STATE SELECTION BOARD

HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA
BHUBANESWAR-751009

Website: www.ssbodisha.ac.in   E-mail: ssbdeptofhe@gmail.com

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ADVERTISEMENT NO.01/2026, DATED 09.03.2026

FOR RECRUITMENT TO THE POST OF JUNIOR ASSISTANTS IN STATE PUBLIC UNIVERSITIES, GOVERNMENT COLLEGES & NCC IN DIFFERENT NCC GROUP HEAD QUARTERS & NCC UNITS OF THE STATE (HIGHER EDUCATION DEPARTMENT), O.U.H.S (HEALTH & FAMILY WELFARE DEPARTMENT), B.S.E, ODISHA (SCHOOL & MASS EDUCATION DEPARTMENT) AND JUNIOR CLERKS IN NON-GOVERNMENT AIDED COLLEGES (HIGHER EDUCATION DEPARTMENT)

The online applications are invited from prospective candidates for recruitment to the post of Junior Assistants and Junior Clerk in different departments i.e. Higher Education Department, Health & Family Welfare Department and School & Mass Education Department in Group-C post.

1. **The schedule of ONLINE APPLICATION is as follows:**

Opening Date & Time of Online Application	**11.03.2026 at 02:30 P.M.**
Closing Date & Time of Online Applications & Online Payment	**13.04.2026 at 11:45 P.M.**
Mode of Application	Online mode only through the official website www.ssbodisha.ac.in . Any other means/ mode of submission (Physical Copy/Hard Copy of online application form) will not be entertained under any circumstances.

(i)   Candidates are requested to follow the instructions under **"HOW TO APPLY"** while filling up the online application form and also detailed instructions given in the main instruction page of the online application in official website of State Selection Board (www.ssbodisha.ac.in).

(ii) Applications are invited through online mode only through the website "www.ssbodisha.ac.in" for recruitment to fill up the vacancies as per requisition received from different Departments under Government of Odisha is as follows: -

2. VACANCY POSITION: The Department/institution wise vacancy position in different categories of reservations is mentioned in the following table, basing on the requisitions received by the State Selection Board.

Sl. No.	Name of the Institution/Department	No. of Vacancies (out of which women)	ST (W)	SC (W)	SEBC (W)	UR (W)	PwD	Ex-SM	Sports Person
							Remarks (No. of post reserved for Jr. Assistant/Junior Clerk)		
1(HED)	Govt. Degree Colleges, Higher Education Dept.	22 (7)	5 (2)	3 (1)	1 (0)	13 (4)	1 [Cat. -II-1]	3	1
2 (HED)	NCC, Higher Education Dept.	52 (18)	17 (6)	14 (5)	4 (1)	17 (6)	2 [Cat. -II-1] [Cat. -III-1]	2	1
3 ((S&ME)	Board of Secondary Education (BSE), Odisha, S&ME Dept.	6 (2)	1 (1)	1 (0)	1 (1)	3 (0)	–	–	–
4 (HED)	Maharaja Sriram Chandra Bhanja Deo University, Baripada, Mayurbhanj.	24 (8)	5 (2)	4 (1)	4 (2)	11 (3)	1 [Cat.-I-1]	1	–
	Berhampur University, Bhanja Bihar, Berhampur, Ganjam.	33 (14)	8 (2)	6 (2)	5 (2)	14 (8)	1 [Cat.-I-1]	1	–
	Sambalpur University, Jyoti Vihar, Burla, Sambalpur.	22 (9)	5 (1)	5 (1)	3 (1)	9 (6)	2 [Cat. -I-1, Cat. II-1]	1	–
	Madhusudan Law University, Cuttack	26 (8)	5 (1)	4 (2)	4 (1)	13 (4)	1 [Cat. -I-1]	1	–
	Utkal University, Vani Vihar, Bhubaneswar	27 (6)	5 (0)	3 (0)	3 (1)	16 (5)	1 [Cat. -I-1]	1	–
	Gangadhar Meher University, Amruta Vihar, Sambalpur.	32 (10)	7 (2)	5 (2)	4 (1)	16 (5)	1 [Cat. -I-1]	1	–
	Rama Devi Women's University, Vidya Vihar, Bhubaneswar	20 (7)	2 (1)	4 (2)	3 (1)	11 (3)	–	1	–
	Shree Jagannath Sanskrit University, Shreevihar, Puri.	35 (12)	9 (3)	6 (2)	3 (1)	17 (6)	2 [Cat. -I-1, Cat. II-1]	1	–
	Maa Manikeshwari University, Kalahandi, Bhawanipatna.	32 (10)	7 (2)	5 (2)	4 (1)	16 (5)	1 [Cat. -I-1]	1	–
	Odisha State Open University, Sambalpur.	8 (2)	2 (1)	1 (0)	1 (0)	4 (1)	–	–	–
	Dharanidhar University, Keonjhar.	31 (9)	7 (2)	5 (2)	3 (0)	16 (5)	1 [Cat. -I-1]	1	–
	Vikram Dev University, Jeypore, Koraput.	40 (13)	9 (3)	7 (2)	4 (1)	20 (7)	2 [Cat. -I-1, Cat. -II-1]	1	–
	Fakir Mohan University, Vyasa Vihar, Balasore	32 (9)	7 (1)	5 (2)	3 (1)	17 (5)	1 [Cat. -I-1]	1	–
	Khallikote Unitary University Berhampur, Ganjam.	26 (8)	5 (1)	4 (2)	3 (1)	14 (4)	–	1	–
	Rajendra University, Prajna Vihar, Balangir..	40 (13)	9 (3)	7 (2)	4 (1)	20 (7)	2 [Cat. -I-1] [Cat. -II-1]	1	–
	Odia University, Satyabadi, Puri.	4 (1)	1 (0)	1 (0)	-	2 (1)	–	–	–
5 (H& FW)	Odisha University of Health Science (OUHS), Bhubaneswar, H & FW Dept.	22 (3)	6 (1)	2 (0)	5 (1)	9 (1)	2 Cat. -I-1] [Cat. -II-1]	1	1
6 (HED)	Junior Clerk in Non-Govt. Aided colleges, Higher Education Dept. (28 Districts) (See Annexure-I)	349 (112)	101 (30)	65 (22)	25 (8)	158 (52)	12[Cat. I-3, Cat. II-3, Cat. III-3, Cat. IV-3]	9	–
	Grand Total	883 (281)	223 (65)	157 (52)	87 (26)	416 (138)	33 [Cat. I – 16, Cat. II – 10, Cat. III- 4, Cat. IV – 3]	29	3

