

# ODISHA PUBLIC SERVICE COMMISSION

WEBSITE - <http://opsconline.gov.in>

ADVERTISEMENT NO.05 OF 2018-19

## ODISHA CIVIL SERVICES EXAMINATION, 2018.

On-line applications are invited from the candidates through the proforma Application Form to be made available on WEBSITE (<http://opsconline.gov.in>) from **03.09.2018 TO 03.10.2018** (Note: **05.10.2018 is the last date for payment of examination fees**) for admission to the Odisha Civil Services Preliminary Examination, 2018 for recruitment to the Posts and Services coming under the Odisha Civil Services (Group-A & Group-B) along with Scale of Pay as mentioned below. The Examination will be conducted in accordance with the provisions of the Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991 as amended from time to time. The relevant portions of the said Rules are available on the Website of the Commission.

GROUP - A		
Sl. No.	Name of the Posts/Services	Scale of Pay
1	2	3
1	Odisha Administrative Service, Group-A (Junior Branch)	Rs.56,100/- in Level-12-Cell-1 in the Pay Matrix under Rule-3 of ORSP Rules, 2017.
2	Odisha Police Service, Group-A (Junior Branch)	Rs.56,100/- in Level-12-Cell-1 in the Pay Matrix under Rule-3 of ORSP Rules, 2017.
3	Odisha Finance Service, Group-A (Junior Branch)	Rs.56,100/- in Level-12-Cell-1 in the Pay Matrix under Rule-3 of ORSP Rules, 2017.
GROUP - B		
1	Odisha Co-operative Service (ARCS/AGCS), Group-B	Rs.44,900/- in Level-10-Cell-1 in the Pay Matrix provided under Rule-3 of ORSP Rules, 2017.
2	Odisha Revenue Service, Group-B	Rs.44,900/- in Level-10-Cell-1 in the Pay Matrix provided under Rule-3 of ORSP Rules, 2017.
3	Odisha Taxation & Accounts Service, Group-B	Rs.44,900/- in Level-10-Cell-1 in the Pay Matrix provided under Rule-3 of ORSP Rules, 2017.
4	Odisha Employment Service, Group-B	Rs.44,900/- in Level-10-Cell-1 in the Pay Matrix provided under Rule-3 of ORSP Rules, 2017.

At present, only online applications are invited from candidates for admission to the OCS preliminary written examination. After declaration of result of Preliminary examination, the candidates who qualify, will be required to submit the printout/hard copy of online application form, along with the photocopies of the other documents as stated under Para-10 of this advertisement, on or before the date to be notified later, for consideration of their eligibility.

## 2. POSITION OF VACANCIES AND RESERVATION THEREOF:

As per requisition submitted by General Administration & Public Grievance Department, Government of Odisha, 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	7	5	6	8	9	10
(i)	OAS Gr-A(JB)	60(19-w)	30 (10-w)	07 (2-w)	10(3-w)	13(4-w)	02 (1-D/HH) & (1-LD/CP)	-	01
(ii)	OPS Gr-A(JB)	15(04-w)	08(03-w)	02	02	03(1-w)	-	-	-
(iii)	OFS Gr-A(JB)	21(07-w)	11 (04-w)	02	03(1-w)	05(2-w)	-	-	-
(iv)	OCS (ARCS/AGCS) (Gr-B)	06(02-w)	02(01-w)	-	-	04(1-w)	02 (1-B/LV) & (1-D/HH)	-	-
(v)	ORS (Gr-B)	61(20-w)	13(4-w)	08(3-w)	18(6-w)	22(7-w)	02 (1-D/HH) & (1-LD/CP)	02	01
(vi)	OT & AS (Gr-B)	39(11-w)	39(11-w)	-	-	-	04 (1-B/LV), (1-D/HH), (1-LD/CP)& (1-Autism.. & Multiple disabilities)	-	-
(vii)	OES (Gr-B)	16(06-w)	11(4-w)	01	02(1-w)	02(1-w)	-	-	-
	<b>Total</b>	<b>218(69-w)</b>	<b>114(37-w)</b>	<b>20(5-w)</b>	<b>35(11-w)</b>	<b>49(16-w)</b>	<b>10</b>	02	02

- (a) Out of the vacancies mentioned above, 10 posts are reserved for PWD category (02-Blindness & Low Vision, 04-Deaf & hard of hearing, 03-Locomotor Disabilities including Cerebral Palsy, Leprosy cured, dwarfism, Acid attack victims and muscular dystrophy, 1-Autism, Intellectual Disability, Specific Learning Disability and Mental Illness & Multiple Disability as mentioned above including deaf-blindness in the posts identified for each disability time to time).

Further, out of 4% (four percent) reservation for PWDs, one percent reservation shall be earmarked for women with disabilities.

Besides, 02 posts are reserved for Ex-Servicemen and 02 posts are reserved for Sports person.

Candidates belonging to PWD, Ex-Servicemen & Sports Persons, when selected as per reservation provided for them, shall be adjusted against the categories to which they belong, which means that the PWD/Ex-Servicemen/Sports Persons, if belonging to Scheduled Caste will claim the vacancy reserved for S.C., if belonging to Scheduled Tribe will claim the vacancy reserved for S.T. and so on. Thus the PWD/Ex-Servicemen/Sports Persons, who do not belong to either any of the reserved communities i.e. S.C./S.T./S.E.B.C., would claim the unreserved vacancies.

- (b) 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.
- (c) The exchange of reservation between SC & ST will not be considered.
- (d) 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. **EXAMINATION FEE :**

A candidate is required to pay a non-refundable and non-adjustable fee of Rs.300/- (Rupees three hundred) only. The fee paid shall not be refunded under any circumstances nor can the fee be adjusted or held in reserve for any other examination or recruitment. Candidates belonging to Scheduled Caste, Scheduled Tribe of Odisha and persons with disability, whose permanent disability is more than 40% are exempted from payment of this fee.

The candidates with disability who are qualified in the preliminary examination, while submitting the printout/hardcopy of the online application form for admission to main examination, are required to furnish the permanent disability certificate, otherwise their applications will be rejected.

### 4. **ELIGIBILITY:**

#### (i) **Citizenship-**

A candidate must be a citizen of India.

#### (ii) **Age limits :**

A candidate must be under 32 years and over 21 years of age as on the 1<sup>st</sup> January, 2018, i.e. he/she must not have been born earlier than **2<sup>nd</sup> January, 1986** and not later than **1<sup>st</sup> January, 1997**. Age relaxation shall be as per Government Rules, prescribed for the purpose.

