**ODISHA STAFF SELECTION COMMISSION**
Unit – II, Bhubaneswar – 751009

**Advertisement No.IIE-21/2026-4273/OSSC Date: 19.11.2026**

**DETAILED ADVERTISEMENT FOR COMBINED HIGHER SECONDARY (10+2)LEVEL OR EQUIVALENT RECRUITMENT EXAMINATION FOR SPECIALIST POSTS/ SERVICES 2026UNDER DIFFERENT DEPARTMENT/ HEADS OF DEPARTMENTS(HODs) OF GOVERNMENT OF ODISHA.**

**(POST CODE:367)**

**(WEBSITE: www.ossc.gov.in)**

1. **Application Invited**:

| | **Start Date** | **End Date** |
|---|---|---|
| Online Registration and Payment of examination fees | **25.11.2026** | **24.12.2026** |
| Submission of Online Application Form | **25.11.2026** | **28.12.2026** |
| Date of Editing Online Application Form | **25.11.2026** | **30.12.2026** |
| Mode of Application | Online Mode only through the website "www.ossc.gov.in". No Physical copy/Hard copy of the Online Application Form needs to be submitted by the applicant. | |

a. Recruitmentshall be guided by **"Combined Higher Secondary (10+2) Level or Equivalent Recruitment Examination for Specialist Posts/ Services Rules, 2022"** as amended from time to time.

b. Applications are invited through online mode only through the OSSC website "www.ossc.gov.in" forrecruitment to fill up the vacancies reported by different Departments& Heads of Departments (HoDs) under Govt. of Odisha as follows.

| **Sl. No** | **Name of the Post/Services** | **Name of the Department/Heads of Department in which vacancy exists for this recruitment** | **No. of Vacancy (out of which women)** | **Group of Posts/Services** | **Pay Matrix Level** |
|---|---|---|---|---|---|
| 1 | Caretaker ( State Cadre) | Gopabandhu Academy of Administration, Odisha, Bhubaneswar | 02 (W-Nil) | Group-B | Level-9 (Cell-1) of ORSP, 2017 |
| 2 | Weaving Supervisor ( State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 15 (W-05) | Group-B | Level-9 (Cell-1) of ORSP, 2017 |
| 3 | Primary Investigator (State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 03 (W-Nil) | Group-C | Level-5 (Cell-1) of ORSP, 2017 |
| 4 | Technical Assistant (State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 32 (W-10) | Group-C | Level-4 (Cell-1) of ORSP, 2017 |

| | | | | | |
|---|---|---|---|---|---|
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | Director, Municipal Administration under H & UD Department. | 80 (W-26) | Group-C | Level-4 (Cell-1) of ORSP, 2017 |

**c.** Candidates must possess a valid e-Mail Id and Mobile number while applying for the post and keep the same active till the completion of this recruitment process, to receive important messages from the Commission.

**d.** **The appointment will be only against one of the posts carrying the corresponding pay as indicated in the above table and candidates need to give options for the posts/services at the time of submission of Online Application Form.**

**e.** The candidates other than SC, ST and PwD category shall have to pay the Examination fee of Rupees Five Hundred (₹500/- only). The examination fee paid shall be refunded to the candidates who actually appear in the recruitment examination.

**f.** Appointments shall be on regular basis carrying the level of Pay as mentioned in the table above.

**g.** Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and based on the information furnished by her/him in the Online Application Form.

**h.** Online applications submitted to OSSC found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that matter.

**i.** If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/ He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.

**j.** Commission will adopt a **"Normalisation Formula"** published in Commission's website vide Notice No.2444/ OSSC dated 02.09.2021 for processing the result if any examination is conducted through CBRE (Computer Based Recruitment Examination)/OMR in multiple batches using different sets of question papers so as to offset the difficulty level that may arise in such use of multiple sets of question papers in the said examination, and such normalized score will be used to determine the last selection marks of different categories. The Commission at its discretion will conduct the examination either through OMR or through CBRE mode.

**k.** No Admission Letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website www.ossc.gov.in regularly

to know updates regarding the status of their application, downloading of Admission Letter and the date of examination etc.

l. **The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last-hour rush.**

m. As regards the candidates applying for more than one post/ service as per their eligibility, the Commission will make the final allotment to post/ service on the basis of merit-cum-preference of post/ service given by the candidate. Once a post is allotted, no change of posts will be made by the Commission due to non-fulfilment of any post-specific requirements of Physical/medical/educational standards, etc. Candidates thus must ensure that they fulfil all the requirements of the posts before giving their preference/options for any post/ service.

n. The applicant must have possessed requisite qualification for the post on the closing date of Online Application.

**NOTE: Important instructions to candidates about filling up of Online Application and "How to Apply" are enclosed as Annexure-A to this advertisement.**

**2. a.Category-wise break -up of vacancy positions along with reservation thereof:**

| SL. No. | Name of Posts/Services | Name of Office/ Department | Category wise Vacancy | | | | | Special Category Vacancy | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | UR (Out of which women) | SEBC (Out of which women) | SC (Out of which women) | ST (Out of which women) | Total (Out of which women) | PwD (Out of which women) | Ex-SM | Sports Person |
| 1 | Caretaker ( State Cadre) | Gopabandhu Academy of Administration, Odisha, Bhubaneswar | 02 (w-Nil) | Nil | Nil | Nil | 02 (W-Nil) | Nil | Nil | Nil |
| 2 | Weaving Supervisor ( State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 11 (w-04) | Nil | 01 (w-Nil) | 03 (w-01) | 15 (W-05) | 01 (w-Nil) | Nil | Nil |
| 3 | Primary Investigator (State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 01 (w-Nil) | Nil | 01 (w-Nil) | 01 (w-Nil) | 03 (W-Nil) | Nil | Nil | Nil |
| 4 | Technical Assistant (State Cadre) | Directorate of Textiles, Odisha, Bhubaneswar | 17 (w-06) | 07 (w-02) | 07 (w-02) | 01 (w-Nil) | 32 (W-10) | 01 (w-Nil) | 01 | Nil |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | Director, Municipal Administration under H & UD Department. | Nil | Nil | 09 (w-03) | 71 (w-23) | 80 (W-26) | 03 (w- 01) | 02 | 01 |

**N.B:- Municipal Employees (Tax and Fees Collector) are not government employees they are Urban Local Bodies employees.**

UR: Unreserved
SEBC: Socially and Educationally Backward Class
SC: Scheduled Caste
ST: Scheduled Tribe
W: Women

**NOTE:**

1. **Candidates belonging to the Transgender community are also eligible to apply.**
2. **The number of vacancies and other conditions of vacant posts to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission, the Requisitioning Authorities or the Government.**

**b. Reservation of Special Category vacancy:**

As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PwD candidates having disability of permanent nature not below 40% in the categories and benchmark disability as shown in table below shall be eligible to get reservation for the posts.

However, as per clarification received vide Letter No. 14864/SSEPD dated 31.12.2025 of Social Security & Empowerment of Persons with Disabilities Department, Government of Odisha, PwD candidates with benchmark disabilities which are progressive, non-progressive or not likely to improve as defined under the RPwD Act, 2016, shall be considered equivalent to "Permanent Disability" for the purpose of disability certification in terms of RPwD Amendment Rules, 2024 and will be considered for the benefit of reservation under Section 34 of the RPwD Act, 2016.

N.B. i. The certificates having the condition prescribed as "likely to improve" under temporary disability category will not be considered eligible for reservation under PwD category.

ii. Candidates be advised to get them re-assessed as per RPwD Amendment

| Sl. No. | Name of the Posts/ Services | Special Category | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | Ex-Service men (ESM) | Sports Person | Persons with Disability (PwD) | | | | |
| | | | | Total PwD Vacancy (Out of which Women) | Category, No. of Vacancy & Benchmark of Disability | | Functional Classification | Physical Requirements |
| 1 | Caretaker ( State Cadre) | Nil | Nil | Nil | Nil | Nil | Nil | Nil |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 2 | Weaving Supervisor ( State Cadre) | Nil | Nil | 01 (w-Nil) | Cat-II-01 | **Cat-II-HI with suitable Aid** | **HI (with suitable Aid),** | **H, R&W,SE, S, W** |
| 3 | Primary Investigator (State Cadre) | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| 4 | Technical Assistant (State Cadre) | 01 | Nil | 01 (w-Nil) | Cat-II-01 | **Cat-II-HI with suitable Aid** | **HI (with suitable Aid),** | **BN,MF,K C,L,PP,SE, ST** |
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | 02 | 01 | 03 (w-01) | Cat-II-01<br>Cat-III-01<br>Cat-IV-01 | **Cat-II-HI with suitable Aid**<br>**Cat-III LD One leg/One Arm affected(R/L) Mobility not restricted, Acid attack victims (Arms not affected) dwarfism**<br>**Cat-IV(Multiple disabilities having combination of disabilities from Category-II & III)** | - | - |