N.B. (i) *List of District wise (28 Districts) vacancy of Junior Clerk posts for Non-Govt. Aided colleges, under Higher Education Department is enclosed with the advertisement as Annexure-I.*

(ii) *In PwD Category, the Sub-Category I – Visually Impaired (VI), Category II – Hearing Impaired (HI), Category III – Locomotor Disability (LD), Category IV - Multiple Disability (MD).*

(a) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories, 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 in case of non-availability of eligible Scheduled Caste and Scheduled Tribe candidates.

(c) Exchange of reservation among the Sub-Categories (PwD) will not be considered. The vacancy for that particular category will remain vacant, if suitable candidates will not be eligible/available.

(d) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the State Selection Board without notice, depending upon the exigencies of public service at the discretion of the State Selection Board.

(e) The category status selected by the candidate during the payment process shall be treated as final, and the selection of candidates will be made accordingly. Any subsequent request for change of category status will not be entertained under any circumstances.

(f) Candidates shall be eligible to appear in the written examination only after submission of complete online Application Form and successful payment wherever applicable.

3. (a) FILLING UP THE PREFERENCES/CHOICE IN ONLINE APPLICATION FORM POST WISE/INSTITUTION WISE /DEPARTMENT WISE:

Candidates applying for different Posts/Departments/Institutions are required to carefully indicate their preferences in the Online Application Form. The Board will make the final selection to the Posts/Departments/Institutions strictly on the basis of *merit-cum-preferences* provided by the candidates in the order submitted in the application form.

The allocation of Posts/Departments/Institutions will be done according to:

1. The candidate's merit position.

2. The order of preferences exercised by the candidate.

3. Availability of vacancies in the respective category of Post/Department/Institution.

Candidates are advised to fill in their preferences judiciously and thoughtfully, keeping in mind their eligibility, suitability, and genuine interest. The order of preference once submitted will be treated as final and binding.

It is important to note that *no request for modification, alteration, or change in the order of preferences

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shall be entertained under any circumstances after the final submission of the online application form*. Therefore, candidates must review and verify their selected preferences carefully before final submission. The preference must be filled for the following *six categories of Posts/Departments/Institutions*, as applicable. Candidates should ensure that the preferences are entered in clear order of priority (from highest to lowest).

