ODISHA PUBLIC SERVICE COMMISSION

WEBSITE – http://opsc.gov.in

ADVERTISEMENT NO. 06 OF 2022-23.

RECRUITMENT TO THE POST OF ODISHA MUNICIPAL ADMINISTRATIVE SERVICES 2021, (GROUP-A & B) UNDER HOUSING & URBAN DEVELOPMENT DEPARTMENT.

Online applications are invited from the candidates through the proforma Application Form to be made available on website (http://opsc.gov.in). The link for online application and submission shall be available from **17.08.2022** to **16.09.2022** (Note:- **16.09.2022 is the last date for submission of registered online application**) for admission to recruitment to the Posts and Services coming under the Odisha Municipal Administrative Services (Group-A & Group-B) along with Scale of Pay as mentioned below. The recruitment will be conducted in accordance with the provisions of the Odisha Municipal Administrative Services (Method of Recruitment and Conditions of Service) Rules, 2016 as amended from time to time.

Sl. No.	Name of the Posts/Services	Scale of Pay
1	2	3
1	Assistant Director, Municipal Administration/ Assistant Commissioner Group-A	Rs.15,600-39,100 + GP-5,400/-, PB-3 as per ORSP Rules, 2008
2	Chief Executive Officer Group A	Rs.15,600-39,100 + GP-5,400/-, PB-3 as per ORSP Rules, 2008
3	Enforcement Officer Group A	Rs.15,600/-39,100+ GP-5,400/-, PB-3 as per ORSP Rules, 2008
4	Executive Officer Group B	Rs. 9,300/-34,800 + GP-4,600/-, PB-2 as per ORSP Rules, 2008

At present, only online applications are invited from candidates for admission to the Odisha Municipal Administrative written examination. After declaration of result of written examination, the candidates, who qualify to appear at the V.V. test, will be required to submit the printout/hardcopy of online application form, along with the photocopies of the other documents as stated under Para-09 of this advertisement on the day of document verification, for consideration of their eligibility.

2. POSITION OF VACANCIES AND RESERVATION THEREOF:

As per requisition submitted by Housing & Urban Development Department, Government of Odisha vide Letter No. 19941, Dt- 23.11.2021, the vacancy position along with reservation thereof is given below:

Sl. No.	Name of the Post/Service	Total No. of vacancies	No. of posts reserved for						
			UR	SEBC	SC	ST	PWD	EX-SM	SP
1	2	3	4	5	6	7	8	9	10
(i)	Assistant Director, Municipal Administration / Assistant Commissioner Group-A	04(1-w)	02	01	-	01(w)	-	-	-
(ii)	Chief Executive Officer Group-A	06(2-w)	03(01-w)	01	01	01(w)	-	-	-
(iii)	Enforcement Officer Group-A	02	01	-	01	-	-	-	-
(iv)	Executive Officer Group-B	15(5-w)	08(03-w)	03(01-w)	01	03(01-w)	-	-	-
	Total	27(08-w)	14(04-w)	05(01-w)	03	05(03-w)	-	-	-

(a) In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate(s) of the same category.

(b) The exchange of reservation between SC & ST will not be considered.

(c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

3. ELIGIBILITY:

(i) Citizenship

A candidate must be citizen of India.

(ii) Age

A candidate must be under 38 years and over 21 years of age as on the 1st day of January, 2022 i.e. he/she must not have been born earlier than **2nd January, 1984** and not later than **1st January, 2001.**

The upper age limit is relaxable by 05(five) years for candidates belonging to S.C/S.T./S.E.B.C./Women.

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

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

NOTE: - Candidates should also note that once a Date of Birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently on any grounds whatsoever. If, on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their High School Certificate or equivalent certificate, the candidature of the candidate concerned, will be rejected and she/he may be debarred from present and future recruitments.

4. **EDUCATIONAL QUALIFICATION:**

A candidate must have a **Bachelor's Degree** from a recognized University or a Government recognized Institution and should have computer qualification (Certificate/Diploma/Degree) from a recognized college or Institution.

5. **OTHER ELIGIBILITY CONDITIONS:**

(i) A candidate must be able to read, write and speak Odia and have:-

    (a) Odia as a language subject in the H.S.C. examination or an equivalent examination.

    (b) Passed a test in Odia language equivalent to the Middle school standard conducted by School & Mass Education Department of the Govt. of Odisha.