Provided that a person who comes under more than one category will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

**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.

As per Resolution No.15976/Gen., dt.05.06.2018, the Govt. have decided that the candidates who have appeared in the OCSE-2015 or OCSE-2016 or OCSE-2017 but are otherwise ineligible to appear/compete in the OCSE-2018, on account of attainment of upper age limit or exhaustion of the attempts prescribed under the Rule, shall be allowed one more additional compensatory attempt for appearing in the OCSE-2018. **(Annexure-IV).**

**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 or she/he may be debarred from present and future recruitments.

(iii) **Educational Qualification :**

A candidate **must hold a Bachelor's Degree** from any University incorporated by an Act of the Central or a State Legislature in India or an Educational Institution established by an Act of Parliament or deemed to be a University under Section-3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government.

**5. OTHER ELIGIBILITY CONDITIONS :**

- (i) He/she must be able to read, write and speak Odia and have-
- (a) Passed Middle School Examination with Odia as a Language subject; or
  - (b) Passed HSC or equivalent examination with Odia as medium of examination in non-language subject; or
  - (c) Passed in Odia as a language subject in the final examination of Class-VII from a School or Educational Institution recognized 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 & Mass Education Department of the Government 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) **Govt. servants, whether temporary or permanent, are eligible to appear at the examination provided they possess the requisite qualifications and are within the prescribed age limit. 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.**

- (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 candidate, who possess the requisite qualification and fulfil 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 of different services.
- (vii) A candidate must have a 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 Civil Services Examination will consist of the following successive stages :-

- (i) Preliminary Examination,  
(Objective Type-Multiple Choice Questions)
- (ii) Main Examination,
- (iii) Personality Test or Interview.

The preliminary examination shall consist of two papers of objective types (Multiple Choice Questions) and each paper shall be of two hours duration carrying 200 marks each.

The General Studies Paper-II of the Odisha Civil Services (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%. A candidate has to secure a minimum of 33% in the Paper-II of preliminary examination so as to evaluate Paper-I of the preliminary examination. (As prescribed in G.A. & P.G. Department Resolution No.23625/Gen., dt.30.10.2017 which is available at **Annexure-III**).

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

The details of Scheme, Subjects for Preliminary and Main Examinations and Syllabus for the Preliminary Examination and Main Examination are available at Annexure-II.

**7. ZONE(S) OF EXAMINATION AND DATE OF PRELIMINARY EXAMINATION:**

Both Preliminary and Main 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. 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.**

**The Preliminary Examination will be held on 28.10.2018**

**8. NUMBER OF ATTEMPTS :**

Every candidate appearing at the Civil Services Examination, who is otherwise eligible, shall be permitted **four** attempts at the examination: Provided that -

- (i) There shall be **no such limit** for the S.C. and S.T. candidates.
- (ii) The number of attempts permissible to candidates belonging to Socially & Educationally Backward Classes, who are otherwise eligible, shall be **seven**. This relaxation will be available to the candidates, who are eligible to avail of reservation applicable to such candidates.

**NOTE:** 1. An attempt at a Preliminary Examination shall be deemed to be an attempt at the Examination.

2. If a candidate actually appears in any one paper in the Preliminary Examination, he/she shall be deemed to have made an attempt at the Examination.

3. The candidates who have appeared in the OCSE-2015 or OCSE-2016 or OCSE-2017 but are otherwise ineligible to appear/compete in the OCSE-2018, on account of attainment of upper age limit or exhaustion of the attempts prescribed under the Rule, shall be allowed one more additional compensatory attempt for appearing in the OCSE-2018 as per the GA & PG Department Resolution No.15976/Gen., dt.05.06.2018 (Annexure-IV).

**9. IMPORTANT POINTS :**

- (I) The provisions of the Odisha Conduct of Examinations Act, 1988 (Odisha Act-2 of 1988) are applicable to this Examination (Preliminary & Main) 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 will be entertained under any circumstances.
- (VIII) Candidates must answer the Papers in their own hand-writing. Only PWD candidates who are unable to write will be allowed to take help of scribe to write the answers for them by giving option while **filling up the online application** subject to the provisions made under the SS & EPD Department Resolution No.7140/SSEPD, dt.05.09.2017.
- (IX) All persons appointed under the Government of Odisha on or after 1<sup>st</sup> 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 both the Preliminary and Main Examinations.
- (XI) **All candidates who have opted for the Odisha Police Service are required to undergo a Physical Standard Test (Caste wise and Sex wise) as per Home Department Notification No.29452/SPS dt.4.7.2011 (Annexure-V).**
- (XII) **MOBILE PHONES OR ANY OTHER ELECTRONIC DEVICES ARE BANNED IN THE PREMISES WHERE THE EXAMINATION IS CONDUCTED BY THE COMMISSION AND IN THE OFFICE OF THE COMMISSION.**
- (XIII) 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;
- (XIV) Admission to the Examination will be **provisional**. If on verification at any stage before or after the examination, it is found that a candidate does not fulfil 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;
- (XV) Candidates are required to take due care to annex with the printout/hard copy of online applications, the copies of certificates and other requisite documents as stated under Para-10 of this Advertisement.
- (XVI) If one candidate furnishes more than one application, the Commission will consider the information/data of the latest application having higher ID Number.

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

Candidates who will qualify in the Preliminary 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 Personality Test or Interview will be required to bring with them the original certificates on the day of verification as decided by the Commission, failing which he/she shall not be allowed to appear at the Personality Test or Interview.



**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) Certificate of any other higher qualification(s) issued by the University/Institution;
- (e) Caste Certificate **by birth** in support of claim as S.C./S.T./S.E.B.C., wherever applicable(Please see Note-1).
- (f) Required Odia Test Pass Certificate from the competent authority, wherever applicable (Please see Note-2);
- (g) Discharge Certificate issued by the Commanding Officer of the Unit last served; Ex-servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- (h) Disability Certificate (indicating percentage of permanent disability, i.e. more than 40%) issued by the concerned Medical Board, wherever applicable.
- (i) Sports Certificate, issued from Director of Sports, Odisha
- (j) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (with number & date) under which it is so treated, must be furnished with the hard copy of the online Application.
- (k) 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.
- (l) Two recent passport size photographs with signature on its front, which has been uploaded with online application form.
- (m) OPSC copy of challan showing payment of examination fee (pay in slip) for payment of fee at SBI.

**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.
- (iii) CANDIDATE WHO SUBMITS SEBC CERTIFICATE WHICH IS MORE THAN THREE YEARS OLD BY THE CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION FORM ARE LIABLE FOR REJECTION
- (iv) Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

The competent authorities to issue Caste Certificates 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 2 :** Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-servicemen and Identity Card issued from Director of Sports & Disability Certificate of Persons with Disabilities (indicating % of permanent disability) must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

#### **11. GROUNDS OF REJECTION OF APPLICATIONS :-**

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

- (a) Incomplete online application form;
- (b) Late receipt of hard copy of online application (beyond the last date as may be notified);
- (c) Non-receipt of hard copy of online application.
- (d) Declaration not signed (full signature) by the candidate in the hard copy of online application form.
- (e) Age limit of candidate not coming under para-4 of the Advertisement (Overage relaxation shall not be allowed to PWD candidates without having more than 40% permanent disability).

