

RECRUITMENT MATTER/

URGENT

Government of Odisha
General Administration & Public Grievance Department

No. 20615 /Gen., Bhubaneswar, Dated 14th June, 2025

GAD-FE-OSSSC-0025-2024

From

Smt. Sagarika Hota, IAS

Additional Secretary to Government.

To

All Additional Chief Secretaries to Govt.

All Principal Secretaries to Govt.

All Commissioner-cum-Secretaries to Govt.

Sub: Regarding filing of requisitions for recruitment to the District Cadre posts of Junior Assistant for the year 2025.

Sir,

In inviting a reference to the subject noted above, I am directed to enclose herewith a copy of letter No. 1172 dated 06.06.2025 of the Chairman, Odisha Subordinate Staff Selection Commission and state that as per rules-6(4) of Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and offices Sub-ordinate thereto) Rules, 2019,

"In the month of January each year, the Heads of all District Offices shall intimate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment, to the Collector of the District indicating there in the number of posts belonging to different reserved categories as specified under Rule 5. The Collector shall consolidate the vacancies and submit the requisition to the Commission".

But as intimated by the Commission, only 692 vacancies for the post of Junior Assistant have been received by the Commission till now.

In order to minimize the recruitment related expenditure and time, the Commission plans to conduct a single recruitment examination to fill up the vacant posts of Junior

Assistants.

It is, therefore requested to take necessary steps for filing requisitions through Collectors for filling up of the vacant district cadre post of Junior Assistants under your Department for the year 2025 positively by 30th June, 2025.

Yours faithfully,

Shel.
19.06.2025

Additional Secretary to Government

Memo No. 20616 /Gen. Dated 19.06.2025

Copy forwarded to all Heads of Department/ all Collectors for information and necessary action.

Shel.
19.06.2025

Additional Secretary to Government

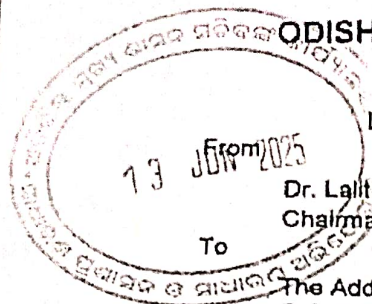
Memo No. 20617 /Gen. Dated 19.06.2025

Copy forwarded to the Secretary, OSSSC, Bhubaneswar for information and necessary action.

Shel.
19.06.2025

Additional Secretary to Government





ODISHA SUB-ORDINATE STAFF SELECTION COMMISSION
BLOCK NO. 3 & 5, UNIT-1, BHUBANESWAR-751009

Tel: 0674-2597159, Email: osssc.od@nic.in

Letter No. IIE-62/2022- 1172

IOSSSC

Date:

6.6.2025

Dr. Lalit Das
Chairman

To

The Additional Chief Secretary to Govt.,
G.A. & P.G. Department, Odisha

OFFICE OF CHIEF SECRETARY	
OSWAS DIARY NUMBER	
03	43115
DATE	
12	06 2025

Sub: Filing of requisitions for recruitment to the District Cadre posts of Junior Assistant for the year-2025.

Sir,

In inviting a kind reference to the subject cited above, I am to say that the Odisha Subordinate Staff Selection Commission, Bhubaneswar is conducting recruitment examination for different District Cadre Group 'B' & 'C' posts. In the year 2023, recruitment was conducted for 4916 no. of vacancies for the post of Junior Assistant under 12 different departments and 4758 candidates were sponsored by this Commission through a single recruitment examination against these vacancies. This Commission vide Letter No. 846/OSSSC dt. 11.04.2025 has sought for requisitions for different district cadre posts from all departments, in response to which only 692 vacancies for the post of Junior Assistant have been received by this Commission till now in a piecemeal manner. The details of these vacancies are enclosed herewith.

The requisitions for the district cadre post of Junior Assistant should be submitted by the Collectors of districts u/r 6. (4) of the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District and Offices Sub-ordinate thereto) Rules, 2019. The relevant extract of which is as follows:

"In the month of January each year, the Heads of all District offices shall intimate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment, to the Collector of the District indicating there in the number of posts belonging to different reserved categories as specified under Rule 5. The Collector shall consolidate the vacancies and submit the requisition to the Commission."

In order to minimise the expenditure and time required for recruitment, it will be more favourable to conduct one recruitment examination to fill up large no. of vacancies. Therefore, in order to expedite the process, you are requested to advise all departments to take necessary steps for filing requisitions through Collectors of the concerned districts for the post of Junior Assistant for the year 2025 latest by 30th June, 2025.

An early action in this matter is requested.

Encl: As above.

Memo No. 1173 IOSSSC

dt. 6.6.2025

Copy forwarded to OSD to Chief Secretary, Odisha for kind information of Chief Secretary.

Yours faithfully,

Chairman
06/06/2025

Chairman
06/06/2025

Santosh
13/06/25