Before clicking the final submit button, candidates must confirm that the preferences selected by them are correct and complete. Candidates must ensure that they fully understand that no further modification or change will be permitted after submission, and they shall be solely responsible for the choices exercised in the online application form.

Six categories of post/Institution/Departments:

1. Junior Asst. (Government Degree Colleges, Higher Education Department)
2. Junior Asst. (NCC , Higher Education Department)
3. Junior Asst. (BSE , S&ME Department)
4. Junior Asst. (16 Nos. of State Public Universities, Higher Education Department)
5. Junior Asst. (OUHS , H& FW Department)
6. Junior Clerk (Non-Govt. Aided Colleges in 28 Districts, Higher Education Department)

Candidates are advised to refer the Cadre related matters such as name of the post , pay Scale, status etc. as specified in the table mentioned below before selecting their preference/choices in the online application from.

Sl. No.	Name of the Institution/Department	Name of the Post	Pay Scale	Status
1	Government Degree Colleges, HE Dept.	Junior Asst	Group-C, Level-4, Cell-1	Government
2	NCC, HE Dept.	Junior Asst	Group-C, Level-4, Cell-1	Government
3	BSE, S&ME Dept.	Junior Asst	Group-C Level-4, Cell-1	Government
4	State Public Universities (16 Nos.), HE Dept.	Junior Asst	Group-C Level-4, Cell-1	Autonomous Body
5	OUHS, H& FW Dept.	Junior Asst	Group-C Level-4, Cell-1	Autonomous Body
6	Non-Govt. Aided Colleges (28 Districts). HE Dept.	Junior Clerk	Group-C Level-4, Cell-1	Non-Govt. Aided Colleges

N.B.: HRA, encashment of unutilized leave, few other incentives are not available to Non-Govt. Aided. Colleges.

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(b) **MERIT LIST FOR COUNSELLING PROCESS BY INSTITUTION/ DEPARTMENT:**

The State Selection Board (SSB) will prepare the final merit list of selected candidates to the above six Institutions/Departments based on the preferences/choices submitted by the applicants at the time of filling of the online application form. SSB will provide the final merit list to BSE and OUHS. Further, SSB will submit the final merit list of selected candidates to the Higher Education Department for counselling of university-wise Junior Assistants, Govt. Colleges, NCC and district wise Junior Clerk in Non-Government Aided Colleges.

4. **AGE LIMIT & AGE RELAXATION:**

The minimum age limit for all categories of candidates shall be 21 years and the maximum age shall be 42 years of age as on 1st January 2026 i.e., he/she must have been born not earlier than 1st January, 1984 and not later than 1st January, 2005.

The upper age limit prescribed above is relaxable by 5(five) years for candidates belonging to the categories of Scheduled Caste (SC), Scheduled Tribe (ST), Socially and Educationally Backward Classes (SEBC), Women and Ex-Servicemen. Similarly, the upper age limit is relaxable by 10(ten) years for the candidates belonging to PwD categories whose disability (permanent) is 40% and more on the last date of submission online application form w.r.t. Advt. No. 01/2026.

This relaxation in age as required under provisions of the ORV Act, the PwD Act and other relevant rules amended from time to time, may be modified with reference to above said Acts.

(i)   Provided further that a candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him / her.

(ii)   Provided further that, Persons with Disabilities shall be entitled to cumulative age relaxation of ten years over and above the normal age relaxation specified in sub rule-3 (a) and (b) of the Odisha Civil Services (Fixation of upper age limit) Rules, 1989 as amended from time to time.

(iii)   Persons with Disabilities (PwD) belonging to SEBC/SC/ST categories are eligible for cumulative age relaxation benefit of 15 years, provided that, a candidate who comes under more than one category mentioned.

(iv)   PwD category with temporary disability will not avail age relaxation and will not be considered for subsequent selection processes.

(v)   Date of Birth mentioned in the High School Certificate or equivalent certificate issued by the concerned Board / Council will only be accepted towards age proof.

5. **RESERVATION CRITERIA:**

The candidates belonging to PwD /Ex-Servicemen/Sports Person when selected as per reservation provided for them (i.e.4%, 3% & 1% respectively) shall be adjusted against the categories to which they belong.

6. **EDUCATIONAL QUALIFICATION:**

Candidate must possess

(i) Bachelor's Degree or equivalent degree in any discipline from a recognized University/Institution/Board.

