STATE SELECTION BOARD
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA
BHUBANESWAR-751009
Website: www.ssbodisha.ac.in **E-mail:** ssbdeptofhe@gmail.com

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ADVERTISEMENT NO.03/2026, DATED 29.06.2026

FOR RECRUITMENT TO THE POST OF JUNIOR ASSISTANTS IN C.H.S.E.(O) (SCHOOL AND MASS EDUCATION DEPARTMENT), GOVT. OF ODISHA

In pursuant to the requisition received from Council of Higher Secondary Education, Odisha (School & Mass Education Department), the online applications are invited from prospective candidates for recruitment to the post of Junior Assistants i.e., Group-C in Level-4, Cell-1 of the Pay Matrix under ORSP Rules, 2017. Candidates are required to apply online through the website of SSB i.e. www.ssbodisha.ac.in at the link available on this site.

No other means / mode of submission of applications will be entertained.

1. the schedule of **ONLINE APPLICATION** is as follows:

Opening Date & Time of Online Application	**01.07.2026 at 2.30 P.M.**
Closing Date & Time of Online Applications & Online Payment	**18.08.2026 at 11.45 P.M.**
Mode of Application	Online mode only through the official website i.e. www.ssbodisha.ac.in . Any other means/ mode of submission (Physical Copy/Hard Copy of online application form) will not be entertained under any circumstances.

i. Candidates are requested to follow the instructions under "**HOW TO APPLY**" while filling up the online application form and also detailed instructions given in the main instruction page of the online application in official website of State Selection Board (www.ssbodisha.ac.in).

ii. Applications are invited through online mode only through the website "www.ssbodisha.ac.in" for recruitment to fill up the vacancies as per requisition received from CHSE, Odisha under School and Mass Education Department, Government of Odisha.

Rajesh

2.VACANCY POSITION:

The vacancy position of Junior Assistant with reservation is as per the following table mentioned below.

Sl. No.	Name of the post	Name of the Institution/Department	No. of Vacancies (out of which women)	No. of post reserved for						
				ST (W)	SC (W)	SEBC (W)	UR (W)	Remarks		
								PwD	Ex-SM	Sports Person
1	Junior Assistant	Council of Higher Secondary Education, Odisha (School & Mass Education Department)	14 (04)	4 (0)	4 (02)	-	6 (02)	-	1	-

N.B- (a)***The reservation criteria and the vacancies in different categories as mentioned in the above table is as per the backlog vacancies arising from the appointment made for Jr. Assistants in pursuance to Advertisement No. 02/2024 for CHSE, Odisha under School and Mass Education Department.***

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

(c) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in case of non-availability of eligible Scheduled Caste and Scheduled Tribe candidates.

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

(e) The category status selected by the candidate during the payment process shall be treated as final, and the selection of candidates will be made accordingly. Any subsequent request for change of category status will not be entertained under any circumstances.

(f) Candidates shall be eligible to appear in the written examination only after submission of complete online Application Form and successful payment wherever applicable.

3. <u>AGE LIMIT & AGE RELAXATION:</u>

The minimum age limit for all categories of candidates shall be 21 years and the maximum age shall be 42 years of age as on 1st January 2026 i.e., he/she must have been born not earlier than 1st January, 1984 and not later than 1st January, 2005.

The upper age limit prescribed above is relaxable by 5(five) years for candidates belonging to the categories of Scheduled Caste (SC), Scheduled Tribe (ST), Socially and Educationally Backward Classes (SEBC), Women and Ex-Servicemen.

Rajesh

4. EDUCATIONAL QUALIFICATION:

Candidate must possess

(i) Bachelor's Degree or equivalent degree in any discipline from a recognized University/Institution/Board.

(ii) Adequate knowledge in basic Computer skill with certification.

5. OTHER ELIGIBILITY CONDITIONS:

In order to be eligible for recruitment to the post of Junior Assistants, a candidate must fulfil the following conditions.

(a) He/She must be a citizen of India and a domicile of the State of Odisha.

(b) Be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C Examination or an equivalent examination or has been declared to have passed a test in Odia language equivalent to the Middle School Standard.

(c) Candidates possessing Academic qualifications from Universities / Institutions/ Council / Boards outside Odisha shall have to produce the following documents failing which they shall not be considered eligible for selection.

i. Proof of equivalence from any recognized Universities /Institutions /Council/ Board of the State of Odisha.

ii. Affiliation of the institution where the applicant has studied to a recognized University/Council/Board.

(d) Candidates furnishing certificates and mark-sheets with grades / grade-points shall have to furnish numerical equivalence of grades / grade points from the examining bodies failing which he/ she shall not be considered eligible for selection

(e) Must not have more than one spouse living;

"Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for being so, exempt any person from the operation of this rule."

(f) Government servants having requisite educational qualification and within the prescribed age limit, whether temporary or permanent, are eligible to apply, provided that they must inform their respective head of office in writing regarding submission of their applications for this recruitment and produce **"No Objection Certificate"** from the employer before the date of document verification.

Rajesh

6. **METHOD OF SELECTION:** The selection for the post will be based on performance in Written Test and Computer Skill Test.

