



**ODISHA PUBLIC SERVICE COMMISSION  
ADVERTISEMENT NO. 22 OF 2021-22**

**Recruitment to the posts of Assistant Director (Law) in Group-B of Odisha Secretariat Service under Home Department.**

**WEBSITE : [www.opsc.gov.in](http://www.opsc.gov.in)**

Online applications are invited from the prospective candidates through the Proforma Application Form to be made available on the website (<https://www.opsc.gov.in>). The link for registration/ re-registration & payment of examination fee shall be available from 26.11.2021 to 24.12.2021 (Note: 31.12.2021 is the last date for submission of Registered Online Application) for Direct recruitment to **80 (Eighty)** posts of Assistant Director (Law) in Group-B of Odisha Secretariat service under Home Department in the scale of pay of Rs. 44,900/- in Level 10, Cell -1 of Pay Matrix of ORSP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time.

**2. VACANCY POSITION:**

As per requisition filed by the Home Department, Government of Odisha, the vacancy position along with reservation thereof is given below:-

Sl. No.	Category	No. of Vacancies
1	2	3
1	UR	35 (12-W)
2	SEBC	10 (03-W)
3	SC	15 (05-W)
4	ST	20 (07-W)
<b>Total</b>		<b>80 (27-W)</b>

Out of the total **80** number of vacancies mentioned above, **02 (01-w)** posts are reserved for Ex-Servicemen, 01 post is reserved for Sports Persons and 03 posts are reserved for Persons with Disabilities (**whose permanent disability of 40% and more**). Candidates belonging to PWD, Ex-Servicemen and Sports Persons category shall be adjusted against the categories to which they belong.

Sl. No.	Sub-Category	No. of Posts
1	2	3
(i)	Ex-Servicemen	<b>02 (01-w)</b>
(ii)	Sports Persons	<b>01</b>
(iii)	Persons with Disabilities	<b>03</b>
	(a) Blindness or Low Vision	01
	(b) Hearing Impairment	01
	(c) Loco motor Disability or Cerebral Palsy	01

**P.T.O.**

- NOTE:** (a) In case of non-availability or availability of insufficient number of eligible women candidate(s) in any particular category, the unfilled vacancies of that category shall be filled up by eligible/ suitable male candidate(s) of the same category.
- (b) Exchange of reservation between SC & ST categories will not be considered.
- (c) The candidates belonging to PWD, Ex-Servicemen shall be filled up following the horizontal reservation principle.
- (d) The Physical Requirements and Functional Classification of Persons with Disabilities (**whose permanent disability is 40% and more**) are given below:

<b>Physical Requirements</b>	<b>Functional Classification</b>
Code - S, ST, H, R&W	Code – HI (with suitable aid), OL, OA, B, LV, BL (MNR)
<b><u>Full Forms</u></b> S – work performed by sitting (on bench or chair) ST – work performed by standing H – work performed by hearing / speaking R&W – work performed by reading and writing	<b><u>Full Forms</u></b> HI – Hearing Impairment (with suitable aid) OL – One leg affected (R or L), OA – One arm affected (R or L): - (a) impaired reach; (b) weakness of grip; (c) ataxia B – Blindness, LV – Low Vision BL – Both legs affected but not arms (MNR – Mobility not be restricted)

**3. AGE:**

A candidate must have attained the age of **23 (twenty-three)** years and must not be above the age of **35 (thirty-five)** years as on the **1<sup>st</sup> day of January, 2021** i.e., he/she must have been born **not earlier than 2<sup>nd</sup> January 1986** and **not later than 1<sup>st</sup> January 1998**.

Provided that the upper age-limit prescribed above shall be relaxed by **five (05) years** for candidates belonging to the categories of Socially & Educationally Backward Classes (S.E.B.C.), Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Women & Ex-Serviceman and by **ten (10) years for Persons with Disabilities** whose permanent disability is **Forty percent (40%) and more**.

**Persons with disabilities belonging to SC/ ST/ SEBC categories are eligible for age relaxation benefit of fifteen (15) years.**

Provided further that, as regards the candidates who are in Government service, the upper age limit shall be 45 years.

**SAVE AS PROVIDED ABOVE, THE AGE LIMIT 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 only be accepted by the Commission.

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4. **EDUCATIONAL QUALIFICATION:**

A candidate must have possessed **Bachelor's Degree in Law** from a recognized University and have **knowledge in Computer Application** on the date of application.

5. **EXAMINATION FEE:**

A candidate is required to pay a non-refundable and non-adjustable fee of **Rs. 500/- (Rupees five hundred)** only. Candidates belonging to **Scheduled Caste and Scheduled Tribe of Odisha and Persons with Disability (whose permanent disability is 40% and more)** are exempted from payment of this fee.

*The candidates are required to make Online payment of applicable Examination Fee(s) through OPSC portal using Debit Card/Credit Card /Net Banking facilities and other financial instruments enlisted in the Payment Page/ Gateway of the Odisha Government Treasury Portal. The fee(s) paid shall neither be refunded under any circumstances nor can be adjusted or held in reserve for any other examination or recruitment.*

6. **METHOD OF SELECTION:**

(a) The examination will be conducted in the following successive stages: -

- (i) Written Examination – 360 marks
- (ii) Skill Test in Computer Application (Practical) – 40 marks
- (iii) Viva Voce Test – 50 marks

(b) The **qualifying mark for written examination is 45% for UR & SEBC candidates and 40% for SC & ST category candidates in each paper.**

(c) Detail Scheme of Examination is provided in the **Annexure – I** of the Advertisement.

(d) The Commission shall call the candidates from among those **who have qualified** the test in Computer Application for interview **twice the number of vacancy** from each category in order of merit as per their marks secured in the written examination and if the number of candidates in any of such category is less than that, in that event all the candidates of that category shall be called for interview.

7. **PLACE OF EXAMINATION:**

The Written Examination will be held at Cuttack/ Bhubaneswar.

REQUEST FOR CHANGE OF EXAMINATION CENTRE WILL NOT BE ENTERTAINED

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8. **OTHER ELIGIBILITY CONDITIONS:**

- (i) The candidate must be a citizen of India;
- (ii) The candidate should be able to speak, read & write Odia and must have:-
  - (a) passed Middle School Examination with Odia as a language subject, or
  - (b) passed Matriculation or equivalent examination with Odia as a medium of examination in non-language subject, or
  - (c) passed Odia as language subject in the final examination of Class VII from a School or Educational Institution recognised 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 and Mass Education Department.
- (iii) A candidate, who has more than one spouse living will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (iv) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para - 3 & 4 of the Advertisement. **They must submit No Objection Certificate issued by the competent authority during document verification.**
- (v) 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/ Viva Voce test, he/she will not be eligible for such recruitment for that specified period/chance(s);
- (vi) **Only those candidates, who are within the prescribed age limit and fulfil the requisite qualification etc. by the closing date of submission of online application will be considered eligible;**
- (vii) 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 the local leading daily newspaper as well as copy of notification in the Gazette in support of his /her change of name.

9. **IMPORTANT POINTS**

- (i) **Online Applications submitted to the OPSC, if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applications on that score;**
- (ii) **Admission to Examination /Viva Voce Test will be provisional. If on verification at any stage before or after the Viva-Voce Test, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature shall be liable to rejection. Decision of the Commission in regard to the eligibility or otherwise of a candidate shall be final;**

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- (iii) This advertisement should not be construed as binding on the Government to make appointment;
- (iv) Concession meant for S.Cs. & S.Ts. by birth are admissible to the Schedule Castes & Schedule Tribes of Odisha only.
- (v) **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.**
- (vi) **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.**

**10. CERTIFICATES AND DOCUMENTS TO BE ATTACHED:**

The candidates who shall qualify in the written examination are required to download the hard copy of online application and submit the same during document verification. They are required to submit the true copies of the documents including originals as mentioned below along with their application form. **The candidates are required to mention on the copy of each document “submitted by me” and put their signature & date on the same.**

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Bachelor’s Degree certificate in Law in respect of educational qualification prescribed for the recruitment.
- (iii) Mark-lists in support of all the aforesaid examinations (i.e., H.S.C. to Master’s Degree) passed including fail marks, if any, issued by the concerned Board/Council/University;