(ii) Adequate knowledge in basic Computer skill with certification.

7. **OTHER ELIGIBILITY CONDITIONS:**

In order to be eligible for recruitment to the post of Junior Assistant and Junior Clerk , a candidate must fulfil the following conditions.

(a) He/ She must be a citizen of India and a domicile of the State of Odisha.

(b) Be able to speak, read and write Odia and shall have Odia as a language subject in the H.S.C Examination or an equivalent examination or has been declared to have passed a test in Odia language equivalent to the Middle School Standard.

(c) Candidates possessing Academic qualifications from Universities / Institutions/ Council / Boards outside Odisha shall have to produce the following documents failing which they shall not be considered eligible for selection.

i. Proof of equivalence from any recognized Universities /Institutions /Council/ Board of the State of Odisha.

ii. Affiliation of the institution where the applicant has studied to a recognized University/Council/Board.

(d) Candidate furnishing certificates and mark-sheets with grades / grade-points shall have to furnish numerical equivalence of grades / grade points from the examining bodies failing which he/ she shall not be considered eligible for selection

(e) Government servants having requisite educational qualification and within the prescribed age limit, whether temporary or permanent, are eligible to apply, provided that they must inform their respective head of office in writing regarding submission of their applications for this recruitment and produce **"No Objection Certificate"** from the employer before the date of document verification.
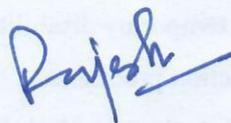
8. METHOD OF SELECTION:

The selection for the post will be based on performance in Written Test and Computer Skill Test.

The examination shall consist of:

(i)	Written Test	–	200 Marks
(ii)	Computer Skill Test	–	50 Marks
	TOTAL –		**250 Marks**

(a) The written test shall be held in the following subjects:

Serial No	Description of the subjects	Marks
1.	General English up to Graduation Level	60
2.	General Knowledge and Current affairs	40
3.	General Mathematics up to HSC standard	40
4	Reasoning & Mental ability	60
Total	**100 Questions**	**200**

(b) Syllabus for the Written Test

❖ **Detailed syllabus in General English**

i.   Verbs: Tenses, Modal, Active and Passive voice, Subject-verb Agreement, non-finite verb forms (infinitives and participles).
ii. Sentence structure: Connectors, Types of Sentences, Types of phrases and clause, Direct and Indirect speech, Degree: Comparative and Superlative.
iii. Other areas: Articles, Nouns, Adverbs, Adjectives, Prepositions.
iv. Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

❖ **Detailed syllabus in General Knowledge and Current Affairs**

i.   Matching Historical events with dates, personalities and places.
ii. Geographical facts with places.
iii. States, Countries and Institutions with Headquarters.
iv. Books and authors.
v.   Scientific facts and discoveries with dates, persons and uses.
vi. Current events with places and personalities.
vii. Matching questions of miscellaneous type.

❖ **Detailed syllabus in General Mathematics**

i.   Fractions and decimals
ii. Number System

iii.   HCF, LCM and Remainder

iv.   Squares and Square Roots

v.   Cubes and Cube Roots

vi.   Percentage and Averages

vii.   Simple Interest and Compound Interest

viii.   Profit, Loss and Discount

ix.   Mixtures

x.   Partnership

xi.   Ratio and Proportion

xii.   Rates and Taxes, Insurance

xiii.   Problems on time and work

xiv.   Statistics

xv.   Problems on Time and Distance

❖ **Reasoning and Mental Ability**

i.   Numerical Ability

ii.   Reasoning

iii.   Aptitude Test

iv.   Problem Solving and Decision Making

(c) The Written Test will be of two hours duration. The questions shall be of Multiple-Choice type which are to be answered in carbonless OMR Answer Sheets. There shall be 100 Questions having equal weightage. While for each right answer, 2 marks will be awarded, for each wrong answer there will be negative marking of 0.50 mark. *Qualifying marks in the written examination for candidates under Unreserved category shall be 40% and that for candidates under SC/ST/SEBC & PwD categories shall be 30%.*

     Scribe facility and compensatory time shall be allowed to PwD candidates having 40% or above having permanent disability. PwD candidate having 40% or more with permanent disability has to arrange their own scribe and shall have to provide the scribe information in the prescribed format which will be available in SSB website during the period of examination.

