



ODISHA STAFF SELECTION COMMISSION

Unit – II, Bhubaneswar – 751001

No.IIE-120/2022 - 2533 /OSSC

Date: 04.07.2023

Notice

Subject: Notice to upload the qualifying Educational Certificates by the candidates shortlisted for the Main written examination vide Notification No.173(C)/OSSC dated 22.06.2023 and Notification No.176/OSSC dated 24.06.2023 for the post of Combined Technical Services Recruitment Examination-2022 for ATO (Degree/Diploma) & ATO(ITI).

Pursuant to Advertisement No.6506/OSSC dated 02.11.2022 and in continuation of Notification No.179(C)/OSSC dt.28.06.2023, it is decided by the Commission that all the candidates who are shortlisted for Main written examination of ATO (Diploma/Degree) and ATO (ITI) of **Combined Technical Services Recruitment Examination-2022** must upload their qualifying Educational Certificate (for minimum educational qualification refer clause- 2(a) of the advertisement), from **04.07.2023 to 10.07.2023**. If a candidate has been shortlisted for more than one post/service, he/she should upload the qualifying Educational Certificate for each such post/service. The link for uploading qualifying educational certificate is available in the **candidate's Login**.

The requisite Certificates to be uploaded by the shortlisted candidates is detailed below.

If a candidate fails to upload educational Certificate within the stipulated date and time, Admission Letters for Main Written Examination will not be issued to him/her.

By order of the Commission

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04.07.2023
Secretary

List of Educational Qualification Certificates to be uploaded for the post of ATO (ITI)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (National Trade Certificate in the following Trades)
1	Bakery & Confectionery	NTC in Bakery & Confectionery	Bakery & Confectionery
2	COPA	NTC in COPA Trade	COPA Trade
3	Draughtsman Civil	NTC passed in "Draughtsman Civil" Trade	"Draughtsman Civil" Trade
4	Dress Making	NTC passed in Dress Making	Dress Making trade
5	Diesel Mechanic	NTC passed of "Mechanic Diesel" trade	Mechanic Diesel trade
6	Electrician	NTC in Electrician Trade	Electrician Trade
7	Electronics Mechanic	NTC passed in "Electronics Mechanic" Trade	"Electronics Mechanic" Trade
8	Fitter	NTC in Fitter Trade	Fitter Trade
9	Information & Communication Technology System Maintenance - ICTSM	NTC in ICTSM Trade	ICTSM Trade
10	Instrument Mechanic	NTC passed in Instrument Mechanic trade	Instrument Mechanic trade
11	Laboratory Assistant Chemical Plant	NTC passed in Laboratory Assistant (Chemical Plant) trade	Laboratory Assistant (Chemical Plant) trade
12	Machinist	NTC passed in "Machinist" trade	Machinist trade
13	Mechanic Machine Tool Maintenance	NTC passed in "Mechanic Machine Tool Maintenance" trade	Mechanic Machine Tool Maintenance trade
14	Mechanic Motor Vehicle	NTC passed in "Mechanic Motor Vehicle" trade	"Mechanic Motor Vehicle" trade
15	Mechanic Refrigeration & Air-conditioner	NTC passed in "Mechanic Refrigeration & Air-conditioner" trade	Mechanic Refrigeration & Air-conditioner trade

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List of Educational Qualification Certificates to be uploaded for the post of ATO (ITI)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (National Trade Certificate in the following Trades)
16	Plumber	NTC passed in Plumber	Plumber trade
17	Sewing Technology	NTC passed in the Trade of "Sewing Technology" earlier named as "Cutting & Sewing"	Sewing Technology trade earlier named as "Cutting & Sewing"
18	Turner	NTC passed in the trade of "Turner" or TDM (PT & JF) or TDM (Dies & Moulds)	Turner or TDM (PT & JF) or TDM (Dies & Moulds)
19	Welder	NTC passed in the Trade of "Welder"	Welder trade
20	Wireman	NTC passed in the Trade of "Wireman"	Wireman trade