- (f) No required education qualification as provided under Para-4 of the Advertisement.
- (g) Non-payment of examination fee (wherever applicable), as provided under Para-3 of the Advertisement.
- (h) Not furnished copies of Certificates/documents etc. as provided under Para-10 of the Advertisement.
- (i) Odia Test (ME standard) not passed/Odia Test pass evidence not furnished, as required under Para-5(i) of the Advertisement;
- (j) Submission of wrong information/false information about qualification/age/Odia Test Pass evidence/category status (SC/ST/SEBC/ PWD/Sports Person/Ex-servicemen/Women etc.).
- (k) Ineligible applications which are violative of the provisions in Para-8 of the Advertisement regarding No. of attempts.
- (l) Suppression of facts/information about eligibility, if any.
- (m) Any other grounds as per the decision of the Commission.
- (n) Application submitted by the candidate to OPSC, if found to be incomplete in any respect and **at any stage**.
- (o) If a candidate fails to furnish any of the original certificates and documents for verification on the date fixed by the Commission;
- (p) Application received through any other mode (except online through the proforma Application to be made available on **WEBSITE OF OPSC**)

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

## 12. HOW TO APPLY:

Candidates are required to apply online using the website <http://opsconline.gov.in>, as per Instructions given in the above website. However, a brief Instruction for filling the 'Online Application Form' is given in **Annexure I**.

## 13. FACILITATION COUNTER AND WEBSITE FOR GUIDANCE OF CANDIDATES:-

For any Technical guidance for filling up of the online application form, the candidate may contact facilitation counter of OCAC (Odisha Computer Application Centre) over toll free Telephone No **18003456770 or 155335** 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. of any Odisha Government working days.

Regarding difficulty in payment of fee, if any, the candidates may contact SBI over Telephone No. **0671-2368267 & 9437039604**.

In case of any guidance/information on this advertisement and recruitment, candidates may refer to Annexure-I of this Advertisement or contact the O.P.S.C. Facilitation Counter over Telephone No.0671-2304141/ 2305611 & Extn.-218 on any Odisha 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://opsconline.gov.in> for detailed information about important Notice, rejection of application, date & time of Examination/Interview etc. and also to keep track of publication of various Notices to the effect in the leading local daily newspapers for information.

**CLOSING DATES**

- |   |
|---|
| <p>(A) ON LINE APPLICATIONS SHALL BE AVAILABLE IN THE WEBSITE FROM <b>03.09.2018 TO 03.10.2018</b> TILL 11.59 P.M.</p> <p>(B) LAST DATE FOR RECEIPT OF EXAMINATION FEE AT ANY BRANCH OF STATE BANK OF INDIA IS <b>05.10.2018</b>.</p> |
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**NB : THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.**

CUTTACK  
DT. 28-08-18

  
SECRETARY,  
ODISHA PUBLIC SERVICE COMMISSION,  
CUTTACK.

## **ANNEXURE-1**

### **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>.**
  - i) **Instructions to fill up the Online Application Form.**
  - ii) **Guidelines for Scanning and Uploading of Photograph, Full Signature & Left Hand Thumb Impression (LTI).**
- (d) **The PWD (Person With Disability) candidates who desire to take help of Scribe / Reader are required to furnish the information in the appropriate box on the online Application Form.**
- (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) **The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.**
- (g) **Candidates should keep at least two copies of latest passport size photograph which is uploaded in the online application form for future use.**
- (h) **The candidates are required to take a printout of the finally submitted Online Application Form and put their signature under the declaration for submission to OPSC along with copies of requisite certificate & documents and take a printout of Online Challan (Pay-in-Slip) for payment of requisite fee at any branch of State Bank of India (SBI).**
- (i) **On successful submission of the online application form, a **UNIQUE REGISTRATION ID** Number will be generated and displayed on the screen as well as on the top of the application form. Candidates are requested to note down the Unique Registration ID Number and use it in future correspondence.**

## **ANNEXURE- II**

### **SCHEDULE - II [[Vide Rule 4(3)]]**

#### **The Scheme of Examination**

I. The Competitive Examination shall comprise as follows, namely :-

- (i) Preliminary Examination,
- (ii) Main Examination,
- (iii) Personality Test or Interview.

II. Candidates who will qualify in the Preliminary Examination, shall be called by the Commission, to appear in the Main Examination. The qualifying marks in the Preliminary Examination shall be such as may be fixed by the Commission. The marks obtained in the Preliminary Examination shall not be counted for ranking. The Main Examination shall comprise Odia Language, English, English Essay, General Studies-I & II papers, two optional subjects having two papers each as prescribed in Scheduled-III.

III. Candidates who obtain such minimum qualifying marks in the Main Examination as may be fixed by the Commission at their discretion shall be called for personality test. The personality test or interview shall carry 250 Marks and no minimum qualifying marks for personality test or interview shall be fixed.

Total marks thus obtained by the candidates in the written examination and personality test or interview would determine their ranking. Candidates shall be allotted to the various services keeping in view their ranks in the examination and the preferences indicated by them for various services.

### **SCHEDULE - III [[Vide Rule 4(5)]]**

#### **Scheme and subjects for the Examination**

**1 (A).** The Preliminary Examination shall consist of two papers of objective type(Multiple choice questions) and each paper shall be of two hours duration. -

<b>Paper - I</b>	General Studies	200 Marks
<b>Paper - II</b>	General Studies	200 Marks

#### **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).

**N O T E** (i) - The scope of the syllabi for optional subject papers for the Main Examination is broadly of the Honours Degree level, i.e., a level higher than the Bachelors Degree and lower than the Masters Degree. In the case of Engineering and Law, the level corresponds to the Bachelors' Degree.

- (ii) The Preliminary Examination is meant to serve as screening test only. The marks obtained in Preliminary Examination by the candidates who are declared qualified for admission to main examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination belonging to each category would be as nearly as may be but not more than 12 times of the total number of vacancies advertised.

Provided that the candidates securing same marks at the cut-off point of each category would be admitted even if it exceeds 12 times to that extent only.

Only those candidates who are declared by the Commission to have qualified in Preliminary Examination against a particular advertisement will be eligible for admission to the Main Examination against the said advertisement.

- (iii) In the Preliminary Examination, candidates shall be awarded marks for correct response of each question. One-fourth 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.

**1 (B). Main Examination –**

The Main Examination shall consist of the following papers and each paper shall be of three hours duration.