(d) On the basis of the performance in the Written Test, **the candidates will be shortlisted two times of the vacancy [category - wise & sub-category wise (PwD)]** for Computer Skill Test as per the qualifying mark prescribed in Point 6(c) of this advertisement. Computer Skill Test will be 50 marks of one hour duration in which the minimum qualifying mark will be 20 marks for all categories of candidates. Candidates those who qualified both written test and computer skill test shall be called for document verification at the SSB office.

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(e)   **The Computer Skill Test will be held in the following fields.**

    (i)   WINDOWS operating system – To test some of the following basic system operations on file / folder(s):

- Create, Rename, Copy / Cut / Paste, Delete using clip board

    (ii)   MS Word - A Paragraph in MS Word incorporating some of the tools given below:

- Editing and formatting text and paragraph.
- Page and Paragraph Set-up inserting pictures and word art

    (iii)   MS Power Point – A Power Point presentation with 2/3 slides using some of the tools given below:

- Editing and formatting slides.

    (iv)   MS Excel – A problem in spreadsheet related to some of the tools given below:

- Formatting cells and data.
- Functions and formula (relative, absolute and mixed reference)

    (v)   MS Access- A problem in MS Access related to some of the tools given below.

- Creating and entering data into a database
- Setting the primary key

(f) After written test, in case of tie for shortlisting the candidates for the Computer Skill Test, the merit position will be decided basing upon the aggregate percentage of marks (percentage up to 2 decimal) secured by a candidate in Bachelor's degree examination. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be shortlisted against a candidate born later.

(g) For the final selection of candidates, the marks secured in the Written Test and Computer Skill Test taken together shall be taken into consideration for those candidates who have successfully completed document verification process. In case of tie, the marks secured in the written test shall be considered. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be selected as against a candidate born later. The final merit list of candidates will be prepared as per the vacancy of the posts advertised category-wise and sub-category-wise.

9. ZONE OF EXAMINATION:

The written examination will be held at five (05) Zones Such as Balasore, Berhampur, Bhubaneswar, Jeypore and Sambalpur depending upon the number of candidates from the respective Zone. In case, sufficient numbers of candidates are not available for any of the Zones excluding Bhubaneswar the candidates opting for those Zones will be accommodated at the nearest zone.

The Computer Skill Test and verification of certificates of shortlisted candidates will be conducted at Bhubaneswar. Details of date and venue shall be informed to the candidates through

newspaper advertisement and official website of the State Selection Board.

10. APPLICATION FEE:

A non-refundable and non-adjustable fee of **Rs. 500/- (Rupees Five Hundred)** only for the candidates coming under the Unreserved Category / SEBC Category and **Rs. 200/- (Rupees Two Hundred)** only for the candidates belonging to Scheduled Tribe / Scheduled Caste and PwD categories are to be collected. The amount shall be deposited online in course of submission of online application. Further, candidates are advised to carefully enter their bank details (Bank Name, Account Holder Name, Account Number and IFS Code) in the online application form.

The bank account details of State Selection Board for payment of application fee:

Account No-35396835756, State Bank of India, Govt. Treasury Branch, Bhubaneswar, IFS Code: SBIN0009025.

Mode of Payment: Payment of application fee will be collected through online SB Collect only **(The link of SB Collect payment gateway is available in online application form). Any other mode of Payment will not be accepted under any circumstances.**

11.   OTHER INFORMATION TO THE CANDIDATES:

(a) Admission to the Written Examination / Computer Skill test will be provisional. If on verification at any stage before or after the Written Examination / Computer Skill test/ Document Verification, it is found that a candidate does not fulfill all the eligibility criteria, his / her candidature will be liable for rejection. Decision of the State Selection Board in this regard is final.

(b) This advertisement should not be construed as binding on the concerned department/institution to make appointment.

(c) All persons appointed shall not be eligible for pension as defined under Odisha Civil Service (Pension) Rules, 1992; but shall be covered by the defined Contributory Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005. Further, the service benefits will be provided as per the Cadre Rules of the Administrative Department.

(d) Mere empanelment in the select list shall not confer any right for appointment.

(e) If a candidate fails to furnish any of the original documents in respect of the attested copies submitted for verification as per his / her online Application Form, his/ her candidature will be rejected.

(f) The provisions of the Odisha Conduct of Examinations Act, 1988 as amended up to date are applicable to the examination conducted by the State Selection Board, Odisha.