**N.B.- 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 any of the reserved communities i.e. S.C./S.T./S.E.B.C., would claim the unreserved vacancies.**

As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PwD candidates having disability of permanent nature not below 40% in the following categories and types of disabilities who are suitable to apply for the posts are shown below: -

| **Sl No.** | **Name of Post** | **Types of Disability/ Functional Classification** | **Physical Requirements to Perform the work** |
|---|---|---|---|
| 1 | Caretaker ( State Cadre) | **Category-III-** One Leg affected (R/L), Both Leg affected not Arms (mobility not be restricted), | **H, SE, ST, S, W** |
| 2 | Weaving Supervisor ( State Cadre) | Category-II-(Hearing Impaired with suitable Aid)<br>Category-III- (Locomotor disability, Leprosy Cured, Dwarfism, Acid Attack victims) | **H, R&W,SE, S, W** |
| 3 | Primary Investigator (State Cadre) | Category-III- (Locomotor disability, Leprosy Cured, Dwarfism, Acid Attack victims) | **H, R & W, SE, S, W** |
| 4 | Technical Assistant (State Cadre) | Category-II-(Hearing Impaired with suitable Aid)<br>Category-III- (Locomotor disability, Leprosy Cured, Dwarfism, Acid Attack victims) | **BN,MF,KC,L,PP,SE,ST** |
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | Cat-II-HI with suitable Aid<br>Cat-III- LD One leg/One Arm affected(R/L) Mobility not restricted, Acid attack victims (Arms not affected) dwarfism<br>Cat-IV(Multiple disabilities having combination of disabilities from Category-II & III) | |

| Code | Physical Requirement |
|---|---|
| BN | Work performed by Bending |
| MF | Work performed by manipulating (with fingers) |
| H | Work performed by hearing/speaking |
| ST | Work performed by standing |
| W | Work performed by walking |
| SE | Work performed by seeing |
| R & W | Work performed by reading and writing |
| S | Work performed by sitting on Bench or Chair |
| KC | Work performed by Kneeling and Crouching |
| PP | Work performed by Pulling and Pushing |

**c. Provision of assistance of Scribe**

PwD candidates with disabilities not less than 40%of permanentnature and limitations in writing have the option to use her/his own scribe with due permission of the Commission. The intending candidatesmust give option for scribe in the appropriate place while filling up of the Online Application Form and willhave to submit the required certificate/ documents prescribed in the**Advisory Notice No.3453/OSSC dated 24.10.2019**published by the Commission which is available on the website of the Commission "**www.ossc.gov.in**". The PwD candidates not availing scribe assistance in the Preliminary Examination will not be allowed for the same in the Main Written Examination.

**d.** PwD candidates must ensure that they possess permanent disability certificate and must upload the scannedcopy of the Online Certificate (not photocopy) UDID card issued by the competent authority.

**e.** 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.

**f.** The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the Commission/ the Requisitioning Authorities/ the Government.

**3. Eligibility:**

**a. General criteria of eligibility: -**
Candidates applying for the above post should be

- a citizen of India,
- of good character,
- of sound health, good physique and free from organic defects or bodily infirmity
- If married, must not have more than one spouse living

- Must be able to read, write and speak Odia fluently and:-

i. Must have passed Middle School Examination with Odia as language subject,

OR

ii. Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject,

OR

iii. Must have passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution recognised by the Govt. Of Odisha or the Central Govt.,

OR

iv. Must have passed a test in Odia in Middle English School standard conducted by the SchoolandMass Education Department, Govt.Of Odisha.

**b.Educational Qualification prescribed for the post:**

The Educational Qualification essential for different posts are as follows:

| Sl. No. | Name of the post | Essential Educational Qualification |
|---|---|---|
| 1 | Caretaker ( State Cadre) | 10+2 (Arts/Science/Commerce) or such other equivalent qualification and a Diploma in Hospitality/ Hotel Management from a recognized Institution/ University. |
| 2 | Weaving Supervisor ( State Cadre) | Diploma in Handloom Technology/ Textile Technology From IIHT/ other recognized institution. |
| 3 | Primary Investigator (State Cadre) | +2 with Economics or Statistics or such any equivalent course having Economics or Statistics as one of the subject. |
| 4 | Technical Assistant (State Cadre) | HSC or Matriculation with PMF/Handloom Weaving & Design Training in Govt. organization. The candidate other than IHWD, Khordha having done Diploma or any other course in Textile Technology or Handloom and Textile Technology from any other Govt. recognized institute and intends to apply for the post will be required to obtain a certificate from the Head of the Institute of Handloom Weaving & Design Khordha, Odisha to the effect that the syllabus covered in the Diploma or any other training course done by them. |
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | Higher Secondary or +2 in Arts/Science/Commerce from CHSE or Equivalent Examination from any Government recognized Institution/College with Basic Computer Knowledge. |

**Note:1 The candidates possessing Diploma in Textiles Technology from the Institute of Textile Technology, Choudwar as well as candidates possessing Diploma in Handloom and Textiles Technology from the Indian Institute of Handloom Technology, Bargarh were treated at par as per the certificate issued by the Head of Institute of Handloom Weaving and Design, Khordha. Hence, it is not required to obtain certificate from the Head of the Institute of Handloom Weaving and Design, Khordha.**

**Note:2 The candidates possessing relevant Diploma or any other Training Course other than Diploma in Textiles Technology from the Institute of Textile Technology, Choudwar and Diploma in Handloom and Textiles Technology from the Indian Institute of Handloom Technology, Bargarh and intending to apply for the post of Technical Assistant should apply to the Head of Institution of Handloom Weaving & Design (IHWD), Khordha for issue of the required certificate to be the effect that the syllabus of Technical Assistant as publish in this advertisement is covered in the Diploma or any other Training course done by them from a Govt. recognised institute. The certificate so obtained must be uploaded in the Online Application Form.**

c. **Age:**

| Sl. No. | Name of the post | Minimum Age as on 01.01.2026 | Maximum Age as on 01.01.2026 |
|---|---|---|---|
| 1 | Caretaker ( State Cadre) | **21 Years** | **42 Years** |
| 2 | Weaving Supervisor ( State Cadre) | **21 Years** | **42 Years** |
| 3 | Primary Investigator (State Cadre) | **18 Years** | **42 Years** |
| 4 | Technical Assistant (State Cadre) | **20 Years** | **42 Years** |
| 5 | Tax and Fees Collector (Special drive for ST & SC Category) | **21 Years** | **42 Years** |

However, the upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PwD category & the total period of service rendered in defence service in case of Ex-Servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be more beneficial to her/him. Candidatesnot enjoying any relaxation of upper age limit, must not have been born earlier than **2nd January 1984**and not later than **1st January 2005 for the post of Caretaker, Weaving Supervisorand Tax and Fees Collector not later than 1st January 2008 for the post of Primary Investigator and not later than 1st January 2006 for the post of Technical Assistant.**

d. **Note for Ex-Servicemen-** Once an Ex-Serviceman has joined the Govt. Service in civil side after availing the benefit as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Govt. Jobs shall cease to exist. He can avail age relaxation only. However as per clause-4 of the O.M. No. 36034/2014-Estt. (Res) dt.14 August 2014 of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training,

Government of India, if an Ex-Serviceman applies for various posts before joining any civil employment, he/she can avail of the benefit of reservation as Ex-Serviceman for any subsequent employment, provided the applicant as soon as joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various posts for which he/she had applied for before joining. The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of Document Verification for consideration of the claim under Ex-Serviceman category.

(NOTE: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.)

**e.** The persons in Defence Forces who are to retire within six months from the last date of Online Application form are eligible to apply on obtaining NOC from the Appropriate Authority indicating there in the date of enrolment and expected date of discharge and year of service rendered in Defence Forces. They should note that they must submit the discharge certificate on the date of certificate verification.

**f.** Sports person candidates claiming reservation must submit sports ID Card issued by Director of Sports and Youth Service Department, Government of Odisha.

**g.** Only Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall be acceptable by the Commission.

**h.** A candidate who claims change in her/his name after having passed the High School Certificate 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 her/his change of name.

**4. Examination fee, Mode of payment and Refund:**

As per Odisha Payment of recruitment examination fees and Refund Rules, 2025 published vide Government in GA & PG Department Notification No.34124-GAD-SC-rules-2020/2025/Gen dated 10th October 2025, the candidates other that SC,ST and PwD category shall have to pay the Examination fees.

The candidates other that SC,ST and PwD category shall deposit the examination fees amounting to Rupees Five Hundred(₹ 500/-) only through online mode in Odisha Treasury portal linked with the online application form. The examination fees paid shallbe refunded to those candidates who actually appear in the first stage of the recruitment examination.

Applications without payment of examination fees (except SC/ST/PwD candidates) will be taken as incomplete and shall be liable for rejection.