**Compulsory papers - 1400 marks**

<b>Paper – I</b> Odia Language	... 300 Marks
<b>Paper – II</b> English	... 300 Marks
<b>Paper – III</b> English Essay	... 200 Marks
<b>Paper – IV</b> General Studies-I	... 300 Marks
<b>Paper – V</b> General Studies-II	... 300 Marks

**Optional Papers - (Paper VI, VII, VIII & IX) - 1200 marks**

Two subjects to be selected from the list of Optional subjects set out below. Each subject will have two papers and each paper carrying 300 marks.

**1(C). Personality Test or Interview shall carry ... 250 Marks**

**2. LIST OF OPTIONAL SUBJECTS FOR MAIN EXAMINATION**

1. Agriculture
2. Animal Husbandry & Veterinary Science
3. Anthropology
4. Agricultural Engineering
5. Botany
6. Chemistry
7. Civil Engineering
8. Commerce & Accountancy
9. Economics
10. Electrical Engineering
11. Education
12. Fisheries Science
13. Forestry
14. Geography
15. Geology
16. Home Science
17. History
18. Indian Language & Literature (any one)  
(a) Odia, (b) Hindi, (c) Sanskrit, (d) English, (e) Persian, (f) Urdu.
19. Law
20. Management
21. Mathematics
22. Mechanical Engineering
23. Philosophy
24. Physics
25. Political Science & International Relations
26. Public Administration
27. Psychology
28. Sociology
29. Statistics
30. Zoology

Note (I) The candidates must opt for two optional subjects for Main Examination in the respective Box of the online application. Request for change of Optional Subjects will not be entertained.

(II) Candidates shall not be allowed to opt for the following combinations of optional subjects.

a) Odia, Hindi, Persian, Sanskrit, Urdu, English

b) Civil Engineering, Mechanical Engineering, Electrical Engineering and Agricultural Engineering.

c) Mathematics & Statistics

d) Anthropology & Sociology



- e) Political Science & International Relations and Public Administration.
  - f) Commerce & Accountancy and Management.
  - g) Agriculture and Animal Husbandry & Veterinary Science.
  - h) Management and Public Administration
  - i) Education and Psychology
  - j) Agriculture and Agricultural Engineering.
- (III) Each of the Papers i.e. Paper-I (Odia language) and Paper-II (English) will be of Matriculation standard and shall be qualifying in nature. The marks obtained in these two papers shall not be counted for ranking.
- (IV) The papers on Essay, General Studies and Optional Subjects of only those candidates shall be evaluated who attain such minimum standard as may be fixed by the Commission at their discretion for the qualifying papers in Odia Language and English.
- (V) The question papers for the Main Examination shall be of conventional (essay) type.
- (VI) The question papers other than Indian Language and Literature shall be set in English as per G.A. Department Letter No 18430/Gen., dt. 04.07.2013, the question papers in all subjects will be in English only except in Language papers and reply are permitted in English or Odia according to the choice of the candidates. The candidates will specify the option of language in the appropriate box of online application form. No candidate will be permitted to use more than one language in the same answer script.
- (VII) **Detailed Syllabus of Main Examination are available in the Website of the Commission.**

### 3. General instructions -

- (i) Candidates must answer the papers in their own handwriting and in no circumstances they will be allowed the help of a scribe to write the answer for them.
- (ii) The Commission shall be competent to fix the qualifying marks in any or all the subjects of the examination.
- (iii) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (iv) Marks will not be allotted for mere superficial knowledge.
- (v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.

- (vi) In the Question Papers, wherever necessary, questions involving the metric system of weights and measures only will be set.
- (vii) Candidates shall use only international form of Indian numerals (i.e. 1, 2, 3, 4, 5, 6 etc.) while answering Question papers.
- (viii) Candidates will be allowed the use of scientific (Non-programmable type) calculators at the conventional (Essay) type examination of O.P.S.C.. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculators in the Examination Hall is not permitted. Candidates are not permitted to use calculators for answering objective type papers (Preliminary Examination). They should not, therefore, bring the same inside the Examination Hall.
- (ix) Candidates are not allowed to bring Mobile phones, pagers or any other communication devices into the premises of the Examination Centre and premises of the Commission.

**4. Personality Test/Interview –**

The candidate shall be interviewed by a Board to be constituted by the O.P.S.C. for the purpose. The said Board will have before them a record of his career. He will be asked questions on matters of general interest. The object of the interview will be to assess the personal suitability of the candidate for a career in public service. The object of test shall be to judge the mental caliber of a candidate, his intellectual qualities as well as social traits and his interest in current affairs. Further some of the qualities (to be judged will be) like mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity, are to be judged by the said Board.

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Government of Odisha

General Administration and Public Grievance Department

RESOLUTION

No. PT1-GAD-SC-RULES-0029-2017-23625 /GEN Dated 30<sup>th</sup> October, 2017

**Subject:-** Evaluation of General Studies Paper-II of OCS preliminary examination as qualifying and compensatory attempt consequent upon introduction of CSAT in the OCS examinations.

As per provisions contained under serial No. 1 (A) of SCHEDULE-III of Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991 the preliminary examination shall consist of two papers of objective type (multiple choice questions) and each paper shall be of two hours duration carrying 200 marks each. As provided U/r 12 of the said Rules the candidates qualifying the preliminary examination (consisting of both the papers) shall be called to appear at the main examination.

In the meantime the pattern of examination has been modified by the UPSC by making the General Studies Paper-II (CSAT) in the Civil Services Preliminary examination as a qualifying paper with minimum marks fixed at 33%. Besides, the UPSC has allowed compensatory chances to the candidates consequent upon introduction of CSAT in the UPSC preliminary examination. Due to such modifications in the Civil Services Examination a large number of representations have been filed before the government by some aspirants to adopt the same procedure in the Odisha Civil Services, Combined Competitive Recruitment Examination.

After careful consideration, it has been decided by the Government to adopt the same procedure followed in the Civil Services Examination conducted by the UPSC to make the Paper -II of Preliminary Odisha Civil Services Examination as a qualifying paper. A candidate has to secure a minimum of 33% in the Paper -II of preliminary examination so as to evaluate Paper-I of the preliminary examination. Further, the candidates who have appeared in the OCSE-2015 and OCSE-2016 shall be allowed one extra compensatory attempt in the OCSE-2017.

This shall come into force with immediate effect. The provisions of OCS (CCRE) Rules, 1991 are being amended to the above extent separately.

**(Order :-** Ordered that the Resolution be published in the Extraordinary Gazette for general information and copies be forwarded to all Departments, all Heads of Departments and all Collectors for information.)

