



**ODISHA STAFF SELECTION COMMISSION**  
Barrack No.1, Unit - V, Bhubaneswar - 751054

Advertisement No. 1774/OSSC Date: 05.06.2012.

Selection of candidates for recruitment to the post of **Assistant Tourist Officer**(Post Code-21/ATO) in the **Department of Tourism**, Government of Odisha.

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Applications in prescribed format are invited for selection of candidates for recruitment to 19 posts of **Assistant Tourist Officer** under the Tourism and Culture (Tourism) Department, Government of Odisha carrying pay in the Pay Band-I of Rs. 5,200-20,200/- with Grade Pay of Rs. 2,800/-.

**1. How to apply:**

1.a. Candidates have to apply online using the website of the Commission [www.odishassc.in](http://www.odishassc.in). By clicking on the tab 'online application' in the home page of the website, the posts advertised for online application and **detailed instructions** for submitting any application online, are displayed on the computer screen. The Instructions are to be read carefully before proceeding to fill up the Application Form. The Application Form can be generated by clicking on 'apply online' after selecting the post.

1.b. Blank Application Form specific for the particular post will be generated on the screen, and the candidate has to fill in the required details against the various items in the Form, including the candidate's recent passport size photograph which has to be uploaded, without leaving any item blank. The filled in Application Form can be submitted by clicking on the 'submit' button. After the form is successfully submitted, a user ID and a password are generated on the screen, which the applicant has to note down for his/her future use in accessing the system to find out the status of the application. The candidate has to click on the button 'print application form' to generate the filled in Application Form. This time the Application Form is generated by the system with a unique bar code and bar code number printed on the format, which is the index number of the application.

1.c. The candidate has to take two printed copies of the application, one OSSC copy and the other the applicant's copy. The OSSC copy is meant to be



promptly sent to the Commission, duly attaching therewith (i) the original Treasury Challan in proof of payment of application fees, ii) photocopies of the certificates / documents in proof of date of birth, record of educational career, caste, documentary claim for being considered as reserved category/ special category. The Detailed Application Form (DAF) with all the above requisite certificates / documents, and with the signature of the candidate at the indicated space on the Form has to be submitted to the Commission by registered post, or in person at the appropriate drop box in the Commission's office.

1.d. Applications received incomplete are liable to be summarily rejected.

1.e. The candidate may find out the status of his/her application at different times by accessing OSSC website, clicking therein 'online application' tab, and thereafter clicking on the candidate's log in, and providing the user ID and password.

**2. Last date for receipt of Applications:**

2.a. The last date for online submission of Application in response to this advertisement is 5 PM of 27.6.2012. The system will be disabled from 5 PM of the said date after which the application form for this particular post will not be generated any more at the candidate's end.

2.b. The closing time for receipt of Detailed Application Form (DAF) (refer to para 1.c. above) in the Commission's office is 5 PM of 4.7.2012.

**3. Number of posts to be filled up and reservations :**

3.a. As per information filed by the concerned Department, the category-wise break-up of the total no. of posts to be filled up by this recruitment is as follows:

Category	No. of posts to be filled up by direct recruitment	No. of posts reserved for Female
SC	5	2
ST	8	3
SEBC	6	3
UR	---	---
Total	19	8



3.b. One post will be reserved for persons with disabilities (PWD) of OA (One arm affected) / OL- (One leg affected) / BL(MNR)- (both legs affected but not arms, mobility not restricted) categories.

3.c. The number of vacant posts to be filled up on the basis of this recruitment is subject to change without any prior notice at the discretion of the State Government.

**4. Eligibility:**

**4.a. Age:**

The minimum age for the post is **21** years and the maximum age is **32** years as on **01.01.2012**. The upper age limit is relaxable by 5 years for candidates belonging to SC/ST/SEBC/Women candidates, by 10 years in case of persons with disability and by the total period of service rendered in defence service in case of Ex-servicemen. However, a candidate can avail of only one type of age relaxation as per rule. There is no relaxation of upper age limit pertaining to vacancies which arose in the previous years. To be eligible, candidates not enjoying any relaxation of upper age limit must not have been born earlier than 2<sup>nd</sup> January, 1980 and not later than 1<sup>st</sup> January, 1991.

Date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/council will only be acceptable to the Commission.

**4.b. Educational qualification:**

(i) Essential Qualification :- (a) Graduate in Arts or (b) Degree/Diploma in Travel & Tourism Management/ Hotel Management from a recognized University or Indian Institute of Tourism & Travel Management / National Council of Hotel Management, respectively.



(ii) Desirable Qualification :-

- (a) Knowledge of foreign language other than English.
- (b) Work experience in Travel and Tourism Management / Hotel Management sector.