All candidates must clearly mention their bank account details i.e Account Number, IFSC code, Name of the Account holder and Name of the Bank Branch in the required field in the

online application form for receiving the refundable examination fees (Rs.500/-). The Bank Account must be a valid/active one. The responsibility for furnishing the correct bank account details lies with the candidates and the Commission (OSSC) shall not entertain any correspondence from any candidate in this regard.

**5. Plan and Pattern of Examination:**

The Recruitment process for the posts consists of the following three stages.

| **Stages of Examination** | **Type of Examination** | **No. of Paper** | **Total Marks** | **Remarks** |
|---|---|---|---|---|
| Stage-I | Preliminary Examination( OMR/CBRE) | One paper<br>Detail Syllabus of Preliminary Examination is published at Annexure 'C' | 150 | • The question will be of MCQ type.<br>• **There shall be negative marking @ 0.25 marks for each wrong answer.**<br>• Candidates numbering a minimum of**5 times** of number of vacancies category wise shall be shortlisted for the Main Written Examination.<br>• The Commission at their discretion may fix minimum qualifying mark in different stages of Examination in different categories. |
| Stage-II | Main Written Examination (OMR/CBRE ) | Technical Paper-<br>There shall be a Technical Paper as per qualification prescribed for the post. Detail Syllabus of Main Written Examination is published at Annexure 'C' | 200 | Candidates numbering 2(two) times the vacancies advertised in each category, in each post in order of merit basing on the marks in Written Examination shall be shortlisted for the verification of original documents. |
| Stage-III | Certificate Verification | | | A candidate who fails to attend the document verification, his/her name will not be considered for the post. |

**NOTE:** In pursuance of GA & PG Department Notification No-29246, dated 18th October 2022, the Preliminary and Main examination, shall be conducted both in Odia and English. The

Candidates shall exercise her/his option for medium of language in the online application form. All may note that the option once given cannot be changed.

(I) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondencein this regard shall be entertained.

(II) There shall be a Negative markingfor wrong answer marked by the candidate in examinations consisting of Multiple-Choice Questions. The quantum of penalty /negative marking will be ¼ of the total mark for each wrong answer if four options are there, 1/3 of the total marks if three options are there and so forth.

(III) The Commission shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary written examination as fixed by this Commission in their discretion, for the next stage of the main written examination.The Commission may fix different minimum qualifying marks for different category candidates (UR, SC, ST, SEBC etc.) and different posts/ services. Minimum of **fivetimes** the number of vacancies may be called for Main written examination basing on the marks secured in preliminary examination.

(IV) Based on the performance in the Main written examination candidates numbering02 times the number of vacancies advertised will be shortlisted for certificate verification.

**The candidature of the candidates will be rejected /not considered for selection if she/he fails to attend any of the tests/examinations/Certificate Verification.**

(V) Any complaint on the conduct of examination must be sent to the Commission by email "support.ossc@gov.in" within 05(five) days of completion of examination.

6. **Place and Date of written examination:**

   a. The exact Date, Time and Venue of Preliminary and Main Written Exam will be conveyed in due course through a Notice and/or Admission Letter.

   b. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

7. **Certificate verification and submission of Detailed Application Form (DAF):**

   Candidates numbering **02(two) times**the number of vacancies advertised (post wise and category-wise) shall be shortlisted for Certificate Verification basing on the marks secured in the Main Written Examination.

   **"In case, during the stage of Certificate Verification, the Commission observes that the vacancy(s) for a particular category of post(s) is/are not likely to be filled up completely, an additional number of candidates who have qualified in the order of merit shall be called only for one more time, at the discretion of the Commission for filling up the number of vacancies."**

   The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate, NOC in case the candidate is a Government servants and other documents as intimated in the admission letter for verification along with a

set of self-attested photocopy of the same and OSSC copy of the application form duly signed by the candidate. (**Details are enclosed in Annexure-B**).

**NOTE: The Candidature of the candidates will be rejected if they fail to appear for certificate/document verification.**

**8. Admission Letter:**

a. The Admission Letters for all stages of recruitment (Preliminary Examination, Main Written Examination and Certificate Verification) will be made available by the Commission on its website www.ossc.gov.in for the convenience of the candidates. The candidate has to download the admission letter and take a printout copy of the same.

b. Admission of a candidate for the preliminary examination, Main written examination & other tests shall be provisional and shall be on the basis of the information furnished by her/him in the online application form.

c. The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination/test.

d. The admission letter contains date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

**9. MeritList:**

The Merit list of the candidates who are found suitable in certificate verification shall be prepared in order of merit, category-wise equal to the vacancies advertised, basing on their marks secured in main written examination considering their option exercised for the posts/services.

**Resolution of Tie Cases:** In the event of a tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved.

i) Marks in Preliminary examination.

ii) Date of birth, with older candidates placed higher.

iii) Alphabetical order in which the names of the candidate appear.

**10. Action against candidates found guilty of misconduct/ malpractice:**

a. If a candidate is found to indulge at any stage in any of the malpractices/ misconduct listed below, before during or after conduct of examination, her/his candidature for this examination will be cancelled and the candidate will be debarred from the examinations of the Commission for a specified period or permanently.

- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet (except carbon copy of OMR answer sheet after completion of examination) etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
- Leaving the Examination Venue uninformed during the Examination.

- Misbehaving, intimidating or threatening in any manner the examination functionariesi.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc. or any of the functionaries of the Commission (OSSC).
- Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- Making statements, submitting information in application which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- Obtaining support/ influence for his candidature by any irregular or improper means.
- Possession of Mobile Phone in either 'switched 'on' or 'switched 'off' mode during examination.
- Appearing in the same examination more than once in contravention of the rules.
- A candidate who is working on examination related matters in the same examination.
- Damaging examination related infrastructure/ equipment.
- Appearing in the Exam with forged Admit Card, identity proof, etc.
- Possession of firearms/ weapons during the examination.
- Submitting more than one application for any recruitment examination.
- Assault, use of force, causing bodily harm in any manner threatening/ intimidating to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Commission's functionaries or representatives.
- Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
- Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
- Impersonation/Procuring impersonation by any person.
- Taking snapshots, making videos of question papers or examination material, labs, etc.
- Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. or attempting the same.
- Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- Obtaining question paper (s)/Examination related materials before the due date/time, irregularly.

b. The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

**11. Commission's Decision Final:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode and conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**12. Important Instruction/Information to the Candidates: -**

a. The candidate has to fill/confirm in the OMR answer sheet or CBRE screen, as the case may be, correct Roll Number and other dataas required in the place(s) indicated therein and darken the appropriate circles properly in Blue or Black Ball Point Pen only in case of OMR based examination. If the information so furnished is incomplete or different from the application form or if appropriate circle is not darkened properly,then ZERO mark will be awarded.

b. There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.

c. Sharing of marks with the candidate: Marks obtained by an applicant in Preliminary Examination andMain WrittenExamination are proposed to be shared with him/her after final merit list is published.

d. All the posts are State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.

e. If a candidate scoring more than the last selection marks at any stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within 05 days of the declaration of the said result through e-mail ossc.od@nic.in. Those representations shall be re-examined by the Commission and the candidates concerned will be intimated only if any discrepancies found as per the claim of the candidates.

f. Applicants who are Government servants or working under PSUs of the State Govt. or Central Govt. should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application form.In case a standing order of NOC is issued by any Department of Government the same should be uploaded. At the certificate verification stage, they must produce the "No Objection certificate" or "Standing order of NOC issued by the concerned Department of Govt". Those who are not Government servants/working in PSUs at the time of submission of application but became Government servants subsequently should have to submit "No Objection Certificate" or "Standing order of NOC" at the stage of certificate verification. If any candidate hides her/ his government servants or PSUs employee's status, and found to be a government servant or a PSU Employeesduring Certificate Verification may not be considered for recommendation.

**By Order of the Commission**

**Secretary**

## Annexure-A

**Important Instructions to Candidates about filling up Online Application:**

- Before applying, candidates must go through the instructions given in this advertisement very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not likely to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Preliminary Examination and Main written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in thisAdvertisement. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 b of the Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take the printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and her/his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, her/his candidature will be cancelled and she/he may be debarred from all the examinations of the Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, **no change/ correction/ modificationwill be allowed** under any circumstances.

Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

- The candidates must write their name, Date of Birth, father's name and mother's name as given in the High School Certificate otherwise their candidature may be cancelled at the time of Certificate Verification or as and when it comes into the notice of the Commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates may fill their correct Aadhaar number.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence or any photo-bearing ID card issued by Central/ State Government for entry into the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of her/his Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry the permission letter of the Commission, relevant Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo then such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under Cyber/ IT act.

**How to Apply:**

- The applicants should go through the detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.ossc.gov.in.
- Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the Computer screen.

These instructions should be read carefully before proceeding with filling up the Application Form.

