



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 26 OF 2021-22

Recruitment to the posts of Assistant Section Officers in Group – B of Odisha Secretariat Service under Home Department.

WEBSITE – www.opsc.gov.in

On-line applications are invited from the prospective candidates through the Proforma application to be made available on the WEBSITE (www.opsc.gov.in). The link for registration/ re-registration & payment of examination fee shall be available from **20.01.2022 to 19.02.2022** (Note: **25.02.2022** is the last date for submission of Registered Online Application) for recruitment to **796 (Seven Hundred Ninety Six)** posts of Assistant Section Officer in Group – B of Odisha Secretariat Service under Home Department in the scale of pay of Rs. 35,400/- in Level 9, Cell 1 as per the Pay Matrix provided under Rule – 3 of ORSP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are permanent.

2. VACANCY POSITION:

As per requisition filed by the Home Department, Government of Odisha, the category-wise break-up of vacancy position along with reservation thereof is given below: -

Sl. No.	Category	No. of Posts
1	2	3
1	Unreserved	447 (149-w)
2	SEBC	62 (21-w)
3	Scheduled Caste	109 (36-w)
4	Scheduled Tribe	178 (59-w)
Total		796 (265-w)

Out of the total 796 number of vacancies mentioned above, the reservation of vacancies in respect of Sports Persons, Ex-Servicemen and Persons with Disabilities are given below. Candidates belonging to the categories of PWD (whose permanent disability is 40% & more), Ex-Servicemen and Sports Persons shall be adjusted against the categories to which they belong.

Sl. No.	Sub-Category	No. of Posts	
1	2	3	
(i)	Sports Persons	08 (03-w)	
(ii)	Ex-Servicemen	24	
(iii)	Persons with Disabilities	39 (13-w)	
		Current	Backlog
	(a) Low Vision	08 (03-w)	
	(b) Hearing Impairment (with suitable hearing aid)	08 (03-w)	02 (0-w)
	(c) Locomotor disability or cerebral palsy	08 (03-w)	
	(d) Autism, Intellectual disability, specific disability/ Multiple disabilities	08 (03-w)	05 (01-w)

P.T.O.

N:B: As per Clause 4 (2) of Resolution No. 7140 dated 05.09.2017 of SSEPD, Seven (07) no. of backlog vacancies in respect of Pwd category candidates viz. Hearing Impairment- 02 (0-w) and Autism, Intellectual disability, Specific disability / Multiple disability- 05 (01-w) pertaining to the previous advertisement i.e. Advt. No. 10 of 2018-19 have been carried forward and included in total vacancies 796.

NOTE:

- (a) In case of non-availability of eligible/ suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/ suitable male candidate(s) of the same category.
- (b) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- (c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by Government without notice, depending upon the exigencies of public service at the discretion of the State Government.
- (d) The candidates belonging to P.H/Ex-Servicemen / Sports Person, when selected as per reservation provided for them, shall be adjusted against the categories to which they belong which means that the Pwd / Ex- Servicemen / Sports Persons, if belonging to Scheduled Caste will claim the vacancy reserved for S.C., if belonging to Scheduled Tribe will claim the vacancy reserved for S.T. and so on.

The Physical requirements and Functional Classification of Persons with Disabilities who are eligible/ suitable for the job is mentioned below.

Physical Requirements	Functional Classification
Code - S, SE, MF, RW	Code - OL, OA, LV, BL, HI
Full Forms S – work performed by sitting (on bench or chair) SE - work performed by seeing MF - work performed by manipulating (with fingers) RW – work performed by reading and writing.	Full Forms OL – One leg affected (R and/or L), OA – One arm affected (R or L), (a) impaired reach; (b) weakness of grip; (c) ataxia, LV – Low vision, BL – Both legs affected but not arms (Mobility not be restricted), HI – Hearing Impairment (with suitable hearing aid)

3. AGE :

A candidate must have attained the age of **21 (Twenty-one)** years and must not be above the age of **32 (Thirty-two)** years as on **1st day of January 2021** i.e., he/ she must have been born **not earlier than 2nd January, 1989 and not later than 1st January, 2000.**

The upper age limit prescribed above shall be relaxable by 5 (five) years for candidates belonging to the categories of Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Socially & Educationally Backward Classes (S.E.B.C.), Women, Ex-Servicemen and by 10 (Ten) years for Persons with Disabilities whose permanent disability is forty percent (40%) and more.

