

ODISHA LEGISLATIVE ASSEMBLY SECRETARIAT

ADVERTISEMENT

1. Applications in the prescribed format, given below, are invited from candidates for recruitment to the post of Reporters in Pay Level-10 (Rs.44, 900-1,42,400) under ORSP Rules, 2017.
2. VACANCY POSITION:

UR		SEBC	SC	ST		TOTAL
M	W	M	M	M	W	
01	02	01	01	01	01	07

N.B. The number of vacancies indicated above are provisional and are subject to change.

3. EDUCATIONAL QUALIFICATION: **University Degree holders having a minimum speed of 40 W.P.M. in English Typing in Computer, 140 W.P.M. in English Shorthand, 20 W.P.M. in Odia Typing in Computer and 120 W.P.M. in Odia Shorthand alongwith Diploma in Computer Application or equivalent qualification or by selection from among Personal Assistants / Senior Grade Stenographers of the service having 5 years' experience as such and having shorthand speed both in English and Odia as indicated above in which case the academic qualification shall be Graduation.**
4. AGE LIMIT: The minimum age shall not be less than 18 years & more than 32 years as on 31.01.2021. The upper age limit is relaxable by 5 years in case of SEBC, SC, ST & Women.
5. GENERAL CRITERIA OF ELIGIBILITY: A candidate should (a) be a citizen of India (b) be of good character (c) able to speak, read and write Odia (d) must have passed H.S.C. or equivalent examination with Odia as language subject OR passed H.S.C. or equivalent examination with Odia as medium of examination in non-language subject OR passed in Odia language subject in the final examination in class-X or above OR passed a test in Odia of High School standard conducted by the School & Mass Education Department as the case may be.
6. PLACE OF EXAMINATION: The date, time and place of Test and Viva Voce will be intimated to each eligible candidate to his/her E-mail and through Mobile No. furnished by him/her.
7. DOCUMENTS TO BE ATTACHED:
 - (a) Attested copy of H.S.C. Examination or equivalent certificate in support of age.
 - (b) Attested copy of certificates in support of Educational Qualifications.

- (c) Attested copy of document in support of passing of Odia language.
 - (d) Attested copy of caste certificate from competent authority in case of SC/ST/SEBC candidates.
 - (e) Attested copy of certificate in support of English and Odia Shorthand from any recognized institution.
 - (f) Attested copy of Certificate in support of Diploma in Computer Application or equivalent qualification from any recognized institution.
 - (g) A non-refundable Demand Draft/ IPO of Rs. 1000/- (One thousand) only to be drawn in favour of " ACCOUNTS OFFICER , ODISHA LEGISLATIVE ASSEMBLY" PAYBLE AT "BHUBANESWAR" towards EXAMINATION FEES . SC/ST candidates are exempted from Examination Fee.
 - (h) Two copies of recent passport size photograph duly attested.
 - (i) A self-addressed envelope of 15" X 25" affixing postage stamp of Rs. 40/- (Rupees forty) only.
8. SELECTION PROCESS: The selection will be made by Typing Speed Test (English & Odia) I Computer, Shorthand Test (English & Odia) in Computer and Viva-Voce.
9. HOW TO APPLY: Candidates are required to apply in the prescribed format given below and the application form along with enclosures should be sent to the "SECRETARY, ODISHA LEGISLATIVE ASSEMBLY SECRETARIAT, UNIT-V, BHUBANESWAR-751001 "by speed post/registered post/in person so as to reach the Odisha Legislative Assembly Secretariat by 5.30 P.M. on or before 10.02.2021. The caption "APPLICATION FOR THE POST OF REPORTERS" should be mentioned on the top of the envelope containing the above documents.

Applications received after due date and time, incomplete applications and applications not supported by required documents will not be entertained. The authority reserves the right to cancel the test or reject any application without assigning any reason thereof.

SECRETARY

APPLICATION FORM FOR THE COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POST OF REPORTER IN THE ODISHA LEGISLATIVE ASSEMBLY SECRETARIAT

(To be filled up by the candidate in block letters)

Affix Passport
size photograph
duly attested

1. Full Name (Surname First)
2. Father's/Husband's Name
3. Present Address (for correspondence)
4. Permanent Address
5. Nationality
6. Date of Birth
7. Age as on 31.01.2021
8. Educational Qualification

Sl. No.	Name of Exam with Subjects	Year of Passing	Board/University	Mark Secured	Percentage
1	2	3	4	5	6

9. Sex (Male/Female)
10. Community (SC/ST/SEBC/OTHERS)
11. Mobile Phone No.
12. E-mail ID.
13. Details of Demand Draft I.P.O. (Number/Denomination/Amount)
14. Experience, if any
15. List of enclosures

DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I have read the details in the Advertisement Notice carefully and I hereby declare that I fulfill all the conditions of eligibility prescribed for admission to the examination. In case of any of the statement/particulars given found wrong during or after the selection, my candidature for the said post will be cancelled.

Place:

Date:

Full Signature of the Candidate