- Step-by-step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

**Pre-requisites for filling up Online Application Form:**

- Applicants should possess and maintain a valid e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment examination.
- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format ranges up to 20 kb shall be kept handy for uploading during Registration.
- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Applicants may keep their required Certificates, Mark sheets, Aadhaar Number& other documents ready while filling up the details of the educational qualification &other fields of Online Application Form.
- SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, she/he must give a self-declaration in the format appended in the online application form.
- Candidate claiming age relaxation under "Ex-Servicemen" category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who isgoing to retire within six months from the closing date of online application may apply for the post by obtaining "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. The scanned document must be in "Pdf" format between ranges of 100 kb to 500 kb.
- Candidates claiming reservation/ age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability

Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.

- Candidate claiming reservations under Sports Person category need to upload sports identity card issued by Director of Sports and Youth Service Department. The scanned document must be in "pdf" format between ranges of 100kb to 500kb.
- The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise, the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

- Applicants who are Government servants or working under PSUs of the State Govt. or Central Govt. should obtain a "No Objection Certificate" from their controlling authority and upload the same with the Online Application form. In case a standing order of NOC is issued by any Department of Govt. the same should be uploaded.
- Candidates must submit correct data/information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed forthe post, her/his candidature for the post will be cancelled forthwith.

## Annexure-B

**Document to be submitted at the time of Certificate Verification:**

a. Downloaded copy of Admission letter for Document Verification.
b. Downloaded copy of Bio-Data-cum-Attestation form duly filled.
c. Copy of the Online Application form legibly signed by the candidate at appropriate place.
d. HSC Certificate & Mark Sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
**e.** +2 Arts/Science/Commerce or equivalent certificate & mark sheet.
**f.** Diploma in Hospitality/ Hotel Management Certificate & mark sheet (As applicable for the post)
**g.** Diploma Certificate & Mark Sheet (As applicable for the post)
**h.** PMF/Handloom Weaving & Design Training Certificate.
**i.** Equivalent Certificate obtained from IHWD, Khordha (As applicable for the post)
**j.** Computer Certificate and Mark sheet (for Tax and Fees collector post)
k. Online Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC& SEBC Candidates only) SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of Online Application.

l. 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.

m. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.

n. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates. Besides, an undertaking as per Annexure-D must be submitted to the effect whether utilised the benefit of Ex-servicemen for employment in State Govt./ Central Govt. or if utilised whether informed to the employer as per Clause-3(d) of this advertisement.

o. NOC in case of candidates working in Government Service/PSUs of the state Govt., or Central Govt.

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## ANNEXURE-C

**Syllabus for preliminary Examination**

- Arithmetic– $10^{th}$ standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – $10^{th}$ standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer / Internet Awareness

## SYLLABUS FOR THE POST OF CARETAKER

**Syllabus:-**

The questions in Odia language, General English & General studies will be of HSC standard. The questions of General English and Odia language will comprise of comprehension of given passage, vocabulary & usage & grammar.

The questions on General studies will be relating to General Science, current events, History and Geography of India or Odisha, Indian Polity and Constitution, Socio- economic Scenario of India or Odisha, Issues in Environment and Human rights, Arithmetic of HSC standard, Quantitative Aptitude and Numerical Skill, Problems in logic and reasoning.

Syllabus of Hospitality/ Hotel Management-

- **Communication Skills:-**
  EFFECTIVE SPEAKING- Restaurant and hotel English, Polite and effective enquiries and responses, addressing a group, Essential qualities of a good speaker, Audience analysis & Defining the purpose of a speech, organizing the ideas and delivering the speech.
  BASIC GRAMMAR: Prescriptive/descriptive approaches grammaticality – acceptability –appropriateness- grammar in context- grammar in spoken & written. Practice: Exercise on different grammatical constructions, Identification of the grammatical devices forms different texts like newspapers, poems, stories, etc.

- **Front Office Operation:- D**uties & responsibilities of staff, job description of f.o staff, -co-ordination with other departments telephone etiquettes. -personality traits of f.o staff.

- **Accommodation Operation:-**Maintaining the house keeping department,the universal layout model of housekeeping department. Job specification of the house keeping personnel, aims & attributes of housekeeper, co-ordination with other departments, qualities of housekeeping staff. Types of hotels & rooms, public areas, cleaning equipments& agents, routine methods of work – contracts- room status report & room assignments- inspection-types of services, housekeeping clerical work, lost & found register-lost & found inquiry file-maid's report- house keeper's report,- hand over records-guest special request register. records of special learning-attendance record,laundry& linen room procedures, equipments& accessories, stain removal.

- **Customer Relation Management:-**
  SERVICE EXCELLENCE & EXPERIENCE-Creating standards in services, Bench marking, Principles of Customer Service, Personalized services & Quality and feedback.
  DEFINING LOYALTY-Understanding loyalty segment, Loyalty schemes, Customer retention techniques, creating service excellence. CUSTOMER METRICS- Uses of customer metrics, Creating Guest Centric system, Emerging trends in guest retention & Creating excellence.
  GUEST CONTACT & CURRENT HOSPITALITY PRACTICE-Guest Relations, Service culture, Handling awkward difficult situation, Guest communication, Guest preferences and guest history, Complaint Management System, Guest satisfaction tracking system & Mystery Audits

- **Employability Skills:-**
  BEHAVIOURAL SKILLS: Effective listening, non-verbal communication, Social skills. Paraphrasing, SWOT analysis, Role plays of guest handling. Interpersonal relationships. Cross-cultural communications.
  PSYCHOLOGICAL TESTS: Aptitude and personality assessment, suggestions for improvement. Leadership Skills: Concepts of leadership, leadership styles, insights from great leaders.
  TEAM SKILLS: Team building and leadership, evolution of groups into teams, group dynamics, emergence of leadership, intra-group dynamics, inter-group dynamics, and conflict management, inter dependency, assessment of team-based projects.
  TIME MANAGEMENT: Pareto's Principle, Parkinson's Laws, Murphy's Laws, Law of Clutter, prioritization, Goal Setting (Career Visioning and Planning), effective time management.
  SELECTION PROCESS: Overview of selection process, practice of psychological tests, effective resume writing, dealing with placement consultants and recruiters, references – how to get effective references from past and current employers. Group Discussions: Concepts and Practice. Interview Techniques: Effective interview techniques, mock interviews, stress interviews, review and feedback.

- **Rooms Division Management: -**
  MANAGEMENT FUNCTIONS- a) Cycle b) Planning c) Establishing Rule of thumb d) Hubbarts formula e) Market condition approach f) Forecasting- i. Importance ii. Factors iii. Forecast formulae (% of walk-ins, stayover, overstay/ extended stay, understay/ early departure, no-shows) iv. Forecast forms. BUDGETING- a) Budget process (Factors affecting budget planning) b) Types of budget c) Budgeting cycle d) Advantages & disadvantages of budgets e) Preparing the rooms division budget (Forecasting revenue, Estimating housekeeping expenses, Relining budgets & budgetary control).
  EVALUATING FRONT OFFICE OPERATIONS- a) Daily operations report b) Occupancy ratios c) Rooms revenue analysis d) Hotel income statement e) Rooms division income statement f) Rooms division budget report g) Rations and ratio standards.
  SUPERVISION IN HOUSEKEEPING- a) Duties of a supervisor b) Guest room inspection c) Inspection checklist d) Inspection of VIP guest rooms e) Inspection modules

of commonly neglected areas f) Public area inspection g) Guest room health management.

PLANNING & ORGANIZING THE HOUSE KEEPING DEPARTMENT – a) Division of work Document b) Area Inventory List c) Frequency Schedule d) Performance standard- Task List, Job description, SOP e)Productivity standard f) Inventory management: Guest Supplies, Cleaning agents, Linen, Uniform, Equipment g) Establishing par Levels h) Purchase Specifications of all inventories i) Stock taking j) Formats/ Records k)Work Schedules l) Coordinating, Directing and controlling- Types of shifts, Planning duty, Training of HK employees (Benefits, Types & Four Step Training) m) Staffing- Staffing guide, Calculating staff strength, Job allocation.

INTRODUCTION TO INTERIOR DECORATION - a) Role of Interiors in guest satisfaction b) Elements and Principles of Design c) Selecting Colors schemes for different areas of a hotel - Dimensions of colours, Prang colour system , Color schemes & Emotional Effect of Colours d) Lighting in Interiors- Direct, indirect, semi direct, incandescent, fluorescent light, architectural and non- architectural lighting, lighting different areas e)Furniture – Specifications and Placement ( Room accessories, Fabric and Upholstery, Floor & Floor Finishes, Wall & Wall finishes & Room Layouts f) Renovation-Types of renovation, Process of Refurbishment & Procedure for Redecoration g) New property count down. STORE MANAGEMENT & CONTRACT MANAGEMENT – a) Indent- Purchase- Storage- Issue- Records - Purchase Principles, Types of purchasing, Purchase cycle, store management, issuing of linen, laundry, guest room supplies, Record keeping b) Pest control management- Identify the pests, Areas of infestation in the hotel, Prevention & Treatment, c) Outsourcing / contract services / Vendor Management- Need, types of outsourced jobs, Steps / guidelines involved when hiring on contract, Pricing, Contract clauses, Annual Maintenance Contract.

