

# REGISTRATION & APPLICATION PROCESS

- Go to OSSSC Web Portal ([www.osscc.gov.in](http://www.osscc.gov.in))

Skip to Main Content | Select Language : ENGLISH | A<sup>-</sup> A A<sup>+</sup> | Select Color : [Color Selection]

**Odisha Sub-Ordinate Staff Selection Commission**  
(OSSSC), Govt. of Odisha

LOGIN REGISTER

ABOUT US COMMISSION RECRUITMENT TENDERS & QUOTATIONS RULES RTI CITIZEN'S CHARTER CONTACT US

## THE APPLICATION PROCESS

REGISTERED USER

Login to Your Account

Re-register for the New Post

Complete the Application Form

● ●

Building Human capital for **SMART** Governance

**Recruitment News**

**10 Oct 2018**

Notification No – IIE-68/2017-911(C)/OSSSC dt. – 09.10.2018 ----- Indicative advertisement for recruitment to the post of Excise Constable – 2018.

**Helpful Links**

[odisha.gov.in](http://odisha.gov.in)  
The State Portal

[india.gov.in](http://india.gov.in)

- Click on **Register**

Skip to Main Content | Select Language : ENGLISH | A<sup>-</sup> A A<sup>+</sup> | Select Color : [Color Selection]

**Odisha Sub-Ordinate Staff Selection Commission**  
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LOGIN REGISTER

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- Click “**New User**” link, if you are registering for a Post for the **1st Time**.

(If you are a registered user, i.e: you have applied for any post previously under OSSSC, Bhubaneswar online you need to click on “**Registered User**”)

ABOUT US COMMISSION RECRUITMENT TENDERS & QUOTATIONS RULES RTI CITIZEN'S CHARTER CONTACT US

### On-going Recruitment(s) Details

Sl.No.	Post Name	Advertisement No.	Important Dates			User Type
			Event	Start Date	End Date	
1)	EXCISE CONSTABLE (EC)	Advertisement No. - IIE-68-2017-C-00910/2018 Advertisement Date - 09/10/2018 <a href="#">Click here to read the advertisement</a>	Online Registration	10/10/2018	12/11/2018	Registered User <b>New User</b>
			Online Payment of Examination fee	10/10/2018	12/11/2018	
			Payment of Examination fee by Treasury Challan	10/10/2018	19/11/2018	
			Online Application	10/10/2018	19/11/2018	

4. After clicking on new user an **Instruction Page** will appear on your computer screen

The screenshot shows the top navigation bar with "Skip to Main Content", "Select Language : ENGLISH", and "Select Color" options. The header includes the OSSSC logo and name: "Odisha Sub-Ordinate Staff Selection Commission (OSSSC), Govt. of Odisha". There are "HOME" and "LOGIN" buttons. The main heading is "Instruction to be Filled up the Application Form". Under "How to apply", there are instructions for registration and pre-requisites. A "Proceed to Registration" button is highlighted with a mouse cursor.

5. Scroll down and read the complete instructions carefully and click on **“Proceed to Registration”** button

This screenshot shows a list of instructions for the application process. It includes points about uploading documents, reading terms and conditions, and previewing the application. At the bottom, there are two buttons: "Back to On-going Recruitment" and "Proceed to Registration". A mouse cursor is pointing at the "Proceed to Registration" button.

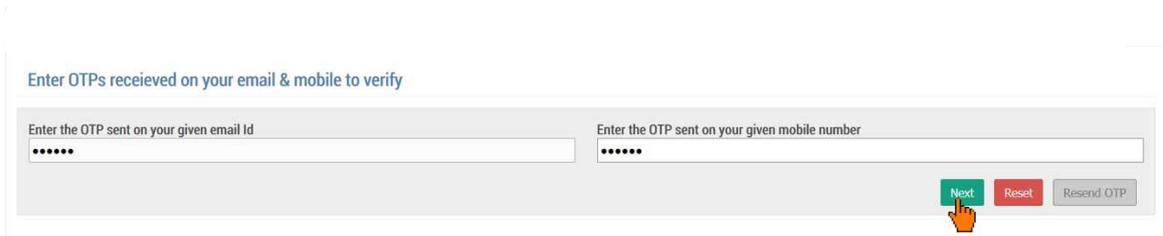
6. After clicking on **“Proceed to Registration”** button, a popup will appear, click **“OK”** to continue

The screenshot shows a popup window with a red header that says "IMPORTANT !!! PLEASE READ & REMEMBER !!!". The text inside the popup provides key instructions: "Providing wrong information will disallow you from submission of application.", "Only one application can be submitted for all the post/s of the service, subject to eligibility.", and "Examination Fee has to be paid as shown and instructed in your Home Page on login." There are "Cancel" and "Ok" buttons at the bottom of the popup. A mouse cursor is clicking on the "Ok" button.

