



# STATE SELECTION BOARD, ODISHA POLICE, CUTTACK

(WEBSITE - [https:// odishapolice.gov.in](https://odishapolice.gov.in))

Advertisement No. 02 / SSB

Date: 22/09/2024

**DETAILED ADVERTISEMENT (REF. INDICATIVE ADV. NO. 01/SSB, DTD.14.09.2024)  
FOR THE POST OF SEPOYS / CONSTABLES IN OSAP / IR / SIR / SS BATTALIONS IN  
ODISHA POLICE**

Event	Start Date & Time	End Date & Time
Online registration and submission of applications	23.09.2024 (10 AM)	13.10.2024 (10 PM)
Editing / Correction of online application forms	16.10.2024 (10 AM)	18.10.2024 (10 PM)
Mode of Application	Online Mode only through the link given in Odisha Police website <a href="http://www.odishapolice.gov.in">www.odishapolice.gov.in</a> . No physical copy / hard copy of the online application form needs to be submitted by the applicant.	

Online applications are invited from interested and eligible candidates for the recruitment of 1360 posts in the rank of Sepoys / Constables in different OSAP / IR / SIR / Special Security Battalions in Odisha Police. The recruitment shall be conducted as per Odisha Battalion Service (Method of Recruitment and Conditions of Service of Sepoys or Constables, Havildars and ASI (Armed) Order 2022, vide Govt of Odisha, Home Deptt. Notification No. 30941/D&A dated 13.09.2022 and Amendment Order, 2023 vide Notification No.41562/D&A dated 18.10.2023.

## 1. VACANCIES

The category-wise break-up of the total no. of posts to be filled up by this recruitment as received from the State Police Hdqrs. / Requisitioning Authority is as follows:

Name of Battalion	UR	SEBC	SC	ST	TOTAL
OSAP 1st Bn., Dhenkanal	54	00	23	22	99
OSAP 3rd Bn., Koraput	87	00	14	00	101
OSAP 4th Bn., Rourkela	105	02	43	0	150
OSAP 5th Bn., Baripada	72	00	28	23	123
OSAP 6th Bn., Cuttack	66	00	11	41	118
OSAP 7th Bn., Bhubaneswar	78	00	18	17	113
OSAP 8th Bn., Chhatrapur	92	00	23	55	170
Spl. Security Bn., Bhubaneswar	43	00	00	09	52

Name of Battalion	UR	SEBC	SC	ST	TOTAL
OSAP 3rd SS Bn., Gajapati	17	00	00	24	41
OSAP 4th SS Bn., Malkanagiri	66	00	03	26	95
1st IR Bn., Koraput	21	00	05	00	26
2nd IR Bn., Rayagada	35	00	00	00	35
3rd IR Bn., Jajpur	61	00	00	20	81
7th SIR Bn., Koraput	01	01	07	00	09
8th SIR Bn., Bhanjanagar	42	03	03	03	51
9th SIR Bn., Kalahandi	75	00	11	10	96
Total	915	06	189	250	1360

The numbers of vacant posts to be filled up on the basis of this recruitment process are subject to change at any time at the discretion of the Government which will be duly notified in the website.

Besides, the reservation for Ex-Servicemen / Sportspersons shall be made in accordance with the provisions made under such Acts, Rules, Orders or instructions as issued by the Govt. from time to time.

For recruitment of Constables in India Reserve (IR) Battalion, 30% of the vacancies shall be filled up by recruits hailing from districts notified as Extremist or Left Wing Extremist affected.

#### Abbreviations :

ST	: Scheduled Tribe
SC	: Scheduled Caste
SEBC	: Socially & Educationally Backward Class
UR	: Un-Reserved
Ex-SM	: Ex-Servicemen
SSB	: State Selection Board
CBT	: Computer Based Test
CBRE	: Computer Based Recruitment Examination

#### IMPORTANT NOTE :

- (i) Women, Transgender and Persons with Disability (PwD) candidates are not eligible to apply.
- (ii) A candidate filling the application form can apply for recruitment to one Battalion only. This option cannot be changed.
- (iii) Only one online application shall be submitted by an applicant. In case, more than one application of an applicant is detected at any stage, all the applications may be rejected by the SSB and the candidature for the examination may be cancelled.