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12. CERTIFICATES / DOCUMENTS TO BE SUBMITTED AT THE TIME OF DOCUMENT VERIFICATION:

Shortlisted candidates after the completion of Computer Skill Test will be asked to submit the printout of the online Application Form, self-attested photocopies of academic qualifications and other necessary documents as detailed below.

Candidates must have to produce the original Certificates before the Verifying Officer/Team during the document verification.

(i) Copy of successfully submitted online Application Form.

(ii) H.S.C. or equivalent certificate and mark sheet in support of date of birth and percentage of marks issued by the concerned Board / Council.

(iii) Higher Secondary (+2) and Graduation (+3) certificate/ equivalent certificate and mark sheets in support of percentage of marks / division / class.

(iv) Computer Learning Certificate

(v) Two recent passport size photographs similar to the one uploaded in the online application form mentioning his / her name and Roll number at the back.

(vi) Conduct Certificate issued by the College / University / Institution last attended.

(vii) Caste Certificate issued by appropriate authority.

(viii) Resident Certificate issued by appropriate authority.

(ix) Required Odia pass certificate issued by the Board of Secondary Education, Odisha / Principal / Headmaster of the School indicating that the candidate has passed Odia in M.E. Standard wherever applicable.

(x) Discharge Certificate issued by the Commanding Officer of the Unit last served wherever applicable. The Genuineness of Ex-Servicemen Certificate shall be authenticated by the Rajya Sainik Board, Bhubaneswar.

(xi) Disability Certificate (indicating percentage of disability) of PwD candidates issued by the concerned Medical Board, wherever applicable. The cases of PwD candidates shall be referred to Appellate Medical Boards constituted by SS & EPD Department vide Notification No.9789, Dt. 21.12.2021 for re-examination. Their names shall be recommended to the Government only after receipt of authentication report from the Appellate Medical Boards regarding their disability.

(xii) Identity Card of Sportspersons issued by the Secretary or Director of Sports, Dept. of Youth & Sports Services, Govt. of Odisha, wherever applicable.

(xiii) No Objection Certificate issued by the competent authority, wherever applicable.

(xiv) 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.

(xv) The qualification claimed by the candidate must have been attained by the last date of submission of on-line application form.

(xvi) Candidates claiming to be belonging to ST / SC category of Odisha by birth are required to submit a copy of relevant Caste Certificate as mentioned in their application forms issued by the competent authority in the prescribed form. Candidates of SEBC category must submit copy of relevant Certificate issued by the competent authority within the **last three years by the closing date for submission of on-line Application Form.**

The competent authorities are: Collector & District Magistrate, Addl. District Magistrate, Sub-Divisional District Magistrate, Sub-Collector, Revenue Officer not below the rank of Additional Tahasildar.

13. <u>HOW TO APPLY:</u>

a) Candidate must **apply online** through the link available in the official website of State Selection Board, Odisha (www.ssbodisha.ac.in)

b) Candidate must go through the detailed INSTRUCTIONS before filling up Online Application Form.

c) It is extremely important that candidates should give their percentage of aggregate marks secured in Under-graduate (+3) degree while filling up the online Application Form by effecting necessary conversion of C.G.P.A as per the conversion formula of their respective degree awarding University / Institution.

d) Candidates are required to upload their latest passport size photograph (taken within fifteen days before the submission of application) along with scanned image of their full signature and left-hand thumb impression, which must be clearly identifiable / visible. **Otherwise, the application of the candidate is liable to be rejected.**

e) The requisite fee must be deposited online through SB Collect only. In case of non-payment of Examination fee/ Application fee, the application form will be rejected. Successful payment of examination fee means, the credit of derived application fee against the correct Application ID in the Bank Account of State Selection Board

f) Candidates are advised to submit the online application form well within timeline without waiting for the closing date to avoid last hour rush.

g) *Candidates are advised to be very careful while filling up the online application form as there is no edit option after final submission of the same. Similarly, while depositing the application fee, they must ensure that the Application ID No. allotted to them is entered correctly. After successful payment of Application Fee of requisite amount against the Application ID allotted, the process of online application will be*

completed and the candidate will be able to download the application form from the SSB website after 48 hours. Deposit of application fee against a wrong Application ID shall amount to non-submission of application and the candidate shall not be enrolled for appearing the written test. State Selection Board shall not be responsible for any act of omission or commission of the candidates. No request, either through offline or online mode for effecting any changes in the application form shall be entertained. On successful payment of application fee, the candidates should download the application form and keep it with them for future reference and during document verification & other purpose.