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List of Educational Qualification Certificated to be uploaded for the post of ATO (Diploma/Degree)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (Diploma/Degree Certificate in the following Trades)
1	Automobile & Mechanic Motor Vehicle	03 years Diploma in Automobile from AICTE/ recognised board of Technical Education. Or Degree in Automobile Engineering from AICTE / UGC recognised Engineering College/ university	03 years Diploma in Automobile from AICTE/ recognised board of Technical Education. Or Degree in Automobile Engineering from AICTE / UGC recognised Engineering College/ university
2	Basic Cosmetology	Diploma (Minimum 2 years) in the Beauty Culture / Cosmetology from recognised board of education Or Degree in the relevant field from UGC recognised Institutes	Diploma (Minimum 2 years) in the Beauty Culture / Cosmetology Or Degree in the relevant field from UGC recognised Institutes
3	COPA	3 years Diploma in Computer Science / IT from AICTE recognised Institution. Or Post Graduate in Computer Science / Computer Application from UGC Recognized Institution or Bachelor in Computer Science / Computer Application / IT from AICTE recognised Institution	3 years Diploma in Computer Science / IT from AICTE recognised Institution. Or Post Graduate in Computer Science / Computer Application from UGC Recognized Institution or Bachelor in Computer Science / Computer Application / IT from AICTE recognised Institution
4	Information & Communication Technology System Maintenance - ICTSM	03 Year Diploma in Computer Science / IT / Electronics & Communication Engineering from AICTE recognised institution Or Degree in Engineering / Technology in Computer Science / IT / Electronics & Communication Engineering from AICTE/UGC recognised institution	03 Year Diploma in Computer Science / IT / Electronics & Communication Engineering from AICTE recognised institution Or Degree in Engineering / Technology in Computer Science / IT / Electronics & Communication Engineering from AICTE/UGC recognised institution
5	Draughtsman Civil & Plumber	03 years Diploma in Civil Engineering from AICTE recognised Institution Or Degree in Civil Engineering from AICTE recognised Institution	03 years Diploma in Civil Engineering from AICTE recognised Institution Or Degree in Civil Engineering from AICTE recognised Institution
6	Diesel Mechanic	03 years Diploma in Automobile/ Mechanical (specialization in automobile) from AICTE recognised institution Or Degree in Automobile/ Mechanical Engg. (with specialization in Automobile)) from AICTE recognised institution	03 years Diploma in Automobile/ Mechanical (specialization in automobile) from AICTE recognised institution Or Degree in Automobile/ Mechanical Engg. (with specialization in Automobile)) from AICTE recognised institution

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List of Educational Qualification Certificated to be uploaded for the post of ATO (Diploma/Degree)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (Diploma/Degree Certificate in the following Trades)
7	Electrician	03 year Diploma in Electrical / Electrical & Electronics Engineering from AICTE recognised Institution. Or Degree in Electrical / Electrical & Electronics Engineering from AICTE recognised Institution.	03 year Diploma in Electrical / Electrical & Electronics Engineering from AICTE recognised Institution. Or Degree in Electrical / Electrical & Electronics Engineering from AICTE recognised Institution.
8	Electronics Mechanic	03 years Diploma in Electrical/ Electrical and Electronics / Electronics & Telecommunication / Electronics & Instrumentation Engineering from AICTE recognised institution or Degree in Electrical / Electrical and Electronics / Electronics & Telecommunication / Electronics & Instrumentation Engineering from AICTE recognised institution	03 years Diploma in Electrical/ Electrical and Electronics / Electronics & Telecommunication / Electronics & Instrumentation Engineering from AICTE recognised institution Or Degree in Electrical / Electrical and Electronics / Electronics & Telecommunication / Electronics & Instrumentation Engineering from AICTE recognised institution
9	Wireman	03 years Diploma in Electrical/ Electrical and Electronics Engineering from AICTE recognised institution. Or Degree in Electrical/ Electrical and Electronics Engineering from AICTE recognised Institute.	03 years Diploma in Electrical/ Electrical and Electronics Engineering from AICTE recognised institution. Or Degree in Electrical/ Electrical and Electronics Engineering from AICTE recognised Institute.
10	Fitter	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University
11	Turner	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University

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List of Educational Qualification Certificated to be uploaded for the post of ATO (Diploma/Degree)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (Diploma/Degree Certificate in the following Trades)
12	Welder	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University	03 year Diploma in Mechanical / Production Engineering from AICTE recognised Institution. Or Degree in Mechanical / Production Engineering from AICTE/UGC recognised Engineering College / University
13	Sheet Metal Worker	03 years Diploma in Mechanical / Production Engineering from AICTE/ recognised board of technical education. Or Degree in Mechanical / Production Engineering /Mechatronics from AICTE/UGC recognised Engineering College/ University	03 years Diploma in Mechanical / Production Engineering from AICTE/ recognised board of technical education. Or Degree in Mechanical / Production Engineering /Mechatronics from AICTE/UGC recognised Engineering College/ University
14	Machinist	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution
15	Mechanic Machine Tool Maintenance	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution
16	Mechanic Refrigeration & Airconditioner	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution	03 years Diploma in Mechanical Engineering from AICTE recognised institute or Degree in Mechanical Engineering from AICTE recognised institution
17	Instrument Mechanic	03 year Diploma in Instrumentation/ Instrumentation and Control Engineering from AICTE recognised Institution. Or Degree in Instrumentation / Instrumentation and Control Engineering from AICTE/UGC recognised institution	03 year Diploma in Instrumentation/ Instrumentation and Control Engineering from AICTE recognised Institution. Or Degree in Instrumentation / Instrumentation and Control Engineering from AICTE/UGC recognised institution

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List of Educational Qualification Certificated to be uploaded for the post of ATO (Diploma/Degree)

Sl. No.	Name of Post	Required Educational Qualification	Educational Qualification Certificate to be uploaded (Diploma/Degree Certificate in the following Trades)
18	Laboratory Assistant Chemical Plant	03 years Diploma in Chemical / Petro Chemical Technology/ Engineering from AICTE/ recognised board of technical education or Degree in Chemical / Petro chemical Technology/ Engineering from AICTE/UGC recognised Engineering College / University	03 years Diploma in Chemical / Petro Chemical Technology/ Engineering from AICTE/ recognised board of technical education or Degree in Chemical / Petro chemical Technology/ Engineering from AICTE/UGC recognised Engineering College / University
19	Mechanic Mining Machinery	03 years Diploma in Mining engineering from AICTE recognised Institute or Degree in Mining Engineering/Technology from AICTE recognised Institution	03 years Diploma in Mining engineering from AICTE recognised Institute or Degree in Mining Engineering/Technology from AICTE recognised Institution
20	Stone Mining Machine Operator	03 years Diploma in Mining Engineering from AICTE/ recognised board of technical education. Or Degree in Mining Engineering from AICTE/UGC recognised Engineering College / university	03 years Diploma in Mining Engineering from AICTE/ recognised board of technical education. Or Degree in Mining Engineering from AICTE/UGC recognised Engineering College / university
21	Plastic Processing Operator	03 years Diploma in Plastic Technology/ Engineering from AICTE/ recognised Board of Technical Education. Or Degree in Plastic Technology/ Engineering from AICTE/UGC recognised Engineering College/ University	03 years Diploma in Plastic Technology/ Engineering from AICTE/ recognised Board of Technical Education. Or Degree in Plastic Technology/ Engineering from AICTE/UGC recognised Engineering College/ University

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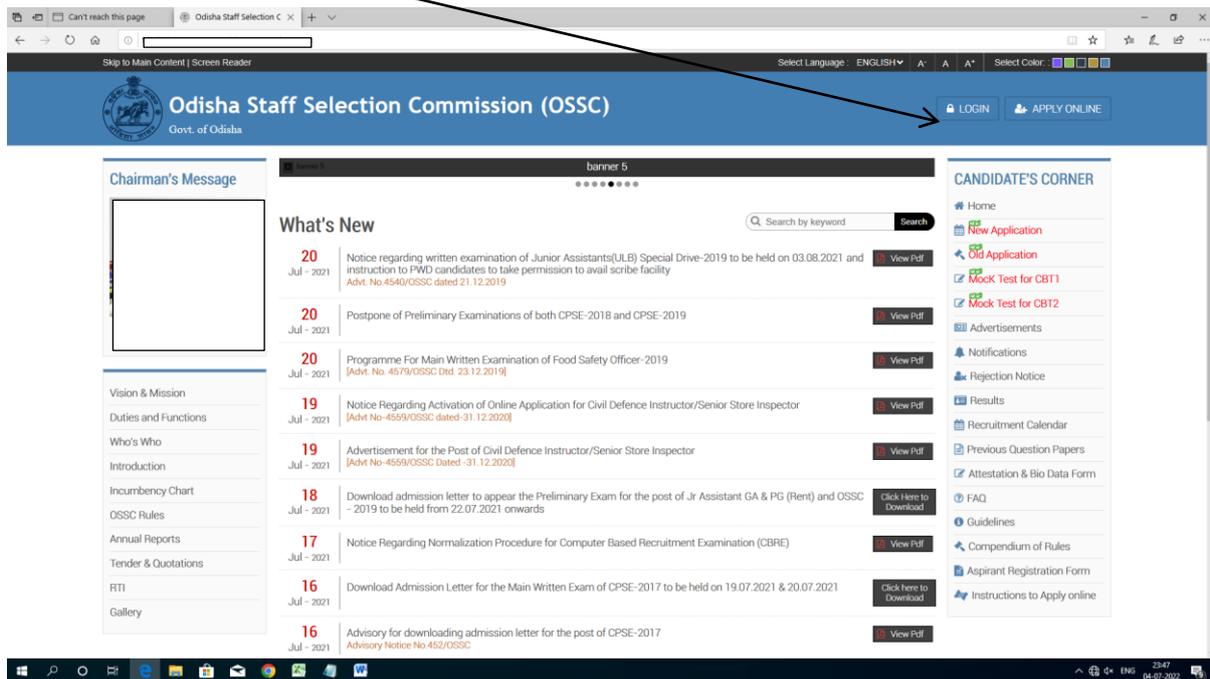
Detailed Steps for uploading the required documents