**NOTE 1:**

**The candidates are to upload their documents as required by the system while filling up online application form, failing which their candidature shall be rejected.**

- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Two recent passport size photographs (unsigned & unattested) which has been uploaded with online application.
- (vi) In-service certificate from the competent authority mentioning continuation of Government service, wherever applicable.
- (vii) Caste Certificate **by birth** in support of claim as S.C./ S.T./ S.E.B.C.; wherever applicable (**Please see Note-2**);
- (viii) Required Odia Test pass certificate from the Competent Authority.
- (ix) Permanent Disability Certificate (indicating percentage of disability i.e. 40% and more) issued by the concerned Medical Board wherever applicable;

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- (x) Discharge Certificates in case of Ex-Serviceman issued by the Commanding Officer of the Unit last served. Ex-Serviceman candidates must submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service, wherever applicable;
- (xi) Sports Certificate issued by the Director of Sports Odisha; wherever applicable.
- (xii) No objection Certificate issued by the Competent Authority.
- (xiii) Any proof of Identity.

**NOTE-2:**

(i) Candidates claiming and belonging to S.T. /S.C. / S.E.B.C Category by birth are required to submit copy of the relevant Caste Certificate as mentioned in their online application form and issued by the Competent Authority in the prescribed form.

(ii) 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 format. The SEBC Certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.

(iii) Women candidates belonging to S.C./S.T. are required to submit Caste Certificates by birth showing “daughter of .....”. Caste Certificates by virtue of marriage (i.e., showing “wife of .....”) are not acceptable and liable to rejection.

(iv) The competent authorities are: District Magistrate/ Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar/ Additional Tahasildar of Government of Odisha;

**NOTE-3:**

Degree Certificate, Computer Application Certificate, Caste Certificate, Odia Test Pass Certificate, Sports Persons Certificate, Disability Certificate of Persons with Disabilities (indicating % of permanent disability) and Discharge certificate of Ex-servicemen must have been issued by the competent authority within the last date fixed for submission of online application form.

**11. GROUND OF REJECTION OF APPLICATION:**

Applications of candidates will be rejected by the Commission on any of the following grounds:-

- (a) **In-complete online application form.**
- (b) **Non-submission of hard copy of online application form at the time of verification of original documents.**
- (c) **Not signing Declaration (full signature) in the hard copy of online application form.**

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- (d) Not coming within the age limit as mentioned in Para - 3 of Advertisement (Overage relaxation shall not be allowed to P.W.D. candidates with less than 40% permanent disability/ temporary disability).
- (e) Not having requisite qualification as provided under Para - 4 of Advertisement.
- (f) Not furnishing copies of certificates/documents as provided under Para - 10 of Advertisement.
- (g) Not passing Odia test (M.E. standard) /not furnishing Odia test pass evidence as prescribed under Para-8 (ii) of the advertisement.
- (h) Non-payment of examination fee, (wherever applicable), as provided under Para - 5 of Advertisement.
- (i) Submission of wrong information/ false information about qualification/ Age/ O.T. Pass evidence/ Category status (SEBC/ SC/ ST/ Women/ PWD/ Ex-Servicemen) etc.
- (j) Suppression of facts / information about eligibility, if any.
- (k) Any other ground as per the decision of the Commission.

**NB:** Application /candidature of a candidate shall be rejected at any stage of recruitment process, when discrepancy is noticed/ detected.

**12. HOW TO APPLY:**

- (a) Candidates 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 concerned Website of the OPSC <http://opsc.gov.in>. Applications received through **any other mode** would not be accepted and liable to be summarily rejected.
- (c) **Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.**
- (d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application form. 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 confirmation there is no scope for further edit even if wrongful entry has been made while filling up application.

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- (e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her 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 to the online application form for future use.
- (g) On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout 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) Certificate of Admission to the written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination which will be published in the Website of the Commission and Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination. No separate correspondence will be made on this score.
- (j) "Intimation letters" to candidates for Written Examination, document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded in the website of OPSC prior to the date of Written Examination/ Document Verification/ Interview.
- (k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail ([opsc@nic.in](mailto:opsc@nic.in)) within 05 (Five) days of completion of the examination.

