

MOST URGENT
(e-mail)

GOVERNMENT OF ODISHA
HOME DEPARTMENT

No. 15052 /OSS, Bhubaneswar
PT1-HOME-OSS-APMT1-0005-2024

Dated 02.05.2026

From

Sri A. K. Udgata,
Deputy Secretary to Government

To

Sri Kumar Debadutta,
(e-mail - kd.new@zoho.com) /

Sri Debiprasad Kar,
(e-mail 1 - debiprasadkar7@gmail.com
e-mail 2 - pallishreepritinandamishra@gmail.com)

Sub: Verification of original documents of the selected candidates for appointment as Assistant Section Officer in Odisha Secretariat Service Cadre.

Sir,

I am directed to invite a reference to the subject cited above and to say that prior to your appointment in the post of Assistant Section Officer, the original documents, as per the list of documents at Annexure-A, are to be verified in Home Department on 06.05.2026 (11.00 A.M to 02.00 P.M.).

You are, therefore, requested to appear in person before the Deputy Secretary to Government (I/c OSS Section), Home Department, Lokseva Bhawan alongwith all the original documents and one set of photocopies thereof, on the scheduled date, place and time positively with valid ID proof (Adhaar/ PAN/ Voter ID/ Driving License) for verification of the documents.

Further, it is intimated that you will come for verification of the original documents as per the above scheduled on your own arrangement and you will not claim any TA/ DA for the above purpose.

Yours faithfully,


Deputy Secretary to Government

P.T.O.

Memo No. 15053 /OSS, Date 02.05.2026

Copy forwarded to the Additional DCP, Secretariat Security, Lokaseva Bhavan with a request to allow them to enter the Lokaseva Bhavan on production of valid ID proof to attend the documents verification program as per the scheduled time.

Pls. 21/5/26

Deputy Secretary to Government

Memo No. 15054 /OSS, Date 02.05.2026

Copy along with Annexure-A forwarded to Superintendent (Level-I), Issue Section, Home Department with a request to send the same to the candidates through e-mail for their information and necessary action.

Pls. 21/5/26

Deputy Secretary to Government

Memo No. 15055 /OSS, Date 02.05.2026

Copy along with copy of the enclosure forwarded to the Nodal Officer, IMU Section, Home Department. He is requested to upload the same in the Department website for information of all concerned.

Pls. 21/5/26

Deputy Secretary to Government

LIST OF DOCUMENTS

1. Original H.S.C. or equivalent certificate in support of declaration of age issued by recognized Board/Council.
2. Original Intermediate/+2 Examination Certificate issued by the recognized Board/Council.
3. Original Bachelor Degree Certificate in any discipline issued by recognized University.
4. Certificate showing adequate knowledge in Computer Application.
5. Original Mark-List in support of all the aforesaid examinations passed including fail marks issued by the concerned Board/Council/University.
6. Required Odia pass certificate from Competent Authority.
7. Discharge Certificates in case of Ex-serviceman, issued by the Commanding Officer of the Unit last served wherever applicable. If Ex-servicemen candidates have not been appointed against any civil post after Military Service in the meantime, s/he must submit an Affidavit to that effect.
8. Sports Certificate issued by the Director of Sports, Odisha, wherever applicable.
9. Permanent Disability Certificate (indicating percentage of disability, i.e. 40% and more) issued by the concern Medical Board, wherever applicable.
10. No Objection Certificate issued by the competent authority in case of candidates already in employment.
11. Caste Certificate by birth, in support of claim as S.C./S.T./S.E.B.C. category, wherever applicable.
12. Medical fitness certificate and reports in original after medical examination conducted by the CDMOs as per Home Department Letter dated 21.04.2026.
13. Any other relevant document(s).
14. Any proof of identity.