Step-1

Visit the website www.oss.gov.in

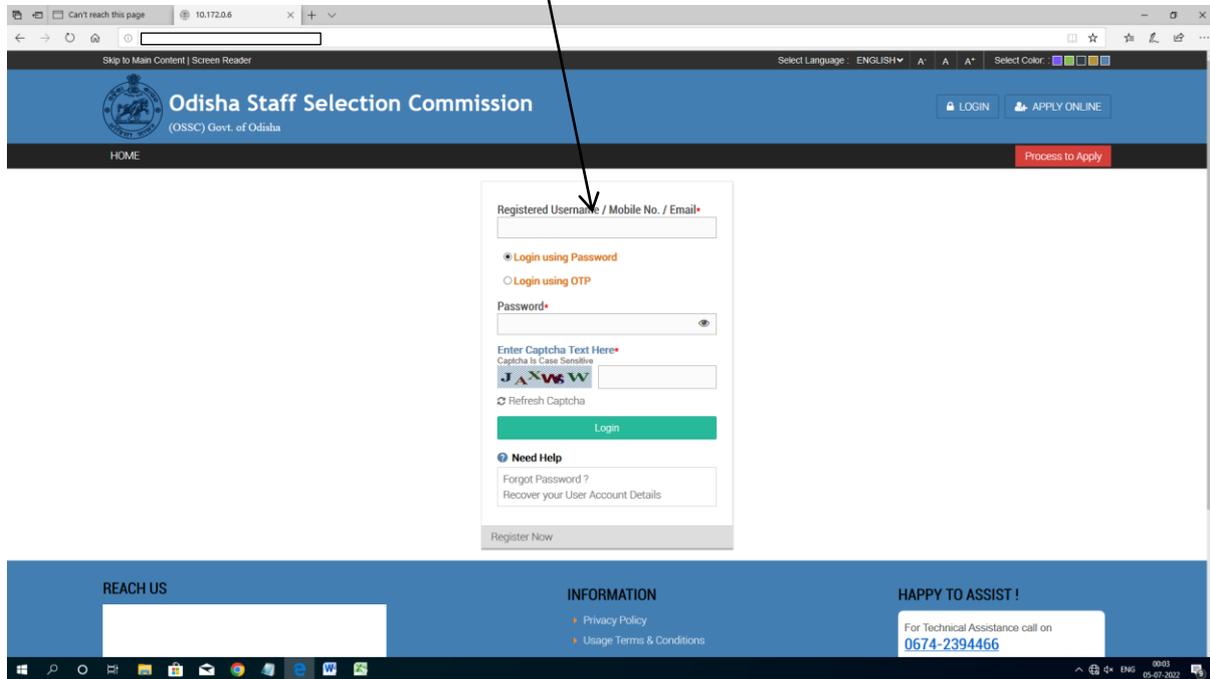
Step-2

Please Click On the Login Button

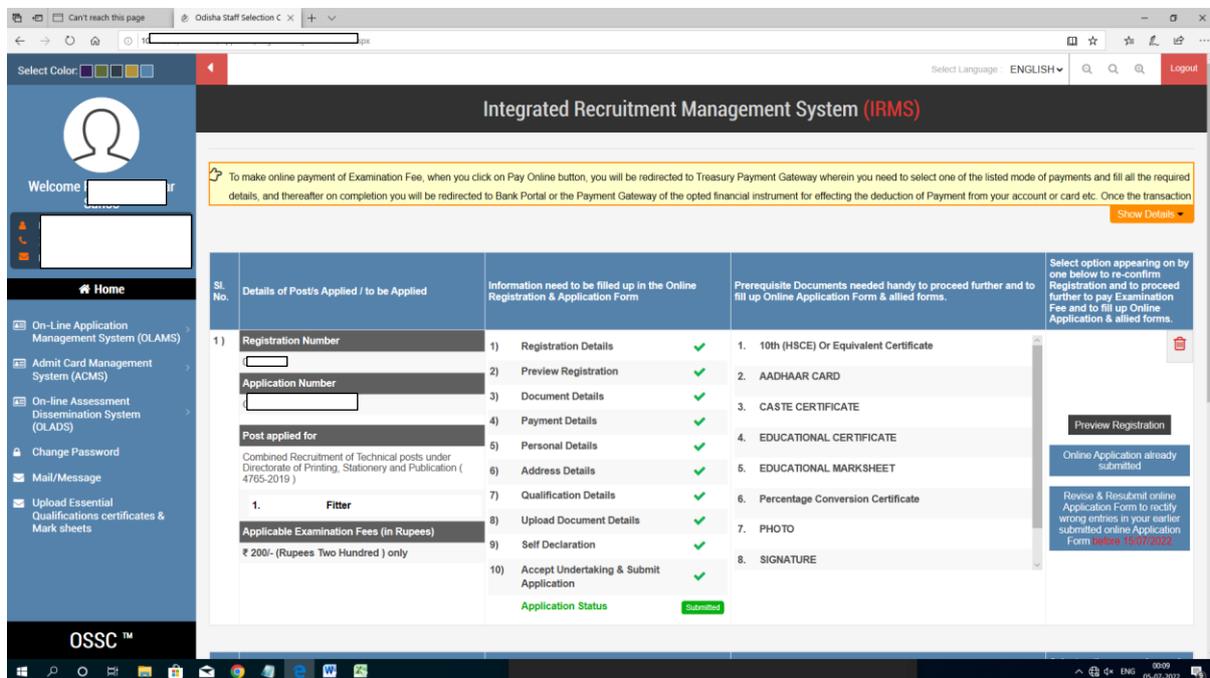


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Step-3: Please use your User Name /Mobile No/Mail-id and Password (Given by you at the time of registration) to login into the system (if you are forget your password