



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

No.IIE-25/2025-5095 /OSSC;

Date. 27.10.2025

**Subject: - Notice regarding Certificate Verification of Combined Recruitment Examination for Junior Stenographer, Junior Grade Typist and Typist-Cum-Scribe Assistant-2025.**

Pursuant to Advertisement 1744/OSSC Dtd. 03.04.2025 and in continuation to Commission's Notification No.338(C)/OSSC dated 23.10.2025, it is for information of all concerned that the Certificate Verification of the shortlisted candidates for Combined Recruitment Examination for Junior Stenographer, Junior Grade Typist and Typist-Cum-Scribe Assistant-2025 shall be held on **31.10.2025** in two sessions in the office of the Commission at Unit-II, Bhubaneswar. The detail schedule of the certificate verification is available in the Commission's website [www.osscc.gov.in](http://www.osscc.gov.in). The candidates concerned are advised to download their Admission letter from the above website from **29.10.2025** 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.osscc.gov.in](http://www.osscc.gov.in) regularly for further updates.

**By order of the Commission**

27.10.2025  
Secretary



**ODISHA STAFF SELECTION COMMISSION, BHUBANESWAR**

**Schedule of Certificate verification for Combined Recruitment Examination for Junior Stenographer, Junior Grade Typist and Typist-Cum-Scribe Assistant -2025. [Advertisement No.1744/OSSC, dated.03.04.2025]**

| SL No. | Roll No.     | Date of Verification | Reporting Time | Board No.    |
|--------|--------------|----------------------|----------------|--------------|
| 1      | 250436400022 | 31.10.2025           | 10.00 AM       | Board No.I   |
| 2      | 250436400025 |                      |                |              |
| 3      | 250436400048 |                      |                |              |
| 4      | 250436400052 |                      |                |              |
| 5      | 250436400053 |                      |                |              |
| 6      | 250436400059 |                      |                |              |
| 7      | 250436400080 |                      |                |              |
| 8      | 250436400097 |                      |                |              |
| 9      | 250436400103 |                      |                |              |
| 10     | 250536400026 |                      |                |              |
| 11     | 250536400069 |                      |                |              |
| 12     | 250736400022 |                      |                |              |
| 13     | 250736400026 |                      |                |              |
| 14     | 250736400034 |                      |                |              |
| 15     | 250736400071 |                      |                |              |
| 16     | 250736400072 | 31.10.2025           | 10.00 AM       | Board No.II  |
| 17     | 250736400076 |                      |                |              |
| 18     | 250736400109 |                      |                |              |
| 19     | 250736400192 |                      |                |              |
| 20     | 250736400220 |                      |                |              |
| 21     | 250736400237 |                      |                |              |
| 22     | 250736400249 |                      |                |              |
| 23     | 250736400273 |                      |                |              |
| 24     | 250736400432 |                      |                |              |
| 25     | 250736400454 |                      |                |              |
| 26     | 250736400457 |                      |                |              |
| 27     | 250736400471 |                      |                |              |
| 28     | 250736400564 |                      |                |              |
| 29     | 250736400633 |                      |                |              |
| 30     | 251136400004 |                      |                |              |
| 31     | 251136400099 | 31.10.2025           | 10.00 AM       | Board No.III |
| 32     | 251936400037 |                      |                |              |
| 33     | 251936400044 |                      |                |              |
| 34     | 251936400107 |                      |                |              |
| 35     | 251936400130 |                      |                |              |
| 36     | 251936400552 |                      |                |              |
| 37     | 252236400006 |                      |                |              |
| 38     | 252236400009 |                      |                |              |
| 39     | 252236400019 |                      |                |              |
| 40     | 252236400020 |                      |                |              |
| 41     | 252836400024 |                      |                |              |
| 42     | 252836400080 |                      |                |              |
| 43     | 252836400088 |                      |                |              |
| 44     | 252836400091 |                      |                |              |
| 45     | 252836400103 |                      |                |              |

| SL No. | Roll No.     | Date of Verification | Reporting Time | Board No.    |
|--------|--------------|----------------------|----------------|--------------|
| 46     | 252836400148 | 31.10.2025           | 10.00 AM       | Board No.IV  |
| 47     | 250436400004 |                      |                |              |
| 48     | 250436400027 |                      |                |              |
| 49     | 250436400030 |                      |                |              |
| 50     | 250436400051 |                      |                |              |
| 51     | 250436400076 |                      |                |              |
| 52     | 250536400005 |                      |                |              |
| 53     | 250536400020 |                      |                |              |
| 54     | 250536400023 |                      |                |              |
| 55     | 250736400030 |                      |                |              |
| 56     | 250736400058 |                      |                |              |
| 57     | 250736400093 |                      |                |              |
| 58     | 250736400106 |                      |                |              |
| 59     | 250736400139 | 31.10.2025           | 10.00 AM       | Board No.V   |
| 60     | 250736400154 |                      |                |              |
| 61     | 250736400164 |                      |                |              |
| 62     | 250736400280 |                      |                |              |
| 63     | 250736400302 |                      |                |              |
| 64     | 250736400329 |                      |                |              |
| 65     | 250736400344 |                      |                |              |
| 66     | 250736400345 |                      |                |              |
| 67     | 250736400346 |                      |                |              |
| 68     | 250736400438 |                      |                |              |
| 69     | 250736400460 |                      |                |              |
| 70     | 250736400461 |                      |                |              |
| 71     | 250736400494 |                      |                |              |
| 72     | 250736400597 | 31.10.2025           | 02.30 PM       | Board No. I  |
| 73     | 250736400625 |                      |                |              |
| 74     | 250736400650 |                      |                |              |
| 75     | 251136400065 |                      |                |              |
| 76     | 251136400092 |                      |                |              |
| 77     | 251936400028 |                      |                |              |
| 78     | 251936400043 |                      |                |              |
| 79     | 251936400050 |                      |                |              |
| 80     | 251936400137 |                      |                |              |
| 81     | 251936400188 |                      |                |              |
| 82     | 251936400199 |                      |                |              |
| 83     | 251936400205 |                      |                |              |
| 84     | 251936400248 |                      |                |              |
| 85     | 251936400256 | 31.10.2025           | 02.30 PM       | Board No. II |
| 86     | 251936400290 |                      |                |              |
| 87     | 251936400309 |                      |                |              |
| 88     | 251936400324 |                      |                |              |
| 89     | 251936400346 |                      |                |              |
| 90     | 251936400356 |                      |                |              |
| 91     | 251936400362 |                      |                |              |
| 92     | 251936400398 |                      |                |              |
| 93     | 251936400421 |                      |                |              |
| 94     | 251936400453 |                      |                |              |
| 95     | 251936400468 |                      |                |              |

