



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO.17 OF 2013-14

Recruitment to the post of Tourist Officer, Group-B of Odisha Tourism Service under
Tourism & Culture (Tourism) Department

WEBSITE – <http://opsconline.gov.in>.

- WARNING:** (1) **ONLINE APPLICATION FORM WILL BE AVAILABLE TILL 21.12.2013, 11:59 P.M**
- (2) **LAST DATE FOR RECEIPT OF APPLICATION FEE AT ANY S.B.I. BRANCH IS 24.12. 2013.**
- (3) **LAST DATE FOR RECEIPT OF PRINT OUT/HARD COPY OF ONLINE APPLICATION ALONG WITH COPIES OF REQUISITE CERTIFICATES AND DOCUMENTS IS 31.12.2013 BY 5.00 P.M.**

Applications are invited Online through the proforma Application form to be made available on WEBSITE (<http://opsconline.gov.in>) from **21.11.2013** to **21.12.2013** (**Note: 24.12.2013 is the last date for payment of application fees**) for recruitment to 7(seven) posts of **Tourist Officer**, Group-B of Odisha Tourism Service under Tourism & Culture (**Tourism**) Department in the scale of pay of Rs.9300-34800/- carrying Grade Pay of Rs.4200/- with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are temporary but likely to be made permanent.

2. **VACANCY POSITION:** As per requisition filed by the Tourism & Culture (Tourism) Department Government of Odisha, the category wise vacancy position along with reservation thereof is given below:

Sl. No.	Category	No. of vacancies
1	Unreserved	02 (1W)
2	SEBC	02 (1W)
3	Scheduled caste	01
4	Scheduled Tribe	02 (1w)
	Total	07 (3w)

- (a) In case of non availability or availability of insufficient number of eligible women candidates belonging to any particular category the remaining vacancies will be filled up by male candidates of the same category.
- (b) In the event of non-availability of eligible and suitable Scheduled Tribe candidates, Scheduled Caste candidates will not be considered.
- (c) The period of probation is two years .The appointment can be terminated on one month's notice from either side without assigning any reason thereof.

3. AGE:

A candidate must not be under 21 (twenty one) years of age and must not be above 32 (thirty two) years of age as on 1st January, 2013 i.e. he/she must not have been born earlier than 2nd January, 1981, and not later than 1st January, 1992.

The upper age limit is relaxable by 5 (five) years for candidates belonging to the categories of Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Socially & Educationally Backward Classes (S.E.B.C.), Women, Ex-servicemen, and by 10 (ten) years for candidates belonging to Physically Handicapped category whose disability should not be less than 40% .

Provided that, a candidate who comes under more than one category mentioned above, he/she 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 only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION

A candidate must have obtained a Master degree of Arts in History or Master Degree in Tourism Administration from a recognized University.

Note- Knowledge of foreign language other than English shall be considered an additional qualification.

5. APPLICATION FEE -

A candidate is required to pay a non-refundable and non-adjustable fee of Rs.300/- (Rupees three hundred) only. **Candidates belonging to Scheduled Caste/Scheduled Tribe of Odisha only and persons with disability (whose disability is not less than 40%) are exempted from payment of this fee.**

6. METHOD OF SELECTION

The selection of candidates for recruitment to the post shall be made on the basis of written test and Viva Voce. The plan of written test and broad out lines of the syllabus are appended at **Annexure-A**.

7. PLACE OF EXAMINATION

The written Examination will be held at Cuttack.

8. OTHER ELIGIBILITY CONDITIONS:

- (i) The candidate must be a citizen of India;
- (ii) The candidate must have good character. The candidate must have sound health, good Physique, active habits and free from organic defects or bodily/mental infirmity.
- (iii) The candidate must be able to speak, read and write Odia fluently and must have passed at least an examination in Odia language equivalent to that of Middle English School standard conducted by the Board of Secondary Education, Odisha; or the Education Department of Government of Odisha or any other Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia Language Test (M.E. School standard);