please click on Login using OTP option you will get a otp ,use that OTP to Login into your system)



Step 4 :- Now you will be able to see the Home Page mentioning your Post name

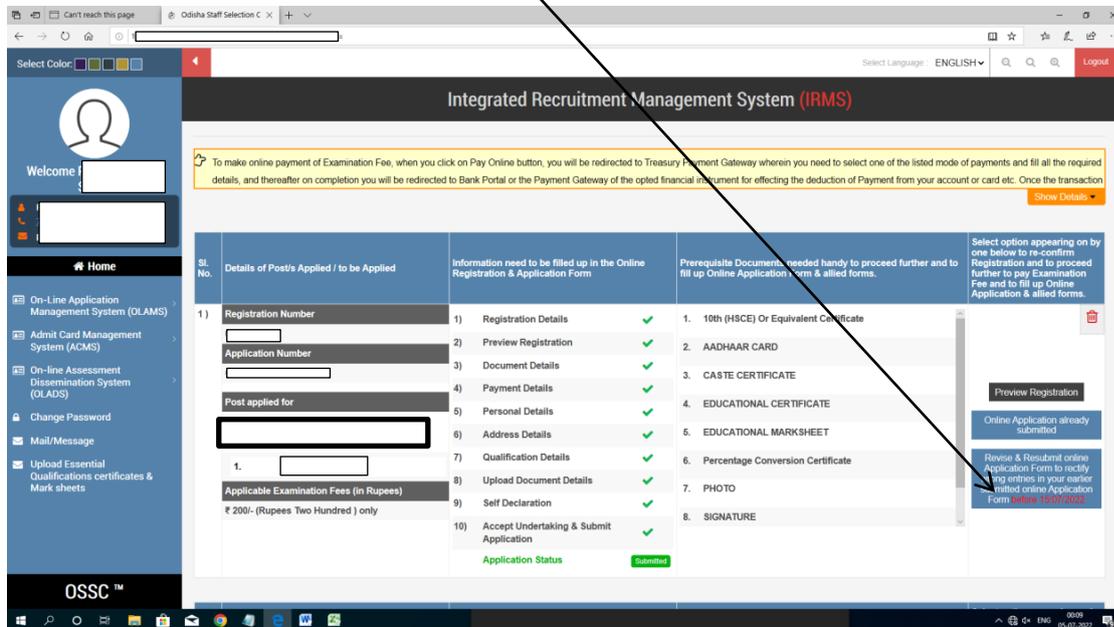


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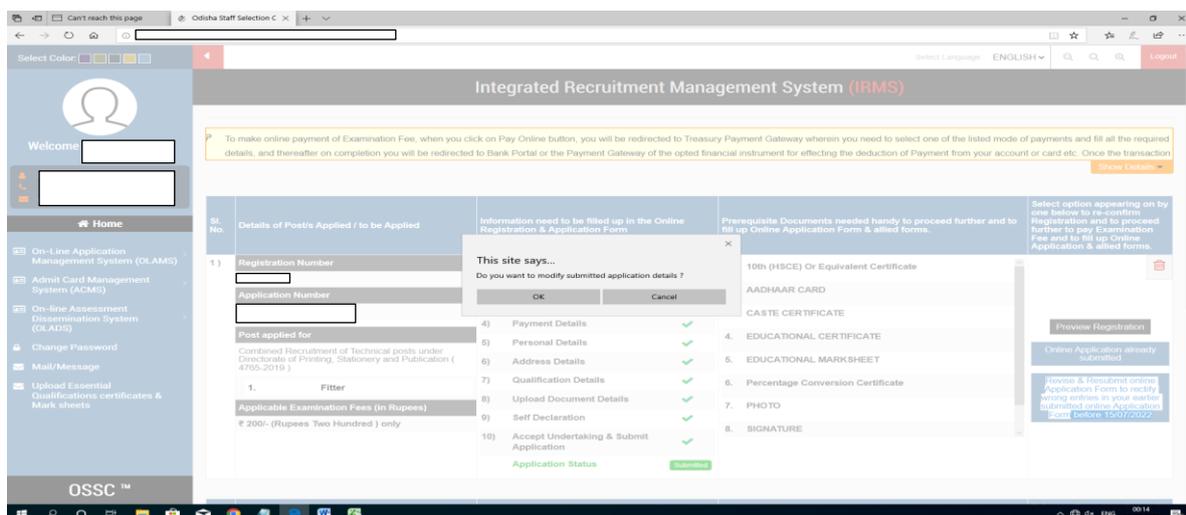
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Step 5:

Please Click on the (**Revise & Resubmit online Application Form to rectify wrong entries in your earlier submitted online Application Form before 15/07/2022**) button against your mentioning Post name



Step-6 : After Click on (**Revise & Resubmit online Application Form to rectify wrong entries in your earlier submitted online Application Form before 15/07/2022**), You will able to see the POP UP MENTIONING **Do you want to modify submitted Application**



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After Click on The Popup now you will be able to see the Edit Page with 2 tab (**1. Qualification Details** **2. Undertaking**)

1. Qualification Details (Click on the Qualification Details tab to upload the required certificate/documents)
2. Undertaking (After Upload your all relevant document to Click on the undertaking tab to submit your application form again)

The screenshot shows the 'Integrated Recruitment Management System (IRMS)' interface. The main heading is 'Application Form of : Combined Recruitment of Technical posts under Directorate of Printing, Stationery and Publication (IIE-50/2019-4765/OSSC)'. Below this, there is a warning message: 'Warning !!! You have reopened your earlier submitted online Application Form and are now trying to make rectifications in the entries therein. You are herein being advised to Resubmit the Revised Application Form after making proper rectifications and take a printout of the same for future reference, failing to do so, the rectifications made by you may not get effected and your earlier submitted Application Form may also get rejected, if found to be incomplete for having missing revised entries, if any.' The 'Qualification Details' tab is active, showing a table with columns: SL NO, Essential Qualification(s), Qualification Name, Discipline Name, Board/ Council/ University Name / Other Examination Body, Year of Passing, Secured Marks, Total Marks, Percentage, Grade, Educational Certificate(s), Educational Marksheet(s), and Certificate. Two rows are visible, each with an 'Edit' button. A green message bar at the top of the table area says: 'All Essential Qualification Details Saved Successfully Press "Edit" to make any changes and press "Save" to save changes.'

Step -7 : Please Click on The **Edit Button** to upload the document

This screenshot is identical to the previous one, but with a blue arrow pointing from the text 'Step -7 : Please Click on The Edit Button to upload the document' to the 'Edit' button in the 'Certificate' column of the first row in the table.

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Step-8:

1. After Click on the **Edit** Button now you will see the upload document page with all details of your essentials qualification
2. After upload your document click on the **save button** to save the details

The screenshot shows a web browser window with the URL 'Odisha Staff Selection C...'. The page title is 'ESSENTIAL QUALIFICATION (S)'. The form contains the following fields:

- Select Qualification: 10th (HSC) or equivalent
- Select Year of passing: 2004
- Select School/ College/ University / Institution from which passed: OTHER
- Enter School/ College/ University / Institution Name: [Text Box]
- Select Board / Council / University name / Other Examining Body: [Text Box]
- Select Grading System: [Text Box]
- Enter Marks Secured: [Text Box]
- Enter Total marks: [Text Box]
- Percentage: [Text Box]
- Select Passing Division: Second Division
- Enter Certificate Number or Registration No. or SI No.: [Text Box]
- Enter Mark Sheet(s) Number or Registration No. or SI No.: [Text Box]

Buttons: 'Save', 'Reset', 'Download to View Certificate', 'Download to View Marksheet'.

After click on save button now you will see the below page (you can click on download to verify option to check whether you have properly uploaded the document or not)

The screenshot shows the 'Integrated Recruitment Management System (IRMS)' interface. The page title is 'Application Form of : Combined Recruitment of Technical posts under Directorate of Printing, Stationery and Publication (IIE-50/2019-4765/OSSC)'. The user is logged in as 'User : [Name]'. The page displays a table with the following columns:

SL NO	Essential Qualification(s)	Qualification Name	Discipline Name	Board/ Council/ University Name / Other Examination Body	Year of Passing	Secured Marks	Total Marks	Percentage	Grade	Educational Certificate(s)	Educational Marksheet(s)	Certificate	Edit
1	10th (HSC) or equivalent	[Text Box]								[Text Box]	[Text Box]	[Text Box]	[Edit]
2	ITI	[Text Box]								[Text Box]	[Text Box]	[Text Box]	[Edit]

Buttons: 'Next Step'.

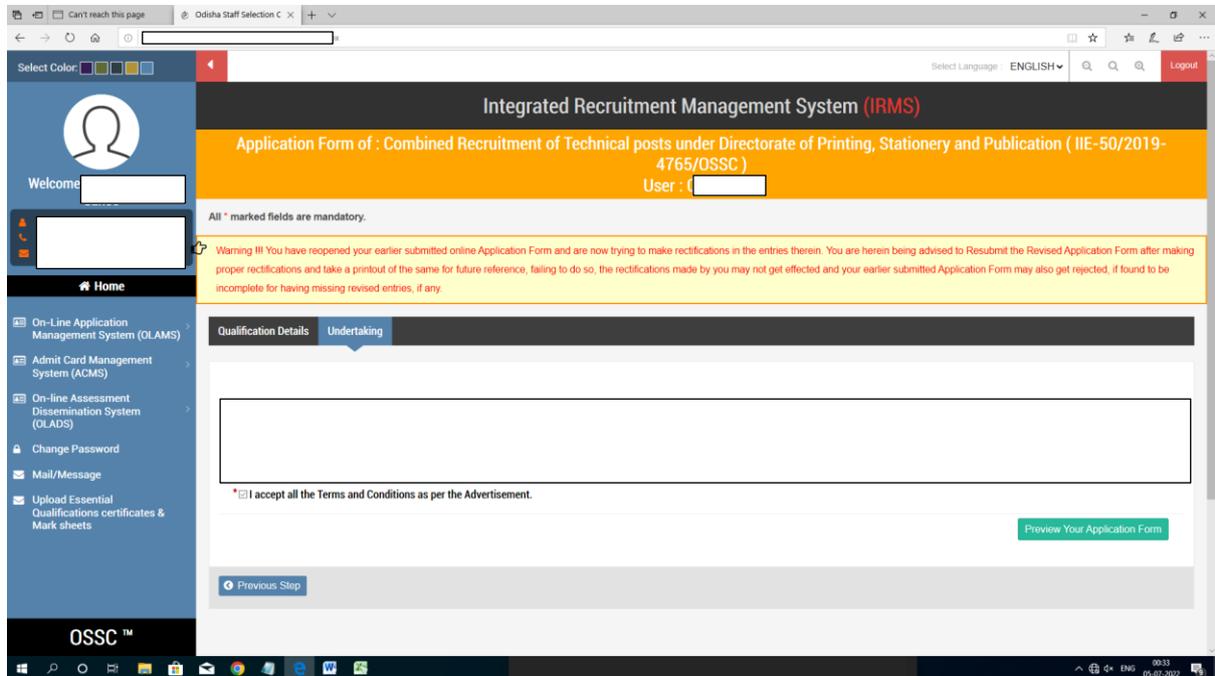
Click on the **Next steps** to submit your application form

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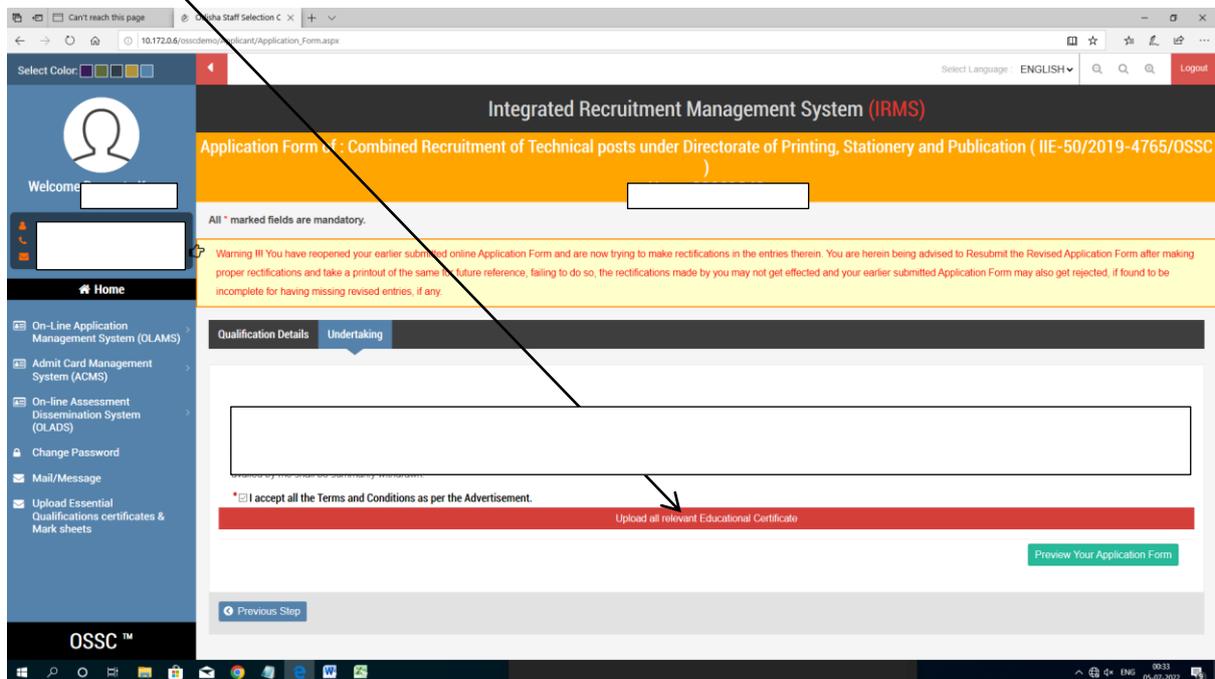
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Step-9

Now you will be able to see the Undertaking page. Click on **Preview your application form** to submit your application form completely.