Persons with Disabilities belonging to SC/ ST/ SEBC categories are eligible for age relaxation benefit upto 15 years.

SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/Council will only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION :

A candidate must possess a Bachelor's Degree in any discipline from a recognized University or possess such other qualification equivalent there to and must have adequate knowledge in Computer Application as specified in the Appendix-I.

5. EXAMINATION FEE :

A candidate is required to pay a non-refundable and non-adjustable fee of **Rs.500/- (Rupees Five Hundred) only**. Candidates belonging to Scheduled Caste and Scheduled Tribe of Odisha and Persons with Disabilities (whose permanent disability is 40% and more) are exempted from payment of this fee.

The candidates are required to make Online payment of applicable Examination Fee(s) through OPSC portal using Debit Card/ Credit Card/ Net Banking facilities and other financial instruments enlisted in the Payment Page/ Gateway of the Odisha Government Treasury Portal. The fee(s) paid shall neither be refunded under any circumstances nor can be adjusted or held in reserve for any other examination or recruitment.

6. METHOD OF SELECTION:

(a) The Competitive Examination for recruitment to the posts of Assistant Section Officers will be conducted in the following successive stages:

- (i) Written Examination (Objective Type – Multiple Choice Questions)
- (ii) Skill Test in Computer (Practical- Qualifying)

The details of the Scheme and Syllabus of the Examination are mentioned in the **Appendix – I**.

- (b) Only those candidates who have been short listed after the **Written Test** shall be called for the **Skill Test** in Computer (Practical) by the Commission as provided at **Appendix – I**, which shall be of qualifying nature. One has to secure at least forty percent (40%) of the total marks in the Skill Test to qualify it.
- (c) The Commission shall be competent to fix up the qualifying marks in any or all the subjects of the examination.

- (d) Final ranking of the candidates shall be on the basis of marks obtained in the written examination.
- (e) In case of candidates securing same marks in the aggregate the candidate securing higher marks in General Knowledge shall rank above others.
- (f) In case the marks secured in General Knowledge is also the same, final ranking shall be determined on the basis of age i.e., the person older in age shall be placed above the younger.

7. PLACE OF EXAMINATION:

The written examination will be held at different centres at 33 zones of the State as mentioned below: -

Sl. No.	Name of Zone (with code)						
01	Balasore (01)	10	Boudh (10)	19	Kandhamal (19)	28	Nayagarh (28)
02	Berhampur (02)	11	Deogarh (11)	20	Kendrapara (20)	29	Puri (29)
03	Bhubaneswar (03)	12	Dhenkanal (12)	21	Keonjhar (21)	30	Rayagada (30)
04	Cuttack (04)	13	Gajapati (13)	22	Khordha (22)	31	Rourkela (31)
05	Sambalpur (05)	14	Ganjam (14)	23	Koraput (23)	32	Subarnapur (32)
06	Angul (06)	15	Jagatsinghpur(15)	24	Malkangiri (24)	33	Sundargarh (33)
07	Baragarh (07)	16	Jajpur (16)	25	Mayurbhanj (25)		
08	Bhadrak (08)	17	Jharsuguda(17)	26	Nuapada (26)		
09	Bolangir (09)	18	Kalahandi (18)	27	Nabarangpur(27)		

The candidates are required to select the zone of their choice where they would like to appear at the examination, at the time of filling online application form. While every effort will be made to allot candidates to the zone of their choice, the Commission may, at their discretion, allot any other zone to the candidates when circumstances so warrant.

REQUEST FOR CHANGE OF ZONE SHALL NOT BE ENTERTAINED.

