ODISHA POLICE RECRUITMENT BOARD, STATE POLICE HEADQUARTERS, CUTTACK

Advertisement No. ASI/2021/04/OPRB; Date: 13.12.2021.

Date of commencement of online application : **13/12 /2021 (09:00 hours)**
Last date and time of online application submission : **02/01 /2022 (23:59 hours)**
Tentative dates of Computer Based Recruitment Test: Proposed to be held during February-2022

ADVERTISEMENT FOR RECRUITMENT OF 144 POSTS OF ASSISTANT SUB-INSPECTOR (COMMUNICATION) IN ODISHA POLICE SIGNALS SERVICE / ESTABLISHMENTS ON INITIAL APPOINTMENT BASIS.

The Odisha Police Recruitment Board (OPRB) will hold an open competitive examination for recruitment of Asst. Sub-Inspector (Communication) in Odisha Police Signals Service / Establishments. The detailed information regarding Method of Recruitment of Asst. Sub-Inspector of Police (Communication) and its amendment orders are available in Home Department Notification No.4894/D&A.,dtd.05.02.2021, No.29320/DP-PERII-APPT-0015-2021, DTD 18.08.2021, No. 32219/D&A, dtd. 09.09.2021 and No.43343/D&A dtd. 07.12.2021which can be accessed at
https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp

1. Vacancies:

The category-wise break-up of the total nos. of posts to be filled up by this recruitment is as follows:

Sl No	Name of the Post	No. of vacancies					Numbers of vacancies reserved for Special categories	
		SC (16.25%)	ST (22.50%)	SEBC (11.25%)	UR (50%)	Total	Ex-SM (3%)	Sports person (1%)
1	Assistant Sub-Inspector (Communication)	24 (W-08)	39 (W-13)	0 (W-0)	81 (W-27)	144 (W-48)	04	01 (W-0)

Abbreviations:

ST: Scheduled Tribe
SC: Scheduled Caste
SEBC: Socially & Educationally Backward Class
UR: Un-Reserved
Ex-SM: Ex-Serviceman
W: Women

The number of vacant posts to be filled up on the basis of this recruitment process are subject to change as may be required by the competent authority.

Note:
- **Persons with Disability are not eligible for recruitment to the post of ASI (Communication).**
- **Transgender applicants are eligible to apply.**

2. Reservation:

The vacancies shall be reserved for candidates belonging to the SC and ST category in accordance with the provisions contained in the Odisha Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder and for candidates belonging to SEBC category/ ex-servicemen/ women/ sports person in accordance with the provisions made under such Acts, Rules, Orders or instructions issued in this regard by the Government from time to time.

3. Pay Scale & Conditions of Service:

During the period of initial appointment, the **"Initial Appointees"** shall draw monthly remuneration of Rs.15000/- (First Year) per month as per " Odisha Group-C and Group-D posts **(contractual appointment)** Amendment Rules, 2021" vide Govt. of Odisha ,G.A. & P.G. Deptt. Notification No.-GAD-SC-RULES- 0037-2017-28621/Gen dated 27th October, 2021. The Service Condition shall be governed by Odisha Group-C and Group –D Posts (Contractual Appointment) Rules, 2013 as per G.A. Department Notification No. 32010-GAD-SC-RULES-0009-2013/Gen. dated 12.11.2013, Odisha Group-C and Group-D posts (Contractual appointment) amendment Rules, 2017 notified vide Govt. in G.A. & P.G. Dept. Notification No. GAD-SC-RULES 0037-2017-19574/Gen dated 12th September 2017 and Odisha Group-C and Group-D posts **(contractual appointment)** Amendment Rules, 2021" vide Govt. of Odisha ,G.A. & P.G. Deptt. Notification No.-GAD-SC-RULES- 0037-2017-28621/Gen dated 27th October, 2021.

4. Age:

a) The candidates shall not be less than twenty one years and not be more than twenty five years of age as on 01-01-2021.

