

# THE HIGH COURT OF ORISSA: CUTTACK

## Advertisement No. 3 of 2022

Cuttack, Dated 26<sup>th</sup> March, 2022

### RECRUITMENT TO THE POSTS OF JUNIOR STENOGRAPHER IN THE HIGH COURT'S ESTABLISHMENT

Online applications are invited from the eligible candidates from **28.03.2022 to 18.04.2022** till 11.59 P.M. for recruitment of 22 (Twenty Two) posts of Junior Stenographer in **Group-'C'** in the scale of pay of Rs.25,500 – Rs.81,100/- in Level-7 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The recruitment shall be conducted in accordance with the provisions of "The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019 and The High Court of Orissa (Appointment of Staffs and Conditions of Service) (Amendment) Rules, 2021 & 2022."

#### 2. **VACANCY POSITION:**

The category wise vacancy position along with reservation thereof is given below:

| <b>Sl. No.</b> | <b>Category</b> | <b>No. of Posts</b>  |
|----------------|-----------------|----------------------|
| 1.             | Unreserved      | 08 (Women-01)        |
| 2.             | SEBC            | 03 (Women-01)        |
| 3.             | Schedule Caste  | 05 (Women-02)        |
| 4.             | Schedule Tribe  | 06 (Women-02)        |
| <b>Total</b>   |                 | <b>22 (Women-06)</b> |

- a) Exchange of reservation between Schedule Caste and Schedule Tribe will not be considered.
- b) 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.
- c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice, depending upon the exigencies of public service at the discretion of Hon'ble the Chief Justice.
- d) The reservation for different categories in the present recruitment of Junior Stenographers shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.

**3. AGE:**

A candidate must be above 21 (twenty-one) years of age and below 32 (thirty two) years of age on the 1<sup>st</sup> date of August, 2022.

The upper age is relaxable upto 5 years in case of SC, ST, SEBC & Women and upto 10 years for PwDs. Persons with disabilities belonging to SC/ST/SEBC categories are eligible to get cumulative age relaxation of 15 years i.e. 10 years under PwD category and 5 years under SC/ST/SEBC category. Age relaxation for Ex-servicemen candidates for availing relaxation and reservation benefits will be as per government rules prescribed for the purpose.

Provided that, a candidate who comes under more than one category, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

**4. EDUCATIONAL QUALIFICATION:**

A candidate must possess a 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/transcription on computer. He/ she should have adequate knowledge in Computer Application.

**5. EXAMINATION FEE:**

A candidate is required to pay a non-refundable and non-adjustable fee of Rs. 500/- (Rupees five hundred) only through online by using debit card/credit card/net banking system. **Candidates belonging to Schedule Caste and Schedule Tribe and Persons with Disability are exempted from payment of examination fee.**

**6. SYLLABUS OF EXAMINATION:**

The Recruitment Examination for the post of **Junior Stenographer** shall comprise of Qualifying Test in English Subject, Computer Application Test (qualifying in nature) and Skill Test as detailed below.

**(A) Qualifying Test in English Subject - 100 marks (1 ½ hours duration)**

| <b>Written Test</b>                                | <b>100<br/>Marks</b> | <b>1 ½ hrs.</b> |
|--|----------------------|-----------------|
| (a) An Essay in English                            | 20 Marks             |                 |
| (b) Translation of Passage from Odia to English    | 20 Marks             |                 |
| (c) Re-translation of passage from English to Odia | 20 Marks             |                 |
| (d) Knowledge in English Grammar                   | 40 Marks             |                 |

A general category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of Marks in the above written test shall be disqualified for appearing the Computer Application Test.

Those who qualify in English Subject Test shall be called to participate in the Computer Application Test.

**(B) Computer Application Test (Qualifying in nature) :**

| <b>Computer Application Test</b>  | <b>100 Marks</b> | <b>1 hr.</b> |
|---|------------------|--------------|
| (i) Theory  | 50 Marks         | 30 minutes   |
| (ii) Skill Test   | 50 Marks         | 30 minutes   |
| [MS Office (Word, Excel & Power Point), MS Access, Internet Operation/ File Uploading & downloading]. |                  |              |

A candidate securing less than 50% of marks in the Computer Application Test shall be disqualified and a candidate who does not qualify in the Computer Application Test, shall not be called to participate in the Skill Test.