8. OTHER ELIGIBILITY CONDITIONS:

- (i) The candidate must be a citizen of India;
- (ii) The candidate must be able to read, write and speak Odia fluently and have –
 - (a) passed Middle School examination with Odia as a language subject; or
 - (b) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (c) passed in Odia as language subject in the final examination of Class VII or above; or
 - (d) passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.
- (iii) The candidate must be of good mental condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service and the candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.
- (iv) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;

- (v) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination/interview, he/she will not be eligible for such recruitment for that specified period/chance(s);
- (vi) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para-3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate” during document verification.
- (vii) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of his/her change of name.
- (viii) **Only those candidates, who fulfil the requisite qualification & within the prescribed age limit etc. by the closing date of filling up online application, will be considered eligible;**

9. IMPORTANT POINTS:

- (i) At present, only the online applications are invited from Candidates for admission to the written examination for A.S.O.s of State Secretariat. After declaration of result of written examination, the candidates who qualify in the written examination will be required to submit the printout/ hard copy of online application form, along with the photocopies of the other documents as stated under the **Para-10** of this advertisement and original of the same on the date of verification of original certificates/ documents, which will be declared later on in due course, **for consideration of their eligibility for admission to the Skill Test in Computer (Practical).**
- (ii) A candidate found guilty of seeking support for his/ her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/ she is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission;
- (iii) The provisions of the Odisha Conduct of Examination Act 1988 (Odisha Act-2 of 1988) are applicable to the examination conducted by the Odisha Public Service Commission;
- (iv) **Online applications submitted to OPSC if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score;**

- (v) **Admission to Written Examination/ Skill Test will be provisional. If on verification at any stage before or after the examination / Skill Test, it is found that a candidate does not fulfil all the eligibility conditions or has furnished incorrect information/ data, his/ her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;**
- (vi) This advertisement should not be construed as binding on the Government to make appointment;
- (vii) Concessions meant for S.E.B.C., S.C. and S.T. categories **by Birth** are admissible to the Socially Educationally Backward Class, Scheduled Caste and Scheduled Tribe of Odisha only;
- (viii) Candidates are required to take due care to annex with the printout/hard copy of online applications, the copies of certificates and other requisite documents as stated under Para-10 of this advertisement;
- (ix) Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate;
- (x) These posts are permanent. The appointment can be terminated as per the provisions contained in O.C.S. (C.C & A) Rules, 1962.
- (xii) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule (1) of Rule-3 of the Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contribution Pension Scheme in accordance with the Odisha Civil Services (Pension) Amendment Rules, 2005;
- (xiii) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.
- (xiv) **Candidates must answer the papers in their own handwriting. In no circumstances, a candidate will be allowed to take the help of a SCRIBE to write the answers for him/her.**

10. CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates who qualify in the written examination will be required to bring with them the hard copy of online application form along with copies of following relevant certificates/documents and original of the same for verification of their eligibility as per terms and conditions of the advertisement prior to the date of Skill Test which will be notified later on in due course, failing which he/ she shall not be allowed to appear at the Skill Test in Computer (Practical). The candidates are required to mention on each copy of documents **"Submitted by me"** and **put their full signature and date on the same**. They must not attach the original certificates to their applications.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Intermediate/ +2 Examination Certificate issued by the concerned Board/ Council;
- (iii) Degree Certificate issued by the recognized University;
- (iv) Two recent passport size photographs (unsigned & unattested) which has been uploaded with Online Application Form.

- (v) Caste Certificate by birth in support of claim as S.C. /S.T./S.E.B.C.; wherever applicable (Please see Note-1);
- (vi) Any proof of identity
- (vii) Required Odia Pass Certificate from the Board of Secondary Education, Odisha indicating Odia as a language subject equivalent to M.E. School Standard or a certificate from the Principal/ Headmaster of the School recognition granted by the Director of Secondary Education, Government of Odisha indicating that the candidate has passed Odia in M.E. Standard, wherever applicable.
- (viii) Discharge Certificates issued by the Commanding Officer of the Unit last served. Ex-Servicemen must submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service; wherever applicable:
- (ix) No Objection Certificate from the Head of Office in respect of Government Servants.
- (x) Sports Persons Certificate issued by the Director of Sports, Odisha, wherever applicable;
- (xi) Disability Certificate (indicating percentage of permanent disability) issued by the concerned Medical Board, wherever applicable;
- (xii) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (With number and date) under which it is so treated, must be furnished with the Application Form.