7. Now you need to provide your **Email ID & Mobile Number** and click **“Proceed”** to continue

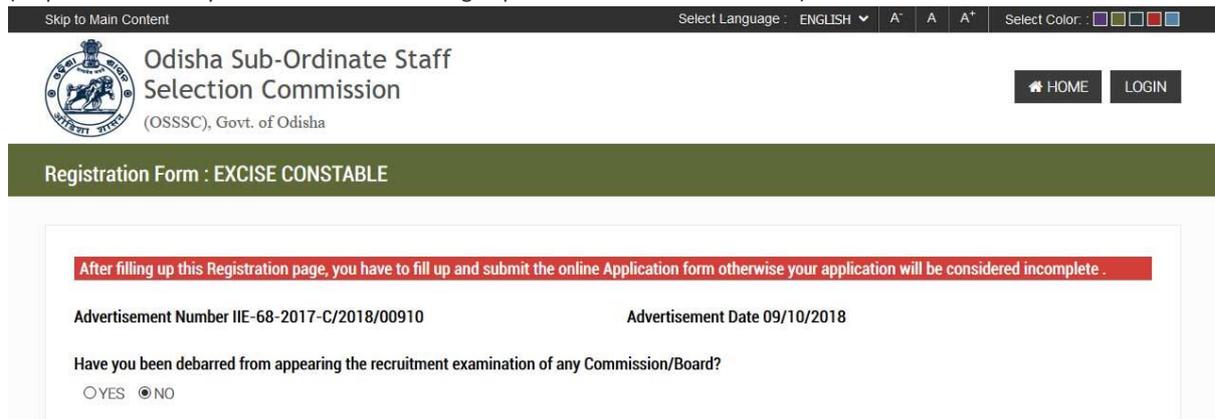
The screenshot shows a registration form with the following fields: "Email Id" (with a verification field showing "sujit\_gupta444@yahoo.com"), "Mobile No" (with a verification field showing "9040321321"), and a "Captcha" field (showing "PC7PPQ"). There are "Proceed" and "Reset" buttons at the bottom right. A mouse cursor is pointing at the "Proceed" button.

8. Provide the **OTP** sent to your Email ID & Mobile Number for validation and click **“Next”** button.



9. Now the **Registration Page** is open for you.

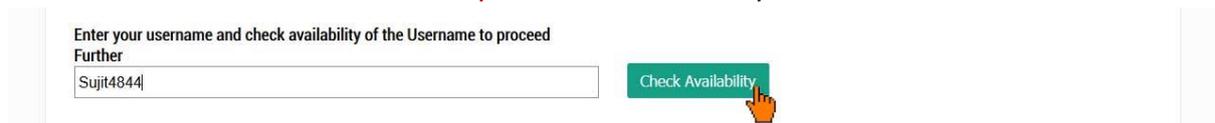
(To proceed further you need to answer the legal questions either “Yes” or “No” )



10. Enter a **User Name** of your preference

(user name must be more than 7 characters & less than 16 characters and must have one upper case, one lower case, one digit of English alphabet and special character also be used ‘.’ And ‘\_’)

After that click on **“Check Availability”** button to validate your user name



11. Select your **District** as per instruction given below



### 12. Fill up the other fields (As applicable)

If applicable as per rules, claim relaxation & benefits under the following contexts :

Continuously rendered contractual service for at least one year under Government of Odisha organization directly / through service provider as on 01-01-2018

Date of Birth

Age (as on: 01-01-2018)

Applicant's First name

Applicant's Middle Name

Applicant's Last Name

Select the name of the Father or Husband

Father  Husband

First name of the Father or Husband

Middle name of the Father or Husband

Last name of the Father or Husband

First name of the Mother

Middle name of the Mother

Last name of the Mother

Email

Confirm Email Id.

Mobile Number

Confirm Mobile No.

### 13. Provide a Password in the Password Field and Confirm Password Field

(password should be more than 7 characters & less than 16 English characters. Password should contain at least one upper case English alphabet, one lower case English alphabet, one English number. Special character “/, @, #, \$” may also be used. Please note that other special characters are not allowed.)

