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**PUBLISHED UNDER THE AUTHORITY OF THE HIGH COURT OF
ORISSA, CUTTACK**

**NOTIFICATION
The 18th October 2019**

No. 1539 —In exercise of the power conferred under Article – 229 of the Constitution of India, the Chief Justice of the High Court of Orissa hereby makes the following Rules to regulate the recruitment and conditions of service of the persons appointed to various posts in different Cadres / Groups in the High Court of Orissa.

CHAPTER – I

1. Short Title and Commencement :–

These Rules may be called “The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019” and shall come into force on the date of publication in the Official Gazette.

2. Definitions :–

(1) In these Rules, unless the context otherwise requires, –

- (a) “Appendix” means the Appendix appended to these Rules;
- (b) “Appointing Authority” means the Chief Justice in respect of the posts classified under Group – ‘A’, ‘B’ & ‘C’ and the Registrar (Judicial) in respect of Group–‘D’ posts;
- (c) “Chief Justice” means the Chief Justice of the High Court of Orissa;
- (d) “Commission” means Odisha Public Service Commission or the Odisha Staff Selection Commission, as the case may be;

- (e) "Committee" means the Committee or Committees constituted for different purposes as provided under these Rules by the Chief Justice.
- (f) "Common Cadre of Assistant Registrar" means and includes the posts of Assistant Registrar (Establishment), Assistant Registrar (Judicial), Assistant Registrar (Judicial & Establishment), Establishment Officer, Stamp Reporter & Oath Commissioner, Additional Stamp Reporter & Oath Commissioner;
- (g) "Court" means the High Court of Orissa;
- (h) "Disciplinary Authority" means the Authority competent under relevant Rules to impose any of the penalties specified in such Rule upon the persons serving as the Officer / Staff attached to the High Court;
- (i) "Establishment" means and includes all Offices, Departments, Sections, Branches and other ancillary Cells, Units and Wings of the High Court of Orissa;
- (j) "Ex-Servicemen" means, persons as defined in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (k) "Governor" means the Governor of Odisha;
- (l) "Official Gazette" means the Odisha Gazette;
- (m) "Person with Disability or Physically Handicapped Person" means a person who has been issued with a Disability Certificate in the prescribed format by the competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Orissa Rules, 2003;
- (n) "Probationer" means a Member of the Service who is on Probation.
- (o) "Recruiting Authority" means the High Court of Orissa or Odisha Public Service Commission or Odisha Staff Selection Commission, as the case may be;
- (p) "Roll of the Court" does not mean Muster Roll or any other Roll maintained by the Court. It means the persons under engagement of the Court on the relevant date.

- (q) “Scheduled Castes and Scheduled Tribes” means such Castes and Tribes as notified by the President of India from time to time under Articles 341 and 342 of the Constitution of India respectively;
 - (r) “SEBC” means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes, as may be specified by the State Government from time to time;
 - (s) “State Government” means the Government of Odisha;
 - (t) “Year” means the English Calendar Year.
- (2) The words and expressions not defined in these Rules shall have the same meaning as have been assigned in the Odisha Service Code, and in case of ambiguity, the determination thereof by the Chief Justice shall be final.

3. Reservation of Vacancies :-

Notwithstanding anything contained in these Rules, reservation of vacancies for –

- (1) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made there under.
- (2) SEBC, Women, Sports Persons, Ex-Servicemen, Physically Handicapped Persons (not more than 50% handicapped, in view of the nature of work they are to be entrusted) and any other category / categories shall be made in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued in that behalf by the State Government from time to time.
- (3) In no circumstance the number of posts reserved shall exceed 50% of the total number of posts.

Provided that, in case the reservation as per the relevant State Acts and Rules providing for reservation to different categories exceeds 50% of the total number of posts in any category / group, the decision of the Chief Justice shall be final so as to restrict the reservation to 50%.

- (4) Reservation for categories specified in Sub-Rule (1) of this Rule shall also be applicable to appointment on promotion, subject to the decision of the Chief Justice in this regard, wherever necessary.

4. Categorization, Source and Group of Different Posts :-

Categorization, Source and Group of all the Staff of the High Court of Orissa shall be as indicated in Appendix – 1 of these Rules.

5. Appointment to Different Posts :-

- (1) Appointment to the posts classified under Group – ‘A’, ‘B’ and ‘C’ of Appendix – 1 shall be made by the Chief Justice, and to the posts under Group – ‘D’ of Appendix – 1 shall be made by the Registrar (Judicial) of the High Court.
- (2) The Officers under Head – I of Appendix – 1 shall be filled up from the members of the Orissa Superior Judicial Service and Orissa Judicial Service respectively.
- (3) The posts under Head – II of Appendix – 1 shall be filled up either by way of promotion from the feeder cadre / posts, subject to fulfilling requisite qualification and experience, or by way of direct recruitment, or by both modes, as prescribed in Appendix – 1.
- (4) Officers and Staff under Head – III of Appendix – 1 in Group – ‘A’, ‘B’, ‘C’ and ‘D’ shall be brought to the High Court on deputation from the appropriate Government.

- (5) The posts against Categories – 1, 2 and 3 under Head – IV of Appendix – 1 shall be filled up by direct recruitment as per the provisions of The Orissa High Court (Method of Recruitment and Conditions of Service of Senior System Officer, System Officer and System Assistant under e-Courts Service) Rules, 2013.
- (6) The posts against Categories – 1 and 2 of the “Tenure Posts” and “Remunerated Posts”, as mentioned in Appendix – 1, shall be filled up through the Scheme(s) formulated under this Rule.

CHAPTER – II

6. Direct Recruitment – Group – ‘B’ Posts :-

- (1) The post of System Analyst, Statistical Officer, Peripatetic Stamp Reporter, Translator, Judicial Indexer, Librarian, Programmer and Assistant Section Officer shall be filled up by way of direct recruitment, and the persons (candidates) desirous of appearing in the Test of Direct Recruitment should have the requisite qualifications and experience as mentioned in Appendix – 1.
- (2) So far as the post of Assistant Section Officer (ASO) is concerned, total vacancies arising in a year shall be filled up by way of direct recruitment.
 - (i) Provided that, 10% of the total vacancy arising in a year, subject to a maximum of 10 (ten) posts, shall be filled up by way of promotion on the basis of selection from the posts of Senior Grade Typists and Senior Grade Diarists who have rendered at least 10 (ten) years of continuous service inclusive of at least 3 (three) years of service in the respective posts and having requisite educational qualification for the post of Assistant Section Officer.

(ii) Provided further that, 10% of the vacancy arising in a year subject to a maximum of 2 (two) posts shall be filled up by way of promotion on the basis of selection from the posts of Copyists who have rendered at least 5 (five) years of continuous service and having requisite educational qualification for the post of Assistant Section Officer.

7. For the posts enumerated in Sub-Rule (1) of Rule 6, direct recruitment may be conducted by the Court or the task of direct recruitment may be assigned to the Odisha Public Service Commission or Odisha Staff Selection Commission, as the case may be, at the discretion of the Chief Justice, on the basis of the pay scale attached to a particular post.

8. Direct Recruitment – Group – ‘C’ Posts :-

- (1) The posts of Junior Stenographer, Technical Assistant (Library), Generator Operator and Junior Grade Typist / Data Entry Operator shall be filled up by way of direct recruitment.
- (2) Direct recruitment for the aforesaid posts may be conducted by the Court or the task of recruitment may be assigned to the Odisha Staff Selection Commission at the discretion of the Chief Justice.

9. Direct Recruitment – Driver and Group – ‘D’:-

- (1) The posts of Orderly, Office Peon, Farash, Night Watchman, Mali, Gate-Keeper and Class-IV of, Group – ‘D’ cadre and Driver shall be made by way of direct recruitment as per the mode and method provided in these Rules read with Appendix – 3.

- (2) The post of Permanent Mulia shall be abolished on superannuation of the present incumbent(s), and the said post(s) shall be included / merged in the Group – 'D' cadre on creation of Class – IV post(s) for the abolition of corresponding post(s).
 - (3) The posts of Sweeper and Sweeper-cum-Farash shall be abolished on superannuation of the present incumbent(s) and the said posts shall be included / merged in the cadre of Group-'D' on creation of Class-IV post(s) for the abolition of corresponding post(s).
 - (4) The works of Sweepers and Farash-cum-Sweepers shall be out-sourced or persons desirous of doing such works may be engaged as Mulia on daily-wage basis.
 - (5) The Chief Justice, at his discretion, may direct the Registry to engage as many number of Mulia as would be necessary on Daily-Wage basis for manual work of the Court and maintenance of Garden, etc.
 - (6) Such Mulia(s) shall not have any right of continuance in such post, and he/she cannot claim any right for regularization in the post. He/she may however participate in the recruitment process of the Court as and when taken up for Group-D / Class-IV posts, if he/she is otherwise qualified for the same.
 - (7) The "Promotion" and "Direct Recruitment" for the post of Driver shall be as per Appendix – 1. The Driving-knowing Peons, who have put in requisite experience as per Appendix– 1 and are otherwise suitable for promotion, shall be considered first for promotion to the post of Driver, and thereafter the remaining vacancies in a particular year shall be thrown open for direct recruitment.
- 10.** (1) Each of the Judges of the Court shall have discretion and privilege to engage two persons of his / her own choice for his / her household work.

The tenure of such persons engaged by each Judge shall be coterminous with the tenure of the said Judge. They shall be paid monthly remuneration as decided by the appropriate Government after consultation with the Court. Such appointment(s) shall be regulated by the scheme formulated under this Rule.