If you have not uploaded all the relevant documents a message shows to upload all relevant educational certificate



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Click on the Preview your application form to submit your application .you will able to see the below mention page

Unsubmitted Application Form for Preview for the Post of Combined Recruitment of Technical posts under Directorate of Printing, Stationery and Publication

Post Specific Information

Applied to : Odisha Staff Selection Commission (OSSC)
Advertisement Number : IIE-50/2019-4765/OSSC
Advertisement Date : 30/12/2019
Examination State : ODISHA
Post Applied : Combined Recruitment of Technical posts under Directorate of Printing, Stationery and Publication
Posts/ Services applied, in order of personal Preference(s) : 1) Filter
Category Applied :
Sub Category Applied for :
Registered User Name :
Registration Number :
Registered Email Id :
Registered Mobile No. :
Have you been debarred from appearing the recruitment examination of any Commission/Board?

Head Of Account :
Deposited By :
Bank Transaction Id :
Bank Transaction Status :
Bank Transaction Date & Time :
Challan Reference Id :
Document Details

Self Declaration

Tick to file the Self-declaration of Caste & Residential Status

Undertaking

I accept all the Terms and Conditions as per the Advertisement.

Left Thumb Impression Of The Applicant :
Uploaded Signature of the Applicant :
Note : Application shall be valid after verification of (i) all uploaded documents , if called for , and (ii) realisation of payment , if applicable , by Treasury.

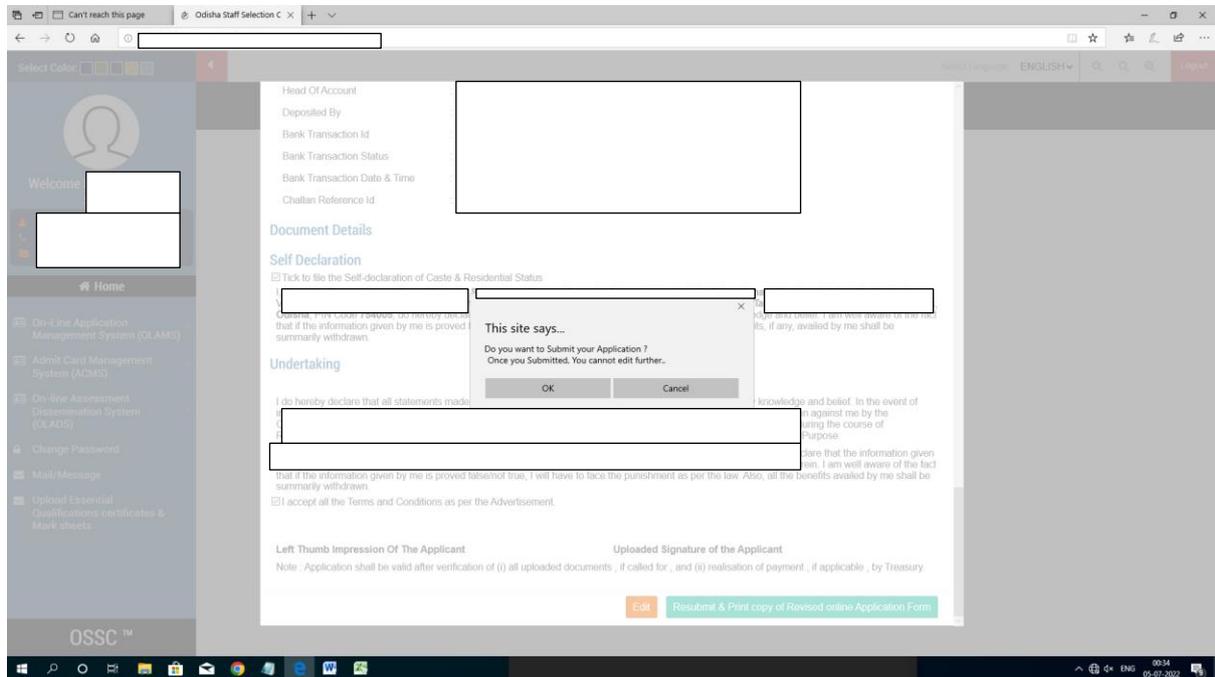
Resubmit & Print copy of Revised online Application Form

Step 10: Click on the Resubmit & Print copy of revised online application form.

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You will be able to see the Popup message shows that (Do you want to submit your application) i.e. your last stages to complete your application form



Please take the printout of your application form for your future references.