HOTEL MAINTENANCE - a) Definition of Maintenance b) Types of maintenance- Routine maintenance, Preventive maintenance, Corrective maintenance, Predictive maintenance, Emergency maintenance, Deep cleaning/ seasonal maintenance, Guestroom maintenance, Contract maintenance c) Snagging and de-snagging / Maintenance log book d) Role of hotel maintenance/ hotel engineering department e)Interdepartmental coordination f) Room division audit- Types of audit (Brand audit, ISO audit, Internal and third party audit) g) Sustainable housekeeping practices- Waste management (Types of waste, segregation, conserving energy and eco-friendly practices h) Maintenance of Security and surveillance system.

- **Facility Management:-**

INTRODUCTION TO FACILITY MANAGEMENT- a) Role and importance of Facility Management b) Duties & responsibilities of facility manager: i. Staying updated on building codes & regulations ii. Ensuring compliance with local and national standards iii. Maintaining documentation & records for a facility audit c)Financial planning for facility operations d) Analyzing& optimizing operational expenses.

FACILITY MAINTENANCE- a) Developing & implementing different maintenance programs b)Managing& maintaining equipment, machinery & facilities c) Extending the life of assets through proper care & upkeep.

ENERGY MANAGEMENT- a) Monitoring & reducing energy consumption b) Implementing energy efficient technologies & practices c) Integrating sustainable and green building initiatives d) Managing waste & promoting recycling programs e) Obtaining green certifications for building.

TECHNOLOGY INTEGRATION. SECURITY & ACCESS CONTROL- a) Implementing facility management software/ Building Management Software b) Utilizing IoT (Internet of Things) for real-time monitoring c) Adopting smart building technologies for automation d) Controlling access to facility through electronic systems e) Conducting regular safety inspection f) Responding to security incidents & managing security protocol g) Implementing emergency response plan. MANAGING SERVICES- a) Providing housekeeping and catering services b) Arranging support services

(Conveyance/ Special requirements booking) c) Managing office moves & relocation d) Selecting & managing service providers & suppliers e) Negotiating & maintaining contracts for facility services f) Evaluating vendor performance & ensuring service quality g) Brand management h) Creating a positive & comfortable work environments.

- **Human Resuorce Management: -**
  INTRODUCTION TO HRM-HRM as system & as an integrated business process, Emerging strategic HR roles & new challenges for HR & line managers. Human Resource Planning- a) HR concepts b) Critical role of HR c) Process of HR planning & its linkages with corporate strategy d) Job Analysis: Job Description & Job Specification, Competency Based Analysis.
  RECRUITMENT &SELECTION:-a) Understanding concepts, b) Tools & trends in recruitment & selection; c) Understanding recruitment processes & interview techniques. Performance Management:-a)Understanding Performance Management & Performance Appraisal Concepts; b) Objectives & methods of Performance & Potential Appraisal; c) Performance Interviews & Counseling Techniques. REWARD MANAGEMENT:- a) Job Evaluation techniques) Methods of reward & incentive systems; c) Compensation strategies, Performance based Rewards. Development & Capability Building;- a)Understanding Human Resource Development concepts & processes, b) Steps of designing a training programmes; c) Training methods & training evaluation processes.
  EMERGING TRENDS IN HRM; a) Globalization & emerging roles & practices in HRM; b) New trends in career & succession planning; c) Emergence of e-HRM & management of global workforce. Industrial Relations concepts & contours; a) Different models & approaches to study IR, b) Actors of IR; c) New trends & challenges in the field of IR. d) Overview of IR in India: Role of Trade Unions – Rationale, background & current status & changing role of trade unions. DYNAMICS OF LABOUR MANAGEMENT RELATIONS;-Concepts of Industrial democracy & workers participation in management. Collective Bargaining. Legal Framework: a) Understanding Indian Labour Laws – ID Act, TU Act, & Industrial Employment (Standing Order) Act. b) Grievance management & Discipline & course integration.

- **Entrepreneurship Development:-**
  INTRODUCTION to Hospitality Entrepreneurship and Its Evolution: a) Entrepreneurial Management in Hospitality, Nature and scope of entrepreneurship in hotels, restaurants, tourism, and events. Distinction between small and large hospitality enterprises. b) Roles of the Hospitality Entrepreneur: Intrapreneurship within hotels and food service companies. Case studies of successful hospitality entrepreneurs. c) Opportunity and Idea Generation in Hospitality: Identifying and evaluating business ideas specific to the hospitality sector. Screening and selecting innovative hospitality concepts (e.g., boutique hotels, experiential dining). Fundamentals of managing land, staff, equipment, and other resources in hospitality start-ups.
  LEADING TEAMS AND ESTABLISHING OWNERSHIP in Hospitality Enterprises: a) Strategic Planning for Hospitality Ventures: Crafting business plans tailored to hospitality operations. Setting SMART goals for new hotels, restaurants, and travel services. b) Forms of Ownership: Sole proprietorship, partnerships, limited companies—hospitality business focus. Joint ventures, management contracts, and consortia in hospitality. c) Franchising: Model, Benefits and Challenges: Franchising as a common business model in hotels and restaurants. Assessing benefits, challenges, and processes unique to hospitality franchising. Notable hotel and restaurant franchise case studies
  MANAGING GROWTH in Hospitality Ventures: a) Business Valuation in Hospitality: Techniques for valuing hotels, restaurants, and event businesses. b) Corporate Entrepreneurship in Hospitality: Innovation and new product/service development within established hospitality brands. Corporate social responsibility and sustainable practices as

growth drivers. c) Managing Growth, Expansion, and Exit: Expansion strategies (e.g., chain development, new market entry). Merger & acquisition.

HOSPITALITY ENTREPRENEURSHIP IN THE ERA OF GLOBALIZATION: a) Environment and Strategy: Assessing the global business environment for hospitality, including trends (eco-tourism, digitalization). Adapting business models to multi-cultural and international tourism markets. b) Entrepreneurship, Creativity, and Innovation: Design thinking and concept innovation for hospitality services and experiences. Use of technology and digital platforms in hospitality innovation. c) Incubation and Support Centers: Hospitality incubators, accelerators, and networks. Government resources for hospitality start-ups.

SOCIAL AND FAMILY ENTREPRENEURSHIP IN HOSPITALITY: a) Social Entrepreneurship: Social impact ventures (e.g., sustainable tourism, community-based hotels). Role of NGOs and non-profits in hospitality and tourism. b) Innovation in Social Context: Integrating sustainability and local community benefit into hospitality offerings. c) Sustainability of Hospitality Non-profits: Fundraising, donor relations, and grant opportunities. d) Family Business in Hospitality: Identifying and resolving conflicts in family-run hotels and restaurants. Leadership, succession, and governance for next-generation entrepreneurs.

- **Fundamentals of Marketing Skills:-**

MANAGERS AND MANAGEMENT- a)Manager b) Roles of management c) The importance of studying management d) The systems approach e) The contingency approach f) Foundation of planning: Defining planning, Planning in uncertain environments, Types of plans (Specific plans, Standing plans) g) Organizational strategy.

PLANNING TOOLS AND TECHNIQUES- a) Assessing the environment- Forecasting, Benchmarking, Budgets b) Tactical planning tools- Scheduling, Break-even analysis, Queuing theory c) Foundations of decision-making process- Certainty, Risk Uncertainty d) Decision making styles e) Making decisions in groups- Brainstorming, Electronic meetings.

TECHNOLOGY AND THE DESIGN OF WORK PROCESS- a) Technology and productivity b) Robotics c) Just-in-Time d) Flexible manufacturing systems e) Information technology- Workflow automation, Enhancing internal communications, Decision making f) Work design, Work schedule options g) Control tools and techniques h) Information control systems- Management information system (MIS), Maintenance control, Quality control, Financial controls, Ratio analysis.

BASIC ORGANIZATION DESIGNS- a) Organizational Structures b) Chain of command c) Span of control d) Authority and responsibility e) Organization design applications-The simple structure, The divisional structure, The matrix structure, Organization culture f) Leadership and supervision- Behaviour theories of leadership (Autocratic style, Democratic style, Laissez-faire style).

WORK TEAM- a) Understanding work teams b) Popularity of teams c) Types of work teams- Functional work teams, Problem-solving work teams, Self- managed work teams, Cross-functional work teams d)Characteristics of high-performance work teams e) Motivating and rewarding employees f) Motivating and individual needs.

- **Financial Management:-**

SHORT-TERM FINANCING AND PLANNING- a) Tracing Cash and Net Working Capital b) Defining Cash in Terms of Other Elements c) The Operating Cycle and the Cash Cycle d) Some Aspects of Short-Term Financial Policy e) Cash Budgeting f) The Short-Term Financial Plan f) The Short-Term Financial Plans in India.