- (2) The person(s) engaged by a Judge, if otherwise qualified, as indicated in Appendix – 1, shall be allowed to appear in the direct recruitment test for Group – ‘D’ / Class – IV posts.
 - (i) He / she shall be given upper age relaxation of 5 (five) years for appearing in such recruitment test.
 - (ii) He / she, if qualifies in the scrutiny / suitability test as outlined in Appendix – 3, shall be given 1 (one) mark for each completed year of his/her satisfactory service in the household work of the Judge, subject to a maximum of 5 (five)(weightage) marks, on the basis of the Certificate furnished by the Secretary of the concerned Judge.
- (3) The Mulia(s), who shall be in the Roll of the Court on the date of issuance of Notification for recruitment to Group – ‘D’, shall be given 1 (one) mark for each completed year of his / her satisfactory service, subject to a maximum of 5 (five)(weightage) marks on the basis of certificate furnished by the Secretary of the concerned Judge to whose household he / she is attached, or on the basis of certificate furnished by the Assistant Registrar of the Court.
- (4) The Mulia(s), who shall be in the Roll of the Court on the date of coming into force of these Rules, irrespective of his / her tenure, shall, as a

special case, be given 5 (five)(weightage) marks by the Registrar (Judicial) on prior approval of the Chief Justice.

- (5) Such mark(s) shall be given to the candidates mentioned in Sub-Rule 2(ii), 3 and 4 of this Rule, at the second stage of the Test, i.e. the Selection Test, as indicated in Appendix – 3.

CHAPTER – III

11. Qualification(s) for Direct Recruitment – Group – ‘B’, ‘C’ and ‘D’ Posts :-

- (1) A candidate, in order to be eligible for being called in the Direct Recruitment Test for any post in any Group, 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, as shown in Appendix – 1.
 - (ii) Be able to read, write and speak Odia fluently.
 - (iii) Be above 21 (twenty-one) years of age and below 32 (thirty-two) years of age on the first date of August of the year in which the advertisement for the recruitment is published.
 - (a) Provided that, the upper age limit in respect of the reserved categories as referred to in Rule – 3 shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders, Circulars or Instruction for the time being in force, for the respective reserved categories.
 - (b) Provided further that, the upper age limit in respect of the persons engaged in the household of a Judge, applying for the post in Group – ‘D’ / Class – IV, shall be relaxed by 5 (five) years.
 - (c) Provided further that, so far as appointment of Senior Stenographer(s) by way of direct recruitment, as provided in Rule – 35(2) is concerned,

maximum age relaxation of 5 (five) years shall be allowed to the candidate appearing for such test.

(d) Provided further that, Group-‘C’ and Group-‘D’ employees of the Court desirous of appearing in the direct recruitment test for Group-‘B’ category posts, if they are otherwise qualified as per Appendix – 1 to appear in such test, shall be allowed maximum age relaxation of 5 (five) years.

(e) Provided further that, the Mulia(s), who shall be on Roll of the Court, as indicated in Sub-Rules (3) & (4) of Rule– 10, shall be allowed maximum age relaxation of 5 (five) years.

(iv) Be of good character;

(v) 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%.

(vi) Not have more than one spouse living, if married.

(vii) Not have any past criminal antecedent and / or record.

(viii) Not have been convicted by any Criminal Court for offence involving moral turpitude.

(ix) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.

12. Determination of Vacancy, Recruiting Agency, etc. :-

(1) Every year, by the end of March, vacancy for each post in all the Groups in respect of which Direct Recruitment Test is required to be held, as detailed in

Appendix-1, shall be determined, keeping in view the anticipated vacancy up to August 31st of that year.

- (2) After determination of vacancies for a particular year, as indicated above, the posts to be reserved for different categories coming under the benefit of reservation shall be determined, and the vacancy position shall be placed before the Chief Justice.
- (3) The Chief Justice may take a decision regarding the task of recruitment for the post(s) to be assigned to Odisha Public Service Commission or Odisha Staff Selection Commission, as the case may be, on the basis of pay-scale attached to the posts.
- (4) The Chief Justice in his / her discretion may assign the task of recruitment of all the posts of different categories (except Driver, Group-D / Class-IV) to the Odisha Public Service Commission or Odisha Staff Selection Commission, as the case may be, or may keep some category of posts in respect of which recruitment process may be taken up by the Court.
- (5) Details of recruitment of posts assigned to the Odisha Public Service Commission or the Odisha Staff Selection Commission, as the case may be, shall be communicated to the appropriate Government for issuance of necessary direction to the competent Commission for conducting the recruitment test. In respect of the post(s) for which the Court reserves the right to conduct the recruitment test, the Chief Justice shall constitute a Committee of Judges for the said purpose.
- (6) The Court or Commission, as the case may be, shall invite applications through Online Process and by giving advertisement in at least two widely circulated News Papers, one of which must be in regional language. Such advertisement

given to the News Papers shall be published in all the editions of that News Papers circulated in different areas.

- (7) Such advertisement shall state in detail regarding qualification, age, experience, syllabus, examination fees, mode of payment of the examination fees, details of reservation and exemption of fees, if any, etc.
- (8) The recruitment test for different posts under Head – II of Appendix – 1 (except Driver and Group-D) shall be conducted as per the syllabus more fully mentioned in Appendix – 2-A to Appendix – 2-K.
- (9) So far as the method of selection for Group-‘D’ and Driver posts are concerned, the details are more fully described in these Rules and Appendix – 3.
- (10) There shall be no Short-Listing of Candidates by the Commission or the Committee, as the case may be, on the basis of educational qualification / career mark, for calling them to appear in the recruitment test.