By order of Governor

*J. Mohan*  
30/10/17  
Special Secretary to Government  
Special Secretary to Govt.  
General Administration and  
Public Grievance Department  
Bhubaneswar

Government of Odisha  
General Administration & Public Grievance Department

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RESOLUTION

NO. PT1-GAD-SER2-CSE-0001-2018-15976/Gen., Dated the 5<sup>th</sup> June, 2018

Sub: Additional compensatory attempt to appear the Combined Competitive Recruitment Examinations, 2018.

The decision of the Government to adopt the procedure followed in the Civil Services Examination conducted by the UPSC in the Odisha Civil Services, Combined Competitive Recruitment Examinations have been communicated in GA&PG Department Resolution No.23625/Gen., dated 30<sup>th</sup> October, 2017. It was prescribed therein that the Paper-II of Preliminary Odisha Civil Services Examination shall be evaluated as a qualifying paper. A candidate has to secure a minimum of 33% in the Paper-II of Preliminary examination so as to evaluate the Paper-I of the Preliminary examination. Besides, one extra compensatory attempt was allowed to those candidates in the OCSE-2017 who have appeared in the OCSE-2015 and OCSE-2016.

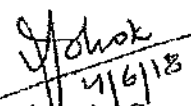
Consequent upon introduction of such UPSC pattern in the OCSE, there are pressing demands from some OCSE aspirants to allow them another chance to appear in the OCSE-2018 irrespective of their maximum age limit.

After careful consideration, it has been decided by the Government that notwithstanding anything contained in the Rule, the intending candidates who have appeared in OCSE-2015 or OCSE-2016 or OCSE-2017 but are otherwise ineligible to appear/compete in the OCSE-2018, on account of attainment of upper age limit or exhaustion of the attempts prescribed under the Rule, shall be allowed one more additional compensatory attempt for appearing in OCSE-2018.

This shall come into force with immediate effect. The provisions of the OCS (CCRE) Rules, 1991 are being amended to the above extent separately.

(Order: - Ordered that the Resolution be published in the Extraordinary Gazette for general information and copies be forwarded to all Departments, all Heads of Departments and all Collectors for information.

By order of Governor

  
Principal Secretary to Government.

25  
Memo No. 15977/Gen.

Date 5<sup>th</sup> June, 2018

Copy forwarded to the Odisha Gazette Cell in-charge, Odisha Gazette Cell, C/o. Commerce Department for information with request to publish the Notification in the extraordinary issue of the Odisha Gazette and supply 200 copies of the same to this Department for official use.

*[Signature]*  
4.6.18

Additional Secretary to Government

Memo No. 15978/Gen.

Date 5<sup>th</sup> June, 2018

Copy forwarded to all Departments of Government/all Heads of Departments/all Collectors/Registrar, Odisha High Court/Registrar, Odisha Administrative Tribunal, Bhubaneswar/Special Secretary, Odisha Public Service Commission, Cuttack/Secretary, Odisha Staff Selection Commission, Bhubaneswar/Secretary, Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

*[Signature]*  
4.6.18

Additional Secretary to Government

Memo No. 15979/Gen.

Date 5<sup>th</sup> June, 2018

Copy forwarded to all Branches of G.A. & P.G. Department/Guard file (10 copies)/G.A. & P.G. Department Library (10 copies) for information and necessary action.

*[Signature]*  
4.6.18

Additional Secretary to Government

Memo No. 15980/Gen.

Date 5<sup>th</sup> June, 2018

Copy forwarded to the Head of Portal Group, I.T. Centre, Secretariat with a request to post this Notification in the website of G.A. & P.G. Department for general information.

*[Signature]*  
4.6.18

Additional Secretary to Government

**Government of Odisha  
Home Department**

**Notification**

No.SPS/1-64/09)Pt.) 29452/SPS, Bhubaneswar, dated the 4.7.2011.

In exercise of the powers conferred by Rule 20 of the Odisha Police Service, Group-A (Junior Branch) Recruitment Rule-2010, the Governor of Odisha has been pleased to prescribe regulations as in Annexure-I to regulate the Physical examination of candidates for direct recruitment to Odisha Police Service (Group-A), Junior Branch.

By order of the Governor  
U.N. Behera  
Principal Secretary to Government.

Memo No.29453/Bhubaneswar, dated the 4.7.2011.

Copy along with copy of the Notification forwarded to the Director of Printing, Stationary and Publications, Odisha, Madhupatana, Cuttack for favour of publication in extraordinary Odisha Gazette.

He is requested to supply 300 (Three Hundred) spare copies to this Department at an early date.

Sd/-4.7.2011  
Additional Secretary to Government.

Memo No.29454/Bhubaneswar, dated the 4.7.2011.

Copy along with copy of the Notification forwarded to the D.G. & I.G. of Police, Odisha, Cuttack/the Secretary, OPSC, Cuttack for information and necessary action.

Sd/-4.7.2011  
Additional Secretary to Government.

Memo No.29455/Bhubaneswar, dated the 4.7.2011.

Copy along with copy of the Notification forwarded to all Departments of Government for information and necessary action.

Sd/-4.7.2011  
Additional Secretary to Government.

1

**REGULATIONS RELATING TO THE PHYSICAL EXAMINATIONS OF  
CANDIDATES APPLYING FOR THE ODISHA POLICE SERVICE.**

The regulations are published for the convenience of candidates and enable them to ascertain the probability of their possessing the required physical standard. The regulations are also intended to provide guidelines to the medical examiners.

The Government of Odisha reserve to themselves absolute discretion to reject or accept any candidate after considering the report of the Medical Board.

**PHYSICAL STANDARD:**

1. To be passed as fit for appointment, a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties on this appointment.

2. (a) In the matter of co-relation of age limit, height and chest girth of candidates of India, it is left to the Medical Board to use whatever correlation figure are considered most suitable as a guide in the examination of the candidates. If there be any disproportion with regard to height, weight and chest girth, the candidates should be hospitalized for investigation and X-ray of the chest taken before the candidate is declared fit or not fit by the Board."

(b) For the Odisha Police Service minimum standard for height and chest girth without which candidates cannot be accepted, are as follows:-

		Height	Chest Girth fully expanded	Expansion
1	2	3	4	5
1	Men(UR/SEBC/SC)	165 cm	84 cm	5 cm
2	Men (ST)	160 cm	84	5 cm
3	Women (UR/SEBC/SC)	150 cm	79 cm	5 cm
4	Women (ST)	145 cm	79 cm	5 cm

3. The candidate's height will be measured as follows:

He will remove his shoes and be placed against the standard with his feet together and the weight thrown on the heels and not on the toe or other sides of the feet. He will stand erect without rigidity and with heels calves buttocks and shoulder touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar and the height will be recorded in centimeters and parts of a centimeter to halves.

