

THE HIGH COURT OF ORISSA, CUTTACK

Advertisement No:III-06/2016: 18508

Date: 23.12.2016

RECRUITMENT TO THE POST OF JUNIOR GRADE TYPIST/ DATA ENTRY OPERATOR IN THE COURT'S ESTABLISHMENT.

Upon cancellation of the Court's earlier Advertisement No. 4598 dated 10.03.2016, Online Recruitment Applications alongwith hardcopies of the same with required documents are invited afresh from desirous applicants for filling up of the following 19 posts of Junior Grade Typist/ Data Entry Operator in the Court's Establishment in the Scale of Pay of Rs.5,200-20,200/- with Grade Pay of Rs.1,900/- with usual allowances as may be sanctioned by the Government of Odisha from time to time.

(It is hereby mentioned that pursuant to Court's Advertisement No. 4598 dated 10.03.2016, candidates who have applied earlier may not apply again. However, they may submit all those required documents in order to make good the deficiencies or clarifications as at Column-9 given below with the heading 'How to Apply' giving reference to their acknowledgement number.)

| TOTAL | UR | SEBC | SC | ST |
|-------|----|------|--|--|
| 19 | 8 | 2 | 3 (Includes one backlog vacancy) | 6 (Includes two backlog vacancies) |

Reservation for Women/PWD will be as per the Rules and Notifications

Abbreviations: UR- Unreserved; SEBC- Socially & Educationally Backward Classes;
SC- Scheduled Caste; ST- Scheduled Tribe.

IMPORTANT DATES:

- Opening date for receipt of Online Application Form: 02.01.2017
- Closing date for receipt of Online Application Form: 31.01.2017 (by 11.59 P.M.)
- Closing date for receipt of Hardcopy of Online Application Form: 07.02.2017

ELIGIBILITY CRITERIA

1. AGE LIMIT : (As on 01.01.2016)

Not be below 21 years and not above 35 years of age as on 01.01.2016 i.e. candidates must have been born not earlier than 01.01.1981 and not later than 01.01.1995.

RELAXATION IN AGE

- a) Upper age limit is relaxable by **5 years** for SC/ST/SEBC/Women candidates & **10 years** for PWD candidates.
- b) The date of birth as recorded in the Matriculation/ Secondary Examination Certificates will be accepted.

2. QUALIFICATION:

- a) Bachelor's Degree in any discipline from a recognised University or such other qualification equivalent thereto.
- b) Typewriting with a minimum speed of 40 words per minute.
- c) Should have passed Computer Application from any **Government Diploma recognised Institute.**

EXAMINATION FEE

1. Candidates except SC/ST/PWD categories are required to pay the Examination 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.
2. Fee once paid will not be refunded under any circumstances.
3. Payment made other than the appropriate head will be treated as non-payment of Examination Fee.

SYLLABUS OF EXAMINATION:-

The Examination will consist of :

I. Typewriting Test(English) 100 Marks (10 minutes)

- a) The Test will be held for 10(Ten) minutes at a speed of 40(Forty) words per minute from a printed matter (400 words approximately).
- b) While assessing the accuracy of the reproduction, 1(One) mark will be deducted for each mistake in the typed script. Omission of words shall be treated as mistakes. A candidate whose script reveals more than 20(Twenty) mistakes, will be eliminated as disqualified.

II. Language Test 100 Marks (2 Hours)

This Test should aim at evaluating candidates' knowledge in the English and Odia languages which will be designed as follows.

| | | |
|-----|--|----------|
| i | An essay in English(Containing 300 words) | 30 Marks |
| ii | Précis Writing | 20 Marks |
| iii | Translation of a passage from English to Oriya | 20 Marks |
| iv | Translation of a passage from Oriya to English | 20 Marks |
| v | English Grammar | 10 Marks |

III. Computer Application Test 100 Marks

| Sl. No. | Computer Application | Marks | Duration |
|---------|--|-------|----------|
| i | Theory | 50 | 1 Hour |
| ii | Skill Test [MS Office(Word, Excel & Power Point), MS Access, Internet Operation/ File uploading & downloading] | 50 | 1 Hour |

