

**STATE SELECTION BOARD
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF ODISHHA**

Website: www.ssbodisha.ac.in

E-mail: ssbdeptofhe@gmail.com

Subject: Syllabus for the Posts of Junior Assistant / Junior Clerk
ADVERTISEMENT NO.01/2026, DATED 09.03.2026

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.

(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.