- (i) **NOTE 1:** Candidates claiming to be belonging to S.C. /S.T./ S.E.B.C Category by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years by the closing date for submission of online application form in the prescribed form.
- (ii) The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.
- (iii) Women candidates belonging to S.E.B.C. / S.C. / S.T. Categories are required to submit Caste Certificates by birth showing "daughter of". Caste Certificates by virtue of marriage (i.e., showing "wife of") are not acceptable and liable to rejection.
- (iv) O.B.C. CERTIFICATES WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATES AND CANDIDATES SUBMITTING OBC CERTIFICATES ARE LIABLE FOR REJECTION.
- (iii) Community (Caste status) once mentioned by the candidates shall not be changed under any Circumstances.

The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or Sub-Divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar/Additional Tahasildar of Government of Odisha;

NOTE 2: Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-Servicemen, Sports Persons Certificate and Disability Certificate of Person with Disabilities (indicating % of permanent disability) must have been issued by the competent authority within the last date fixed for submission/ receipt of online application form.

NOTE 3: The candidates are to upload their copy of certificates, mark-sheets and documents as required by the system while filling up online application form, failing which their candidature shall be liable for rejection.

11. GROUNDS OF REJECTION OF APPLICATION

Applications of candidates will be rejected by the Commission on any of the following grounds: -

- (a) In-complete online application form.
- (b) Non-submission of hard copy of online application form at the time of verification of original documents.
- (c) Not signing Declaration (full signature) in the hard copy of online application form.
- (d) Not coming within the age limit as mentioned in Para - 3 of Advertisement (Overage relaxation shall not be allowed to P.W.D. candidates with less than 40% permanent disability).
- (e) Not having requisite qualification as provided under Para - 4 of the Advertisement.
- (f) Non-payment of examination fee, (wherever applicable), as provided under Para - 5 of Advertisement.
- (g) Not passing Odia Test (M.E. standard)/ Not furnishing Odia Test pass evidence as required under Para 8 (ii) of the Advertisement.
- (h) Not furnishing copies of Certificates/ documents as provided under Para - 10 of Advertisement.
- (i) Suppression of facts/ information about eligibility, if any.
- (j) Any other ground as per the decision of the Commission.

12. HOW TO APPLY:

- (a) Candidates must go through the details of this Advertisement available in the WEBSITE of OPSC before filling up online application form.
- (b) Candidates must apply online through the concerned Website of the OPSC www.opsc.gov.in Applications received through any other mode would not be accepted and summarily rejected.
- (c) Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.

- (d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit even if wrongful entry has been made while filling up application.
- (e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/ her full signature and scanned image of Left-hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable/ visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (f) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.
- (g) On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/ Re-registration and finally submitted Online Application forms and put his/ her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.
- (h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
- (i) Certificate of Admission to the written examination/ Skill Test to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination/ Skill Test which will be published in the Website and Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination/ Skill Test. No separate correspondence will be made on this score.
- (j) "Intimation letters" to candidates for document verification and "Attestation form" shall be uploaded in the website of OPSC prior to the date of Document Verification.
- (k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail (opsc@nic.in) within 05 (Five) days of completion of the examination.

13. FACILITATION COUNTER :

To resolve any Technical problem faced in filling up of online Registration/ Re-registration and Application forms, candidate may contact OPSC for Technical Support over Telephone No. 0671-2304707 between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M. on any Odisha Government working days.

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn. - 205 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.30 P.M.

The candidates are required to visit the Website of the Commission at www.opsc.gov.in for detailed information about important Notice, rejection of applications, the date & time of Written Examination, Document verification and Skill Test and also keep track of publication of various Notices to this effect in the leading local dailies for information.

CLOSING DATES

- (A) **ONLINE REGISTRATION/ RE-REGISTRATION AND ONLINE PAYMENT OF EXAMINATION FEES SHALL BE AVAILABLE IN THE WEBSITE FROM 20.01.2022 TO TILL 19.02.2022 (11:59 P.M).**
- (B) **SUBMISSION OF ONLINE REGISTERED APPLICATIONS CAN BE DONE IN THE WEBSITE FROM 20.01.2022 TO TILL 25.02.2022 (11.59 P.M).**

NB:- THE ONLINE APPLICATION FORMS IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.

