

## BIO-DATA-CUM-ATTESTATION FORM

Certificate verification & Viva Voce Test of Receptionist under OSSC-2019  
(Advertisement No. 4595/OSSC dated 24.12.2019)

01. Post applied for: Receptionist under OSSC-2019

02. Roll Number: \_\_\_\_\_ (Please write correctly as written in the Admission Letter)

03. Name (in Block Letters): \_\_\_\_\_

04. Gender: (Male / Female) \_\_\_\_\_

05. Date of Birth \_\_\_\_\_ (DD/MM/YY) Age as on 01.01.2019: \_\_\_\_\_ years \_\_\_\_\_ Months

06. Address (In Block Letters)

Permanent	Present
Pin: _____	Pin: _____

07. Mobile No. \_\_\_\_\_, Alternate Tel. No. (If Any) \_\_\_\_\_

08. E-mail Id: \_\_\_\_\_, Marital Status: (Married/Unmarried)

09. Category (SC/ ST/SEBC/UR): \_\_\_\_\_ Certificate No. \_\_\_\_\_ Date/Year of Issue: \_\_\_\_\_

Sub-Category: \_\_\_\_\_ (As mentioned in the Caste certificate)

Caste Certificate Issuing Authority: \_\_\_\_\_

10. Special Category: (PwD/Ex-Serviceman)- \_\_\_\_\_

11. If PwD, mention category of PwD: \_\_\_\_\_ Type of PwD (Temporary/Permanent), %age \_\_\_\_\_

PwD Certificate Issuing Authority: \_\_\_\_\_ Cert. No. with Date/year \_\_\_\_\_

12. If Ex-Serviceman, (Please Tick) Indian Army/Indian Navy/Indian Air Force

Dt. of Joining: \_\_\_\_\_ Dt. of Discharge: \_\_\_\_\_ Period of Service in years: \_\_\_\_\_

13. Father's Name \_\_\_\_\_

14. Husband's Name (for married women) \_\_\_\_\_

Full Signature of the Candidate with date





**15. Educational Qualifications – From HSC/10<sup>th</sup> Standard onwards:-**

Qualification	Name of the Board / University	Date/Month & year of Passing	Total Marks Without Extra Optional	Mark Secured Without Extra Optional	% of Marks	Division	Remarks (For use of OSSC)
10 <sup>th</sup> / HSC							
+2 Pass or Equivalent/Diploma in Hospitality Management or Hotel Management							
Degree in Hospitality Management/Hotel Management							

**17. In-service or Experience (if any)**

SL. No	Name of the Employer/Organisation	Post Held/ Designation	Period of Service		Nature of duty performed	NOC Submitted (Y/N)
			From (DD/MM/YY)	To (DD/MM/YY)		

**18. Details of self attested certificates/documents submitted by me at the time of Certificate Verification is as follows:-**

- (i) Admission Letter issued by OSSC for Certificate Verification & Viva Voce Test.
- (ii) Copy of the Online Application Form.
- (iii) H.S.C. or equivalent Examination Pass Certificate & Mark sheet.
- (iv) +2 Arts/Science/Commerce or equivalent pass Certificate and Mark Sheet.
- (v) Diploma/Degree in Hospitality or Hotel Management pass Certificate & Mark sheet.
- (vi) Certificate on completion of Basic Computer Course .
- (vii) Recent Valid Caste Certificate issued online mode (for SC/ST/SEBC Category candidates)
- (viii) Odia pass certificate (for those who are not having Odia as a subject in HSC or equivalent Examination)
- (ix) Valid PwD certificate issued by competent authority (For PwD Category Candidates Only)
- (x) Ex-Serviceman Undertaking, ESM Id, PPO & other documents(For ESM Category Candidates Only)
- (xi) In service certificate issued by the Employer (For In-service Govt. Contractual employees) as per Advisory Notice No.3568/OSSC Dtd. 01.11.2019 to get in-service benefits as per Odisha Contractual Appointment Rules, 2013
- (xii) No objection certificate from the employer for the candidate who are presently in service.
- (xiii) Any I.D. Proof issued by Govt. Authority \_\_\_\_\_ ID No. \_\_\_\_\_

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_

Aged about \_\_\_\_\_ years (as on today) as per address above, do hereby declare that the information given above, in the enclosed documents & in the online application form are true to the best of my knowledge and belief and nothing has been concealed there in. If the information furnished by me is proved false/ not true, I will have to face the punishment as per law and my candidature for the post will be cancelled.

Date: \_\_\_\_\_

Full Signature of the Candidate

Place: Bhubaneswar

Roll No- \_\_\_\_\_