4. The candidate's chest will be measured as follows:-

He will be made to stand erect with his feet together and to raise arms over his head. The tape will be so adjusted round the chest that its upper edge touches the inferior angles of the shoulder blades behind and lies in the same horizontal plane when the tape is taken round the chest. The arms will then be lowered to hang loosely by the side and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times and the maximum expansion of the chest will be carefully noted and the minimum and maximum will then be recorded in centimeters 84-89, 86-93.5 etc. In recording the measurements fractions of less than half a centimeter should not be noted.

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N.B.- The height and chest of the candidates should be measured twice before coming to a final decision.

5. The candidate will also be weighed and his weight recorded in kilograms; fractions of half a kilogram should not be noted.

6. (a) The candidate's eye-sight will be tested in accordance with the following rules. The result of each test will be recorded.

(i) General - The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate will be rejected if he suffered from any morbid conditions of eye, eyelids or contiguous structure of such a sort as to render or are likely at future date to render him unfit for service.

(ii) Visual Acuity - The examination for determining the acuteness of visions includes two tests - one for distant the other for near vision. Each eye will be examined separately.

(b) There shall be no limit for maximum naked eye vision but the naked eye vision of the candidates shall however be recorded by the Medical Board or other medical authority in every case, as it will furnish the basis information in regard to the condition of the eye.

(c) The following standards are prescribed for distant and near vision with or without glasses.

(d) (i) **The total amount of Myopia (including the cylinder) shall not exceed minus 4,00D. Total amount of Hypermetropia (including the cylinder) shall not exceed plus 4.00D.**

(ii) ~~In every case of myopia fundus examination should be carried out and the results recorded. In the event of pathological condition being present which is likely to be progressive and affect the efficiency of the candidate, he/she should be declared unfit.~~

(e) **Field of vision** : The field of vision shall be tested by the confrontation method. When such test gives unsatisfactory or doubtful result the field of vision should be determined on the perimeter.

		Better eye (Corrected vision)	Worse eye
1	Distant vision	6/6 or 6/9	6/12/ or 6/9
2	Near Vision	J1	J2
3	Types of corrections permitted	Spectacles	
4	Limits of refractive error permitted	+4.00D (including cylinder) Non-Pathological Myopia +4.00D (including cylinder) (Hypermetropia)	
5	Colour vision requirements	High Grade	
6	Binocular vision needed	Yes	



(f) **Night Blindness:** Broadly there are two types of night blindness: (1) as a result of Vitamin-A deficiency and (2) as a result of Organic disease of Retina, common cause being Retinitis Pigmentosa. In (1) the fundus is normal, generally seen in younger age group and ill nourished persons and improves by large doses of Vitamin-A. In (2) the fundus is often involved and mere fundus examination will reveal the condition in majority of cases. The patient in this category is an adult and may not suffer from malnutrition. Persons seeking employment for higher posts in the Government will fall in this category. For both (1 and (2) dark adaptation test will reveal the condition. For (2) Specially when fundus is not involved Electro-Retinography is required to be done. Both these tests (dark adaptation and retinography) are time consuming and require as a routine test in a medical check up. Because of these specialized set up, and equipment and thus are not possible as a technical considerations. It is for the Ministry/Department to indicate if these tests for night blindness are required to be done. This will depend upon the job requirement and nature of duties to be performed by the prospective Government employees.

(g) **Colour Vision :** The testing of colour vision shall be essential. Colour perception should be graded into higher grade depending upon the size of aperture in the lantern as described in the table below:

	Grade	High Grade Colour Perception
1	2	3
1.	Distance between the lamp and candidate	16ft
2	Size of aperture	13 mm
3	Time of exposure	5 seconds

Satisfactory colour vision constitutes, recognition with ease and without hesitation of signal red, green and yellow colour. The use of Ishihara's plates, shown in good light and a suitable Edrige Green's lantern shall be considered quite dependable for testing colour vision. While either of the two tests may ordinarily be considered sufficient in respect of services concerned with road, rail and air traffic, it is essential to carry out the lantern test. In doubtful cases where a candidate fails to qualify when tested by only one of the two tests, both the tests should be employed.

(h) **Ocular condition other than visual acuity :**

(i) Any organic diseased or a progressive refractive error which is likely to result in lowering visual acuity, should be considered a disqualification.

(ii) **Squint:** The presence of binocular vision is essential. Squint, even if the vision acuity in each eye is of the prescribed standard should be considered a disqualification.

(iii) If a person has one eye of if he has one eye which has normal vision and the other eye is amblyopic or has subnormal vision the usual effect is that the person is **lacking stereoscopic vision for perception of depth. Such vision is not necessary.**

(iv) **Contact Lenses:** During the medical examination of candidate, the use of contact lenses is not to be allowed. It is necessary that when conducting eye test the illumination of the typed letters for distant vision should have an illumination of 15 foot-candles.

**GUIDELINES FOR SPECIAL OPHTHALMIC BOARD**

Special Ophthalmic Board for eye examination shall consist of 3 Ophthalmologists:

- (a) Cases where the Medical Board has recorded visual function within normal prescribed limits but suspects a disease of progressive and organic nature, which is likely to cause damage to the visual function should refer the candidates to a Special Ophthalmic Board for opinion as part of the first Medical Board.
- (b) All cases or any type of surgery on eyes, IOL, refractive corneal surgery, doubtful cases of colour defect should be referred to special Ophthalmic Board.
- (c) In such cases where a candidate is found to be having high myopia or high hypermetropia, the State Medical Board should immediately refer the candidates for a special Board of three Ophthalmologists constituted by the Medical Superintendent of the hospital/A.M.O. with the head of the Department of Ophthalmology of the Hospital or the senior most ophthalmologist as the Chairman of the special Board. The Ophthalmologist/Medical Officer who has conducted the preliminary ophthalmic examination can not be a part of the Special Board.

The Examination by the Special Board should preferably be done on the same day. Whenever it is not possible to convene the Special Board of three Ophthalmologists on the day of the medical examination by the State Medical Board, the Special Board may be convened at an earliest possible date.

The Special Ophthalmic Board may carry out detailed investigations before arriving at their decision.

The Medical Board's report may not be deemed as complete unless it includes the report of the Special Board for all such cases which are referred to it.

**GUIDELINE FOR REPORTING ON BORDER LINE UNFIT CASES:**

In border line cases of substandard visual acuity, subnormal colour vision, the test will be repeated after 15 minutes by the Board before declaring a person unfit.

7. **Blood pressure:**

The Board will use its discretion regarding Blood Pressure. A rough method of calculating normal maximum systolic pressure is as follows:-

- (i) With Young subject 15-25 years of age the average is about 100 plus the age.
- (ii) With subjects over 25 years of age the general rule of 110 plus half the age seems quite satisfactory.