- (iv) 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;
- (v) 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 inform their respective Heads of Offices in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate";
- (vi) 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);
- (vii) **Only those candidates, who fulfill the requisite qualification & within the prescribed age limit etc. by the last date of filling up Online Application, will be considered eligible;**
- (viii) A candidate who claims change in his/her name after having passed the H.S.C. Examination or equivalent Examination, is required to furnish copy of publication of the changed name in the local leading daily news paper as well as copy of notification in the Odisha Gazette in support of his /her change of name.
- (ix) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who fails to satisfy the Medical Board, shall not be appointed;

9. **OTHER CONDITIONS:**

- (i) The provisions of the Odisha Conduct of Examination Act 1988 (Odisha Act-2 of 1988) are applicable to the examination conducted by the Odisha Public Service Commission
- (ii) 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 he/she 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;
- (iii) **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;**
- (iv) Admission to Examination /Viva Voce will be **provisional**. If on verification at any stage before or after the Examination /Viva Voce test, it is found that a candidate does not fulfill all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final.
- (v) This advertisement should not be construed as binding on the Government to make appointment;

- (vi) Concessions meant for S.C., S.T. & SEBC by Birth are admissible to the Scheduled Caste, Scheduled Tribe and Socially & Educationally Backward Classes of Odisha only;
- (vii) Candidates are required to take due care to annex with the copy of the printout/hard copy of Online Application, the copies of certificates and other requisite documents as stated under Para-10 of this advertisement;
- (viii) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule(1) of Rule-3 of the Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the new structured defined Contribution Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005;
- (ix) Any misrepresentation or suppression of information by the candidate in the application form will result in cancellation of his/her candidature or penalty, as decided by the Commission.
- (x) 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.

10. CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates are required to submit along with the printout/hard copy of online applications, true copies of the following certificates and documents duly attested by candidate or Gazetted Officer or Notary Public. The candidates are also required to mention on each document "submitted by me" and put their full signature on the same. They must not attach original certificates with their applications. Only those, who are called for the viva voce test, will be required to bring with them the original certificates, mark-sheets etc. of the attested copies for verification at the time of viva voce test.

If a candidate fails to furnish any of the original documents in respect of the attested copies submitted with the application for verification on the date of interview before the interview starts, he/she shall not be allowed to appear at the interview.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Intermediate/+2 Examination Certificate issued by the concerned Board/Council;
- (iii) Bachelor Degree certificate issued by the recognized University;
- (iv) Master Degree Certificate issued by the recognized University;
- (v) Mark-lists in support of all the examinations passed (i.e. H.S.C. to Master Degree) issued by the concerned Board/Council/University.

NOTE:

- (a) Candidates who have not been awarded percentage of marks, but only "GRADE MARKS", should, along with their applications, produce the conversion certificate from the concerned University indicating the actual equivalent percentage of marks and the conversion formula failing which, their applications are liable to be rejected.
- (b) While filling up the relevant box of the Online Application Form, the candidate has to mention details of marks secured in each Annual examination leading to award of Degree.
- (vi) Certificate showing knowledge of foreign language other than English issued by the Concerned authority.

- (vii) Two recent passport size photographs (unsigned & unattested) which has been Uploaded with Online Application Form
- (viii) O.P.S.C copy of challan showing payment of Examination fees, wherever applicable.
- (ix) Certificates of conduct from the Principal/Proctor/Dean or Professor in charge of Teaching Department the College or University in which he/she last studied;
- (x) Caste Certificate by birth in support of claim as S.Cs. /S.Ts. /S.E.B.Cs., wherever applicable (Please see Note-1);
- (xi) Required odia pass certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to M.E. School Standard or a certificate from the Principal/Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard; if not passed odia as a subject in the H.S.C. or equivalent Examination.
- (xii) Discharge Certificates issued by the Commanding Officer of the Unit last served wherever applicable:
- (xiii) Disability Certificate (indicating percentage of disability) issued by the concerned Medical Board wherever applicable;
- (xiv) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (With number and date) under which it is so treated, must be furnished with the Application Form.

NOTE 1 :

Candidates claiming to be belonging to S.C./S.T./S.E.B.C. categories of Odisha by birth are required to submit copy of the relevant Caste Certificate 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 from the date of issue of the advertisement.