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| SL No. | Roll No.     | Date of Verification | Reporting Time | Board No.     |
|--------|--------------|----------------------|----------------|---------------|
| 96     | 251936400473 |                      |                |               |
| 97     | 251936400479 |                      |                |               |
| 98     | 251936400500 |                      |                |               |
| 99     | 251936400531 |                      |                |               |
| 100    | 251936400558 | 31.10.2025           | 02.30 PM       | Board No. III |
| 101    | 251936400568 |                      |                |               |
| 102    | 251936400574 |                      |                |               |
| 103    | 251936400601 |                      |                |               |
| 104    | 251936400630 |                      |                |               |
| 105    | 251936400631 |                      |                |               |
| 106    | 251936400651 |                      |                |               |
| 107    | 251936400682 |                      |                |               |
| 108    | 251936400712 |                      |                |               |
| 109    | 251936400743 |                      |                |               |
| 110    | 251936400772 |                      |                |               |
| 111    | 252036400027 | 31.10.2025           | 02.30 PM       | Board No. IV  |
| 112    | 252636400039 |                      |                |               |
| 113    | 252636400097 |                      |                |               |
| 114    | 252636400125 |                      |                |               |
| 115    | 252636400158 |                      |                |               |
| 116    | 252636400170 |                      |                |               |
| 117    | 252636400181 |                      |                |               |
| 118    | 252636400226 |                      |                |               |
| 119    | 252836400029 |                      |                |               |
| 120    | 252836400081 |                      |                |               |
| 121    | 252836400139 | 31.10.2025           | 02.30 PM       | Board No. V   |
| 122    | 253036400013 |                      |                |               |
| 123    | 253036400045 |                      |                |               |
| 124    | 253036400046 |                      |                |               |
| 125    | 253036400057 |                      |                |               |
| 126    | 250536400089 |                      |                |               |
| 127    | 250736400173 |                      |                |               |
| 128    | 251936400348 |                      |                |               |
| 129    | 251936400452 |                      |                |               |
| 130    | 251936400704 |                      |                |               |
| 131    | 252836400030 |                      |                |               |
| 132    | 252836400086 |                      |                |               |

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**BIO-DATA-CUM-ATTESTATION FORM**  
**CERTIFICATE VERIFICATION FOR RECRUITMENT TO THE POST OF COMBINED RECRUITMENT**  
**EXAMINATION FOR JUNIOR STENOGRAPHER & ETC. 2025**

Date of CV: \_\_\_\_\_ Session: \_\_\_\_\_ Board No. \_\_\_\_\_  
(Advertisement No. 1744/OSSC dated 03.04.2025)

1. Shortlisted for the post of: -

2. Name: \_\_\_\_\_

3. Roll Number: \_\_\_\_\_

4. Qualification: \_\_\_\_\_

5. Gender: Male / Female/Transgender

6. Date of Birth \_\_\_\_\_ (dd/mm/yyyy) Age as on 01.01.2025: \_\_\_\_\_ 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/10<sup>th</sup> Standard onwards**

| Qualification                          | Name of the Board /University | Year of Passing | Remarks<br>(For use of OSSC) |
|----------------------------------------|-------------------------------|-----------------|------------------------------|
| 10 <sup>th</sup> / Matriculation       |                               |                 |                              |
| +2/Equivalent (write stream)           |                               |                 |                              |
| +3/Equivalent (write stream)           |                               |                 |                              |
| Stenography Course<br>(English & Odia) |                               |                 |                              |
| 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<br>(DD/MM/YY) | To<br>(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.
- +2/Equivalent Pass certificate & marksheet.
- +3/Equivalent Pass certificate & marksheet.
- ITI (Stenography) pass Certificate & Mark sheet.
- Photocopy of certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Government run or Govt. recognised Institution, the stenography certificate should indicate the speed i.e minimum 80 words per minute in Shorthand both in English & Odia.
- Photo copy 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
- PwD online Certificate (in case of PwD)
- Discharge Book and Id Card in case of Ex-Servicemen.
- 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:

*[Handwritten signature]*

**Declaration Form to be submitted by the candidates of Socially and Educationally Backward Class (SEBC) category at the time of certificate verification.**

"I ..... son/daughter of  
shri/smt..... resident of  
Vill/town/city.....P.S.....District.....  
state.....Pin.....; hereby declare that I belong to the  
(Sub Caste)..... community which is recognized as a Socially  
& Educationally backward class by the Government of Odisha for the purpose of  
reservation in services under the State Government. I also further declare that I do not  
belong to persons/sections (Creamy Layer)."

Place:

**Signature of the candidate**

Date: