

ORISSA HIGH COURT; CUTTACK

NOTICE

No. III – 44/2015 - 4134 / Date 02.03.2016

1. Online applications are invited till **31.03.2016 upto 11.59 P.M.** for filling up of **40 (forty) posts of Junior Stenographers** in the Establishment of Orissa High Court, Cuttack in Pay Band - 1 of Rs.5,200-20,200/- with Grade Pay of Rs.2,400/- and other allowances as admissible to State Government employees. The break up of the above posts are as follows:-

Sl. No.	Name of the Post	Scale of Pay & Grade Pay	No. of Vacancies												
			UR		SEBC		SC		ST		PwDs		Ex-SM	SP	Total
			M	W	M	W	M	W	M	W	LV	HI			
1.	Junior Steno-grapher	PB-I, Rs.5,200 - 20,200 & 2,400	13	7	3	2	4	2	6	3	1	1	NIL	NIL	40

- N.B. (i) B – Blindness, L.V. – Low Vision, H.I. – Hearing Impairment.
(ii) The persons selected against the quota for PwDs shall be placed in appropriate category viz. S.C., S.T., S.E.B.C.
(iii) In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate(s) of the same category.

2. **Age Limit** : Shall not be below 21 years of age and above 35 years of age as on 01.01.2016 [Upper age is relaxable up to 5(five) years in case of S.C., S.T., SEBC , Women Candidates & 10(ten) years in case of PwDs having Low Vision and Hearing Impairment].

The candidate who comes under more than one category mentioned above, he/she will be eligible for one benefit of relaxation which shall be considered most beneficial to him/her.

3. **Qualifications** : Bachelor's Degree in any discipline from a recognised University with a minimum speed of 80 words per minute in Short Hand and 40 words per minute in Type writing. He/She should have passed Diploma in Computer Application from any Govt. recognized institute.

The candidate should have minimum experience of one year working in Subordinate Judiciary or Statutory Tribunals.

4. **Examination Fee** : Candidates are required to pay a non-refundable and non-adjustable fee of Rs.100/- (Rupees one hundred) only in shape of Treasury Challan under the Head "0070-other Administrative Services – 01 – Administration of Justice – 501 – Services and Services Fees – 9903220 - Home Department – 9915770 – Examination Fees" or through **ONLINE** by using Credit Card/ Debit Card/ Net Banking System. **The S.C., S.T. candidates and PwDs are exempted from paying the Examination Fee.**

5. **Syllabus of Examination** : The Examination will consist of :

- | | | |
|--|-----------------|-----------------------|
| A. Shorthand and Typewriting Test : | 40 Marks | (5+10) Minutes |
| The dictation test of an English passage containing 400 words shall be made at a speed of 80 words per minute and transcription on Computer at a speed of 40 words per minute. | | |
| B. Computer Application Test : | 30 Marks | 1 Hour |
| (iii) Theory : 15 Marks | | |
| (iv) Skill Test : 15 Marks | | |
| [MS Office (Word, Excel & Power Point), MS Access, Internet Operation/File uploading & downloading] | | |

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- C. **General English :** 20 Marks 1 Hour
(Grammar based objective type questions).
- D. **Viva Voce Test :** 10 Marks

6. The Selection Committee shall have the right to short list the Candidates on the basis of their educational qualification / Career Marks as per Rule – 9(a) of the High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2015.
7. The list of selected candidates in respect of the posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date of notification of next recruitment, whichever is earlier.
8. **Miscellaneous :-**
- (a) Applications should be submitted ONLINE in the prescribed format only by logging into the official website of the Orissa High Court i.e. www.orissahighcourt.nic.in (**Recruitment Corner**).
- (b) Candidates must go through ‘**The Instructions on how to apply online**’ available on the Orissa High Court website in order to understand the complete procedure for filling up and submitting forms successfully and guidelines for Scanning and Uploading Certificate seeking reservation, Photograph, Signature and payment of Examination Fee through Treasury Challan or ONLINE by using Credit Card / Debit Card / Net Banking System.
- (c) Incomplete/incorrect applications or applications submitted through modes other than the prescribed ONLINE format will not be entertained and will be summarily rejected.
- (d) The candidates are required to submit their original certificates at the time of interview / Viva voce Test.
- (e) Candidates already in Government service shall have to produce “**No Objection Certificate**” / “**Letter of Permission**” from competent authority at the time of Interview / Viva voce Test.
- (f) The candidates are advised to check the Orissa High Court website regularly for latest updates.
- (g) The candidates are required to submit a hard copy of ONLINE application duly signed along with self attested photocopies of Certificates in support of their age, Educational Qualifications, Technical Qualifications, Caste, Experiences, Physical Disability etc. and all Mark Sheets addressing to the **Special Officer (Special Cell), Orissa High Court, Cuttack** within 7 (seven) days from the date of submission of their ONLINE applications.
9. No TA/DA will be allowed to attend the Recruitment Test.

By Order
Sd/- S. R. Pradhan
Special Officer (Special Cell)

Memo No. 4135 (2) / Date 02.03.2016

Copy forwarded to :

1. Court's Notice Board for general information,
2. Superintendent, Computer Section for uploading the above advertisement (Notice) in the High Court website.


Special Officer (Special Cell)