CASH AND INVENTORY MANAGEMENT & RECEIVABLES MANAGEMENT- a) Reasons for Holding cash b) Determining the Target Cash Balance c) Managing the Collection d) Investing Idle Cash e) Need to hold inventory f) Inventory Management Techniques g) Terms of the Sale h) The Decision to Grant Credit: Risk and Information i) Optimal Credit Policy j) Credit Analysis k) Collection Policy.

FINANCING DECISIONS, RISK ANALYSIS AND CAPITAL BUDGETING- a) Financial Institutions, Markets and Instruments b) An overview of Indian Financial System- Can Financing Decisions Create Value, Description of Efficient Capital Markets, Different Types of Efficiency, The Evidence, Behavioural Challenge to Market Efficiency, Empirical Challenge to Market Efficiency, Reviewing the Differences, Implications for Corporate Finance, Ratio Analysis c) The Capital Structure- The Capital Structure Question, The Pecking Order Theory, Cost of Financial Distress; Signaling, Maximizing Firm Value versus Maximizing Stockholders Interests, Financial Leverage and Firm Value: An Example, Modigliani and Miller: Proposition II, Growth and Debt-Equity Ratio, How Firms Establish Capital Structure, Shirking, Perquisites, and Bad Investments: Agency Cost of Equity d) Financing Options- i. Issuing Securities to the Public: The IPO Route (Public Issue), The Announcements of New Equity and the Value of the Firm, The Cost of New Issues, The Rights Issue, The Private Equity Market ii. Financing Options: Long-Term Debt: Long-Term Debt: A Review, The Public Issue of Bonds, Bond Ratings, Different Types of Bonds, Direct Placement Compared to Public Issues, Long-Term Syndicated Bank Loans iii. Leasing/ Franchising: Types of Leases, Accounting and Leasing , The Cash Flows of Leasing, NPV Analysis of the Lease-versus-Buy Decision, Debt Displacement and Lease Valuation, Expansion Via Franchising, Expansion Via Management Contracts e) Risk and Value in the Hospitality Firm- The Timing and Value of Cash Flows, Valuation and Required Rates of Return, Scenario Analysis and Break-Even Analysis, Decision Trees. VALUATION OF A HOSPITALITY FIRM/ CORPORATION- a) Qualitative Factors that affect Valuation: location, star rating, feedback area b) Various Approaches to Quantitative Valuation-Discounted Cash Flow Approach, Cash Flow to Equity Approach, Cash Flow to Firm Approach, Weighted Average Cost of Capital Beta and Leverage, Relative Valuation or Multiples.

INORGANIC GROWTH, DIVIDENDS AND OTHER PAYOUTS- a) Mergers and Acquisitions: Basic Forms of Acquisitions, Synergy, Sources of Synergy, Friendly vs. Hostile Takeovers, Defensive Tactics, Do Mergers Add Value b) Different Types of Dividends, Standard Method of Cash Dividend Payment, The Benchmark Case: An Illustration of the Irrelevance of Dividend Policy, Repurchase of Stock, Repurchase of Shares in India, Personal Taxes and Dividends, Real-World Factors Favouring a High-Dividend Policy, ESOP's, Stock Dividends and Stock Splits.

- **Basics of Computer Application:**-WINDOWS Operating System, MS Word, M.S. POWER POINT (Presentation Knowledge), M.S. EXCEL (Spread Sheet), MS ACCESS, Usage of internet services available in internet.

**SYLLABUS OF TECHNICAL PAPER FOR MAIN WRITTEN EXAMINATION FOR THE POST OF WEAVING SUPERVISOR**

**A. FIBRE SCIENCE**

Classification, Manufacturing, Properties, Uses and Identification of both Natural andSynthetic Fibres. Melt, Wet and Dry Spinning

**B. YARN MANUFACTURE**

Objectives and Mechanism of Ginning, Carding, Drawing, Doubling. Drafting, Combing andCompact Spinning Machineries used and their functions, maintenance of machineries, Yarndefects with remedial measures.

**C. FABRIC MANUFACTURE**

Objectives of Warp & Weft Winding. Types, Features & Mechanism of different WindingMachines, Fabric Defects and remedial measures. Sizing, Parts of different looms and theirfunctions with working principle. Fabric Designs, Drafting, Lifting and Denting.

**D. TEXTILE CHEMICAL PROCESSING:**

Objectives of various pre-treatment like Singeing, De sizing, Scouring, Souring, Bleaching,Mercerising and their Methodologies using different machineries. Classification of Dyestuffs.Dyeing & Printing. Dyeing Recipes, Working principles of Dyeing Machineries. ColourFastness, Printing Pastes. Different Finishes like Calendaring, Heat Setting, Anti Crease,Water Proof, Flame Retardant, Softening, Stiffening, Moth Proof, Optical Whitening,Antimicrobial.

**E. TEXTILE TESTING:**

Factors influencing Testing of Fibre, Yarn and Fabric. Fibre. Yarn and Fabric Quality.Principle of Testing. Air & Water Permeability, Tensile, Tearing, Bursting Strength,Evenness, Fibre Maturity, Impurities, Abrasion Resistance and Pilling. Machineries used inTextile Testing and their functions.

**Syllabus for Textile Testing**

Brief idea on sampling, Explain Humidity and its Relation to Textile materials, processes &machines, Absolute and relative humidity, Standard atmospheric condition, Describe Moisturecontent andMoisture regain and their measurement, Moisture hysteresis curve analysis.Describe purpose ofMeasurement, uses and classification of different fibre dimensions,Explain different types of Length of fibres, State measurement of fibre length by Baer Sorter, Fibro-graph etc, Fibre fineness and maturity, State measurement of fibre fineness and maturityby Caustic Soda method and air flow method. Brief ideas on HVI (High Volume Instrument)& AFIS (Advance fibre Instruments System), Define the terms - stress, strain, tenacity,breaking length, elastic limit creep, crimp, initial modulus etc., Methods of measurement ofstrength of single fibre, Bundle fibre, Explain the working principle of Stelometer, Define yarn count & various yarn numbering system, Determination yarn count, State the twist insingle and ply yarns, Explain factor and its relation to yarn structure, Describe yarn diametermeasurement and its relation with yarn count, Brief idea on CRT, CRL & CRE. State&Explain different principles of Textile Testing, Discuss Short term, long term and medium term variation and their causes, Define Index of irregularity, Nature and causes ofirregularities, Explain methods of assessing yarn irregularity by Visual cutting and weighting,photoelectric and capacitance methods, Define Yarn Hairiness & Explain ASTM Yarngrading. Classimat yarn faults. Explain measurement of Dimensions and Physical Propertiesof Fabrics, Determination of fabric dimension properties like Thickness, weight, shrinkage, airpermeability, water permeability, crimp, stiffness and crease recovery, drape, fabric handle,fabric cover. Determination of tensile strength(Strip & Grab test), Tearing strength, BurstingStrength of cloth, Explain abrasion resistance and pilling.

**Syllabus for Textile Chemical Processing**

Pre-cleaning, Mending. Stamping, stitching, Shearing and cropping, Brief ideaon Shearingand cropping M/c, Singeing. Different methods of singeing (Plate, Roller and Gas Singeing),drawbacks and advantages, Object, types, method details and mechanism of removal of starch. Efficiency of desizing Objectives, mechanism of removal of impurities, recipe and controllingparameters. Scouring of textiles, evaluation of scouring efficiency. Scouring of natural, man-made and blended textiles, Degumming of silk, Brief idea on Souring Objectives of bleaching,classification of bleaching agents, hypochlorite, peroxide and chlorite bleaching. Field ofapplication - Bleaching of cotton, silk. wool,

and man-made blended textiles by suitablebleaching agents. Controlling parameters and mechanism, Classify dyes and pigments used intextile industry, Compare between natural and synthetic dyes, Dyeing of textiles of naturalfibres with suitable dyes. Working principles of Winch, Jet, Beam, Hank and Package Dyeingmachine, Jigger, J-Box system, Dyes used for man-made fibres, State Dyeing of polyester withdisperse dyes by carrier, HTHP and Thermosol method, State the Dyeing of Polyester /Cottonand polyester/ Wool blended fabrics with suitable dyes, State the Dyeing of Nylon with acidState the Dyeing of Acrylic with basic dyes, State the Dyeing of acetate with disperse dyes.Discuss faults caused in dyeing and their remedies. Objects of printing, differentiate betweendyeing and printing, Preparation of printing paste, State the sequence of printing, Thickenersused in printing, Classify and state the functions and properties of thickeners, discuss aftertreatments given to printed fabrics, Discuss Auxiliaries used in printing. Methods & Styles ofprinting, differentiate between Dyes and printing, Discuss styles of printing - Direct,Discharge & Resist, Discuss Different methods of printing -Block printing, Screen Printing,Rotary screen Printing, Roller printing, Transfer printing. Brief idea about preparation ofscreens for printing. State the objects of finishing, Classify finishes, Discuss importance ofmechanical finishes., State the objects of calendaring and working of different calendars, State the objects of stentering and working of different stenters. Discuss principles of sanforizing, Objects and methods of heat setting, Discuss methods of application of soft finishes, stiff

finishes, resin finish, water proof and water repellant finish, flame retardant finish, fire proof finish, anti pilling finish, carbonization, Moth proof finish, Optical whitening, anti mildew finishing, anti microbial etc, objects of Mercerisation, Physical, Chemical & StructuralChanges occurred after mercerization.