The decision of the State Selection Board, Odisha in matter of selection shall be final and binding. Any canvassing or misrepresentation or suppression of facts / information by the candidate will result in cancellation of his / her candidature or penalty as decided by the State Selection Board, Odisha shall be imposed on the candidate.

By order of the President

Secretary 09/03/2026
State Selection Board

Detailed District wise Vacancy position of Junior Clerk in Non-Govt. Aided Colleges, Higher Education Department

Sl. No.	Name of the District	Nos. of vacancy (out of which Women)	Vacancies to be filled up						
			ST (W)	SC (W)	SEBC (W)	UR (W)	PwD with Category	Ex-SM	SPORTS
1	2	3	4	5	6	7	8	9	10
1	Angul	7(w-3)	2(w-1)	2(w-1)	-	3(w-1)	-	-	-
2	Balasore	29(W-9)	7(w-2)	4(w-1)	3(w-1)	15(w-5)	1 (Cat.-I)	1	-
3	Bargarh	10(w-3)	3(w-1)	2(w-1)	1(w-0)	4(w-1)	-	-	-
4	Bhadrak	10(w-3)	4(w-1)	2(w-1)	-	4(w-1)	-	-	-
5	Bolangir	8(w-3)	3(w-1)	-	-	5(w-2)	-	-	-
6	Boudh	1(w-0)	1(w-0)	-	-	-	-	-	-
7	Cuttack	41(W-14)	11(w-4)	8(w-3)	4(w-1)	18(W-6)	2 (Cat.-II, III)	1	-
8	Dhenkanal	12(w-5)	3(w-1)	2(w-1)	2(w-1)	5(w-2)	-	-	-
9	Ganjam	28(w-10)	7(w-2)	5(w-2)	2(w-1)	14(w-5)	1 (Cat.-III)	1	-
10	Jagatsinghpur	13(w-4)	4(w-1)	2(w-1)	1(w-0)	6(w-2)	1 (Cat.-II)	-	-
11	Jajpur	19(w-6)	6(w-2)	4(w-1)	-	9(w-3)	1 (Cat.-IV)	1	-
12	Jharsuguda	3(w-0)	1(w-0)	1(w-0)	-	1(w-0)	-	-	-
13	Kalahandi	3(w-1)	1(w-0)	-	-	2(w-1)	-	-	-
14	Kandhamal	4(w-1)	1(w-0)	1(w-0)	-	2(w-1)	-	-	-
15	Kendrapara	20(w-7)	7(w-2)	5(w-2)	2(w-1)	6(w-2)	1 (Cat.-IV)	1	-
16	Keonjhar	16(w-5)	4(w-1)	3(w-1)	1(w-0)	8(w-3)	1 (Cat..-I)	-	-
17	Khordha	25(W-9)	8(w-3)	5(w-2)	2(w-1)	10(w-3)	1 (Cat.-I)	1	-
18	Koraput	2(w-0)	1(w-0)	-	-	1(w-0)	-	-	-
19	Malkangiri	3(w-1)	1(w-0)	-	-	2(w-1)	-	-	-
20	Mayurbhanj	30(w-10)	8(w-3)	6(w-2)	1(w-0)	15(w-5)	1 (Cat.-III)	1	-
21	Nabarangpur	4(w-1)	1(w-0)	1(w-0)	-	2(w-1)	-	-	-
22	Nayagarh	10(w-3)	3(w-1)	2(w-1)	1(w-0)	4(w-1)	-	-	-
23	Nuapada	2(w-0)	1(w-0)	-	-	1(w-0)	-	-	-
24	Puri	17(w-6)	5(w-2)	3(w-1)	2(w-1)	7(w-2)	1 (Cat.-II)	1	-
25	Rayagada	3(w-0)	1(w-0)	1(w-0)	-	1(w-0)	-	-	-
26	Sambalpur	6(w-1)	1(w-0)	1(w-0)	1(w-0)	3(w-1)	-	-	-
27	Subarnapur	3(w-0)	1(w-0)	1(w-0)	-	1(w-0)	-	-	-
28	Sundargarh	20(w-7)	5(w-2)	4(w-1)	2(w-1)	9(w-3)	1 (Cat.-IV)	1	-
	Total	349 (W-112)	101 (w-30)	65 (W-22)	25 (w-8)	158 (W-52)	12	9	–

Rajesh