- (i) **Women candidates belonging to S.C./S.T./S.E.B.C. categories are required to submit Caste Certificates by birth showing “daughter of” Caste Certificates by virtue of marriage (i.e. showing “wife of”) is not acceptable and candidates submitting such certificate will be treated as belonging to U.R. category.**
- (ii) **OBC CERTIFICATES **WILL NOT BE ACCEPTED** IN LIEU OF SEBC CERTIFICATES.**
- (iii) **Candidates who submit S.E.B.C .Certificate which is more than three years as on the date of advertisement will be treated as belonging to U.R. Category.**
- (iv) **Community (Caste status) once mentioned by the candidates in the online application shall not be changed under any circumstances.**

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 2 : Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-servicemen, and Disability certificate of Physically Handicapped Persons must have been issued by the competent authority before the last date fixed for receipt of applications as indicated above.

11. HOW TO APPLY

- (a) Candidate must go through details of this Advertisement before filling up online application form.
- (b) Candidates must apply online through the website of OPSC <http://.opsconline.gov.in>. Applications received through any other mode would not be accepted and summarily rejected.
- (c) Before filling up the online application form, the candidates must go through the following documents available at OPSC portal.
 - i. Instruction to fill up the online application form.
 - ii. Guidelines for scanning and Uploading of Photograph, Full Signature & Left Thumb Impression.
- (d) Candidates are required to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left Thumb Impression(LTI) in the online application form. **The Uploaded photograph, 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.
- (e) Candidates should keep at least 2 copies of latest passport size photograph which is uploaded to the online application form for future use.
- (f) **On successful submission of the online application form, an Unique Registration ID will be displayed on the screen as well as top of the application form. Candidates are required to take a printout of the finally submitted online application form and put his/her signature under the Declaration for submission to OPSC along with copies of requisite certificate and documents.**
- (g) **There after, the candidates who are required to pay the fee shall take a printout of Online Challan (Pay-in-Slip)) for payment of requisite fee of Rs.300/-(Three hundred) only at any branch of State Bank of India (SBI). The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be adjusted or held in reserve for any other examination or recruitment.**
- (h) Candidates are required to send the Printout/Hard copy of the filled in Online Application Form duly signed under the declaration along with copies of required certificates/ documents etc., as provided under para-10 of this advertisement and the OPSC copy of Challan showing payment of Application fee, by Registered Post/Speed Post/Courier Service to the Special Secretary, Odisha Public Service Commission, 19, Dr. P.K. Parija Road, Cuttack-753001 so as to reach the same in the office of the OPSC on or before **31.12.2013.**

The envelope containing the Printout/Hard copy of the online application along with copies of requisite certificates and documents etc must be superscribed “APPLICATION FOR THE POST OF TOURIST OFFICER”. Application received after the closing date shall not be entertained. The Commission will not take any responsibility if the application is not received in time. The candidate may also submit the copy of the Printout/Hard copy of the online application along with requisite certificates and documents etc. in the office of the Odisha Public Service Commission directly/personally on or before the last date of receipt of application at the counter.

- (i) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
- (j) Certificate of Admission to the Examination / Interview to the eligible candidates will be uploaded in the Website of OPSC prior to the date of examination or interview which will be published in the Website and News paper. The candidates are required to download their Admission Certificate from Website of the Commission and produce the same for admission to the examination or interview. No separate correspondence will be made on this score.

12. FACILITATION COUNTER:

For any technical guidance on filling of online application, the candidates may contact facilitation counter of O.C.A.C. over Toll free No. **18003456770** or **155335** between 10.30 A.M. to 1.30 P.M. and 2.P.M.to 5.00 P.M.on any Odisha Government working day.

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

In case of any guidance/information on this advertisement and recruitment, candidates may contact the O.P.S.C. Facilitation Counter over Telephone No.0671-2304141/2305611 & Extn.-229 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 <http://opsc.gov.in> for detailed information about the programme of the examination/interview, rejection notice and other important notices etc. and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

CUTTACK:
DATE 19th November 2013

SPECIAL SECRETARY
ODISHA PUBLIC SERVICE COMMISSION
CUTTACK