Username

Sujit4488

Password

••••••••

Confirm Password

••••••••

### 14. Upload your Signature

UPLOAD SIGNATURE



Browse... DHW\_Signature.jpg

JPG,PNG,JPEG file types upload range : 20 KB - 50 KB

### 15. Provide Captcha as shown below check the undertaking and click on “Preview” button

Enter Captcha in the empty box shown here  
(Captcha is case sensitive.)

L2 M4 M4

L2M4M4

Fill the Text in Captcha here

Refresh Captcha

Captcha

I do hereby solemnly declare that I have carefully gone through the Recruitment Advertisement of the Commission for the post mentioned above and I fulfill all the conditions of eligibility prescribed for admission to the examination. I declare that I have not applied for any other district than the one now being applied for this Post. I further declare that the information furnished and the copies of the documents uploaded by me for registration/re-registration of my name for the recruitment examination for the post mentioned above are true and relevant. If any such information or document or undertaking provided by me is/are found false or irrelevant during or after selection, my candidature/selection shall be cancelled and I shall be liable to penal action as per law. Further I declare that whenever required the information furnished and to be furnished by me during the course of Registration and Application may be used by the Commission or may be shared for bonafide Government Purpose.

Preview

Reset

16. Clicking on the “Preview” button will open an alert to preview your registration details. Click “OK” to proceed



17. Verify all the details on the popup by scrolling the content & click on “Submit” to Register. If you need any correction you can do it by clicking “Edit” button



18. After Submitting, a PDF file of your registered details will be generated on a separate tab.

19. Download that PDF document for future reference

\* Now, You are a registered member of Odisha Sub-Ordinate Staff Selection Commission.

20. Now go to the “Login Page” to proceed further.

21. On the login page, provide your username, password and captcha. Then Click on “Login” button

The screenshot shows a login form with the following elements:

- Username:** A text input field containing "Sujit4488".
- Password:** A password input field with masked characters "••••••" and an eye icon to toggle visibility.
- Need Help:** A section with links for "Forgot Password ?" and "Forgot Security Question and Answers ?".
- Enter Captcha Text Here:** A section with a captcha image showing "AN3XJ4" and a text input field containing "AN3XJ4".
- Refresh Captcha:** A button with a refresh icon.
- Login:** A large green button with a hand cursor pointing to it.
- Register Now:** A link at the bottom left.
- Activate Account:** A link at the bottom right.

22. After “Login” it will show the details of the post you have registered. To proceed further click on “Preview Registration” button.

The screenshot shows a user dashboard with a sidebar on the left and a main content area. The sidebar includes a navigation menu with items like "Home", "Re-Registration for new Post", "Edit Upload Document Details", "Registration Form Print", "Application Form Print", "Download Admission Letter", "Examination Answer Keys", "Details of Results & Allocation", and "Change Password". The main content area displays a table of registered posts and a "Preview Registration" button.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<b>Registration Number</b> 00405198 <b>Post Applied For</b> EXCISE CONSTABLE ( EC-00910-2018 ) <b>Applicable Examination Fees (in Rupees)</b> ₹ 1	<ol style="list-style-type: none"><li>1. Personal Details</li><li>2. Physical Measurement Details</li><li>3. Address Details</li><li>4. Qualification Details</li><li>5. Payment Details</li><li>6. Upload Document Details</li><li>7. Undertaking</li></ol>	<ol style="list-style-type: none"><li>1. 10th (HSCE) OR EQUIVALENT CERTIFICATE (Furnish Details)</li><li>2. PHOTO (Upload File as per guideline shown above and Furnish Details)</li><li>3. RESIDENTIAL CERTIFICATE (Furnish Details)</li><li>4. SIGNATURE (Upload File as per guideline shown above and Furnish Details)</li><li>5. TREASURY CHALLAN (Upload File and Furnish Details)</li></ol>	<a href="#">Preview Registration</a>

23. On clicking “Preview Registration” it will show an alert asking for “Do you want to do this operation?” Click “OK” to proceed

The screenshot shows the same user dashboard as in the previous image, but with a modal dialog box overlaid on top. The dialog box contains the text "Do you want to do this operation?" and two buttons: "OK" and "Cancel". A hand cursor is pointing to the "OK" button.