Note: Date of Birth recorded in the High School Certificate or equivalent certificate will be taken to calculate age of the candidate.

b) The upper age limit is relaxable by 5 years in respect of SC/ST/SEBC/Women candidates. For ex-servicemen, the relaxation shall be for the entire period of service rendered in the Armed Forces. However, a candidate can avail only one type of age relaxation as per rules.

Note: The Ex-Servicemen personnel having more than six months for discharge/retirement from the forces as on the last date of submission of online application form are not eligible to apply for the post. However, such candidates, who are due for discharge/retirement within six months from the last date of submission of online application, are eligible to apply for the posts. All such candidates shall have to submit the discharge certificate (or NOC in lieu of discharge certificate) before the Board, as and when required, for considering their claims under ex-servicemen category.

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. 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-serviceman applied 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 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 the above declaration duly endorsed by the employer, as and when required by the Board, for consideration of the claim under ex-serviceman. Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of ex-servicemen.

Similarly, the upper age limit is relaxable for in service contractual employees engaged by the Government or through manpower service provider agencies in the State Government Offices or the State Government of Odisha, who have completed at least one year of continuous service on the date of publication of Odisha Group-C & Group-D posts Contractual appointment Rules, 2013. As such they must be less than 45 years as on 01.01.2021. They should furnish the required certificate as per Clause-7(h), as and when required by the Board.

5. Educational Qualification:

A candidate must have passed

(i) B.Sc. in Computer Science or Information Technology or Information Science and Technology or Electronics & Telecommunications or Information Technology & Management or Electronics Science or Physics or Mathematics or Statistics or Electronics or allied subjects or Bachelor in Computer Application (BCA) from a recognized University or Bachelor Degree in Engineering in Computer Science or Information Technology or Electronics and Communication or Electrical or Electronics or Instrumentation or allied subjects from a recognized University.

6.   General Eligibility Criteria:

A candidate, in order to be eligible for the post appearing at the competitive examination,

a)   Must be a citizen of India

b)   Must be of a good moral character.

c)   He should not have been convicted for any criminal offence .

d)   Must be of sound health and free from any organic defects and physical deformity

e)   Must not have more than one spouse living. Provided that the Government may, if satisfied that such marriage is permissible under the personal Law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this order.

f)   Must have Odia language as one of the subjects in the High School Certificate Examination or passed an examination in Odia Language equivalent to M.E. standard recognized or conducted by the School & Mass Education Department, Government of Odisha.

7. Certificates / Documents:

The applicants shall be required to submit the certificates/documents as listed below from 7 (a) to 7 (j) in original, along with self-attested photocopies of the same, as and when required by the Board. The original copies shall be returned after due verification.

a) Applicants of SC/ST/SEBC category shall submit a self-attested photocopy of **updated caste certificate**, issued by the competent authority.

b) HSC or equivalent pass certificate in support of declaration of age issued by the concerned Board/Council.

c) Pass certificate of degree examination in any of the subjects from a recognised university, in support of educational qualification as enumerated in clause 5 (i) of this Advertisement.

d) In case of Ex-Servicemen, an attested copy of Identity Card & Discharge Certificate or NOC (applicable for those who will be discharged within 6 months from the last date of submission of application) and the documents indicating date of joining, date of discharge and the period of service rendered in Defence Forces along with an undertaking that he has not availed of the benefit as ex-serviceman for his employment earlier (Format given in Annexure- B).

e) In case of Sports Person an attested copy of Identity Card for 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, as amended from time to time.

f) Applicants other than having Odia as a subject in HSC Examination shall submit a certificate of passing a language test in Odia of M.E. standard/Class-VII recognized or conducted by the School & Mass Education Department, Government of Odisha. (Refer to clause- 6-f)..

g) For claim of weightage mark of NCC, the applicant shall submit the NCC ' A' or 'B' or 'C' certificate. (Refer to clause 13 of this advertisement).

h) In-Service contractual employees claiming age relaxation and contractual in-service benefits must submit a Certificate from employer (Format given in Annexure-C).

i) In case of Transgender, a certificate of Identity issued by the District Magistrate under Rule 5 of the Transgender Persons (Protection of Rights) Rules 2020 read with section 6 of The Transgender Persons (Protection of Rights) Act, 2019.

j) Self-attested copy of any of the photo Identity Card such as Aadhar Card/Voter ID/PAN Card/Pass Port/D.L. etc issued by any Govt. Authority.