(ii) A candidate, who has more than one spouse living 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;

(iii) Government Servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualifications and are within the prescribed age limit, failing which their candidature summarily be rejected. All candidates are required to obtain an **NOC (No Objection Certificate)** from their competent authority (Head of Office) and attach it with the online application form at the time of submission of documents.

(iv) If a candidate has, at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any Examination/Interview, he/she **will not be eligible** for such recruitment for that specified period/chance(s).

(v) **Only those candidates, who possess the requisite qualification and fulfill other eligibility conditions by the closing date of submission of online applications, will be considered eligible.**

(vi) The period of probation will be applicable as prescribed in the recruitment rules.

(vii) The candidate must have good moral character. Also a candidate must be of good mental condition and bodily healthy and free from any physical defect likely to interfere with the discharge of his/her duties as an officer of the Service/Post. A candidate, who, after such medical examination, as the Government may prescribe, is not found to satisfy these requirements, will not be appointed.

(viii) 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 daily newspaper as well as copy of notification in the Odisha Gazette in support of his/her change of name.

6. **PLAN AND CONDUCT OF EXAMINATION:**

The Odisha Municipal Administrative Services Examination will consist of the following successive stages:-

(i) Written Examination,
(Objective Type- MCQ Pattern)
(ii) Viva Voce Test

The written examination shall consist of two papers of objective type (Multiple Choice Questions) and each paper shall consist of 100 questions carrying 200 marks . The duration of each paper is two hours.

(a)	General Studies	-	Paper-I	-	200 marks
(b)	General Studies	-	Paper-II	-	200 marks

The details of Scheme, Subjects for written Examinations, Syllabus for the Written Examination and marks of Viva-voce test are available at Annexure-I.

7. **ZONE(S) OF EXAMINATION:**

The Written Examination will be held at five zonal centres of the State, viz: Balasore, Berhampur, Bhubaneswar, Cuttack and Sambalpur depending on the number of candidates from the respective zones. In case sufficient numbers of candidates are not available, the Examination will be held at Cuttack Zone only. The decision of the Commission for allotment of zone is final. Candidates are required to select the zone of their choice where they would like to appear at the Examination, at the time of filling the online application form. While every effort will be made to allot candidates to the zone of their choice, the Commission may, at their discretion, allot any other zone to the candidates when circumstances so warrant. **REQUEST FOR CHANGE OF ZONE WILL NOT BE ENTERTAINED.**

8. **IMPORTANT POINTS**:

(I) The provisions of the Odisha Conduct of Examinations Act, 1988 (Odisha Act-2 of 1988) are applicable to this Examination conducted by the Odisha Public Service Commission. Any violation of the above Act and violation of **"Instructions to candidates"** (as provided in the advertisement, application form, Brochure, Admission Certificate & Answer Script etc.) will be seriously viewed and disciplinary action will be taken against the concerned candidates as deemed proper.

(II) (a) Reservation and Concessions meant for S.C./S.T./S.E.B.C. **by birth,** are admissible to Scheduled Castes/Scheduled Tribes/Socially & Educationally Backward Classes **of Odisha only**.

(b) **Community (caste status) once mentioned by the candidates under the appropriate box of the online application form, will be treated as final and the same shall not be changed subsequently under any circumstances.**

(III). 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 she/he is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission.

(IV) This advertisement should not be construed as binding on the Government to make appointment.

(V) **Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate.**

(VI) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the Service.

(VII) No request for withdrawal of candidature and change of category will be entertained under any circumstances.

(VIII) Candidates must answer the Papers in their own hand-writing.

(IX) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule(1) of Rule-3 of the Odisha Civil Services (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005.

(X) The Commission reserves the right to adopt the methods and principle of evaluation of answer scripts of written Examinations.

(XI) Mobile Phones, Calculator (both programmable and non-programmable calculator) and other electronic devices are banned in the premises where the examination is conducted.

(XII) Online applications submitted to OPSC, if found to be incomplete in any respect, are liable to rejection without entertaining any correspondence with the applicants on that score.

(XIII) **Admission to the Examination/Viva Voce will be provisional. If on verification at any stage before or after the examination, it is found that a candidate does not fulfill all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final.**

(XIV) Candidates are required to bring the copies of certificates and other requisite documents as stated under Para-9 of this Advertisement at the time of document verification.