13. Stages of Direct Recruitment – Group – ‘B’ and ‘C’ Posts :-

- (1) All the Direct Recruitment Test except for Driver and Group-‘D’ posts, shall have three stages, i.e. –
 - (i) Preliminary Test.
 - (ii) Main Examination / Test
 - (iii) Viva-Voce Test
- (2) The Preliminary Test shall carry 150 marks and shall be of two hours’ duration in accordance with the Graduation Course on the subjects of General English, General Knowledge, Logical Reasoning and Quantitative Aptitude. In such Preliminary Test there shall be 150 numbers of Objective Type of Questions with Multiple Choice Answers.

Provided that, such Preliminary Test in respect of the posts for which lesser qualification is prescribed, questions shall be set as per the syllabus for such lesser qualification.

- (3) There shall be Negative Marking of 0.5 (half) mark for each wrong answer.

Provided that, the Commission or the Committee, as the case may be, shall decide the number of candidates to be called to sit in the main examination on the basis of result of the candidates in the preliminary examination, and the cut off mark in the preliminary test shall be determined accordingly.

- (4) So far as Main Examination / Test is concerned, for all the posts, English Paper shall be of qualifying nature, and if a candidate belonging to General Caste does not obtain at least 45% of the Full Marks in the Paper and if a candidate belonging to SC or ST category does not obtain at least 33% of the Full Marks in the Paper, other Papers of such candidate in the Main Examination / Test shall not be evaluated and he/she shall be deemed to have been disqualified.

- (i) Provided that, the marks secured by a candidate in English, as provided above in this Rule, shall not be taken into account while drawing up the final merit list.
- (ii) Provided further that, Computer Test, wherever prescribed for a post, shall be qualifying in nature, and the qualifying mark shall be 50% of the total marks in the said paper. Such mark obtained in Computer Test shall not be taken into account while drawing up the final merit list except the post of 'System Analyst' and 'Programmer'.

- (5) Notwithstanding the aforesaid provisions, the Chief Justice, on the request of the Commission or the Committee, as the case may be, may dispense with

requirement of the Preliminary Test, if the number of applicants applying for a particular post is manageable.

- (6) Notwithstanding the aforesaid provisions, the Chief Justice, on the request of the Commission or Committee, as the case may be, may reduce the qualifying marks at his / her discretion to meet the exigency of non-availability of sufficient number of candidates.

CHAPTER – IV

14. Submission of Application :-

- (1) Every candidate, applying for the post in the Establishment of the Court, in which Direct Recruitment Test has been prescribed except the post of Driver (Group – 'D' / Class – IV), shall submit the application in his / her own handwriting in the Form prescribed by the Commission / Court along with the Certificates and other documents, as indicated in the Advertisement notified by the Commission or Court in a particular year of recruitment, to the Secretary of the Commission or the Registrar (Judicial) of the Court, as the case may be, so as to reach him / her by such date as may be notified by the Commission / Court in this behalf.

Provided that, in case of a person already in Government service, the application shall be submitted through the concerned Appointing Authority.

- (2) Every applicant shall submit two copies of his or her recent passport size photographs with his / her signature and, one of which shall be affixed on the first page of the Application Form at the space provided there for.
- (3) Every application shall be accompanied with the following documents :-

- (i) Certificates showing the proof of age, which shall ordinarily be the High School Certificate or a Certificate of passing an equivalent examination.
- (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.

Explanation :- If an applicant produces 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, it shall be treated as compliance of Sub-Rule -3(ii) of this Rule.

- (iii) Certificate of Degree or Master's Degree or any other Certificate of Education prescribed for a post in Appendix–1 from the concerned University or the Institution, from which the applicant has obtained the same.
 - (iv) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
 - (v) 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.
 - (vi) Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of candidates belonging to Physically Handicapped category.
- (4) Copies of the documents attested by the officer competent to attest, shall be submitted with the Application Form, but the original thereof shall be produced at

the time of Interview / Viva-Voce Test. The Commission / Court may, at their discretion, require such additional proof on any of the matters, as may think fit.

- (5) The application of a candidate shall be rejected at the discretion of the Commission / Court, if it is not complete in all respect, as specified by the Commission / Court.

15. Examination Fee :-

- (1) No application shall be considered, unless it is accompanied by a crossed Indian Postal Order payable to the Secretary, Odisha Public Service Commission, or a Treasury Challan showing payment of such amount to the Government Treasury under the Head of Account “0051 – Public Service Commission – 105 – State PSC, Examination Fees” towards Examination Fees, as may be determined by the Commission from time to time.
- (i) Provided that, when the Examination is conducted by the Court, fees as indicated in the Advertisement 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”, as may be determined by the Court from time to time, shall have to be annexed with the Application Form.
- (ii) Provided further that, when the Examination is conducted by Odisha Staff Selection Commission, such fees shall be paid in the mode or under the Head as indicated in the Advertisement for the purpose.
- (iii) Provided further that, such fees can also be paid Online in the mode prescribed in the Advertisement.

- (iv) Provided further that, the candidates belonging to Scheduled Caste and Scheduled Tribe category and any other category as indicated in the Advertisement, shall be exempted from payment of Examination Fees.
- (v) Provided further that, no claim for return of fees so paid shall in any circumstances be entertained.