### 13.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 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.*

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In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over TelephoneNo.0671-2304141/2305611 & Extn.-205 on any 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 <https://opsc.gov.in> for detailed information about important notices, rejection of applications, the date & time of Written Examination/ Document Verification/ Interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.


**CLOSING DATES**

**(A) ONLINE REGISTRATION/RE-REGISTRATION AND ONLINE PAYMENT OF EXAMINATION FEES SHALL BE AVAILABLE IN THE WEBSITE FROM 26.11.2021 TO TILL 24.12.2021 (11:59 P.M).**

**(B) SUBMISSION OF ONLINE REGISTERED APPLICATIONS CAN BE DONE IN THE WEBSITE FROM 26.11.2021 TO TILL 31.12.2021 (11:59 P.M).**

**NB: - THE ONLINE APPLICATIONS, IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED.**

**CUTTACK  
DATE -18.11.2021**

  
**SECRETARY  
ODISHA PUBLIC SERVICE COMMISSION  
CUTTACK**

**PLAN OF EXAMINATION****(A) WRITTEN TEST: -****GENERAL ENGLISH (PAPER – I) – 60 Marks**

1.	Short Essay. (300 words)	20 Marks
2.	Précis writing (From 300 word passage)	20 Marks
3.	One passage of about 500 words with 5 questions	20 Marks

**PROCEDURAL LAW (PAPER-II) – 100 Marks**

1.	Code of Civil Procedure-1908	20 Marks
2.	Code of Criminal Procedure-1973	20 Marks
3.	Indian Evidence Act-1872	20 Marks
4.	Arbitration & Conciliation Act-1996	20 Marks
5.	Drafting and pleading	20 Marks

**SERVICE LAWS (PAPER-III) – 100 Marks**

1.	Odisha Service Code	25 Marks
2.	Odisha Civil Service (Classification Control and Appeal) Rules-1962	25 Marks
3.	Odisha Civil Service Pension Rules, 1992	25 Marks
4.	Odisha Reservation of Vacancies in Posts and Services (For Scheduled Castes & Scheduled Tribes), Act-1975 and such other Acts and Rules for other reserved categories formulated by Govt. from time to time	25 Marks

**MISCELLANEOUS LAWS (PAPER-IV) – 100 Marks**

1.	Indian Constitution	25 Marks
2.	Indian Limitation Act-1963	10 Marks
3.	Specific Relief Act-1963	10 Marks
4.	Revenue Laws	20 Marks
	A. Orissa Prevention of Land Encroachment Act-1972	
	B. Orissa Land Reforms Act-1960	
	C. Orissa Scheduled Area Transfer of Immovable Property (by Scheduled Tribes) Regulation - 1956	
	D. Orissa Survey and Settlement Act-1958	
E. Orissa Consolidation of Holdings & Prevention of Fragmentation of Lands Act-1972		
5.	Indian Contract Act-1872	15 Marks
6.	Transfer of Property Act-1882	20 Marks

**(B) SKILL TEST IN COMPUTER APPLICATION (PAPER-V) – 40 Marks**

A.	Computer Fundamentals
B.	Windows (MS-Windows)
C.	MS-OFFICE
	(i) Word Processing (MS Word)
	(ii) Spread sheet (MS Excel)
	(iii) Presentation Knowledge (MS Power Point)
	(iv) MS Access
D.	Usage of internet services available on Internet
E.	Communication Technology, Networking Concepts

*Note:-*

- i. **Paper – I** shall carry **60 marks** with a duration of **02 (Two) hours**.
- ii. The questions for **Paper – II, III & IV** will be **objective type multiple choice pattern** carrying **100 marks each** with a duration of **one and half hour (1 ½ )** for each paper.
- iii. A candidate shall answer the papers in English unless otherwise directed.
- iv. The standard of Paper – I shall be of a Degree Course and rest papers shall be that of LLB Course.
- v. The candidates those who have been short listed after the written test shall be called for the **skill test in computer application** which shall be of **qualifying in nature**.
- vi. The **duration** for **Skill Test in Computer Application** will be **one and half hour (1 ½ )**.

**(C) VIVA VOCE TEST:** - Interview shall carry 50 (fifty) marks.