**Syllabus for Fabric Manufacture**

Objects of warp and weft winding. Different types of yarn packages, Types of winding M/C(specially precession &non precession), Features of warp and weft winding machine(antipatterning device, knotters, splicers, electronic clearers, slub catchers, yarn tensioners, waxing, different types of traverse mechanisms) Classification of yarn faults, Package defectsand their remedies, Modern developments in winding machine, Calculations related towinding(related to traverse ratio, winding angle, winding speed, yarn tensioner, production ofmachines). Objects of warping, Types of warping machine (direct and sectional), Explainpassage of yarns through sectional & beam warping M/C, Features of high speed direct and sectional warper (types of creel, stop motions, tensioners etc.), Package defects and theirremedies, Recent developments in warping machine, Calculations related to warping, Objectsof sizing, Sizing ingredients- their properties and functions, Preparation of sizepaste-formulation, cooking equipment and storing, slasher sizing machine- general description,Different types of creel, Design of size box, heating and temperature control, level control,immersion rollers and squeeze rollers, wet splitting. Basic motions of loom, Brief idea onHandloom and its different parts. Idea on

Dobby & Jacquard. Fabric faults, Modern shuttleless looms and its working mechanism. Different fabric designs (simple, complex andcompound structures), drafting, lifting, denting etc.

**Syllabus for Yarn Manufacture**

State the purpose of ginning: Describe working principles of roller & Saw Gin, Baling, objects of Mixing general consideration for preparation of cotton mixing,Methods of mixing andblending. Principal action in opening and cleaning. Study of various types of machinery arranged in the sequence of a single process Blowroom Line for the various type of mixing.Method of dust extraction in Blow Room. Study of lap forming unit and chute feedmechanism and their comparison. Process parameters of Blow Room. Waste control in BlowRoom. Calculation relating to production and efficiency of machines. Maintenance schedules.Objects of Carding. Constructional Features of Carding Machine. Principles of carding &stripping actions, Study of different parts and function of a Carding Machine. Settings andgauging of different parts of Carding Machine. Mechanical and Actual draft. Mechanics offibre entanglement and fibre transfer during carding, Mechanics of neps and hook formation and its effect on yarn quality. Card waste -types and control. Calculation of production, speed, draft etc related to carding machine. Maintenance schedules. Study of the function of Auto leveller in Card. Explain the objects of Drawing, Discuss principles of doubling and drafting,Explain the passage of material and function of different parts, Study various modern draftingsystem, Roller settings, Drafting wave, Roller slip, Top roller weighting, Electronic stopmotion, Discuss the technological design change in modern draw frame, Explain draftingroller arrangement, auto levelling, suction arrangement and auto doffing. Objects andimportance of combing, Explain the need for comber lap preparation, Discuss silver doublingand ribbon lap M/C, unilap M/C, Degree of combing, Combing cycle types of feed, DiscussCylinder clothing, clamping line distance, increase in nips/min, concentric nipper movement,Explain the performance affecting quality of combed cycle. Explain the objects of speedframe, Discuss passage of material through S/F and function of important parts, Explainmodern drafting system, Discuss principles of twisting winding & package formation., Explain Differential motion used in modern speed frame. Discuss modern developments inspeed frame; drafting –builder, twisting-driving system, other features-creel, package sizeroving tension control, flyer, suction etc. State the purpose and principles of Ring SpinningMachine, State the passage of Material and function of various parts of the machine, ExplainModern drafting systems on Ring Spinning machine, Top roller weighting system, topcovering & mounting, roller setting and spinning triangle, cots &aprons, Describe Rings andTravellers, State Function of rings & travellers, types of rings, ring size and flange number,running in of rings, types of traveller, traveller number, selection of traveller, Explain Twisting& Winding, Twist multiplier, Describe Build of bobbin, building motion, Describe Drives ofRing spinning machine, Explain balloon control ring, State causes & end breakages, yarndefects & remedies, Describe information in ring spinning needs and possibilities, ExplainEnd break Aspirators, Monitoring, Piecing devices, Ring data, Automatic

doffing, Describespecial attachment such as Automatic doffing and pneumatic waste extraction, ExplainGearing Diagram, Calculation of speed, production and efficiency in Ring spinning machine, State lubrication and maintenance of High speed Ring spinning machine, Brief idea onCompact spinning.

**Syllabus for Fibre Science**

Basic concept on Polymer and classification, Degree of polymerization, Brief idea on differentpolymerization methods, features of fibre forming polymers. Concept of fibre, Classificationof textile grade fibres, Concept of staple fibre and filament, State the essential & desirableproperties of Textile grade fibre. Brief idea of extraction of fibres from their natural resourceslike- cotton, silk, jute etc.; Morphological structure of Cotton, silk, wool and Jute fibres;Physical, Chemical Properties of natural fibres like- Cotton, wool, Silk, jute, Flax etc. and enduses; Identification of natural fibres by physical & chemical processes. State the principles ofMelt, Wet & Dry Spinning; Describe the manufacturing process & properties of Viscose rayonfibre from wood pulp. concept of high tenacity viscose rayon; Describe the manufacturingprocess of secondary & triacetate acetate rayon fibre; Describe manufacturing Process,Properties & end uses of — Nylon6, Nylon 66, Polyester, Acrylic & Mod-acrylic, ete.

**SYLLABUS OF TECHNICAL PAPER FORMAIN WRITTEN EXAMINATION FOR THE POST OF TECHNICAL ASSISTANT**

**(Question Papers shall be of 10th standard passing the certificate course in Handloom, Weaving & Design)**

**01.FABRIC STRUCTURE & CLOTH ANALYSIS**

- Classification of Textiles Design
- Study of Design, Draft and peg plan
- Preparation of Design for plain weave and Its derivatives
- Preparation of Design for Twill, Satin weaves & Its derivatives.
- Colour and weave effect.
- Towelling of cloth, Honey Comb, Huck a back, Terry weave
- Double cloth, Tubular cloth
- Leno weave, Mock leno weave
- Extra warp, Dobby, Jacquard
- Extra weft, Jalla Weave, Insertion of Buty
- Study on tradition product of Orissa, -Bomkoi, Habaspuri, Khandua, Dhalapathar Parada.
- Product diversification for export oriented
- Solid Border Design
- Property of Fibre.
- Natural and manmade fibre, staple length, TPI (Turn per inch), Twist, Moisturecontent,
- Strength, Single thread and lea, count

**Cloth Analysis**

- Equipment used for cloth analysis
- Various aspect of cloth analysis

- Quantity of yarn required per square meter of fabric

**02. WEAVING MECHANISM:**

**Pre loom processing:**

- Winding, Warping, Type of warp, Different parts of warping machine, Denting, Drafting ofthreads

**Type of Loom:**

- Study of various types of looms in the country,
- Classification of loom.

**Types of motion**

- Primary, Secondary, Auxiliary.
- Tie up arrangement
- Type of reed and heald and its uses
- Dobby- Types of Dobby- Tapped, Barrel, and lattice- Mounting of dobby
- Principle and working of Jacquard Machine-60 hooks,100 Hooks, 200 hooks, Card cutting,
- lacing, harness building

**03. TEXTILE CHEMISTRY**

**Use of water in handloom industry:**

- Hardness of water, boiling
- Scouring and bleaching of cotton yarn

**Various types of dyes:** Direct, Azoic, Vat, Sulphur, Acid, Metal complex, Reactive, Disperse dyes

- Selection of Azo free eco- friendly synthetic dyes
- Fibre suitable for various dye stuff
- Effect of mercerization on cotton yarn
- Degumming of silk and tassar yarn
- Different types of natural dyes and its application
- Different types of fastness properties
- Common defects in dyeing and improvement of dye fastness

**DIFFERENT TYPES OF FINISHES ON COTTON AND SILK:**

**Cotton:** Sizing, Calendering and anti-crease
**Silk:** Scroping and weightening

**04. TEXTILES CALCULATION**

- Counting system of Yarn (Direct/ Indirect/ Universal)
- Conversion of count
- Average count and resultant
- Reed and Heald calculation
- Diameter of yarn- Fixation of ends/ inch & Picks /inch- cover factor
- Various aspects of yarn (Count, twist, strength etc)
- Warping calculation
- Take up motion calculation
- Costing of fabric

**05. TIE & DYE (IKAT TECHNOLOGY)**

**Ornamentation of fabric**

- Different methods and comparative study on fabric ornamentation
- Printing, Extra warp, Extra Weft, Tie & Dye
- Fancy yarn, Colour and weave, Count Variation
- Variation of tension, use of different machines (dobby, jacquard, jalla etc.)

