Institution/DTET in which he/she is serving/served as on 01.01.2024 (if claiming age relaxation as a PTGI)
- j. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit a photocopy of a valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of the Online Application.
- k. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- l. Photocopy of permanent disability certificate (online) issued by Appropriate Medical Authority in case of PwD candidates.
- m. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates. Ex-Servicemen candidates also have to give declaration whether they have availed the benefit of Ex-Servicemen in a format devised by the Commission.
- n. Sports Identity Card issued by Director of Sports & Youth Service Department, Govt. of Odisha in case of sports person candidates.
- o. NOC in case of candidates working in State/ Central Government Service/PSU.



## ANNEXURE-C

### Syllabus for ATOs of Diploma /Degree Category (Diploma level 1st year common syllabus (90 marks) and Entrepreneurship, Management & Smart Technology (10 marks)

1. **COMPUTER APPLICATION:** Computer Organisation, Computer Software, Computer Network and Internet, File Management and Data Processing, Problem Solving methodology, Overview of C Programming Language, Advanced Features of C.
2. **ENGINEERING PHYSICS:** Units and Dimensions, Scalars and Vectors, Kinematics, Work and Friction, Gravitation, Oscillations and Waves, Heat and Thermodynamics, Optics, Electrostatics & Magneto statics, Current Electricity, Electromagnetism & Electromagnetic Induction, Modern Physics.
3. **ENGINEERING CHEMISTRY:** Physical Chemistry (Atomic structure, Chemical bonding, Solutions, Electrochemistry), Inorganic Chemistry (Metallurgy, Alloys), Organic Chemistry (Hydrocarbons), Industrial Chemistry (Water Treatment, Lubricants, Fuel, Polymer, Chemicals in Agriculture).
4. **ENGINEERING MATHEMATICS-II:** Vector Algebra, Limits and Continuity, Derivatives, Integration, Differential Equation.
5. **ENGINEERING MECHANICS:** Fundamentals of Engineering Mechanics, Equilibrium, Friction, Centroid & Moment of Inertia, Simple Machines, Dynamics.
6. **BASIC ELECTRICAL ENGINEERING:** Fundamentals, A.C. Theory, Generation of Electrical Power, Conversion of Electrical Energy, Wiring and Power Billing, Measuring Instruments.
7. **BASIC ELECTRONICS ENGINEERING:** Electronic Devices, Electronic Circuits, Communication System, Transducers and Measuring Instruments.
8. Entrepreneurship, Management & Smart Technology.

### Syllabus for Diploma level Engineering Drawing, Engineering Mathematics and English (Total 50 marks).

1. **DIPLMA LEVEL ENGINEERING DRAWING:** Introduction to Engineering Drawing, Drawing Instruments, Free hand drawings (lines, polygons, ellipse, geometrical figures, solid objects, hand tools & measuring tools), Lines, Drawing of Geometrical figures, Lettering & Numbering, Dimensioning & its practice, Types of arrowhead, Sizes & layout of drawing sheets, Methods of presentation of Engg. Drawing, Symbolic representation, Projections, Orthographic projection from isometric projection, Reading of fabrication drawing.
2. **ENGINEERING MATHEMATICS-I:** Matrices and Determinants, Trigonometry, co-ordinate Geometry in two Dimensions, Circle, Co-ordinate Geometry in three Dimensions, Sphere.
3. **COMMUNICATIVE ENGLISH:** literature Appreciation (Reading comprehension, Text), Vocabulary, Application of English Grammer, Formal Writing Skills, Elements of Communication (Introduction to Communication, Professional Communication, Non-verbal Communication).