IV. Viva Voce 20 Marks

HOW TO APPLY:

1. Candidates will be required to apply online through Orissa High Court website i.e. www.orissahighcourt.nic.in (Recruitment Corner).
2. Candidates must go through “The instructions on how to apply online” available on the Court's website in order to understand the complete procedure for filling up and submitting forms successfully and guidelines for Scanning and Uploading Certificates.
3. All required documents relating to eligibility viz. Educational Qualification, Computer Qualification, Typewriting Certificate, Caste Certificate (if applicable), Original Copy of Treasury Challan, Photograph and full signature in digital format must be uploaded while submitting the Online Application Form.
4. After submitting the application online, candidate is required to download the Application Form generated by the system with unique Acknowledgement Number, Space for signature etc.

5. Incomplete/ Incorrect applications or applications submitted through other modes than the prescribed ONLINE format will not be entertained and will be summarily rejected.
6. Claim of benefit/relaxation and entry thereof in the Application Form not backed by supportive documents or submission of documents not backed by relevant entry in the application form shall also be treated as incomplete.
7. The candidate has to send one print out of the Online Application Form duly signed in the space provided after the "Declaration" alongwith self attested photocopies of the following documents:
 - a) Document in support of Date of Birth proof i.e. Matriculation/ Secondary Examination Certificate.
 - b) Caste/Tribe Certificate (For SC/ST/SEBC candidates as applicable).
 - c) Disability Certificate (for PWD candidates only).
 - d) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree & Diploma Certificates starting from Matriculation onwards.)
 - d) Computer Application Certificate obtained from any **Government Diploma recognised Institute**.
 - e) Typewriting Certificate showing Typewriting Speed. Typewriting Certificates where Grade is mentioned instead of speed, the candidate is required to submit certificate showing the equivalent speed.
 - f) Original Copy of the Treasury Challan.
8. Printout of the Online Application Form duly signed alongwith self attested true copies of the testimonials/ documents mentioned above should be sent through Registered Post/ Speed Post in a sealed envelope super scribed "APPLICATION FOR THE POST OF JUNIOR GRADE TYPIST/ DATA ENTRY OPERATOR" with Acknowledgement Number (Applicants applied earlier, in case of applying again, should mention both the new and old Acknowledgment Number) to the following address within 7 days from the closing date of submission of Online Application Form.

**THE SPECIAL OFFICER (SPECIAL CELL),
ORISSA HIGH COURT,
CUTTACK ,PIN-753002.**

9. All the candidates whether applied earlier or intending to apply afresh are to submit certificates issued from appropriate authority showing the fact that, the computer qualification certificate issued to them by the institute is a **Government Diploma Recognized Institute**.

GENERAL INSTRUCTION

1. The candidate who comes under more than one category, he/she will be eligible for one benefit of relaxation which shall be considered most beneficial to him/her.
2. In case of non-availability of eligible/suitable woman 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.
3. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. He/ she may cross check the information furnished in Application Form before finally submitting the same as no correction would be either possible later or shall be allowed by any means.
4. 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.
5. The authority reserves the right to cancel the Recruitment Process at any stage without issuing any further Notice or assigning any reason thereof.

6. Interpretation of the authority on any one of the clause(s) of this advertisement shall be final and binding in nature.
7. All future communications/information in general regarding this recruitment will be made available in the Court's website. So the candidates are advised to check the website regularly for latest updates.
8. The candidates are required to submit their original certificates at the time of interview/Viva Voce Test.
9. Candidates already in Government service shall have to produce "No Objection Certificates"/ "Letter of Permission" from competent authority at the time of Interview/ Viva Voce Test.
10. No TA/ DA will be allowed to attend the Recruitment Test.
11. 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.

By Order

 23.12.16.

Special Officer (Special Cell)

Memo No: 18509(3)

Date: 23.12.2016

Copy forwarded to

1. Court's Notice Board for general information.
2. Superintendent, Computer Section for uploading the above Advertisement in the High Court website.
3. Employment Officer, Employment Exchange Office, Cuttack for information and necessary action.

Sd/-

Special Officer (Special Cell)