



ODISHA STAFF SELECTION COMMISSION

Unit – II, Bhubaneswar – 751009

No.IIE-25/2024- 4170 /OSSC;

Date. 19.08.2025

Subject: - Notice regarding Certificate Verification of Junior Grade Typist under Combined Recruitment Examination for Junior Stenographer and Junior Grade Typist -2024

Pursuant to Advertisement 4421/OSSC Dtd. 06.11.2024 and in continuation to Commission's Notification No.292(C)/OSSC dated 16.08.2025, it is for information of all concerned that the certificate verification of the shortlisted candidates for the post of Junior Grade Typist under Combined Recruitment Examination for Junior Stenographer and Junior Grade Typist -2024 shall be held on 25.08.2025 at 10.00 AM in the office of the Commission at Unit-II, Bhubaneswar. The candidates concerned are advised to download their Admission letter from the above website from 22.08.2025 onwards using their user credentials to appear for the certificate verification on the scheduled date and time.

Further, it is advised to all concerned to download the Bio-data-Cum-Attestation form from the website of the Commission. The candidates are required to print the Bio-data-Cum Attestation Form and duly fill all the fields of the form and put their signature at the appropriate place. They should report for Certificate Verification along with the Bio-data-cum-Attestation Form duly filled and bring with them the required documents as mentioned in the advertisement at **Annexure-B** and in the Admission Letter.

The candidature of the candidates shall not be considered for selection who will remain absent in the Certificate verification. No correspondence in this regard will be entertained. Candidates are advised to visit the website www.osscl.gov.in regularly for further updates.

By order of the Commission

82.
19.08.2025.
Secretary



BIO-DATA-CUM-ATTESTATION FORM
CERTIFICATE VERIFICATION FOR RECRUITMENT TO THE POST OF
COMBINED RECRUITMENT EXAMINATION FOR JUNIOR STENOGRAPHER & ETC.-2024

Date of CV: _____ Session: _____ Board No. _____
(Advertisement No. 4421/OSSC dated 06.11.2024)

1. Post applied for: -

2. Name: _____

3. Roll Number: _____

4. Qualification: _____

5. Gender: Male / Female/Transgender

6. Date of Birth _____ (dd/mm/yyyy) Age as on 01.01.2024: _____ yrs _____ months

7. Address

Permanent	Present

8. Mobile Number _____

9. E-mail Address: _____, Marital Status (Married/Unmarried) _____

10. Category: _____ (SC/ ST/ SEBC/ UR), Sub Caste - _____

(Mention SC/ST/SEBC certificate No. & Date of Issue: _____)

11. Special Category: (PwD/Ex-Serviceman/Sports person)- _____

12. If PwD, mention category of disability: _____ (i) Type of disability _____ (ii)

%age of disability _____ (iii) Permanent/Temporary _____,

(iv) PwD certificate No. _____ Date of issue _____

13. If Ex-Servicemen mention Indian Army/Indian Navy/Indian Air Force _____

Mention Date of discharge _____, Period of service rendered _____

Whether availed Ex-serviceman benefit previously. If yes give details (attach separately here as required):-

14. If Sports person, mention ID Number _____ and date of issue _____.

Full Signature of the Candidate
Date

15. Educational Qualifications– From HSC/10th Standard onwards

Qualification	Name of the Board /University	Year of Passing	Remarks (For use of OSSC)
10 th / Matriculation			
Typewriting Course			
Computer Proficiency			

16. In-service or Experience if any, (including all service, Govt. or Private) as on the date of filling of the form.

SL. No	Name of the Employer/Organization	Post Held/ Designation	Period of Service		Nature of duty performed	NOC Submitted (Y/N)
			From (DD/MM/YY)	To (DD/MM/YY)		
01						
02						

Tick whichever is applicable and strike out those not applicable

- I am not working in any office of the Odisha Government/ Central Government/ PSUs/Universities/Autonomous Institutions.
- I am working in an office of the Odisha Government/ Central Government/ PSUs/Universities/Autonomous Institutions and have submitted the NOC from my office.
- I am working in the Office of the Odisha Government/ Central Government/ PSUs/Universities/Autonomous Institutions and have not submitted the NOC.

17. The detail of the self-attested certificate/documents submitted by me at the time of certificate verification is as follows.

- Admission letter issued for Certificate Verification.
- Copy of the Online Application Form.
- H.S.C. or equivalent Examination Pass Certificate & Marksheet.
- Photocopy of certificate indicating successful completion of a course in Type writing/Stenography in any Industrial Training Institute or other Government run or Govt. recognised Institution.
- Computer pass certificate and mark sheet. _____.
- Odia pass certificate (if not having Odia as a Subject in HSC level)
- Caste _____ certificate. (in case of SC/ST/SEBC)
- Declaration form for candidates claiming reservation/ age relaxation under SEBC Category
- Any I.D. Proof issued by Govt. Authority with No-_____

I _____ son/daughter of _____
Age _____ (as on the date of Certificate Verification) do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. If the information furnished by me is proven false or found to be not true, I may be punished as per law and my candidature for the post may be cancelled.

Signature of the Candidate
Roll No-
Date:



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