24. Verify all the details on the popup by scrolling the content & click on “Confirm” to proceed.

If you need any correction you can do it by clicking “Edit” button

The screenshot shows a registration form with the following details:

- Email Id: sujit4488@gmail.com
- Restrictions, if any, imposed by any Recruitment Commissions/Boards of Govt. of Odisha: NO
- Have you been debarred from appearing the recruitment examination of any Commission/Board?: NO
- Undertaking: I do hereby solemnly declare that I have carefully gone through the Recruitment Advertisement of the Commission for the post mentioned above and I fulfill all the conditions of eligibility prescribed for admission to the examination. I declare that I have not applied for any other district than the one now being applied for this Post. I further declare that the information furnished and the copies of the documents uploaded by me for registration/re-registration of my name for the recruitment examination for the post mentioned above are true and relevant. If any such information or document or undertaking provided by me is/are found false or irrelevant during or after selection, my candidature/selection shall be cancelled and I shall be liable to penal action as per law. Further I declare that whenever required the information furnished and to be furnished by me during the course of Registration and Application may be used by the Commission or may be shared for bonafide Government Purpose.
- Signature: [Handwritten Signature]
- Buttons: Confirm (green), Edit (orange), Cancel (red)

25. On clicking “Confirm” it will show an alert. Click “OK” to proceed

The screenshot shows an alert dialog box with the following text:

Attention!!!  
Once Registration is submitted no further changes can be made.  
Are you still willing to Submit it ?  
If not, press cancel to go back to Preview.

Buttons: OK, Cancel

26. Now you have to upload the document required, by clicking on “Provide Document Details” link.

SL No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<p><b>Registration Number</b> 00405198</p> <p><b>Post Applied For</b> EXCISE CONSTABLE ( EC-00910-2018 )</p> <p><b>Applicable Examination Fees (in Rupees)</b> ₹ 1</p>	<p>1. Personal Details</p> <p>2. Physical Measurement Details</p> <p>3. Address Details</p> <p>4. Qualification Details</p> <p>5. Payment Details</p> <p>6. Upload Document Details</p> <p>7. Undertaking</p>	<p>1. 10th (HSCE) OR EQUIVALENT CERTIFICATE (Furnish Details)</p> <p>2. PHOTO (Upload File as per guideline shown above and Furnish Details)</p> <p>3. RESIDENTIAL CERTIFICATE (Furnish Details)</p> <p>4. SIGNATURE (Upload File as per guideline shown above and Furnish Details)</p> <p>5. TREASURY CHALLAN (Upload File and Furnish Details)</p>	<p>Preview Registration</p> <p>Provide Document Details</p>

27. On clicking “Provide Document Details” it will show an alert asking for “Do you want to do this operation?” Click “OK” to proceed

The screenshot shows an alert dialog box with the text: "Do you want to do this operation ?". The background shows a table with columns: SL No., Details of Post/s Applied / to be Applied, Mandatory Application, and Documents mandatory to fill up Online Application Form. The table content is partially visible, showing registration details and document requirements.

28. Provide all details asked for, then click on “Submit” Button

Provide Certificate/s Details

RESIDENTIAL CERTIFICATE

Misc. Case Number: 1115575    Issue date: 10/07/2018    Document Valid upto date: 01/10/2020    Issuing Authority: ANGUL TAHASIL

10th (HSCE) OR EQUIVALENT CERTIFICATE

Certificate Number: 759968    Issue date: 12/10/2010    Issuing Authority: Board Of Secondary Education, Odisha

Submit    Back to Home

29. If the Submission is successful a list of documents uploaded will be shown at the bottom (If you found any error in the data and want to change the data, then you can click on the “Edit” link and make the correction.)

Now Click on “Confirm” button to proceed

Confirm

Sl No	Registration Number	Post Name	Document Name	Misc Case/Issue Number	Issue Date	Issuing Authority	
1	00405198	EXCISE CONSTABLE( EC-00910-2018 )	10th (HSCE) OR EQUIVALENT CERTIFICATE	759968	12/10/2010	BOARD OF SECONDARY EDUCATION, ODISHA	<a href="#">Edit</a>
2	00405198	EXCISE CONSTABLE( EC-00910-2018 )	RESIDENTIAL CERTIFICATE	1115575	10/07/2018	ANGUL TAHASIL	<a href="#">Edit</a>

30. On clicking “Confirm” it will show an alert , Click “OK” to proceed

Once you Confirm, you will not be able to Edit the entered Document details any more