Note: No copy of any certificate / document shall be uploaded in the application form or sent to the OPRB. Applicant shall submit the same for verification as and when required by the OPRB.

8. Examination Fees:
All applicants, other than SC and ST category, have to pay Examination Fees of Rs. 335/-. The detailed instructions for Online payment of Exam Fees have been explained in Annexure – A of this advertisement.

9. Last date of submission of applications: The last date for online submission of Application in response to this advertisement is 23:59 Hours on 02 / 01/ 2022

10. 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.

11. Plan of Examination/ Scheme of Examination:

The recruitment examination shall consist of the following stages.

Sl. No.	Stages of the Examination	Paper	Marks/Time	Type of test	Remark
1	Computer Based Recruitment Test (**CBRT**)	**Paper–I:** General English and Odia language**(qualifying)**	100 marks / 90 minutes	Questions will be of 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.	There shall be one paper in General English and Odia Language which will be qualifying in nature. The candidates have to secure at least 50% marks for qualifying for same paper. The Board shall prepare a list of candidates equal to three times the vacancies advertised for appearing in the Computer Skill Test and Physical Efficiency Test from the candidates who have qualified in General English & Odia Language based on the combines marks secured by them in (Quantitative Aptitude and Reasoning Test) and (Computer Test).
		Paper-II: Quantitative Aptitude and Reasoning Test	100 marks / 90 minutes		
		Paper –III Computer Test	100 marks / 90 minutes		
2	Computer Skill Test (Practical)		50 marks / 60 minutes	**Practical**	The minimum cut off in Computer Skill Test mark is 20. Candidates securing minimum 20 Marks in the Computer Skill Test will qualify in the Computer Skill Test.
3	Physical Efficiency Test		Qualifying in nature	Please ref.12.2 clause	

Note:

a) There will not be any viva-voce.

b) The written test will be conducted in the mode of Computer Based Recruitment Test (CBRT).

c) **Computer Based Recruitment Test (CBRT):** In CBRT mode, the test will be conducted on a computer. The candidate will be able to see the question, along with its answer options on the computer screen and will be required to mark the correct answer on the computer screen itself with the help of mouse. *Medium of the examination shall be English except for the questions on Odia Language.* The

questions will be Objective type in Multiple Choice Question (MCQ) format. Questions can be attempted in any order within the prescribed time limit for the test. Once the time limit is over, the candidate will not be able to attempt any question. Each question will carry one mark. There shall be negative marking of 0.25 for each wrong answer. No mark will be awarded or deducted for unanswered questions. Practice / mock tests will be available on the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp for familiarization with the pattern of examination, at least 15 days prior to the examination.

Tentative answer keys will be placed on the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp after the examination. Applicants may go through the answer keys and submit representations, if any, within 3 days of uploading of the answer keys on payment of Rs 500/- per question. Any representation regarding answer keys received within the time limits fixed by the OPRB, will be scrutinized before finalizing the answer keys and the decision of OPRB in this regard will be final. No representation regarding answer keys shall be entertained thereafter. If any representation is found valid, the paid amount shall be refunded to the applicant.

d) Normalisation: Depending on the number of applicants, the CBRT may be held in multiple shifts and on a number of days. In all shifts/days, questions will be of same standard and normalisation will be done to adjust the difficulty level across different shifts of the exam.

12. Syllabus for the Computer Based Recruitment Test:

(I) Paper-I (100 marks) Time- 90 mins.: General English & Odia Language

(a) General English

The questions shall be of + 2 standard to test the following.

i. **(i)** Comprehension of a given passage

ii. **(ii)** Grammar, Vocabulary & usage

(b) Odia Language

(i) Comprehension of a given passage.