**(C) Skill Test:**

|   |                  |   |
|---|------------------|---|
| <p><b>Short Hand and Type Writing Test:</b><br/>The dictation 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.</p> <p><b>N.B.</b></p> <ol style="list-style-type: none"> <li><b>For each correct word 0.25 marks will be awarded.</b></li> <li><b>Maximum permissible limit of mistakes and/or omissions is 10% of total words.</b></li> <li><b>Mistake means wrong spelling of words, substitution of words, overlapping of words and wrong punctuation marks.</b></li> <li><b>Mistakes and/or omissions beyond 10% of total words shall be treated as disqualification and the candidates shall be debarred from consideration for selection.</b></li> </ol> | <b>100 MARKS</b> | 5 minutes for short hand/ dictation test and 10 minutes for type writing/ transcription test on computer. |
|---|------------------|---|

On the basis of marks secured in the Skill Test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

**7. OTHER ELIGIBILITY CONDITIONS:**

The candidate must be a citizen of India and he must –

- (i) Have the requisite qualification(s) and experience against the post he/she has applied for,
- (ii) Be able to read, write and speak Odia fluently.
- (iii) Be of good character;
- (iv) Be of sound health and mind, good physique and free from any contagious or communicable disease and should not be with bodily infirmity of more than 50%.
- (v) Not have more than one spouse living, if married.
- (vi) Not have any past criminal antecedent and / or record.
- (vii) Not have been convicted by any Criminal Court for offence involving moral turpitude.
- (viii) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.
- (ix) The government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para – 3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their application for this recruitment. However, the candidate already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of Skill Test.

- (x) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish the copy of publication of the changed name in local leading daily news paper as well as copy of notification in the Odisha Gazette in support of his/ her change of name.

**8. CERTIFICATES/DOCUMENTS TO BE UPLOADED:**

The candidates are required to upload the scanned copies of original documents

- (i) HSC or equivalent certificate in support of proof of age.
- (ii) Certificate from the Board of Secondary Education, Odisha or from any other Board or Council of Secondary Education approved by the Government in support of passing of Odia language test equivalent to M.E. School standard or a Certificate from a recognized School showing that he or she had taken Odia as a subject in Class-VII or Standard-VII and has passed the said Examination.
- (iii) Certificate of Bachelors Degree from a recognised University or such other qualification equivalent thereto.
- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Certificate from a recognised institute showing a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing.
- (vi) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
- (vii) Recent passport size photograph with full signature of the candidate on its lower portion of front side.
- (viii) Full signature of the candidate.

- (ix) Certificate from the competent authority indicating the category of the caste or the tribe or the class of the applicant, in case he or she belongs to Scheduled Caste, Scheduled Tribe or SEBC and claims reservation under such category.

**Explanation:-**

**Candidate who submits SEBC Certificate which is more than three years old on the date of submission of online application form are liable for rejection.**

- (x) Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD to claim reservation under such category.
- (xi) Discharge Certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- (xii) Sports Certificate, issued from Director of Sports, Odisha, if the candidate claims reservation under such category.

**9. MISCELLANEOUS:**

- (a) Candidates must go through the details of this Advertisement available in the website of Orissa High Court before filling up online application form.
- (b) Applications should be submitted **ONLINE** in the prescribed format only by logging into the official website of the Orissa High Court **www.orissahighcourt.nic.in** (Recruitment Corner)
- (c) Incomplete / incorrect application(s) submitted through modes other than the prescribed ONLINE format will not

be entertained and will be summarily rejected without assigning any reason.

- (d) The candidates are required to submit their original certificates at the time of **Skill Test** which are uploaded at the time of filing the Online Application.
- (e) Candidates already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of **Skill Test**.
- (f) The candidates are advised to check the Orissa High Court website regularly for latest updates.
- (g) No T.A./D.A. will be paid for appearing in the Examination.
- (h) No correspondence shall be entertained and no information shall be supplied during the process of the recruitment.
- (i) Canvassing in any form will be a disqualification.

**10. PENALTY FOR MISCONDUCT IN THE EXAMINATION:**

An applicant, who is or has been declared guilty of impersonation or of submitting fabricated document(s) specified in Sub-Rule (3) of Rule – 14, which has been tampered with or of making statements which are incorrect or false, or of suppressing material information or of using or attempting support for his candidature, may, in addition to the liability for criminal prosecution, be debarred either permanently or for a specified period –

- (a) By the Recruitment Committee, from appearing at any Qualifying Test/ Examination or Written Examination or Computer Application Test and Skill Test held by them for selection of candidates; and
- (b) By the High Court, from employment under them, as may be directed by the Chief Justice.



**11. CLOSING DATE:**

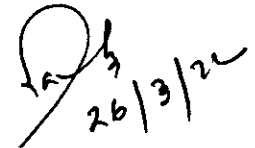
Online application shall be available in the website from **28.03.2022 to 18.04.2022 till 11.59 P.M.**

**Sd/- S. K. Dash Ray  
REGISTRAR, EXAMINATION**

Memo No. 5172(2) dated 26<sup>th</sup> March, 2022

Copy forwarded to:

- 1) Notice Board,
- 2) Superintendent, Computer Section with a request to upload the Advertisement in the Court's website.

  
26/3/22

**REGISTRAR, EXAMINATION**