16. Penalty for Misconduct in the Examination :-

An applicant, who is or has been declared guilty of impersonation or of submitting fabricated document(s) or 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 Commission or Court, as the case may be, from appearing at any Preliminary Written Examination or Main Examination or Interview held by them for selection of candidates; and
- (b) By the Court, from employment under them, as may be directed by the Commission or the Chief Justice, as the case may be.

17. Consideration of Application by the Commission / Court :-

The Commission or Court, as the case may be, shall scrutinize the Applications received by it and, after considering the eligibility of the applicant for admission to the Examination to be held by it for the Recruitment under Rules 6 and 8 under Chapter – II shall issue well in advance a Certificate of Admission / Admit Card to each eligible candidate to appear at the Preliminary Written

Examination or Main Examination or Computer Test or Interview / Viva-Voce Test, as the case may be.

18. Intimation for Appearing at the Preliminary Written Examination or Main Written Examination or Computer Test or Interview / Viva-Voce Test :-

The Certificate of Admission / Admit Card issued by the Commission / Court under the aforesaid Rule shall specify the date, time and venue of the Preliminary Written Examination or the Main Written Examination or Computer Test or the Interview / Viva-Voce Test, as the case may be, and the candidates so intimated shall present themselves on the appointed date at the time and place at their own expenses.

19. Determination of Number of Candidates for Main Written Examination :-

The Commission or the Court, as the case may be, shall call for the candidates for Main Written Examination, who have secured not less than 33% of marks in case of Scheduled Castes & Scheduled Tribe candidates and 40% of marks in case of others in the Preliminary Written Examination.

Provided that, the Commission or the Court, as the case may be, shall have the discretion to fix the cut-off mark, taking into consideration the number of vacancies to be filled up and the number of candidates who have qualified in the Preliminary Written Examination.

20. Determination of Number of Candidates for Computer Test or Interview / Viva-Voce Test :-

The Commission / Court shall call the candidates for Computer Test, (wherever prescribed) or Interview / Viva-Voce Test, who have secured not less than 45% of marks in aggregate and a minimum of 33% of marks in each paper

in the Main Written Examination. Such marks in case of Scheduled Caste and Scheduled Tribe candidates shall be 40% and 30% respectively.

21. Representation of the High Court in the Interview :-

- (1) A Registrar of the Court, nominated by the Chief Justice, shall represent the High Court and shall be present at the time of Interview / Viva-Voce Test along with the Chairman and other Members of the Commission.
- (2) The opinion given by the Representative of the High Court with regard to suitability of the candidates shall not be disregarded, unless there are strong and cogent reasons to be recorded in writing for not accepting the opinion of the said Representative.

22. Preparation of List by the Commission / Court :-

- (1) For the purpose of Recruitment under Rules 6 and 8, the marks secured by the candidate(s) in the Interview / Viva-Voce Test shall be added to the marks obtained by him / her in the Main Written Examination so as to arrive at the total marks secured by him / her, and the names of the candidates shall be arranged in order of merit on the basis of such total marks.

Provided that, the names of the candidates shall not be included in the Merit List, unless such candidates secure a minimum of 40% of marks in the Interview / Viva-Voce Test.

- (2) If two or more candidates secure equal marks in aggregate, the order or merit shall be determined in accordance with the marks secured at the Main Written Examination, and if the marks secured at the Main Written Examination of the candidates concerned is also equal, then the order of

merit shall be decided as to who is older in age, and the person older in age shall be placed above the other candidate.

Explanation :- A Composite Merit List of Unreserved as well as Reserved Category candidates shall be prepared by the Commission or the Committee as the case may be, and a separate Merit List for each category of Reserved Candidates shall be prepared and Appointment shall be made in the vacancies reserved for them, if they cannot be otherwise appointed on the basis of their position in the Composite Merit List. Such Composite Merit List shall be retained with the Commission or the Committee for the recruitment calendar year or till the date of next Recruitment Test, whichever is earlier.

23. Forwarding of the Merit List to the Chief Justice :-

The Commission or the Committee shall then forward to the Chief Justice the Merit List of Successful Candidates prepared by them under the above Rules, which shall contain the Names and Roll Number of the candidates found suitable equal to the number of vacancies advertised by the Commission along with the Application and Attestation Form of the concerned candidates, indicating therein whether any candidate belongs to the Reserved Category.

24. Formation of the Select List :-

- (1) The List so received from the Commission / Committee shall then be placed before the Chief Justice for approval, and after receiving the approval of the Chief Justice, the same shall form a Select List.
- (2) Appointment to different posts, for which the Examination was held, shall be made from the Select List in the same order, the names of the candidates appear therein.

- (3) The Select List, unless the Chief Justice otherwise decides, shall remain ordinarily in force for one year from the date of its approval by the Chief Justice or till the date of next Recruitment Test, whichever is earlier.
- (4) Mere inclusion of names in the Select List shall confer no right of appointment, unless the Chief Justice is satisfied, after making such inquiry, as may be deemed necessary, that the candidate is suitable in all respect for being appointed to the services of the Court.

CHAPTER – V

25. Direct Recruitment of Orderly & Office Peon, Farash, Gate-Keeper and Class-IV Employees :-

- (1) Recruitment for the posts of Orderly & Office Peon, Farash, Gate Keeper and Class-IV employees shall be made as per the Scheme of Recruitment Examination and procedure detailed in Appendix – 3 of these Rules and an applicant has to apply for the post in the Form prescribed in Appendix – 4.
- (2) The Chief Justice shall constitute Committee / Committees of Registrars for such recruitment. If more number of Committees are required to be constituted keeping in view the number of applicants to be tested during the first stage of test, i.e. scrutiny and suitability test, the District Judges and Additional District Judges may be called for constitution of required number of Committees. The Senior-most Officer of the Committee shall be the Chairman of that Committee.
- (3) A Judge nominated by the Chief Justice shall be in charge of overall supervision of the entire process of recruitment outlined in this chapter.

26. Recruitment of Mali / Gardener :-

- (1) A Gardener shall be a trained person, who has either undergone any special training in gardening or who has got experience in gardening for a period of at least three years either in Government or Private Nursery / Farm.
- (2) The selection for the post of Gardner shall be held by the concerned Committee in three stages as provided in Appendix – 3.
 - (i) First stage of test
Scrutiny & suitability test -- 10 marks
 - (ii) Second stage of test
Practical test -- 25 marks
 - (iii) Third stage of test
Interview / Viva Voce test -- 15 marks
- (3) The candidate, who becomes successful in the scrutiny / suitability test, shall be called for Practical Test.
- (4) The Committee concerned may take the assistance of any expert, who, however, must be a Government servant, such as the District Horticulture Officer or District Agriculture Officer for assessing the expertise and competence of the candidate in course of Practical Test and Interview / Viva Voce Test.
- (5) The candidate, who becomes successful in Practical Test, shall be called for Interview / Viva Voce Test as per the Scheme in Appendix – 3.

27. Recruitment of Night Watchman :-

- (1) The Night Watchman should either be a Retired Defence Personnel or a Para-Military Service Personnel or a person possessing special training supported by Certificates for discharging the function of a Night Watchman.

- (2) The selection for the post of Night Watchman shall be held by the concerned Committee at two stages :-

Physical Test carrying -- 30 marks

Personal Interview carrying -- 20 marks

- (i) Provided that, the concerned Recruitment Committee may take the assistance of the Deputy Commissioner of Police, Cuttack or the Reserve Inspector of Police, Cuttack for conducting necessary physical fitness test including measurement of height, chest, weight, etc. of the candidates.
- (ii) Provided further that, in case of large number of applicants, the concerned Committee may resort to scrutiny / suitability test, as provided in Appendix – 3.

28. Recruitment of Driver :-

- (1) Recruitment for the post of Driver shall be held by the concerned Committee at two stages :-

Practical Test -- 30 Marks

Viva-Voce Test / Interview -- 20 Marks

- (i) Provided that, the concerned Committee may take assistance of an M.V.I. for conducting necessary Practical Test and Interview / Viva-Voce Test.
- (ii) Provided further that, in case of large number of applicants, the concerned Committee may resort to scrutiny/suitability test, as provided in Appendix- 3.

- 29.** The provisions of Rule 25 (2) & (3) shall also be applicable to the recruitments under Rules 26, 27 & 28.

An applicant has to apply in the Form prescribed by the concerned Recruitment Committee for the posts specified in Rules 26, 27 & 28.

- 30.** (1) The Registrar (Judicial) being the Appointing Authority, shall not be a Member of any Recruitment Committee for Group-“D” / Class-IV employees.
- (2) The final merit list for the candidates outlined in Rules 25 to 28 shall be drawn by adding the marks secured by the candidates in the Interview / Viva-Voce Test (third stage of test, as provided in Appendix – 3) to the marks obtained by him / her in the Selection Test / Practical Test / Physical Test, as the case may be, so as to arrive at the total marks secured by him / her, and the names of the candidates shall be arranged in order of merit on the basis of such total marks.

Provided that, if two or more candidates secure equal marks in aggregate, then the order of merit shall be determined in accordance with the marks secured by them in the Selection Test / Practical Test / Physical Test, as the case may be, and, if the marks secured in the aforesaid tests of the candidates concerned shall also be equal, then the order of merit shall be decided as to who is older in age, and the person older in age shall be placed above the other.

- (3) The Merit List in respect of General and Reserved category shall be prepared in accordance with the Explanation to Rule – 22.
- (4) The Committee shall then place the Merit List so prepared (except the Merit List in respect of Drivers) before the Registrar (Judicial) for approval, and the number of candidates found suitable, shall be equal to the number of vacancies advertised.
- (5) So far as the post of Driver is concerned, the Merit List shall be placed before the Chief Justice for approval.

- (6) The provision of Rule – 24 shall apply to the Select List approved by the Chief Justice or the Registrar (Judicial), as the case may be.

CHAPTER – VI

31. Probation :-

- (1) Every person appointed to the service at entry level in Group – ‘B’ posts shall be on probation for a period of 2 (two) years from the date of appointment.

Provided that the appointing authority may, if it thinks fit in any case or class of cases, extend the period of probation.

Provided further that, such period of probation shall not include –

- (a) *Extraordinary Leave*
 - (b) *Period of Unauthorized Absence; or*
 - (c) *Any other period held to be not being on actual duty.*
- (2) *The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by the authority at any time without prior notice during the period of probation including extension of such period.*
- (3) *A probationer after completion of the period of probation to the satisfaction of the authority and successful completion of training, if any, during the period shall be eligible for confirmation against the substantive post in the cadre.*

32. Confirmation :-

- (1) All appointments by way of direct recruitment at the entry level to Group – ‘C’ and ‘D’ posts shall be on contractual basis for a period of 3 (three) years from the date of joining.

- (2) Such appointments on contractual basis may be extended for a further period of 2 (two) years at the discretion of the Chief Justice in case of Group - "C" posts, or the Registrar (Judicial) in case of Group- "D" / Class-IV posts, on the basis of reasons given in writing for the same or on the ground that the performance of the person in the post held on contractual basis is not up to the mark to the satisfaction of the Chief Justice or the Registrar (Judicial), as the case may be.
- (3) If during the period of contractual appointment, a candidate's work and / or conduct is found to be unsatisfactory or he / she is found to be indisciplined, the Chief Justice or the Registrar (Judicial), as the case may be, may terminate his / her service at any point of time without assigning any reason and without giving any notice.
- (4) After completion of 3 (three) years or 5 (five) years of service, as the case may be, on contractual basis, a candidate shall be absorbed in the permanent establishment of the Court in the scale of pay admissible to the Grade / Post, he / she is absorbed in.
- (5) The Pay and Allowances to the above categories of employees during the period of appointment on contractual basis, shall be paid as per the Guidelines / Circular / Order / Instruction issued by the State Government from time to time.
- (6) The Seniority of Group –'C' and 'D' categories of employees at the entry level shall be reckoned in the Gradation List prepared for each Group / Cadre from the date of their confirmation. Their continuous service as contractual employee shall however be reckoned for their retiral benefits, if any.

- (i) Provided that, in case of confirmation, at the same time the inter se seniority shall be fixed on the basis of the place of an employee in the Select List prepared at the time of Recruitment Test.
 - (ii) Provided further that, if for reasons indicated in Sub-Rule (2) of this Rule, the confirmation of an employee is delayed, his serial number in the Gradation List shall slip to the year of his / her confirmation.
- (7) In reckoning the period of contractual appointment for 3 (three) years or 5 (five) years, as the case may be, following period shall not be taken into consideration.
- (i) Extra-ordinary leave ;
 - (ii) Period of unauthorized absence ; or
 - (iii) Any other period held to be not being on actual duty.

33. Fixation of Seniority and Gradation :-

- (1) The Gradation List of the candidates (employees) belongings to Group - 'A' and 'B' shall be prepared in order of seniority. The seniority of the members of staff of the Court in a group / cadre shall be determined in accordance with the position secured by them in the Competitive Examination / Assessment Test, as the case may be.
- (2) Where candidates are recruited to a grade / cadre by both the sources in a year, i.e. by promotion and by direct recruitment at the same time, the promotes shall take precedence over direct recruits in the Gradation List.
- (3) Candidates promoted at the same time to a particular grade or cadre shall retain the position inter se, which they held in the feeder grade / cadre.

CHAPTER – VII

34. Promotion to Group – ‘A’ Posts :-

- (1) The posts of Additional Registrar (Establishment), Additional Registrar-cum-Principal Secretary, Joint Registrar-cum-Principal Secretary to the Chief Justice, Joint Registrar (Judicial), Joint Registrar (Establishment), Additional Deputy Registrar (Judicial & Establishment), Additional Deputy Registrar-cum-Additional Principal Secretary, Assistant Registrar (Establishment), Assistant Registrar (Judicial), Assistant Registrar (Judicial & Establishment), Establishment Officer, Stamp Reporter & Oath Commissioner, Additional Stamp Reporter & Oath Commissioner, Assistant Registrar-cum-Senior Secretaries to Judges, Court Officer-cum-Assistant Registrar and Assistant Registrar (Protocol), under Head – II of Appendix – 1, shall be filled up by way of promotion / selection from the feeder cadre / posts, having requisite qualification(s) and experience as mentioned in Appendix – 1.
- (2) Promotion to the aforesaid posts may be made by the Chief Justice himself / herself or through a Committee of Judges nominated by the Chief Justice, of which the Registrar (Judicial) shall be the Convener.
- (3) The Chief Justice shall have the discretion to conduct a test to assess the merit and suitability of the persons (candidates) within the zone of consideration for promotion.
- (4) If such test of assessment is undertaken at the discretion of the Chief Justice, the Chief Justice himself / herself or the Committee of Judges constituted for the purpose may devise the mode and method of the test.

- (5) All the Officers under Head–I and Head–II shall hold office during the pleasure of the Chief Justice.