**Type of Ikat (Resist method)**
**Fabric-** Fold resist, stitch resist, wrap resist, tensile resist, wax resist ((Batic), Mordant resist
**Yarn Resist method** (Yarn Tie & Dye)
Preparatory process for (Yarn Tie & Die)

**Preparation of yarn** (Scouring, bleaching), winding, design &Colour selection, yarn set up for fabric.

- Weft Ikat preparation of sub group, preparation of group, tying and dyeing, washing anddrying, untying, separation from groups to subgroups and subgroup to individual thread, winding of pirn
- Warp Ikat- Preparation of Yarn-set up for fabric, warping, selection of subgroups, selection ofgroup, folding up to desired length, tying and dyeing, washing and drying, untying, separationof group to subgroup and subgroup to individual thread, fitting on loom.
- Double Ikat- Design selection- Yarn set up of formal process of warp and weft Ikat in repeat.
- Combined Ikat- Combination of warp/weft or double Ikat or any two selection of tied materlals, design repeats, fabric set up, enlargement of paper design.
- Calculation of Raw material
- Weft yarn- Warp yarn-Boarder-Anchal-Extra warp-Extra weft- Yarn for the fabric
- Study of various traditional Tie & Dye Design of fabrics of Orissa
- Khundua, Tarabali, Nabakothari, Nabarangi, Saktapur, Bichitrapur, Bijayapuri, Aswani, Baghambari
- Comparative study of Ikat Fabric in India, Orissa Ikat, Puchamapalli, Ikat and Patola- Recent development in Tie & Dye.

**06. MADE UP GARMENTS (THEORY)**

- Basic tailoring, Cloth cutting, Stitching, Designing on patch work

**07. HANDLOOM ECONOMICS AND MANAGEMENT**

- Handloom Statistic of Orissa- Brief scenario of Indian Handloom Industry of Orissa
- Government Scheme policy for development of Handloom Indystry in the state as well as the Country.
- Brief note on various Committee Reports on Handloom Industry.
- Various Important Handloom Clusters of India and its products.
- Various Important Handloom Clusters of Orissa and its products.
- Study on modern management.
- Total Quality Management (TQM)
- Economical Ordering Quantity (EOQ)
- Project Management-Constitution of S.H.Gs and S.M.Es
- Administration, Finance, Marketing Management related to S.H.Gs, S.M.E.s, Co-operatives
- etc.

**08. COMPUTER-AIDED-DESIGNS**

- Module 1- Computer Fundamental
- Module 2- Windows Xp
- Module 3-MS Words 2003
- Module 4-MS Excel-2003
- Preparation of Handloom Design and colour
- Computer aided Design
- Colour Cycle, Floral & all over Design, Colour Combination
- Designs for Dobby, Jacquard, Jalla weave with the help of computer

**SYLLABUS OF TECHNICAL PAPER FOR MAIN WRITTEN EXAMINATION FOR THE POST OF PRIMARY INVESTIGATOR**

Main Written Examination for the post of Primary Investigator consist of two papers, Paper-1, Composite Paper and Paper-II Technical Paper.

A. **Details of Syllabus (Paper-I):** The questions in this paper shall be of H.SC standard.

**General English:-** Comprehension of a given passage, vocabulary, Usage & Grammar.

**Odia Language:-** Comprehension of a given passage, vocabulary, Usage & Grammar.

**Computer Fundamentals**- Windows, MS office (Word, Excel & Power point), MS Access & Usage of Internet services.

**General Studies**-The questions will comprise of General Science, Current affairs, Environmental issue, Human Right issues, Indian Polity, Indian History & Geography, reasoning & mental abilities.

B. **Details of Syllabus(Paper-II):**

**ECONOMICS**

1. **Indian Economy:** Status of Indian Economy, Sectoral Composition & Development, Economic Planning and economic Reforms, New Economic Policy. Current Challenges Facing in the Indian Economy, Nature of Population problem, Poverty, In-equality, Un-employment etc.
2. **Introductory Micro Economics:-** Introduction, Demand and Supply Analysis, Concept of Elasticity.

   **Utility Analysis:-** Ordinal and Cardinal Utility, Law of Marginal Utility.

   **Production Function:-** Concepts, Laws of Return and return to scale.

   **Cost and Revenue:-** Meaning, Average and Marginal cost curves, Nature of short run and long run cost curves.

   **Market Equilibrium:-**Perfect competition, Monopoly and Monopolistic competition, Price determination and different markets.
3. **Introductory Macro Economics:-**Meaning of Macro Economics.

   National Income Accounting:- Concepts of GDP, GNP, NDP and National Income and measurement.

   Money and Banking:- Nature and function of money, value of money, inflation and deflation, role of monetary policy, Credit Control measure with special reference to RBI.

   Public Finance:- Nature, Scope and Importance of public finance, Fundamental ideas on public Budget.

## STATISTICS

### 1. Probability Theory-I

Definition of Probability:- Classical , Empirical and Axiomatic Approach, Sample Space and events, Concept of sets. Correspondence between sets and events.
Probability by direct enumeration. Laws of addition and multiplication, conditional Probability and independence of events.

### 2. Probability Theory-II

Concept of Random Variable, Discrete and Continuous Random Variables and their probability distribution. Mathematical expectation of random variables. Addition and Multiplication laws of exception. Variance of Sum of Random Variables.

### 3. Statistical Method-I

Definition, Scope and Limitation of Statistics, Collection of Data; Primary and Secondary Data, Classification of data, Tabulation of data, One way tables. Presentation of Data, Diagram-Simple, Multiple, Subdivision and percentage bar diagrams, pie diagrams, Graphs Frequency curve, Frequency Polygon, Ogives (Cumulative Frequency Curve) and Histogram.

### 4. Statistical Method-II

Frequency distribution, Measures of Central Tendency: Arithmetic Mean, Geometric Mean, Harmonic Mean, Median and Mode, Quartiles, Measures of Dispersion; Range, Inter -Quartile range. Quartile Deviation, Mean absolute deviation, Standard Deviation. Coefficient of Variation and Moments: Raw and Central moments of various orders. Skewness and its different measures, Kurtosis and its measure based on moments.

## SYLLABUS OF TECHNICAL PAPER FOR MAIN WRITTEN EXAMINATION FOR THE POST OF TAX & FEE COLLECTOR

### 1. Arithmetic:

Simple Interest and Compound Interest
Profit, Loss, and Discount
Fractions & Decimals
Partnership
Time and Work
Time and Distance
HCF and LCM
Squares and Square Roots
Ratio and Proportion
Mensuration
Number Series
Cubes and Cube Roots
Percentage and Averages
Number System

### 2. English:

Verbs, Tenses, Active and passive voice, Subject-verb agreement.
Connectors, Types of sentences, Direct and indirect speech, Comparison.
Articles, Noun, Pronoun, Prepositions.

Unseen passage with a variety of comprehension questions.

**3. Odia: -**

Parts of speech (Noun Adjectives, verb).
Derivation of words.
Synonyms and Antonyms.
Idioms.
Comprehension of an unseen prose passage.

**4. General Knowledge: -**

Matching Historical events with dates, personalities and places.
Geographical facts with places.
States, Countries and Institutions with headquarters.
Scientific facts and discoveries with dates, persons and uses.
Current events with places and personalities.

**5. Computer:-**

Basic Knowledge about computer.
MSWORD.
MSWINDOWS
M.S. EXCEL.
M.S. POWERPOINT.
Internet communication.

**ANNEXURE-D**

## UNDERTAKING

I Sri _____ Roll No. _____ applied as _____ Ex-Serviceman for the post of _____ do hereby declare the following:

I have not utilized the benefit of Ex-Servicemen for employment purpose till date either in State Govt./Central Govt./Public Sector Undertaking.

Or

I do hereby declare that at present I am under employment and working as _____ in _____ Department /Organization and I have already utilized the benefits of Ex-Servicemen. My candidature for the said post may be considered on merit under my own category i.e. SEBC /SC /ST /UR as I have already availed the benefit of Ex-Serviceman earlier.

Or

I do hereby declare that I have joined in the post of _____ in the office of _____. I have submitted self-declaration /undertaking to my employer_____ about the date wise details of application for the post for which I had applied before joining. Copy of the declaration duly endorsed by my employer is herewith enclosed for consideration of my claim under Ex-Servicemen category.

(Strike out the portion which is not applicable)

The statement given above is true and correct to the best of my knowledge and belief. If proved wrong/false, I shall be liable for punishment as per rules and my candidature for the said post shall be rejected.

Signature of the Candidate

Name (in full)

Roll No.