N.B.- As a general rule any systolic pressure over 140 mm and diastolic over 90 mm, should be regarded as suspicious and the candidate should be hospitalized by the Board before giving their final opinion regarding the candidate's fitness or otherwise. The hospitalization report should indicate whether the rise in blood pressure is of a transient nature due to excitement etc. or whether it is due to any organic disease. In all such cases X-ray and electrocardiographic examination of heart and blood urea clearance test should also be done as a routine. The final decision as to fitness or otherwise of a candidate will however, rest with the medical board only.

**Method of taking Blood Pressure**

The mercury manometer type of instrument should be used as a rule. The measurement should not be taken within fifteen minutes of any exercise or excitement. Provided the patient and particularly his arm is relaxed he may be either lying or sitting. The arm is supported comfortably at the patient's side in a more or less horizontal position. The arm should be freed from the cloth to the shoulder. The cuff completely deflated should be applied with the middle of the rubber over the inner side of the arm and its lower edge an inch or two above the bend of the elbow. The following returns of cloth bandage should spread evenly over the bag to avoid bulging during inflation.

The brachial artery is located by palpitation at the bend of the elbow and the stethoscope is then applied lightly and centrally over it below but not in contact with the cuff. The cuff is inflated to about 200 mm. Hg. and then slowly deflated. The level at which the column stands when soft successive sounds are heard represents the Systolic Pressure. When more air is allowed to escape the sound will be heard to increase in intensity. The level at which the well heard clear sound change to soft muffed fading sounds represents the diastolic pressure. ~~The measurements should be taken in a fairly brief period of time as prolonged pressure of the cuff is irritating to the patient and will vitiate the reading.~~ Rechecking if necessary should be done only a few minutes after complete deflation of the cuff. Sometimes as the cuff is deflated sounds are heard at a certain level they may disappear as pressure falls and reappear at a still lower level. This silent Gap may cause error in readings.

8. The urine (passed in the presence of the examiner) should be examined and the results recorded. Where a Medical Board finds sugar present in candidate's urine by the usual chemical tests the Board will proceed with the examination with all its other aspects and will also specially note any signs or symptoms suggestive of diabetes. If except for the glycosuria the Board finds the candidate conforms to the standard of medical fitness required they may pass the candidate fit, subject to the glycosuria being non-diabetic and the Board will refer the case to a specified specialist in Medicine who has hospital and laboratory facilities at his disposal. The Medical Specialist will carry out whatever examinations clinical and laboratory, he considers necessary including a standard blood sugar tolerance test, and will submit his opinion to the Medical Board upon which the Medical Board will base its final opinion "fit" or "unfit". The candidate will not be required to appear in person before the Board on the second occasion. To exclude the effect of medication it may be necessary to retain a candidate for several days in hospital under strict supervision.

9. A woman candidate who as a result of tests is found to be pregnant of 12 weeks standing or over should be declared temporarily unfit until the confinement is over. She should be re-examined for fitness certificate six weeks after the date of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner.

10. The following additional points should be observed:-

(a) that the candidate's **hearing in each ear is good and that there is no sign of disease of the ear.** In case it is defective the candidate should be got examined by the ear specialist; provided that if the defect in hearing is remediable by operation or by use of a hearing aid a candidate cannot be declared unfit on that account provided he/she has no progressive disease in the ear. The following are the guidelines for the medical examining authority in this regard:-

1.	Perceptive deafness in both ears in which some improvement is possible by a hearing aid	Fit if the deafness is up to 30 decibel in speech frequencies of 1000-4000.
2.	Perforation of tympanic membrane of central or marginal type.	(i) One ear normal other ear perforation of tympanic membrane present temporarily unfit. Under improved conditions of Ear Surgery a candidate with marginal or other perforation in both ears should be given a chance by declaring him temporarily unfit and then he may be considered under 4(ii) below. (ii) Marginal or attic perforation in both ears unfit. (iii) Central perforation both ears - Temporarily unfit.
3.	Ears with mastoid cavity subnormal hearing on one side/on both sides.	(i) Either ear normal hearing other ear mastoid cavity. Fit. (ii) Mastoid cavity of both sides. Unfit.
4.	Persistently discharging ear operated/unoperated.	Temporarily Unfit.
5.	Chronic Inflammatory/allergic condition of nose with or without bony deformities of nasal septum.	(i) A decision will be taken as per circumstances of individual cases. (ii) If Deviated nasal Septum is present with symptoms - Temporarily unfit.
6.	Chronic Inflammatory conditions of tonsils and or Larynx.	(i) Chronic Inflammatory conditions of tonsils and/or Larynx - Fit. (ii) Hoarseness of voice of severe degree if present then Temporarily unfit.
7.	Benign or locally Malignant tumours of the E.N.T.	(i) Benign tumours - Temporarily unfit. (ii) Malignant Tumour - unfit.
8.	Otosclerosis	If the hearing is within 30 decibels after operation. Or With the help of hearing aid Fit.
9.	Congenital defects of ear, nose or throat.	(i) If not interfering with functions - Fit. (ii) Stuttering of severe degree - Unfit.
10.	Nasal/Poly.	Temporarily Unfit.

- (b) That his speech is without impediment;
- (c) That his teeth are in good order and that he is provided with dentures where necessary for effective mastication (well filled teeth will be considered as sound);
- (d) That the chest is well formed and his chest expansion sufficient and that the hearts and lungs are sound;
- (e) That there is no evidence of any abdominal disease;
- (f) That he is not ruptured;
- (g) That he does not suffer from hydrocele, varicose veins or piles;
- (h) That his limbs, hands and feet are well formed and developed and that there is free and perfect motion of all joints;
- (i) That he does not suffer from any inveterate skin disease;
- (j) That there is no congenital malformation or defect;
- (k) That he does not bear traces or acute or chronic disease pointing to an impaired constitution;
- (l) That he bears marks of efficient vaccination; and
- (m) That he is free from communicable disease.

11. Radiographic examination of the chest of candidate for detecting any abnormality of the heart and lungs which may not be apparent by ordinary physical examination will be done at the time when he is called for the Personality Test by the Odisha Public Service Commission.

The decision of the Chairman of the State Standing Medical Board (conducting the medical examination of the concerned candidate) about the fitness of the candidate shall be final.

In case of doubt regarding health of a candidate the Chairman of the Medical Board may consult a suitable Hospital specialist to decide the issue of fitness or unfitness of the candidate for Government Service e.g. if a candidate is suspected to be suffering from any mental defect or aberration the Chairman of the Board may consult a Hospital Psychiatrist/Psychologist etc.

When any defect is found it must be noted in the certificate and the medical examiner should state his opinion whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate.