**5. Application Fee:**

Candidates other than those belonging to SC/ST have to pay application fee of Rs.100/- only through treasury challan under the head of account "0051-PSC-104-UPSC/SSC-examination fees-0047-fees collected for conducting examination-02041-examination fees". The treasury challan No. and date are to be filled in the online application, and the original treasury challan has to be submitted with the detailed application form.

**6. Certificates / documents to be submitted alongwith the detailed application form ( DAF):**

- (a) Original Treasury challan in support of deposit of Rs.100/-(Rupees one hundred) only towards Examination Fee (except SC/ST candidate).
- (b) Candidates of SC/ST category shall enclose self attested photocopy of caste certificate issued by the competent authority.
- (c) Candidates claiming reservation under SEBC category shall enclose self attested photocopy of appropriate & valid SEBC certificate issued by the competent authority.
- (d) Self attested photocopy of HSC certificate & mark sheet or equivalent certificate in support of declaration of age issued by the concerned Board/Council.
- (e) Self attested photocopy of +2/ Intermediate certificate & mark sheet.
- (f) Self attested photocopy of certificate & mark sheet of essential qualification as specified for the post at para-4(b)(i).
- (g) Self attested photo copy of certificate of desirable qualification specified for the post at para-4 (b)(ii).



- (h) Self attested copy of identity card issued by competent authority in case of candidates, being persons with disabilities.
- (i) Self attested copy of identity card and the document indicating the period of service rendered in armed forces in case of Ex-servicemen candidates.
- (j) Candidates have to submit a certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- (k) One unsigned recent colour photograph (3.5 Cm X 4.5 Cm size) to be pasted in the space provided in the application form. Besides, another photograph of the same size duly attested by a Gazetted officer should be enclosed.
- (l) An envelope of size 23cm X 12cm with postage stamp worth Rs.5/- duly affixed thereon to be attached to the application. The candidate is required to write his/her complete mailing address on this envelope with pin code for despatch of Admit Card.

**7. PLACE AND DATE OF WRITTEN EXAMINATION:**

The date/time/ venue of the written examination will be intimated to the eligible candidates by issue of admission letters. in due course.

**8. PLAN OF EXAMINATION:**

- (1) The examination will comprise of one composite paper  
Covering questions on
    - a) History and geography of India, Indian Polity and economic scenario, general science, environment issues, human rights issues, art and culture, current affairs, arithmetic of matriculation standard, numerical skill and quantitative aptitude; and
    - b) Odia and English language skills including comprehension of words, phrases and idioms, vocabulary, grammar and usage.
- There will be 75 questions from each of (a) and (b) groups; and all questions will be compulsory. All questions will be objective type



with multiple choice of answers; and have to answered on OMR answer sheets by blackening the respective correct circles by black ball point pen. The time allowed will be two hours.

The total marks will be 150, @ one mark for each question. - 150

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|---|------------|
| (2) Waightage for special qualification needed for the post -   | - 10 marks |
| (5 marks for knowledge of foreign language other than English and 5 marks for work experience in Travel & Tourism Management/ Hotel Management sector). |            |
| (3) Viva voce test : - - - - -  | - 20 marks |
| Total - - -   |            |
| - 180 marks   |            |

#### 9. Admit Card :-

Admit Cards will be issued to each candidate by post about three weeks before the date of the examination; carrying the photograph and signature of the candidate and signature of the Secretary of the Commission. This will carry intimation about the date, time and venue of the examination. Each candidate can download his / her admit card fourteen days before the date of the examination by going to the website of the Commission, and clicking at sub-menu 'download admit card for Assistant Tourist Officer'.

#### 10. VIVA-VOCE TEST:

The viva voce or personal interview will carry 20 marks. Candidates of different categories numbering maximum 3 times the number of posts in the respective categories on the basis of performance in the Main examination, subject to securing a minimum uniform cut off mark as may be fixed by the Commission will be called for viva-voce test.

**NOTE:-** T.A. will be paid to SC/ST candidates for appearing in the viva-voce examination. Before being allowed to appear at the viva-voce test, a candidate is required to produce original certificates as listed at para-7 above, failing which he/she shall be debarred from the viva voce test.

**11. SELECT LIST:**

The select list shall be prepared, category-wise on the basis of the sum total of marks secured by the candidate in the main written examination, viva-voce test and weightage of marks taken together.

12. **Results:** The results will be published in due course in the Commission's website.

*Mobile phone or any other communication device is not allowed into the premises of the OSSC examination centre. The candidates are advised not to bring any such banned items to the examination centre venue, as arrangements for safe keeping can not be assured. Any infringement of these instructions might entail debarment of the concerned candidate from the particular examination.*

By order of the Commission.

Secretary