CUTTACK

DATE- 31.12.2021



SECRETARY

ODISHA PUBLIC SERVICE COMMISSION

CUTTACK

Scheme and Syllabus of the Examination**SCHEME**

Papers	Subjects	Marks	No. of Questions	Duration
I	General Awareness	100	100	1 ½ hrs
II	(A) Test of Reasoning & Mental ability	50	50	1 ½ hrs
	(B) Mathematics (10 th Standard Level)	50	50	
III	Language			
	(a) English	100	100	2 hrs
	(b) Odia	100	100	
IV	Skill Test in Computer Application (Practical)	50	05	1 hrs
NOTE :				
1	Except the Skill Test in Computer Application (Practical), the questions in all other subjects shall be of Multiple-Choice Type and all questions will carry equal marks i.e., 01			
2	For each wrong answer 0.25 marks shall be deducted from the marks awarded for correct answers.			
3	The candidates shall answer the questions in English except Odia language paper or otherwise specified in the question paper itself.			
4	Only those candidates who have been shortlisted after the written test shall be called for Skill Test in Computer by the Commission which shall be of qualifying nature.			

Detailed Syllabus

Paper - I	General Awareness	(a) Current National events,
		(b) Current International events,
		(c) History of British Rules in India and Freedom Struggle,
		(d) Indian Constitution,
		(e) Salient features of World Physical Geography,
		(f) Physical Geography of India & Odisha
		(g) Important aspects of Governance, Transparency & Accountability, e-governance, Role of Civil Service in democracy, Indian Economy and issues relating to Planning, Growth, Development and Employment, Poverty Alleviation, Resource Mobilisation and Inflation
		(h) Defense & Indian Armed Forces,
		(i) Scientific Inventions and use of Science in everyday life, issues of Environmental, Ecology, Biodiversity & Climate change.
		(j) Important National & International Institutions, Organizations and fora – their Structure, mandate etc.

Paper - II	(a) Test of Reasoning & Mental Ability	A: VERBAL	(a) Number Series
			(b) Alphabet Series
			(c) Test of Direction Sense
			(d) Coding-decoding
			(e) Number Ranking
			(f) Arithmetic Reasoning
			(g) Problem of Age Calculation
	(b) Mathematics	B. NON- VERBAL	(a) Non-verbal series
			(b) Mirror Images
			(c) Cubes & Dice
			(d) Grouping Identical Figures
			(e) Embedded figures, etc.
Paper - III	Language		(a) Arithmetic
			(b) Algebra
			(c) Mensuration (2D & 3D)
			(d) Statistics & Probability
	(A) English	(i)	Grammar: Verb, Preposition, Adverb, Subject Verb Agreement, Error Correction / Recognition, Tenses, Fill in the Blanks with Articles etc., Vocabulary, Synonyms, Antonyms.
			(ii) Comprehension
			(iii) Sentence Rearrangement
	(B) ଓଡ଼ିଆ	(i)	ବ୍ୟାକରଣ: କ୍ରିୟା, ଭ୍ରମ ସଂଶୋଧନ/ଚିହ୍ନ, କାଳ(ଅତୀତ/ବର୍ତ୍ତମାନ/ଉଦ୍‌ବିଷ୍ୟତ), ଭାଷାଜ୍ଞାନ ପରୀକ୍ଷା : ପ୍ରତିଶର୍ତ୍ତ, ବିପରୀତ ଅର୍ଥବୋଧକ ଶବ୍ଦ, କ୍ରିୟା ବିଶେଷଣ, କର୍ତ୍ତା-କ୍ରିୟା ସମ୍ବନ୍ଧ,
			(ii) ଅନୁଷ୍ଠାନିକ ବାକ୍ୟ
			(iii) ବାକ୍ୟ ପୁନର୍ବିନ୍ୟାସ
Paper - IV	Skill Test in Computer Application (Practical)		Windows, MS Office (Word, Excel, Power Point), MS Access, Usage of Internet Services.