(ii) Grammar, Vocabulary and usage

(iii) Translation from English to Odia.

(II) Paper-II (100 Marks) Time-90 Mins : Quantitative Aptitude and Reasoning Test:

(a) The nature and standard of questions will be of +2 Standard such that a candidate should be able to answer them. The question shall test quantitative aptitude and reasoning abilities of the candidate. The questions shall be in English.

(b) The paper will include questions covering the following fields of knowledge:-

i. **Mental ability and Test of Reasoning** :

It would include questions of both verbal and non-verbal reasoning type. This will include questions on patterns, analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion.

ii. **Numerical ability and Arithmetic**.

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The questions will be on the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (The standard of the questions will be of 10+2 level).

(III) **Paper-III (100) Marks) Time-90 Mins : Computer Test (Written):**

The paper will include questions covering the following Subjects namely :-

  i. Basics of Computer and Information Technology;

  ii. Fundamentals of Operating systems like-Windows, Linux etc;

 iii. Office Automation Software's like-M.S. Office, G-Suite etc;

 iv. Fundamentals of data communications and networking;

  v. Network protocol and Security;

 vi. Web Designing, E-Commerce, Internet;

 vii. Database Management System

viii. Application development-PHP-Javascript-HTML

 ix. Programming and Problem solving through "C" language, Java, Android Programming and Python;

  x. Introduction to Multimedia and Photoshop; and

 xi. Basic Concepts of Electronics and Telecommunications.

NOTE :

The candidates equal to three times the vacancies advertised, will be called to appear in **Computer Skill Test (Practical) and Physical Efficiency Test** from the candidates who have qualified in General English & Odia Language based on the combined marks secured by them in Paper-II (Quantitative Aptitude and Reasoning Test) and Paper-III (Computer Test)

12.1   Computer Skill Test (Practical) : 50 Marks , Time- 60Mins.

The minimum cut off in Computer Skill Test(Practical) mark is 20. Candidates securing minimum 20 Marks in the Computer Skill Test(Practical) will qualify in the Computer Skill Test(Practical).

Note: The marks obtained in Computer Skill Test (Practical) will be added with the marks obtained in CBRT in Paper (ii) Quantitative Aptitude and Reasoning Test and Paper (iii) Computer Test in preparation of the common merit list.

(a) The Computer Skill Test will test the practical Computer Skills in the following areas, namely:-

i.   Operating System- Windows, Linux;

ii.   Office automation packages like-MS Excel Spreadsheet, Power point, MS Access, G-Suite;

iii.   Programming Skill in "C" language, C++ language; and

iv.   Application development using Java/PHP, Java Script, HTML/CSS

12.2   Physical Efficiency Tests: (Qualifying)

The date, time and venue of Physical Efficiency Test will be uploaded on the   link   https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp**.** This test is qualifying in nature and it carries no marks. The candidate has to qualify in the Physical Efficiency Test as detailed below. Failure at this stage will lead to disqualification.

Physical Efficiency Test (Qualifying)

Candidates	Events	Time
Men (all categories)	Running 1.6 Kms	08 Mins
Women (all categories)	Running 1.6 Kms	12 Mins

NOTE:

Any grievance or complaint during the course of Physical Efficiency Test should be brought to the notice of the Chairman of the Board instantly on the very day before completion of the Test and the decision of the Chairman of the OPRB in this regard shall be final and binding.

a) Candidates should appear in the Physical Efficiency Test at their own risk. The OPRB will not take any responsibility nor will accept any liability for any injury, damage or any type of loss that may accrue to a candidate during the course of the Physical Efficiency Test. Candidates should satisfy themselves that they are physically and mentally fit to undertake the Physical Test and submit a declaration as per Annexure-D before undertaking the Physical Efficiency Test.

13. Marks for NCC Certificate:

These marks shall be awarded after due verification of original certificates as below;

NCC 'A' Certificate: 01 Mark
NCC 'B' Certificate: 02 Mark
NCC 'C' Certificate: 03 Marks.

14. Place and Date of Computer Based Recruitment Test (CBRT):

The specific date/time/ venue of the **CBRT, Computer Skill Test (Practical) and Physical Efficiency Test** will be conveyed in due course through the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp. An alert message will also be sent to candidates on their registered email id /mobile number. Candidates, after applying for the post, are advised to visit the link given above to know further updates about the examination, as and when uploaded. Adequate measures will be taken to conduct the Computer Based Recruitment Test (CBRT) as per the choices preferred by the candidate. However, the OPRB reserves the right to fix the Examination Centres as per its discretion. No request for change of Examination Centres will be entertained.

15. Admit Card:

The Admit Card of eligible candidates shall be available for download on the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp, about one week before the CBRT. Candidates will be intimated by SMS/E-mail once admit card is available in the portal for download. 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 CBRT, and will bear the scanned photograph and scanned signature of the candidate with facsimile signature of the Member of the OPRB. The admitted candidates will have to produce the Admit Card along with a Photo Identity Card issued by any Government Authority at the allotted examination centre for appearing in the examinations/tests. The same Admit Card will be produced by the eligible candidate while appearing for the **Computer Skill Test (Practical) and Physical Efficiency Test**.

Note:

No Admit Card at any stage will be despatched to any candidate by post.

16. Merit List:

The Merit List shall be prepared by the OPRB as per reservation category wise of the candidates who have qualified in the written tests, Computer Skill Test, Physical Efficiency Test and based on the aggregate marks obtained by candidates in Paper-II (Quantitative attitude and Reasoning), Paper-III (Computer Test), Computer Skill Test and Marks for NCC Certificates. The results will be published in due course on the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp. There shall be no reserve or waiting list.

17. Appointment :

The appointment shall be made by the Superintendent of Police, Signals in the order in which the names of the candidates appear in Select List.

No candidate shall be appointed from the select list, without,-
   a. verifying his/her character and antecedents
   b. submission of his/her Medical Fitness Certificate issued by a Doctor not below the rank of Sub-divisional Medical Officer.
   c. Verification of original certificates of his eligibility for the post. This will include certificates of age, caste/ category and educational qualifications, etc

18. Important Instructions:

a) Applications, complete in all respect, must be submitted in online mode only at the registration portal i.e. https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp before the due date and time i.e. 02 / 01/ 2022 at 23:59 hours.

b) Incomplete applications, applications without fee payment, applications received through any mode other than online mode and applications not submitted properly will not be accepted in any circumstances and shall be rejected summarily. No representation against such rejection will be entertained.

c) When application is successfully submitted, it will be accepted provisionally.

d) 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 Board and his/her candidature for the examination may be cancelled.

e) The applicants should note that particulars mentioned in the online application will be considered as final and after submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests/Correspondence received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained.

f) The applicant, by using the user ID and password, may find out the status of his/her application and download Admit Card for the examination by accessing the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp.

g) Applicants should possess a valid E-mail address & Mobile number which should remain active till publication of the final result pursuant to the Advertisement. The OPRB shall not be responsible for any loss/ non receipt of message/information sent on the wrong/invalid e-mail address & mobile number provided by the applicant in the online registration form or for delay/non-receipt of information if a candidate fails to access his/her E-mail or Mobile phone in time.

h) Applicants are advised in their own interest to submit online applications and pay prescribed fee much before the closing date and not to wait till the last date. This is in order to avoid the possibility of disconnection/ inability or failure to login to the Online Registration Portal on account of heavy load on the portal during the closing days.

i) The OPRB does not accept any responsibility for the applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond control.

j) Before final submission of the online application, applicants must check that they have filled correct details in each field of the form. After submission of the online application form, no change/ correction / modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc shall not be considered.

k) Applicants will be allowed in the examination only if they possess a valid Admit Card issued by the Board and a valid Photo Identity Proof issued by any Govt. Authority.

l) Mobile phone or any other communication device is not allowed into the premises of the examination centre. The applicants are advised not to bring any such items to the examination centre. Any infringement of these instructions will entail debarment of the concerned candidate from the particular examination/future examinations.

m) Admission of an applicant for the CBRT , Computer Skill Test (Practical) and Physical Efficiency Test shall be on the basis of the information furnished by him/her in the online application form, and shall be provisional.

n) Applicants have to furnish a declaration to the effect that all the entries / statements made in this application form are genuine, complete and correct and nothing has been concealed therein. If at any stage of recruitment process or thereafter, it is found that any information furnished by the applicant in his/her online application form is false/incorrect or the candidate has suppressed any relevant information or the applicant otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature shall be cancelled forthwith and he may be debarred from appearing at any further recruitment examination conducted by the OPRB/Odisha Police, either temporarily or permanently, and may also be liable for criminal prosecution.

o) Applicants shall visit the link https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp, time to time, for detailed information/updates about the recruitment.

19. Penalty:

A candidate who is or has been declared by the Board to be guilty of

1. Obtaining support for his candidature by any means; or
2. Impersonation; or
3. Procuring impersonation by any person; or
4. Submitting fabricated documents, or documents which have been tampered with; or

5. Making statements which are incorrect or false or suppressing material information; or
6. Resorting to any other irregular or improper means in connection with his Candidature for the examination; or
7. Adopting unfair means during the examination; or
8. Writing obscene language or pornographic matter in the scripts; or
9. Misbehaving with fellow examinees or the invigilators in any manner in the Examination hall; or
10. Harassing or causing bodily harm to the staff employed/engaged by the Board for the conduct of the examination; or
11. Violating any of the instructions contained in the Admit Card; or
12. Attempting to commit or, as the case may be, abetting the Board of all or

any of the acts specified in the foregoing clauses, shall be liable –
(a) to be disqualified by the Board from the examination for which he is a candidate; or
(b) to be debarred, either permanently or for a specified period –
 i) by the Board, for appearing in any examination or selection held by them; or
 ii) by the State Government, from entering to any employment under them; or
(c) to disciplinary action under the appropriate rules; if the candidate is already in service under Government:

Provided that no penalty under this order shall be imposed except after –

(i)	giving the candidate an opportunity of making such representation to the Board or Government, as the case may be, in writing as he may wish to make in that behalf, and
(ii)	taking into consideration the representation, if any, submitted by the candidate within the period allowed to him by the Board or the Government, as the case may be.

20.   Help Desk:

Applicants may contact the help desk for any application related technical queries   at the following number/email id.
Phone Number: 022-62337903
E-Mail: odipolasi21@onlineregistrationform.org
Timing: 9:00 hrs - 18:00 hrs Monday to Saturday (Except on National Holidays)

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

By order of the Chairman

Member

Annexure – A

Procedure of 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
    c) Scanned colour passport size recent photograph in JPEG format (11 KB to 80 KB). 35 MM X 45 MM (maximum of 450x600 pixels)
    d) Scanned signature in JPEG format (05 to 50 KB).
    e) In order to meet the specified image file size for photo & signature, candidate can get them resized by visiting any online file converter website.
    f) Candidate can also refer the reference guide for resizing the image on both photo and signature upload page.

    Note 1: Applications with blurred photographs / illegible signature will be summarily rejected.
    Note 2: The background of the photograph should be of light colour, preferably white and the eyes should be open.
    Note 3: The Applicants are advised to give their own Mobile Number and e-mail address as only one application will be accepted from a Mobile Number/e-mail ID. Applicants are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence will be made by the Board through e-mail/ SMS. Further, e-mail address and Mobile Number will also be used for retrieval of password/ Reference number, if required.

2. **Registration:**

    The applicant should read the advertisement carefully before filling up the application form. The process of filling online application for the examination consists of two steps:

    STEP- I : Basic Registration
    STEP- II : Detailed Registration

    STEP- I : Basic Registration:

    This is for generating the Reference number and Password.
    a) To register first time, click on "New User" on https://odipolasi.onlineapplicationform.org/ODPASI/index.jsp
    b) Read 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.
    c) Fill up the details in the "Basic Registration" form. Due care should be taken while filling details for Basic Registration as these details will be auto fetched in Detailed Registration and no changes will be permitted later. Enter the following details required for Basic Registration:

i) Applicant Full Name (First Name, Middle Name, Last Name) as given in Matriculation (10th Class) Certificate
i) Gender (Male/Female/Transgender)
ii) Nationality
iii) Email
iv) Confirm Email ID
v) Mobile Number
vi) Click the 'Mobile OTP'. An OTP will be sent to your Mobile number. Enter the OTP.
vii) Type the verification code (Captcha) as displayed on the screen.
viii) Click the check box for declaration.
ix) Click 'Submit'.
x) Your data will be saved and a Reference number will be displayed on the screen. The Reference number and Password for first time login will be sent to your mobile number and Email ID.

STEP- II : **Detailed Registration:**

a) Login by using the Reference number and Password received to your mobile and email after Basic Registration. Change the password on first login.
b) Personal Details page will open. Furnish the details as follows:

Note: The details of Name/Gender/E-mail ID/ Mobile Number will be auto fetched from the 'Basic Registration' and are non-editable.

A)   Personal Details:
i)   Select your Category viz., UR/SEBC/SC/ST.
ii)   Furnish the details in case of in–service contractual employee.
iii)   Furnish the details in case of sportsperson.
iv)   Furnish the details about possession of NCC certificate.
v)   Furnish the details in case of ex-serviceman.
vi)   Fill your date of birth as given in Matriculation (10th Class) Certificate.
vii)   Select the marital status
viii)   Enter your Father's / Husband's name and Mother's Name as per standard record.
ix)   Enter your complete Permanent and Communication address with Pin code.
x)   Select Test Centre Location Preference

B) Education Details:
Please furnish details of following educational qualifications;
i) 10th Class Examination
ii) +2 / 12th class Examination
iii) Degree examination in any of the subjects from a recognised university, in support of educational qualification as enumerated in clause 5 (i) of this Advertisement.

Note:
Applying Candidates must have completed (passed) the required qualification and must be in possession of required education certificates/degree as on the date of his submission of application. Candidates who have appeared or are appearing for the required qualification and do not have educational certificates/degree are not eligible to apply for this recruitment.

Proceed further to next part of the Detailed Registration.

C) Photo Upload:

a. Upload your recent Scanned image of Color Passport Size Photo - Size 11 Kb - 80 Kb of file format JPG or JPEG only. 35 MM X 45 MM (maximum of 450x600 pixels)

Note:

- If the photograph is not recent (within six months) and clear, the application is liable to be rejected.
- The background of the photograph should be of light colour, preferably white and the eyes should be open.

Important Instructions related to Photo:

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Photo should be in colour
- Center the head with the frame
- The person in the photo should have a neutral expression and be facing the camera
- Eyes in the photo should be visible and open
- Taken in full-face view directly facing the camera
- Taken in front of a plain white or off-white background

D) Signature Upload:

a. Upload your clear Scanned image of Signature - Size 05 Kb - 50 Kb of file format JPG or JPEG only.

Note: If the scanned image of signature is not clear, the application is liable to be rejected.

- In order to meet the specified image file size for signature, candidate can get them resized by visiting any online file converter website.
- Candidate can also refer the reference guide for resizing the image on signature upload page.

E) Preview:

At this stage, the applicant can preview the application to check the contents. Applicant can also take the print of the Preview page by using browser print option (Ctrl +P) and check the correctness of the application. The Preview page printed will not be considered as having submitted the application form. In case any correction is required, the applicant can do the same on respective pages of application. Once the applicant has thoroughly verified all the contents of his/her online application, the applicant shall

proceed to furnish the declarations. Thereafter he/she shall submit the application by clicking the "Submit and Proceed to Pay" / "Submit Application Form" button. No changes in application are permissible after this.

3. Examination Fee:

a. The candidates, except SC & ST category, shall pay a non-refundable examination fee of Rs 335 /- (Rupees Three Hundred and Thirty Five) only. The fees shall be deposited only through online mode using Internet Banking/ Debit Card/Credit card/UPI through payment gateway after filling all details in the application portal. As soon as signature upload part is completed, it will show "Submit and Proceed to Pay" on the preview page. On clicking this button, it will lead to the next page "Proceed to Payment". Again on clicking it, the challan details will be shown. Further on clicking on the "Next" button on this page, the Payment gateway page will appear with multiple options. Clicking on any one of the options, the candidate can pay the prescribed examination fee. On successful payment of applicable application fee, the applicant will receive an email and SMS of successful payment. Once the fee has been successfully paid, the payment status will accordingly get updated in the system.

Note: If an applicant initiates an online payment but does not receive a successful payment response, then the system will allow the applicant to re-initiate the payment only after 45 minutes from the time of initiation of first payment. However, if the applicant's payment is rejected then the applicant will be allowed to make another payment attempt immediately.

* SC & ST candidates are exempted from paying examination fee

4. Application Print:

After successful submission, the applicant may download and take print out of the application, for his/her reference, from the Dashboard tab at the top right corner of the web page.

NOTE:- No print out / hard copy of application form is required to be submitted to OPRB.

5. Last date of submission of applications:

The last date for online submission of Application in response to this advertisement is 23:59 Hrs. IST o 02.01.2022.

Annexure B

UNDERTAKING BY EX-SERVICEMEN

i) I, _____ bearing Application Registration No _____ claiming Ex- Serviceman status do hereby declare that I have not utilised the benefit of Ex- Serviceman category 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- Serviceman status 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- Serviceman category.

My candidature 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)
Application Reference No.
Address

ANNEXURE-C

Format of certificate to be submitted by Contractual Employees under different offices of Government of Odisha claiming benefits under Contractual Appointment Rules-2013.

i) Certified that Ms/Mrs/Mr _____ s/o _____ resident at _____ PO _____ PS _____ Dist _____ Date of birth _____has been engaged in this Office as _____ (post held) in Group – B/ Group - C post on contractual basis from _____ to _____ as per this office order no. _____ dtd _____ (copy enclosed) and has completed total _____ years of continuous service.

ii) It is further certified that Ms/Mrs/Mr _____ has been engaged against the contractual posts created with concurrence of Finance Department vide their Order No./ UOR No. _____ dtd _____ without following the recruitment procedure including ORV Act – 1975.

OR

It is certified that engagement of Ms/Mrs/Mr _____ is though Manpower Service Provider Agencies i.e. _____ with concurrence of Finance Department vide their Order No. _____ dtd _____ / UOR No _____ dtd _____

iii) It is further certified that Ms/Mrs/Mr _____ has been engaged as _____ (post held) , prior to commencement of Odisha Contractual Appointment Rules, 2013 and he / she has not been engaged under Temporary Plan Scheme / Temporary establishment / Tenure Based post in this office.

Signature of Appointing Authority/Employer

With seal

Annexure D

Declaration for participation in Physical Efficiency Test for appointment as A.S.I. of Police (Communication)

I,_____   Son/   Daughter   /Wife   of

_____ Village _____ Post

_____ P.S. _____Dist _____

hereby declare that I am completely capable and fit to appear in the Physical Efficiency Test for the post of A.S.I. of Police (Communication). The OPRB and the concerned Officers conducting the Test shall not be held responsible, if any physical injury or untoward incident takes place to me, during the Physical Efficiency Test.

Place: Full signature of the Candidate

Date: