

ORISSA HIGH COURT; CUTTACK
NOTICE

No. III - 126/16 -4598..... Date :10.03.16.....

1. Online Applications are invited till 11.04.2016 by 11.59 P.M. from the eligible candidates for filling up of following 19(Nineteen) posts of Junior Grade Typist / Data Entry Operator in the Establishment of Orissa High Court, Cuttack. The break up of the vacancies are as follows:-

Sl. No.	Name of the Post	Scale of Pay & Grade Pay	No. of Vacancies											
			UR		SEBC		S.C.		S.T.		PwDs B/LV	Ex-SM	SP	TOTAL
			M	W	M	W	M	W	M	W				
1.	Junior Grade Typist / Data Entry Operator	PB -1, Rs.5,200-20,200/- & Rs.1,900/-	5	3	1	1	2	1	5	1	Nil	Nil	Nil	19

- N.B.:- (i) B - Blindness, LV- Low Vision, Ex-SM- Ex-Servicemen and SP- Sports Person,
(ii) Out of the above vacancies, 3(three) vacancies (i.e. SC-1 & ST-2) are the backlog vacancies of the Recruitment Year,2014.
(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].

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. **Qualification** :- Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto and type writing with a minimum speed of 40 words per minute and should have passed in Computer Application from any Government Diploma recognized Institute.

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. and PwDs Candidates are exempted from paying the Examination Fees.

5. **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 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)	Precis writing	20 marks
(iii)	Translation of a passage from English to Odia	20 marks
(iv)	Translation of a passage from Odia to English	20 marks
(v)	English Grammar	10 marks

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