

- (vii) 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 recognised by Govt. of Odisha/ Central Govt. or other competent authority.
- (viii) **Copy of e-receipt/transaction slip (except SC/ST/PwD candidates) showing successful payment of Rs.200/- towards examination fees.**
- (ix) Self Attested photocopy of certificate of Disability issued online by the Unique Disability Identification in case of PwD candidates claiming age relaxation & reservation for the post.
- (x) Candidates claiming reservation under Ex-servicemen category must submit Discharge certificate/ identity Card / P.P.O issued by the appropriate Authority wherein the Date of Entry, Date of Discharge & Period of Service rendered in Defence forces etc are mentioned.
- (xi) In-Service contractual employees claiming age relaxation and contractual In-service benefits must submit a Certificate from employer in the proforma prescribed by the Commission vide the **Advisory Notice No.3568/OSSC dated 01.11.2019** available in the website of the Commission www.osscc.gov.in.

8. Plan of Examination:

The plan, pattern, scheme and syllabus of Examination is as follows:-

Stages of Examination.	Type of Examination	Nos. of papers	Name of Subjects	Marks allotted	Duration	Remarks
Stage-I	Main Written Examination	One Paper	Composite Paper	100 marks	1 ½ hours	Questions will be of objective type with multiple choices of answers. The examination will be conducted in Computer Based Recruitment Examination (CBRE) mode/Online mode. Candidates numbering 03 times of vacancy advertised in order of merit categorywise on the basis of marks secured in Main Written examination shall be shortlisted to appear Computer Skill Test

Stage-II	Computer Skill Test (Practical)	Total - 30 Marks. The Computer Skill Test will be of 30 minutes duration. The candidates securing minimum 15 marks in Computer Skill Test shall be shortlisted for Certificate Verification.
Stage-III	Certificate verification	The candidates who will qualify in Computer Skill Test will be called for certificate verification. The candidate who will not attend the certificate verification his/her name will not be taken into consideration while preparing the merit list.

There will be no Viva-Voce Test.

Main Written Exam

Paper	Subjects	Maximum Marks	No. of Questions	Time
One Paper (Composite Paper)	Odia Language	10	10	1 1/2 hours
	General English	10	10	
	General Studies	30	30	
	Library & Information Science	50	50	
	Total	100		

Syllabus-

The questions in Odia language, General English & General studies will be of HSC standard. The standards of questions for the Library & Information Science will be such that as expected from candidate having completed the Course in B. Lib. Science.

The questions of General English & Odia Language will be of HSC standard and will comprise of comprehension of given passage, vocabulary & usage & grammar.

The questions on General Studies will be relating to Indian History, Economics, Geography, Major events in world history, General Science, General awareness, Environmental issues, Human right Issues, Basic Knowledge in computer application, current events, Literature and Art& culture of Odisha and etc.

The questions in Library and Information Science will cover questions on the courses prescribed by Utkal University for Bachelor of Library and Information Science as detailed below.

Courses prescribed: Library and Information Science, Knowledge Organisation and Bibliographic Description Theory and Practice, Management of Libraries and Information Centres, Research Methodology and Design, Classification (DDC) and Cataloguing (AACR 2), Library Automation, Information Sources and Services, Basic of Computer and Information Technology, Information Storage and Retrieval, Digital Library and Information Systems, Preservation and Conservation of Library Documents, Information Needs and Information Access, Management of E-Resources and E- publishing.



Syllabus for Basic Computer Skill Test: - 30 marks (minimum qualifying marks = 15)

WINDOWS Operating system	To test some of the following basic system operations on file/folder(s) Create, Rename, Copy/Cut/Paste, Delete Using clipboard
MS WORD	A paragraph in MS word incorporating some of the tools given below to be tested during the examination. <ul style="list-style-type: none">•Editing and Formatting text and paragraph•Page and Paragraph set up•Inserting pictures and Word Art
M.S. POWER POINT (Presentation Knowledge)	A power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination. <ul style="list-style-type: none">•Editing and formatting slides.
M.S. EXCEL (Spread Sheet)	A problem in spreadsheet related to some of the tools given below to be tested during the examination. Formatting cells and data Functions and formulae (relative, absolute and mixed reference).
MS ACCESS	A problem in MS Access related to some of the tools given below to be tested during the examination <ul style="list-style-type: none">*Creating and entering data into a database*Setting the primary key
Usage of internet services available on internet.	

There will be no Viva-Voce Test.

Certificate verification -

The candidates who will qualify in Computer Skill Test will be called for certificate verification/ for verification of their original certificates. In document verification the candidates have to produce original certificates as detailed in Clause-7 in support of Age, Educational qualification, Caste, Special category claiming age relaxation and have to fulfil eligibility criteria in all respect for the post. **The names of the candidates will be deleted from the merit list who will remain absent in the certificate verification on the date notified and their candidature will not be taken into consideration while preparing the select list.**

Select list: The Merit list of the candidates who have appeared in the certificate verification and found suitable shall be prepared category wise in order of merit as per vacancies advertised basing on the sum total of marks secured in Main Written exam and Computer Skill Test. The select list in order of merit category wise shall be prepared from the Merit list which will be equal to the number of vacancies notified in the advertisement. The Select list will be published in the website of the Commission.