9. **CERTIFICATES / DOCUMENTS TO BE ATTACHED** :

Candidates who qualify in the written examination should be in readiness to submit the hard copy of online application form, along with true copies of the following documents duly self-certified. The candidates are required to mention on each document **"submitted by me"** and put their full signature & date on the same. They must not attach the original certificates to their hard copy of online Applications. Only those who are called for the V.V. Test or Interview will be required to bring with them the original certificates on the day of document verification as decided by the Commission, **failing which he/she shall not be allowed to appear at the V.V. Test or Interview. A notice to this effect will be issued later on.**

If a candidate fails to furnish any of the original certificates and documents in respect of the attested copies submitted with the application for verification by him/her, for verification on the date fixed by the Commission, his/her candidature will be rejected.

(a) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;

(b) Intermediate/+2 Examination Certificate issued by the concerned Board/Council;

(c) Bachelor's Degree Certificate issued by the concerned University;

(d) A certificate in support of having a Computer Qualification from a recognized College or Institution.

(e) Certificate of any other higher qualification(s) issued by the University/Institution;

(f) Caste Certificate **by birth** in support of claim as S.C. /S.T. /S.E.B.C., wherever applicable (Please see Note-1).

(g) Required Odia Test Certificate from the competent authority, wherever applicable.

(h) Certificate of good character from the Principal/Proctor/ Dean or Professor in charge of Department of Teaching of the College or University/ Institution in which last studied.

(i) Two recent passport size photographs, which has been uploaded with online application form.

(j) No Objection Certificate from Head of Office/Head of the Department in case of Government Servants.

(k) Any proof of Identity.

NOTE 1 : Candidates claiming to be belonging to S.Cs./S.Ts./S.E.B.Cs. Category **by birth** are required to submit copy of the relevant Caste Certificate as mentioned in their online application form & issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority **within the last three years by the closing date for submission of online application form in the prescribed form.** The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.

(i) Women candidates belonging to S.C. /S.T./S.E.B.C. categories are required to submit Cast Certificates by birth showing "daughter of ....". Caste Certificates by virtue of marriage (i.e. showing "wife of ....") are not acceptable and liable for rejection.

(ii) OBC CERTIFICATES **WILL NOT BE ACCEPTED** IN LIEU OF SEBC CERTIFICATES AND CANDIDATES SUBMITTING OBC CERTIFICATE ARE LIABLE FOR REJECTION.

NOTE 2: Degree Certificate, Caste Certificate, Odia Test Pass Certificate, must have been issued by the competent authority **within the last date fixed for submission of online application forms**.

10. **GROUNDS OF REJECTION OF APPLICATION:-**

Applications of candidates will be **rejected** on any of the following grounds-

(a) Incomplete online application form;

(b) Declaration not signed (full signature) by the candidate in the hard copy of online application form.

(c) Not coming within the age limit as mentioned in para-3 (ii) of the advertisement.

(d) No required educational qualification as provided under Para-4 of the Advertisement.

(e) Not furnished copies of Certificates/documents etc. as provided under Para-09 of the Advertisement.

(f) Odia test (ME standard) not passes/Odia test pass evidence not furnished, as required under Para-5(i) of the Advertisement.

(g) Submission of wrong information/false information about qualification/age/Odia Test Pass evidence/category status (SC/ST/SEBC/Women etc.).

(h) Suppression of facts/information about eligibility, if any.

(i) Any other grounds as per the decision of the Commission.

11. **HOW TO APPLY:**

(a) **Candidate must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.**

(b) Candidates must apply online through the Website of the OPSC **http://opsconline.gov.in. Applications received through any other mode would not be accepted and summarily be rejected.**

(c) **Before filling up the online application form, the candidates must go through the following documents available at OPSC portal http://opsconline.gov.in.**

(d) The Online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on conformation there is no scope for further edit even wrongful entry has been made while filling up application. No further representation from the candidate shall be entertained on that score.

(e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of their full signature and scanned image of Left Hand Thumb Impression (LTI) in the online Application Form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable/ visible, otherwise the application of the candidate is liable to be rejected by the Commission and **no representation from the candidate will be entertained.**

(f) Candidates should keep at least two copies of latest passport size photograph which is uploaded in the online application form for future use.