OK    Cancel

Sl No	Registration Number	Post Name	Document Name	Misc Case/Issue Number	Issue Date	Issuing Authority
1	00405198	EXCISE CONSTABLE			12/10/2010	BOARD OF SECONDARY EDUCATION, ODISHA
2	00405198	EXCISE CONSTABLE ( EC-00910-2018 )	RESIDENTIAL CERTIFICATE	1115575	10/07/2018	ANGUL TAHASIL

31. Now you have to make the Examination Fee payment

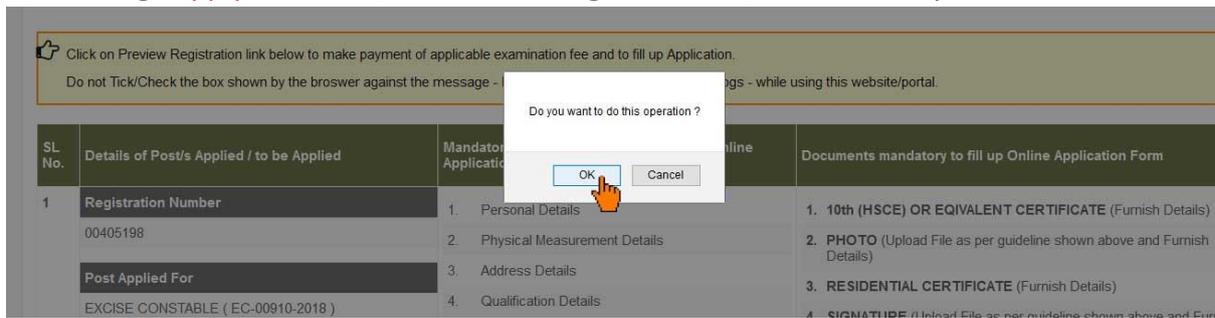
- For online payment click on “Pay Online” Link

Sl No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<p>Registration Number: 00405198</p> <p>Post Applied For: EXCISE CONSTABLE ( EC-00910-2018 )</p> <p>Applicable Examination Fees (in Rupees): ₹ 1</p>	<p>1. Personal Details</p> <p>2. Physical Measurement Details</p> <p>3. Address Details</p> <p>4. Qualification Details</p> <p>5. Payment Details</p> <p>6. Upload Document Details</p> <p>7. Undertaking</p>	<p>1. 10th (HSCE) OR EQUIVALENT CERTIFICATE (Furnish Details)</p> <p>2. PHOTO (Upload File as per guideline shown above and Furnish Details)</p> <p>3. RESIDENTIAL CERTIFICATE (Furnish Details)</p> <p>4. SIGNATURE (Upload File as per guideline shown above and Furnish Details)</p> <p>5. TREASURY CHALLAN (Upload File and Furnish Details)</p>	<p>Preview Registration</p> <p>Upload Treasury Challan for Fee Paid</p> <p>Pay Online</p>

32. After payment is successful, “Apply Now” link will appear, Click on it

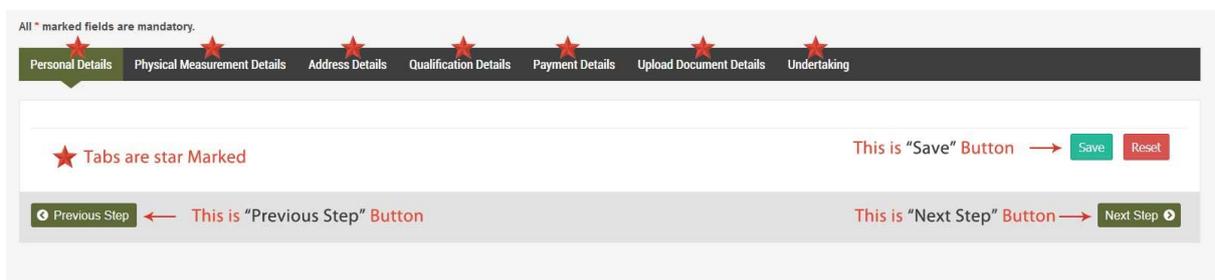
Sl No.	Details of Post/s Applied / to be Applied	Mandatory information required to fill up Online Application Form	Documents mandatory to fill up Online Application Form	Select option to re-confirm Registration and to proceed further
1	<p>Registration Number: 00405198</p> <p>Post Applied For: EXCISE CONSTABLE ( EC-00910-2018 )</p> <p>Applicable Examination Fees (in Rupees): ₹ 1</p>	<p>1. Personal Details</p> <p>2. Physical Measurement Details</p> <p>3. Address Details</p> <p>4. Qualification Details</p> <p>5. Payment Details</p> <p>6. Upload Document Details</p> <p>7. Undertaking</p>	<p>1. 10th (HSCE) OR EQUIVALENT CERTIFICATE (Furnish Details)</p> <p>2. PHOTO (Upload File as per guideline shown above and Furnish Details)</p> <p>3. RESIDENTIAL CERTIFICATE (Furnish Details)</p> <p>4. SIGNATURE (Upload File as per guideline shown above and Furnish Details)</p> <p>5. TREASURY CHALLAN (Upload File and Furnish Details)</p>	<p>Preview Registration</p> <p>Apply Now</p>