- (iv) Candidature shall be cancelled, if in the opinion of the Board, the candidate is not found eligible for consideration according to the eligibility criteria prescribed in the above Orders / Rules.
- (v) Candidates must possess a valid e-mail and mobile number while applying for the post and keep the same active till the completion of this recruitment process in order to receive important messages from the Board.
- (vi) Candidates should ensure that they fulfill all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination and other tests shall be provisional and on the basis of information furnished in the Online Application Form.
- (vii) Online applications submitted to the Board found to be incomplete in any respect are liable for rejection without entertaining any correspondence in the matter.
- (viii) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in the Online Application Form is found to be incorrect or misleading or has suppressed or misrepresented any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, the candidature for the post shall be cancelled.
- (ix) Only those candidates who fulfill the requisite qualification / eligibility criteria and are within the prescribed age limit (as on 01.01.2024) by the closing date of submission of online application, will be considered eligible.
- (x) No Admission Letter (Admit Card) for recruitment at any stage shall be sent by post. The candidates are therefore advised to check the website as mentioned above regularly to know updates about Admission Letter (Admit Card), dates of examination and other updates regarding the recruitment.
- (xi) Government Servants, are eligible to apply provided that they possess the requisite qualification and other eligibilities as prescribed in the advertisement. They must inform their respective Head of Offices in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".
- (xii) 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.
- (xiii) Required Educational Certificate, Caste Certificate, Odia Pass Certificate, Discharge Certificate of Ex-Servicemen, Identity Card for Sportsperson, etc. must have been issued within the last date fixed for submission / receipt of Online Application form.
- (xiv) The Board will adopt a "Normalization Formula" which will be published in the website before the Written Examination for processing the result as the examination will be conducted in **Computer Based Recruitment Examination (CBRE)** mode 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 cut-off marks.

- (xv) Reservations of vacancies for candidates belonging to Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward Classes, Sportsperson and Ex-Servicemen categories / special categories shall be in accordance with the latest provisions made under relevant Acts and Rules, Notification, Resolution, Orders and Instructions of Government of Odisha.

## **2. SCALE OF PAY**

The Scale of Pay of Sepoy / Constable under ORSP Rules, 2017 is Level-05 of the Pay Matrix in the Scale of Pay (Rs.21,700 – Rs.69,100).

## **3. AGE**

The candidates shall not be less than 18 (Eighteen) years of age and upper age shall not be more than 23 (Twenty-three) years of age as on 01-01-2024.

### **Relaxation of Upper age limit:**

The upper age limit is relaxable by 5 years in respect of the SC / ST / SEBC candidates. For ex-servicemen, the relaxation shall be for the entire period of service rendered in Defence Service.

However, a candidate who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit as per rule which shall be considered most beneficial to the candidate.

## **NOTE**

Date of Birth recorded in the High School Certificate such as Board of Secondary Education of Odisha, Cuttack/ Central Board of Secondary Education, New Delhi/ Indian Council of Secondary Education, New Delhi or equivalent certificate issued by the concerned Board/ Council will only be acceptable.

### **For Ex-Servicemen candidates:**

Ex-Service personnel having more than six months for discharge / retirement from the Defence Services as on the last date of submission of online application form are not eligible to apply for the post. The persons in Defence Services 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 Service. They should note that they must submit the original discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category. Provided that those Ex-Servicemen who have already secured regular employment under the State Government in civil post would be permitted the benefit of age relaxation as admissible for Ex-Servicemen securing another employment in any higher post or services under the State Government but

such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in the State Government.

A candidate from Ex-Servicemen category on joining the Govt. Service in the civil post after availing the benefit as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment in Govt. Jobs shall cease to exist. In such cases, he can avail age relaxation only. However, as per clause-4 of O.M.No.36034/2014-Esst.(Res) dtd.14.08.2014 of Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training, Government of India, if an Ex-Servicemen applied for various posts before joining any civil employment, such candidates can avail of the benefit of reservation as Ex-Servicemen for any subsequent employment, provided the applicant shall, as soon as joining any civil employment, furnish a self-declaration / undertaking to the concerned employer about the date wise details of application for various posts for which he/she has applied before joining in the said establishment. The applicant should furnish the copy of above declaration duly endorsed by the employer, as and when required by SSB, for consideration of the claim under Ex-Servicemen category. Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.

#### **4. EDUCATIONAL QUALIFICATION**

To be eligible to apply for the post, the candidates must have passed High School Certificate Examination (Matriculation / 10th Class Pass) conducted by the Board of Secondary Education, Odisha or an equivalent examination conducted by any other recognized Board or Council.

#### **NOTE:**

Candidates possessing academic qualifications from Boards / Councils / Institutions outside Odisha shall have to produce the following documents at the time of document verification, failing which they shall not be considered eligible for selection.

- i) Proof of equivalence from any recognized Board / Council / University of the State of Odisha.
- ii) Affiliation of their institution to a recognized Board / Council / University.

#### **5. GENERAL ELIGIBILITY CRITERIA**

A candidate, in order to be eligible for the post, must:

- a) be a citizen of India
- b) be of good character.
- c) be of sound health and free from organic defects and physical deformity.
- d) not have more than one spouse living. Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

- e) be able to speak, read and write Odia.
- f) have passed Odia as one of the subjects in the High School Certificate Examination or an examination in Odia language equivalent to M.E. standard recognized or conducted by the School and Mass Education Department, Government of Odisha.

## 6. EXAMINATION FEES

The Examination Fee has been exempted for all categories of candidates as per G.A & P.G. Department Notification No.9897 / Gen, dtd 11.04.2022.

## 7. CERTIFICATES / DOCUMENTS

The applicants shall be required to upload the scanned copies (clear, visible / legible) of the original certificates / documents (valid) as listed below from 7(a) to (k) while filling of the application form, which are mandatory. The Online application form is automated and system driven and will guide the candidate seamlessly in filling up the application. The requisite options shall be enabled and the information shall be asked as per data furnished by the candidates. The original certificates will be submitted at the time of document verification or as and when intimated.

- a) Recent colour passport size photograph, signature and thumb impression (clear, visible and legible)
- b) Caste certificate (updated and valid), issued by the competent authority (if applicable)
- c) 10<sup>th</sup> or equivalent pass certificate (High School Certificate Examination), issued by the concerned Board / Council, in support of educational qualification and declaration of age.
- d) Certificate / document in support of claiming reservation under Ex-Servicemen category. Ex-Servicemen candidates will have to submit an undertaking during document verification that they have not availed the benefit as Ex-Servicemen for employment earlier. (Format given in Annexure-B) (if applicable)
- e) Sports ID Card in support of claim as Sportsperson (issued by the Director of Sports, Sports and Youth Services Department, Government of Odisha as per Resolution No.24808/Gen., dated the 18<sup>th</sup> November 1985 of General Administration Department) (if applicable)
- f) Certificate of passing Odia language
- g) Aadhar Card issued by the Govt. Authority, with candidates' photograph therein.
- h) NOC in case of candidates working in Govt. Service. (if applicable)
- i) NCC 'A' or 'B' or 'C' certificate for claiming of weightage mark (if applicable)
- j) Driving License (valid) for claiming proficiency in Driving for weightage mark (if applicable)

- k) Any other document if required during submission of Online Application at Application Portal. (if applicable)

The original certificates and documents in support of the claims will be sought at the time of Certificate Verification or as and when required by the Board. When scrutiny / document verification is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Board's decision shall be final.

## **8. LAST DATE OF SUBMISSION OF APPLICATIONS**

The last date of registration, submission and correction / edit of online application are mentioned above. The system will be automatically disabled and no application for this post will be made available thereafter. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system.

## **9. VENUE, DATE AND MODE OF EXAMINATION**

The date, time and venue of Written Examination will be mentioned in the Admit Cards of the eligible candidates. The Board have decided to hold the Written Examination in **Computer Based Recruitment Examination (CBRE)** mode. Candidates whose applications are found valid will be intimated through their registered mobile number and e-mail to download their admit cards to appear for the written test. Only shortlisted candidates will be intimated for Physical Measurement and Physical Efficiency Test. The Admit cards will be available in the Odisha Police website at the same link. The candidates, after applying for the post, are advised to visit the website given above regularly to know further updates about the examination. Adequate measures will be taken to conduct the Written Examination at the examination centres, as per the choices preferred by the candidate. However, the State Selection Board (SSB) reserves the right to fix the Examination Centres as per its discretion. No request for change of Examination Centres will be entertained.

## **10. ADMIT CARD**

The Admit Card of eligible candidates shall be available for download in the same link on the websites viz.- [www.odishapolice.gov.in](http://www.odishapolice.gov.in) about one week before the announcement of Written Examination date. The candidates are advised to download their Admit Cards and take a printout thereof. The Admit Card will carry intimation about the date, time and venue of the Written Examination and will bear the scanned photograph, scanned signature and scanned Thumb Impression of the candidate with facsimile signature of the Member of the Board. The admitted candidates will have to produce the hard

copy of Admit Card along with a Photo Identity Card (preferably Aadhar Card ) as mentioned in the application form, at the allotted examination Centre for appearing in the examinations.

A separate Admit Card will be issued to the eligible and shortlisted candidates to appear in the Physical Measurement and Physical Efficiency Test for those, who will qualify in the Written Examination. The Admit Card will similarly carry intimation about the date, time and venue of the Physical Measurement and Physical Efficiency Test and it will be available on the same website with prior intimation to the candidates through their registered mobile numbers / e-mail. **No printed Admit Card at any stage will be dispatched to any candidate by post.**

### 11. HOW TO APPLY

Applications, complete in all respect, must be submitted in online mode only on the application portal as per procedure explained in Annexure "A"

### 12. PLAN OF EXAMINATION / SCHEME OF EXAMINATION

The recruitment examination shall consist of the following stages.

Sl. No.	Stages of the Examination	Paper	Duration	Marks	Type of test
1.	Computer Based Recruitment Examination (CBRE)	Paper-I (only one paper) As prescribed below in clause-13 (A)	120 Minutes	100 Marks	Objective type with MCQ type. Each correct answer will carry 1 mark. There will be negative marking @ 0.25 marks for each wrong answer. No marks will be awarded or deducted if any question is left un-attempted. As prescribed below in clause-13 (A)
2.	Measurement of Physical Standards and Physical Efficiency Test (Qualifying)	As prescribed below in clause-13 (B) & (C)	-----	Qualifying in nature; (No Marks)	As prescribed below in clause-13 (B) & (C)
3	Driving Test (Optional)	As prescribed below in clause-13 (D)		For heavy motor vehicles - 05 marks & For light vehicles-03 marks	As prescribed below in clause-13 (D)



4	Medical Examination	As prescribed below in clause-13 (E)			As prescribed below in clause-13 (E)
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**Note:** There will not be any viva-voce Test.

### 13. (A) WRITTEN EXAMINATION

**Allotted Marks-100 (One Hundred Marks), Duration - 120 Minutes**

- The questions in the written examination (Objective Type Multiple Choice Question) shall comprise of Odia language, English Language, Arithmetic, General Knowledge, Situational Awareness, Logical Reasoning and Basic Computer Knowledge. The standard of the questions shall be such that a student who has passed High School Certificate Examination (10<sup>th</sup> Class) will be able to answer.
- Each question shall be of 01 mark. There shall be negative marking of 0.25 marks for each wrong answer in written examination.
- The medium of written examination shall be in English and Odia, except the questions in Odia language.
- The Candidates not appearing for written test shall be disqualified.
- The minimum qualifying marks in the written test for UR & SEBC candidates is 35 and for SC & ST candidates is 30 out of 100 full marks. There is no relaxation in minimum qualifying marks for the candidates belonging to Special Category such as Ex-Servicemen and Sportspersons.

#### NOTE:

The written test will be conducted in the mode of Computer Based Recruitment Examination (CBRE). Tentative Answer keys will be placed on the same website as mentioned above after conduct of the examination. Applicants may go through the answer keys and submit their online representations only, if any, within 3 days of uploading of the answer keys, on payment of fees of Rs.250/- per question. Representation received through any other mode e.g. letter, application, email etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Board in this regard will be final. If the representation of the applicant about a question is found valid, the fees paid shall be refunded to the applicant in respect of valid answers only. In case the objections raised are found invalid, the fees shall be forfeited. Basing on the performance in the Computer Based Written Examination, candidates equal to seven times of category wise vacancies advertised for each Battalion will be called to appear for the Physical Measurement and Physical Efficiency Test in order of merit. The date of Physical Measurement and Physical Efficiency Test will

be uploaded in the above websites and the same will also be intimated to candidates through SMS / e-mail in their registered mobile numbers and mail ID.

The Physical Measurement and Physical Efficiency Test are qualifying in nature and will carry no marks. Failure at any stage will lead to disqualification. The candidates not appearing for the above tests shall be also disqualified.

Driving Test is optional and will be given marks as indicated in the relevant paragraph below.

#### **(B) PHYSICAL MEASUREMENT TEST FOR ALL CATEGORIES (QUALIFYING)**

The candidates must have the minimum Physical standard of height, weight and chest as follows:

Category	Height	Weight	Chest	
			Un-expanded	Expanded
UR & SEBC (Men)	168 cm	55 kg	79 cm	84 cm
SC / ST (Men)	163 cm	50 kg	76 cm	81 cm

There shall be minimum of 5 cms difference between unexpanded and expanded chest.

#### **(C) PHYSICAL EFFICIENCY TEST (QUALIFYING)**

Candidates qualifying in the Physical Measurement Test shall be allowed to participate in the Physical Efficiency Test.

Candidates	Events	Time / Attempt
Men (all categories)	Running 1.6 kms.	6 minutes
	Broad Jump 4.00 Meters	03 attempts
	High Jump 1.38 mtrs.	03 attempts

#### **NOTE:**

- The candidate shortlisted shall produce a self-declaration certificate regarding physical fitness to participate in different Physical Efficiency Tests and submit it to the Battalion Level Selection Board while appearing for the physical test. The format of self-declaration certificate is enclosed at Annexure-C
- If a candidate fails to qualify in any of the above events, he shall be disqualified from the recruitment process.
- Any grievance or complaint during the course of the Physical Measurement Test and Physical Efficiency Test should be brought to the notice of the Chairman of the Battalion Level Selection Board of the concerned Battalion instantly before completion of the Test. The decision of the Chairman in this regard shall be final and binding.
- The candidates shall appear in the Physical Efficiency Test at their own risk. The Board shall not be responsible for any loss or physical damage of the candidates during the Physical Efficiency Test or anytime thereafter

caused due to appearing in the Physical Efficiency Test.

**(D) DRIVING TEST** (Allotted Marks : 05 marks for Heavy Motor Vehicle and 03 marks for Light Motor Vehicle)

The test shall be conducted only for those candidates who have qualified in Written Examination, Physical Measurement and Physical Efficiency Test and must have claimed in their applications that they are proficient in driving with possession of a valid Light or Heavy Vehicle Driving license for the last six months or more (excluding learning period) from the date of advertisement. Only such candidates will be called for Driving Test.

The candidates, who possess valid Light Vehicle Driving License and qualify the driving test, shall be awarded 03 marks and those who possess valid Heavy Vehicle Driving License and qualify the test, shall be awarded 05 marks. The candidates appearing for the test and awarded marks shall be deemed to have accepted the service condition that if called upon, they shall have to drive Light or Heavy vehicle, as the case may be, as part of their normal duties and responsibilities. The candidates must produce the valid original driving license, which must tally with the details given by him in the Application Form.

**NOTE:**

The candidates must note that they will stand disqualified if they do not appear or are found absent by the last call of each event.

**(E) MEDICAL EXAMINATION**

Medical test by a Medical Board may be conducted at any stage of recruitment process as scheduled by the Board. Following shall be the specifications for Medical Examination.

The Candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities. He should have no impediment in speech and hearing.

**(F) DOCUMENT / CERTIFICATE VERIFICATION**

After Written Test, the Battalion Level Selection Board will conduct the document / certificate verification for the shortlisted candidates (who will be intimated to appear for document verification) at any stage of recruitment Test at their discretion. The list of documents to be submitted during document / certificate verification is enclosed at Annexure-D of this Detailed Advertisement.

**14. MARKS FOR "NCC" CERTIFICATE**

Two (02) bonus mark will be awarded to the candidates for possessing one or more NCC certificate like : 'A' or 'B' or 'C'.

These marks shall be awarded after due verification of original certificates. The

candidates are advised to enter the actual type of NCC certificate they possess, while filling up their online application form.

#### Summary of Marks Distribution

SL No	Name of the Test	Maximum Marks
1	Written Test	100
2	National Cadet Crops Certificate (NCC)	02
3	Driving Test (Optional)	05

#### 15. FINAL SELECTION PROCEDURE

On completion of the recruitment test, a select list of the successful candidates in order of merit, category-wise for each Battalion separately as per the advertisement, will be drawn up. The select list shall be prepared in decreasing order of aggregate marks secured by them in written examination, driving test and NCC equal to the number of vacancies advertised.

The persons getting the higher aggregate marks shall be placed higher in the Select list.

If the aggregate marks obtained by two or more persons are equal

- i. the person older in age shall be placed above the other in the Select List;
- ii. In case the date of birth is also the same then the person having less negative marks in the written test will be placed above the other in the Select List;
- iii. In case the negative marks in the written test is also the same, the Board may decide any other criteria.
- iv. There shall be no reserve or waiting list.

#### 16. DISQUALIFICATION

Any canvassing or attempt on the part of a candidate to obtain support for his candidature by any means, shall be disqualified and prevented by the Board for further participation at any stage of the examination.

#### 17. APPOINTMENT

- i) All the original certificates / documents like those of High School Certificate, Caste Certificate, Sports Identity Card, NCC Certificate, Driving License, Ex-Servicemen etc. in respect of the candidates placed in the select list, shall be re-verified by the respective Appointing Authorities before the Appointment Orders are issued to individual candidates.
- ii) The characters and antecedents of selected candidates will be duly verified.
- iii) The persons appointed shall be on probation for a period of two years.
- iv) Terms & conditions of service and duties & responsibilities of the Sepoys



or Constables shall be the same as assigned to them in the Police Act, the rules or orders framed under this Act, Police Manual Rules and in the instructions of the Government issued from time to time.

#### **18. BOARD'S DECISION FINAL**

The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for incorrect information or misleading and misrepresentation of information or suppression of information, mode of selection, conduct of examination, allotment of examination centers and preparation of merit / select list and debarment for indulging in malpractice will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

#### **19. HELP DESK**

Applicants may contact the help desk for any application related technical queries at the following number/email id.

Phone Number: 8904291376

E-Mail: sepconstodishapolice@gmail.com

Timing: 10:00 hrs - 18:00 hrs Monday to Saturday (Except on National Holidays)

**Note:** The above help desk is only for online application related technical queries, OTP, User ID, Password, Application Download, and likewise. For any other issues please refer to the advertisement.

By order of the Chairman



Member, SSB

## Annexure – A

### **A Procedure to fill up Online Application**

#### **1. Prerequisites:**

Before proceeding to fill the application, the following be kept in readiness;

- a) Mobile Number (to be verified through OTP)
- b) Email Id (to be verified through OTP)
- c) Scanned image of AADHAR card in JPEG / JPG (100 KB to 1MB)
- d) Scanned colour passport size recent photograph in JPEG / JPG (50 KB to 500 KB)
- e) Scanned image of signature in JPEG / JPG (20 KB to 200 KB).
- f) Scanned image of thumb impression in JPEG / JPG (20 KB to 200 KB).
- g) Other documents to be uploaded in JPEG / JPG (100 KB to 1 MB)

**NOTE:** In order to meet the specified image file size for photo, signature, thumb impression and documents, candidates are advised to get them resized by visiting any online file converter website.

#### **2. Registration:**

- a. To apply for the post, please visit Odisha Police website [www.odishapolice.gov.in](http://www.odishapolice.gov.in) and click on the button “**Recruitment for Sepoy/Constable in Battalions**”. After clicking on it, you will be redirected to home page where you can login and apply for the post. Once it is registered successfully, SMS / E-mail will be sent to the candidates through their registered mobile and E-mail Id regarding their Application reference number.

Candidates are advised to remember their Application Number and Password for future reference and use. Candidates have to login into the system with application number and the password generated by the candidate.

- b. Click on the “**NEW REGISTRATION or SIGN IN**”
- c. Read the instructions carefully and click the check box to acknowledge the same and proceed. The applicant will not be able to proceed further without doing so.
- d. The process of filling up the online application for the examination consists of three (3) parts
  - i. Personal Details
  - ii. Qualification Details
  - iii. Documents Upload
- e. In “**Personal Details**” part, please fill up all the fields as applicable such as candidate details, other information, father / mother name, present and permanent address, etc. Then click on “confirm and proceed”



- f. In "**Qualification Details**" part, please fill up all the required fields as applicable. Then click on "confirm and proceed"
- g. In "**Documents Upload**" part, please upload your photo, signature and caste certificate etc. as applicable. Then click on "confirm and proceed"
- h. In "Preview Form" you can see and verify all fields which you have filled up. After clicking on it the final submission page will appear. Here you can "Edit Details" or "Submit" your application finally.
- i. Once your application is submitted, you cannot edit your application unless you are allowed to do so as per specific date intimated in Detailed Advertisement.
- j. The "Submit" button is to be used for final submission of application. No further changes will be allowed after submission.
- k. After submission of application, the candidates are advised to download and take a printout copy of their application form on clicking "PRINT" button at the dashboard for their future reference.



**Annexure- B**

**UNDERTAKING FOR EX-SERVICEMAN  
(To be submitted at the time of certificate verification)**

i) I, \_\_\_\_\_ bearing Application Registration No \_\_\_\_\_ claiming Ex- Servicemen do hereby declare that I have not utilised the benefit of Ex- Servicemen for employment purpose till date either in State Govt. / central Govt. or any Govt. undertaking Organisation.

**OR**

ii) I, \_\_\_\_\_ bearing Application Registration No \_\_\_\_\_ claiming Ex- Servicemen do hereby declare that at present, I am under employment and working as \_\_\_\_\_ under \_\_\_\_\_ Department / Institution and I have already utilised the benefit of Ex- Servicemen.

My candidature for the said post may be considered on merit under my own category i.e. UR/SC/ST/SEBC.

**Note:** Please fill up option (i) **or** (ii) as applicable.

Signature of the candidate  
Name (in full)  
Reference No.  
Address





**Annexure- C**

**Declaration for participation in Physical Efficiency Test for appointment as Sepoy/Constable in OSAP / IR / SIR / SS Battalions**

(To be submitted to the Board before the commencement Physical Measurement and Physical Efficiency Test)

I, \_\_\_\_\_ son of  
\_\_\_\_\_ Village  
\_\_\_\_\_ Post \_\_\_\_\_ P.S.  
\_\_\_\_\_ Dist \_\_\_\_\_

hereby declare that I am completely capable and fit to appear in the Physical Measurement and Physical Efficiency Test for the post of Sepoys / Constables in Battalions. During the above tests, if any physical injury or untoward accident takes place, I will be solely responsible for the same.

Place:

Date:

Full Signature of the Candidate



## ANNEXURE-D

### **List of original documents to be submitted during verification for the post of Sepoys / Constables in Battalions**

- a. Downloaded copy of Admission / Intimation letter for certificate verification
- b. Print out copy of Online Application Form legibly signed by the candidate Two recent passport size colour photograph of the same which was uploaded during submission of Online Application form
- c. HSC/10<sup>th</sup> standard pass certificate in support of educational qualification and age

**NOTE:** Candidates possessing academic qualifications from Boards / Councils / Institutions outside Odisha shall have to produce the following documents failing which they shall not be considered eligible for selection.

- (i) Proof of equivalence from any recognized Board/Council/University of the State of Odisha
  - (ii) Affiliation of their institution to a recognized Board/Council/University.
- d. Pass Certificate of Odia language
  - e. Updated and valid Caste Certificate (if applicable)
  - f. Certificate / document in support of claiming to be Ex-Servicemen along with UNDERTAKING (Format at Annexure-B) (if applicable)
  - g. NOC from the Appropriate Authority in case of Ex-Servicemen who are to retire within six months from the last date of submission of Online Application indicating there in the date of enrolment, expected date of discharge and year of service rendered in Defence Service. (if applicable)
  - h. Sports ID Card claiming as Sports Person (issued by the Director of Sports, Sports and Youth Services Department, Government of Odisha as per Resolution No.24808/Gen., dated the 18th November 1985 of General Administration Department) (if applicable)
  - i. Aadhar Card issued by the Govt. Authority, with candidates' photograph therein.
  - j. NOC in case of candidates working in Govt. Service (if applicable)
  - k. Legal documents in support of if, having more than one spouse (if applicable)
  - l. NCC Certificate if claiming for weightage mark (if applicable)
  - m. Driving License if claiming for proficiency in driving for weightage mark (if applicable)
  - n. Any other documents, if called for.

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