The examination shall consist of:

(i) Written Test - 200 Marks

(ii) Computer Skill Test-50 Marks

TOTAL – 250 Marks

(a) The written test shall be held in the following subjects:

Serial No	Description of the subjects	Marks
1.	General English up to Graduation Level	60
2.	General Knowledge and Current affairs	40
3.	General Mathematics up to HSC standard	40
4.	Reasoning & Mental ability	60
Total	**100 Questions**	**200**

(b) Syllabus for the Written Test

❖ Detailed syllabus in General English

i. Verbs: Tenses, Modal, Active and Passive voice, Subject-verb Agreement, non-finite verb forms (infinitives and participles).
ii. Sentence structure: Connectors, Types of Sentences, Types of phrases and clause, Direct and Indirect speech, Degree: Comparative and Superlative.
iii. Other areas: Articles, Nouns, Adverbs, Adjectives, Prepositions.
iv. Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

❖ Detailed syllabus in General Knowledge and Current Affairs

i. Matching Historical events with dates, personalities and places.
ii. Geographical facts with places.
iii. States, Countries and Institutions with Headquarters.
iv. Books and authors.
v. Scientific facts and discoveries with dates, persons and uses.
vi. Current events with places and personalities.

vii. Matching questions of miscellaneous type.

❖ Detailed syllabus in General Mathematics

i. Fractions and decimals
ii. Number System
iii. HCF, LCM and Remainder
iv. Squares and Square Roots
v. Cubes and Cube Roots
vi. Percentage and Averages
vii. Simple Interest and Compound Interest
viii. Profit, Loss and Discount
ix. Mixtures
x. Partnership
xi. Ratio and Proportion
xii. Rates and Taxes, Insurance
xiii. Problems on time and work
xiv. Statistics
xv. Problems on Time and Distance

❖ Reasoning and Mental Ability

i. Numerical Ability
ii. Reasoning
iii. Aptitude Test
iv. Problem Solving and Decision Making

(c) The Written Test will be of two hours duration in OMR based test or Computer Based Test (CBT) as decide by the Board. The questions shall be of multiple-choice type. There shall be 100 questions having equal weightage. While for each right answer, 2 marks will be awarded, for each wrong answer there will be negative marking of 0.50 mark. ***Qualifying marks in the written examination for candidates under Unreserved category shall be 40% and that for candidates under SC&ST categories shall be 30%.***

(d) On the basis of the performance in the Written Test, **the candidates will be shortlisted two times of the vacancy [category - wise]** for Computer Skill Test as per the qualifying mark prescribed in Point 6(c) of this advertisement. Computer Skill Test

will be 50 marks of one hour duration in which the minimum qualifying mark will be 20 marks for all categories. Candidates those who qualified both written test and skill test shall be allowed for document verification.

(e)The Computer Skill Test will be held in the following fields.

(i) WINDOWS operating system – To test some of the following basic system operations on file / folder(s):

- Create, Rename, Copy / Cut / Paste, Delete using clip board

(ii) MS Word - A Paragraph in MS Word incorporating some of the tools given below:

- Editing and formatting text and paragraph.
- Page and Paragraph Set-up inserting pictures and word art

(iii) MS Power Point – A Power Point presentation with 2/3 slides using some of the tools given below:

- Editing and formatting slides.

(iv) MS Excel – A problem in spreadsheet related to some of the tools given below:

- Formatting cells and data.
- Functions and formula (relative, absolute and mixed reference)

(v) MS Access- A problem in MS Access related to some of the tools given below.

- Creating and entering data into a database
- Setting the primary key

(f) After written test, in case of tie for shortlisting the candidates for the Computer Skill Test, the merit position will be decided basing upon the aggregate percentage of marks (percentage up to 2 decimal) secured by a candidate in Bachelor's degree examination. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be shortlisted against a candidate born later.

(g) For the final selection of candidates, the marks secured in the Written Test and Computer Skill Test taken together shall be taken into consideration. In case of tie, the marks secured in the written test shall be considered. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be selected as against a candidate born later. The final merit list will be prepared as per the vacancy of the post advertised category-wise.

7. ZONE OF EXAMINATION:

The written examination will be held at five (05) Zones Such as **Baleshwar, Brahmapur, Bhubaneswar, Jayapur and Sambalpur** depending upon the number of candidates from the respective Zone. In case, sufficient numbers of candidates are not available for any of the Zones excluding Bhubaneswar the candidates opting for those Zones will be accommodated at the nearest zone. But in case of CBT mode of examination, it will be conducted in different shifts in centers in different districts as per availability and suitability pertaining to the conditions mentioned for selection of centers for the CBT test.

The Computer Skill Test and verification of certificates of shortlisted candidates will be conducted at Bhubaneswar. Details of date and venue shall be informed to the candidates through newspaper advertisement and official website of the State Selection Board.

8. APPLICATION FEE AND MODE OF PAYMENT:

The application fee is non-refundable and non-adjustable. Candidates belonging to Scheduled Castes and Scheduled Tribes are required to pay a fee of ₹200 (Rupees Two Hundred only), while candidates of all other categories must pay ₹500 (Rupees Five Hundred only). The fee must be paid online at the time of submitting the application through the designated payment gateway. No other mode of payment will be accepted under any circumstances.