12. The candidate filing an appeal against the decision of the Medical Board have to deposit an appeal fee of Rs.100.00 in such manner as may be prescribed by the Government of India in this behalf. This fee would be refunded if the candidate is declared fit by the Appellate Medical Board. The candidates may, if they like enclose medical certificate in support of their claim of being fit. Appeals should be submitted within 21 days of the date of the communication in which the decision of the Medical Board is communicated to the candidates otherwise request for second medical examination by an Appellate Medical Board will not be entertained. The Medical Examination by the Appellate Medical Board would be arranged at Cuttack only and no traveling allowance or daily allowance will be admissible for the journeys performed in connection with the medical examination. Necessary action to arrange medical examination by Appellate Medical Boards would be taken by the General Administration Department on receipt of appeal accompanied by the prescribed fee.

### MEDICAL BOARD'S REPORT

The following intimation is made for the guidance of the Medical Examination:-

1. The standard of physical fitness to be adopted should make due allowance for the age and length of service, if any of the candidate concerned.

No person will be deemed qualified for admission to the public service who shall not satisfy Government or appointing authority as the case may be that he has no disease constitutional affliction, or bodily infirmity, unfitting him or likely to unfit him for that Service.

It should be understood that the question of fitness involves the future as well as present and that one of the main objects of medical examinations is to secure continuous effective service and in the case of candidates for permanent appointment to prevent early pension or payments in case of premature death. It is at the same time to be noted that the question is one of the likelihood of continuous effective service and the rejection of a candidate need not be advised on account of the presence of a defect which is only a small proportion of cases is found to interfere with continuous effective service.

A Lady Doctor will be co-opted as a member of the Medical Board whenever a women candidate is to be examined.

The report of the Medical Board should be treated as confidential.

In case where a candidate is declared unfit for appointment in the Government Service ~~the ground for rejection~~ may be communicated to the candidate in broad terms without giving minute details regarding the defects pointed out by the Medical Board.

In case where a Medical Board considers that minor disability disqualifying a candidate for Government Service can be cured by treatment (medical or surgical) a statement to the effect should be recorded by the Medical Board. There is no objection to a candidate being informed of the Board's opinion to the effect by the appointing authority and when a cure has been effected it will be open to the authority concerned to ask for another Medical Board.

In the case of candidate who are to be declared "Temporarily Unfit" the period specified for re-examination should not ordinarily exceed six months at the maximum. On re-examination after the specified period these candidates should not be declared temporarily unfit for a further period but a final decision in regard to their fitness for appointment or otherwise should be given.

## (a) Candidate's statement and declaration-

The candidate must make the statement required below prior to his Medical Examination and must sign the Declaration appended thereto. His attention is specially directed to the warning contained in the Note below:-

1.	State your name in full (in block letters)			
2.	State your age and birth place.			
3.	(a) Have you ever had smallpox intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attack, rheumatism, appendicitis ? Or (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ?			
4.	When you were last vaccinated ?			
5.	Have you suffered from any form of nervousness due to over work or any other causes?			
6.	Furnish the following particulars concerning your family -			
	Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living their age and state of health	No. of brothers dead, their age and causes of death.
	1	2	3	4
(i)				
(ii)				
(iii)				
	Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living their age and state of health	No. of sisters dead, their age and causes of death.
	1	2	3	4
(i)				
(ii)				
(iii)				
7.	Have you been examined by a Medical Board before ?			
8.	If answer to the above is "Yes", please state what service/services you were examined for ?			
9.	Who was the examining authority ?			

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10.	When and where was the Medical Board held ?	
11.	Result of the Medical Board's examination if communicated to you or if known.	
12.	All the above answers are to the best of my knowledge and belief, true and correct and I shall be liable for action under law for any material infirmity in the information furnished by me or suppression of relevant material information. The furnishing of false information or suppression of any factual information would be a disqualification and is likely to render me unfit for employment under the government. If the fact that false information has been furnished or that there has been suppression of any factual information comes to notice at any time during my services, my services would be liable to the terminated.	

Candidate's signature

Signed in my presence

Signature of the Chairman of the Board.



**PROFORMA**

(b) Report of the Medical Board on (name of candidate) Physical Examination.

1. General development : Good ..... Fair.....  
 Poor..... Nutrition : thin .....Average.....  
 Obese .....Height(without shoes).....Weight.....  
 Best Weight..... when.....any recent changes in weight  
 ..... Temperature.....

Girth of chest :

- (1) After full inspiration -  
 (2) After full expiration -

2. Skin : Any obvious disease.

3. Eyes :-

- (1) Any disease .....  
 (2) Night blindness .....  
 (3) Defect in colour vision .....  
 (4) Field of vision.....  
 (5) Visual acuity.....  
 (6) Fundus examination.....

Acuity of vision	Naked eye with glasses	Strength of glass sph. Cyl. Axis.
1	2	3
Distant vision	RE LE	
Near vision	RE LE	
Hypermetropia (Manifest)	RE LE	

4. Ears - Inspection .....Hearing :  
 Right Ear.....  
 Left Ear .....
5. Glands .....Thyroid .....
6. Condition of teeth .....
7. Respiratory system : Does physical examination  
 Reveal anything abnormal in the respiratory organs.....  
 If yes, explain fully.....
8. Circulatory System :  
 (a) Heart : Any Organic Lesions ..... Rates standing.....  
 After hopping 25 times.....2 minutes after hopping.....  
 (b) Blood Pressure :  
 Systolic .....Diastolic.....
9. Abdomen :  
 Girth..... Tenderness.....  
 Hernia.....  
 (a) Palpable Liver..... Spleen.....  
 Kidneys..... Tumors.....  
 Hemorrhoids..... Fistula .....
10. Nervous System indication of nervous or mental disabilities .....

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- 11. Loco Motor System : Any abnormality .....
- 12. Genito Urinary System : Any evidence of Hydrocele, Varicocele etc.  
Urine Analysis :
  - (a) Physical appearance .....
  - (b) Sp. Gr.....
  - (c) Albumen.....
  - (d) Sugar.....
  - (e) Casts .....
  - (f) Cells .....

13. Is there anything in the health of the candidate likely to render him unfit for the efficient discharge of his duties in the service for which he is a candidate?

Note :- In the case of female candidate, if it is found that she is pregnant of 12 weeks standing or over, she would be declared temporarily unfit vide Regulation-9.

- 14. (i) State the service for which the candidate has been examined.
- (ii) Has he/she been found qualified in all respects, for the efficient and continuous discharges of his/her duties in Odisha Police Service.
- (iii) Is the candidate fit for FIELD SERVICE?

15. Chest X-Ray Examination.

Note : The Board should record their findings under one of the following three categories:-

- (i) Fit.....
- (ii) Unfit on account of .....
- (iii) Temporarily unfit on account of .....

Place	Signature	Chairman
		Member
		Member
Date		

Seal of the Medical Board.