33. On Clicking “Apply Now” link, an alert message will show, click “OK” to proceed

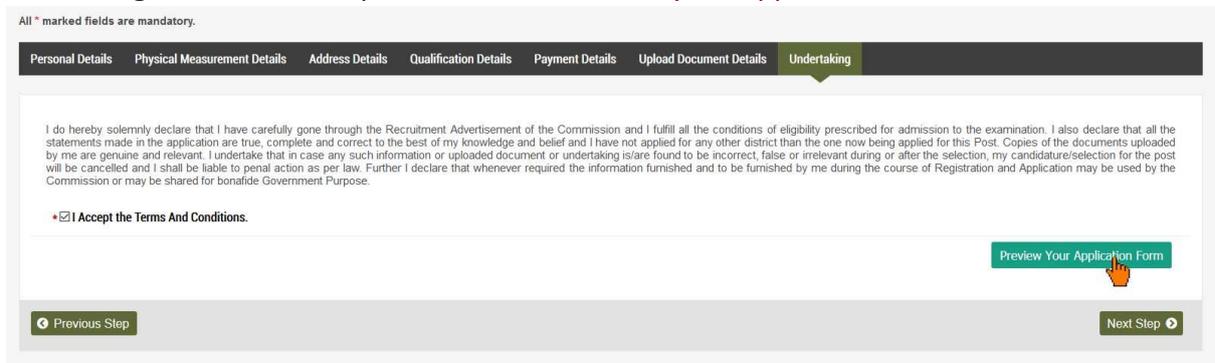


34. Fill up the form with all required data.

You can save the filled up data by clicking the “Save” button. After completing the form of a page (tab), Click on “Next Step” button to move to the next tab and continue filling the form. After completing all the tabs it will ask for **Submit form**



35. On the last tab you need to tick the undertaking accepting the terms and conditions and confirming the data filled up and click on “Preview your Application Form” button.

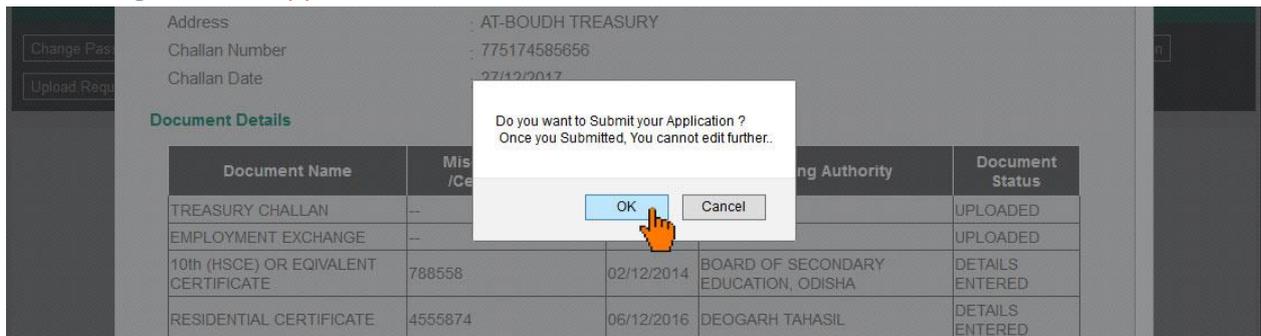


36. It will open a popup, **Review all the details on the popup by scrolling the content** and click “Submit Application” button to submit the form.

(If you found any error in the data and want to change the data, then you can click on the “Edit” button and make the correction.)



37. On clicking “Submit Application” button an alert will show, Click “OK”



38. On Successful completion of the application a pdf file will be generated in a separate tab.

39. Download the Pdf document and keep a printout of the same for future reference.

**Note:** The content shown here are approximation for demonstration purpose and may not be exact to the real application.