9. OTHER INFORMATION TO CANDIDATES:

(a) Admission to the Written Examination / Computer Skill test will be provisional. If on verification at any stage before or after the Written Examination / Computer Skill test/ Document Verification, it is found that a candidate does not fulfill all the eligibility criteria, his / her candidature will be liable for rejection. Decision of the State Selection Board in this regard is final.

(b) This advertisement should not be construed as binding on the concerned department/institution to make appointment.

(c) All persons appointed shall not be eligible for pension as defined under Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005. Further, the service benefits will be provided as per the Cadre Rules of the Administrative Department.

(d) Mere empanelment in the select list shall not confer any right for appointment.

(e) If a candidate fails to furnish any of the original documents in respect of the attested copies submitted for verification as per his / her online Application Form, his/ her candidature will be rejected.

(f) The provisions of the Odisha Conduct of Examinations Act, 1988 as amended up to date are applicable to the examination conducted by the State Selection Board, Odisha.

10. CERTIFICATES / DOCUMENTS TO BE SUBMITTED AT THE TIME OF DOCUMENT VERIFICATION:

Shortlisted candidates after the completion of Computer Skill Test will be asked to submit the printout of the online Application Form, self-attested photocopies of academic qualifications and other necessary documents as detailed below.

Candidates must have to produce the original Certificates before the Verifying Officer/Team during the document verification.

(i) Copy of online Application Form.

(ii) H.S.C. or equivalent certificate and mark sheet in support of date of birth and percentage of marks issued by the concerned Board / Council.

(iii) Higher Secondary (+2) and Graduation (+3) certificate/ equivalent certificate and mark sheets in support of percentage of marks / division / class.

(iv) Computer Learning Certificate

(v) Two recent passport size photographs similar to the one uploaded in the online application form mentioning his / her name and Roll number at the back.

(vi) Conduct Certificate issued by the College / University / Institution last attended.

(vii) Caste Certificate issued by appropriate authority.

(viii) Resident Certificate issued by appropriate authority.

(ix) Required Odia pass certificate issued by the Board of Secondary Education, Odisha / Principal / Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard wherever applicable.

(x) Discharge Certificate issued by the Commanding Officer of the Unit last served wherever applicable. The Genuineness of Ex-Servicemen Certificate shall be authenticated by the Rajya Sainik Board, Bhubaneswar.

(xi) No Objection Certificate issued by the competent authority, wherever applicable.

(xii) 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.

(xiii) The qualification claimed by the candidate must have been attained by the last date of submission of on-line application form.

(xiv) Candidates claiming to be belonging to ST / SC category of Odisha by birth are required to submit a copy of relevant Caste Certificate as mentioned in their application forms issued by the competent authority in the prescribed form. Candidates of SEBC category must submit copy of relevant Certificate issued by the competent authority within the **last three years by the closing date for submission of on-line Application Form.** The competent authorities are: Collector & District Magistrate, Addl. District Magistrate, Sub-Divisional District Magistrate, Sub-Collector, Revenue Officer not below the rank of Additional Tahasildar.

11. HOW TO APPLY:

a) Candidate must **apply online** through the link available in the official website of State Selection Board, Odisha (www.ssbodisha.ac.in)

b) Candidate must go through the detailed INSTRUCTIONS before filling up Online Application Form.

c) It is extremely important that candidates should give their percentage of aggregate marks secured in Under-graduate (+3) degree while filling up the online Application Form by effecting necessary conversion of C.G.P.A as per the conversion formula of their respective degree awarding University / Institution.

d) Candidates are required to upload their latest passport size photograph (taken within fifteen days before the submission of application) along with scanned image of their full signature and left-hand thumb impression, which must be clearly identifiable / visible. **Otherwise, the application of the candidate is liable to be rejected.**

e) The requisite fee must be deposited through designated payment gateway only. In case of non-payment of Examination fee/ Application fee, the application form will be rejected. Successful payment of examination fee means, the credit of derived application fee against the correct Application ID in the Bank Account of State Selection Board.

f) Candidates are advised to submit the online application form well within timeline

without waiting for the closing date to avoid last hour rush.

g) ***Candidates are advised to be very careful while filling in the online application form as there is no edit option after final submission of the same. After successful payment of Application Fee of requisite amount, the process of online application will be completed and the candidate will be able to download the application form from the SSB website. State Selection Board shall not be responsible for any act of omission or commission of the candidates. No request, either through offline or online mode for effecting any changes in the application form shall be entertained. On successful payment of application fee, the candidates should download the application form and keep it with them for future reference and during document verification & other purpose.***

The decision of the State Selection Board, Odisha in matter of selection shall be final and binding. Any canvassing or misrepresentation or suppression of facts / information by the candidate will result in cancellation of his / her candidature or penalty as decided by the State Selection Board, Odisha shall be imposed on the candidate.

By order of President

Rajesh 29/06/2026

Secretary

State Selection Board