(g) *On successful submission of the online application form, a Unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a print out of the finally submitted online Registration/ Re-registration and finally submitted online application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*

(h) **The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.**

(i) Admission Certificate to the eligible candidates of OMAS Written Examination will be uploaded in the Website of OPSC prior to the date of Written Examination. The date & programme of Written Examination or interview will be published in the OPSC Website & in the Newspapers. The candidates are required to **download their Admission Certificate/Instructions to Candidate from Website**. No separate correspondence will be made for this purpose.

(j) Any complaint on the conduct of examination must be sent to the Grievance wing of the Commission by E-mail (opsc@nic.in) within 03(three) days of completion of the examination.

12. **FACILITATION COUNTER :-**

To resolve any technical problem faced in filling up of online Registration/ Re-registration and application forms, candidate may contact OPSC Technical Support over Telephone No. 0671- 2304707 between 10.30 A.M. to 01.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.

In case of any guidance/information on this advertisement and recruitment, candidates may go through the FAQ available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No.0671-2304141/ 2305611 & Extn.-218 on any Government working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.

The candidates are required to visit the website of the Commission at **http://opsc.gov.in** for detailed information about important Notice, rejection of application, date & time of Examination/Interview etc. and also keep track of publication of various Notices to the effect in the leading local daily newspapers for information.
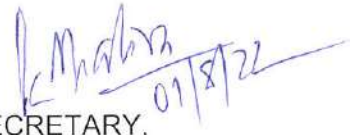
CLOSING DATES

(A) THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE WEBSITE FROM **17.08.2022** TO **16.09.2022**. (NOTE:- **16.09.2022** IS THE LAST DATE FOR SUBMISSION OF REGISTERED ONLINE APPLICATION FORM)

NB : THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.

CUTTACK
DT. 01/08/2022

SECRETARY,
ODISHA PUBLIC SERVICE COMMISSION,
CUTTACK.

Scheme of Examination

1. The Written Examination shall consist of two papers of Objective Type (Multiple Choice Questions) and each paper shall be of two hours duration and V.V. Test shall carry 50 marks.

(a) General Studies: PAPER-I - 100 Questions - 200 Marks.

(b) General Studies: PAPER-II - 100 Questions - 200 Marks.

(c) Personality Test or Viva Voce Test - 50 Marks.

(i) Candidates are required to obtain such minimum qualifying marks in the Written Examination (Objective type) as may be fixed by the Commission at their discretion. Candidates shall be called for viva voce test as per the existing norms of the Commission which is as follows;-

"Where the number of vacancies is upto 02(two), the number of candidates to be called for viva voce may be 05(five). Where the number of vacancy exceeds 02, the number of candidates to be called for viva-voce may be twice the number of vacancies"

(ii) Total marks thus obtained by the candidates in the written examination and viva voce test would determine their select list. Candidates shall be allotted various services keeping in view their ranks in the examination and the preferences indicated by them for various services.

(iii) In the Written Examination, candidates shall be awarded marks for correct response of each question. One-fourth or twenty-five percent marks assigned to that question shall be deducted for indicating incorrect response of each question, but no deduction from the total score shall be made if no response is indicated for a question in the answer sheet. There shall be four responses in each question to be answered and only one correct response shall be made to that. More than one response in any question shall be treated as wrong response and marks for such wrong response shall be deducted if one of the responses happened to be an incorrect response.

P.T.O.

DETAILED SYLLABUS

PAPER – I

(i)   Current events of National and International importance.

(ii)   History of India and Indian National Movement.

(iii)   Indian and World Geography-Physical, Social, Economic Geography of India and the World.

(iv)   Indian Polity and Governance-Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.

(v)   Economic and Social Development - sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.

(vi)   General Issues on Environmental Ecology, Bio-diversity and Climate Change that do not require subject specialization, and

(vii)   General Science.

PAPER – II

(i)   Comprehension.

(ii)   Interpersonal Skills including communication skills.

(iii)   Logical Reasoning and Analytic ability.

(iv)   Decision Making and Problem Solving.

(v)   General Mental Ability.

(vi)   Basic numeracy (numbers and their relations, orders of magnitude) (Class-X level). Data Interpretation (Charts, Graphs, Tables, Data Sufficiency etc. – Class-X level) and

(vii)   English Language Comprehension Skills (Class-X level).