35. Promotion to Group – ‘B’ Posts :-

- (1) The posts of Superintendent, Secretary to Judges, Section Officer, Section Officer (Translation Branch), Personal Assistant, Superintendent of Typist (Level – I), Superintendent of Typist (Level – II), Senior Stenographer and Head Driver shall be filled up by way of promotion from the feeder cadre / posts having requisite qualification(s) and experience as mentioned in Appendix – 1.
- (2) In case of non-availability of eligible, suitable, meritorious candidates for promotion from the feeder cadre / posts, appointment to the post of Senior Stenographer(s) may be made by way of direct recruitment at the discretion of the Chief Justice.
- (3) The provisions of Sub-Rules (2), (3) and (4) of Rule 34 shall apply so far as Test of Assessment for promotion / selection is concerned.

36. Promotion to Group – ‘C’ Posts :-

- (1) The posts of Senior Typist, Senior Diarist, Senior Driver, Diarist and Copyist shall be filled up by way of promotion from the feeder cadre / posts having requisite qualification and experience as mentioned in Appendix – 1.
- (2) Provisions of Sub-Rules (2), (3) and (4) of Rule 34 shall apply so far as Test of Assessment for promotion / selection is concerned.

37. (1) The post of Jamadar, Daftari, Attender, Cook-cum-Caretaker, Mali-cum-Chowkidar, Treasury Sarkar and Driver shall be filled up by way of promotion as per the requisite qualification and experience indicated against the respective posts in Appendix – 1, from the feeder cadre / posts.
- (2) For the purpose of assessing the merit and suitability of the persons for promotion to the aforesaid posts, the Chief Justice may constitute a Committee of Registrars, and such Committee of Registrars shall devise the mode and method of assessment of the persons in the zone of consideration for promotion.

38. **Principles of Promotion :-**

- (1) Promotions to the various posts in the Court's service shall be made by the Appointing Authority basing on Merit-cum-Suitability with due regard to Seniority except in respect to the post of Court Officer-Cum- Asst. Registrar and Asst. Registrar(Protocol).
- (2) Vacancies, whether permanent or casual in the promotional posts, as indicated in Appendix – 1, shall ordinarily be filled up by promotion. Such promotion shall be made from the employees belonging to the feeder cadre having minimum qualification and experience as required for the promotion to the next higher post as indicated in Appendix – 1 of the Rules.

Provided that, in the event of non-availability of eligible / suitable candidates for being considered for promotion, appointment may be made by

way of direct recruitment at the discretion of the Chief Justice to fill up the vacancy in the promotional post.

- (3) The staff holding an Ex-cadre post shall also be included within the zone of consideration for promotion to any post carrying next higher scale of pay, when their juniors become entitled for consideration for such promotion.
- (4) The Assistant Section Officers shall have to pass the Accounts Training for being considered for their promotion to the next higher post.

Provided that, the Assistant Section Officers, who are otherwise eligible without passing of Accounts training at the time of consideration of their promotion to the next higher grade / post within one year of the date of coming into force of these Rules, shall be required to pass such training within 3 (three) years from the date of their promotion and, if they fail to pass the Accounts Training within the stipulated period, they shall not be given further promotion to the next higher grade.

- (5) The Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988, as amended from time to time, shall be applicable to the posts falling vacant for promotion.
- (6) The benefit of reservation shall be provided as per the relevant Acts, Rules, Circular, Order, Instruction, in case of promotion, as provided in Sub-Rule (4) of Rule 3 of these Rules.

- (7) At every stage of promotion, test of assessment of the candidates except Group – 'D' within the zone of consideration shall be held, as provided in Sub-Rules (2), (3) & (4) of Rule – 34 of these Rules.
- (8) Though the Chief Justice himself / herself or the Committee constituted for the purpose may devise the mode and method of test of assessment, the merit and suitability of the employees for promotion to different posts under Head – II, except the Secretarial Employees up to the post of Secretary, shall be assessed out of 100 marks in the following division –
- (i) 25 marks for Communication Skill.
 - (ii) 25 marks for Knowledge of procedure and working of different Branches, Sections, Wings, etc. of the Court.
 - (iii) 25 marks for Service Record.
 - (iv) 25 marks for Personality.
- (9) The merit and suitability of the Secretarial Employees up to the level of Secretary shall be assessed out of 100 marks with the following divisions –
- (i) 25 marks for Stenography and Typing Test for evaluation of a passage of 200 words dictated in 3 (three) minutes which is to be transcribed in Computer in 5 (five) minutes.
 - (ii) 25 marks for Knowledge of Procedure and Secretarial Practice in the High Court.
 - (iii) 25 marks for Service Record.
 - (iv) 25 marks for Communication Skill and Personality.

- (10) The Chief Justice may, in case of suitable and highly deserving candidates or class of candidates and for administrative exigencies, dispense with all or any of the above requirements.
- (11) Without prejudice to other liability, if any, may be incurred under any of the provisions of these Rules, a member of the staff, who expresses his/her unwillingness to accept a higher post, or who being promoted to the higher post, fails to join the post within the time stipulated without sufficient reasons, shall be liable to be debarred from claiming any such promotion in future.

39. Assured Career Progression :-

Whenever any employee does not get promotion to the next higher post or his / her pay gets stagnated in the same cadre, as the case may be, he / she shall be allowed to get Assured Career Progression scale of pay as decided by the State Government from time to time.

40. Up-gradation of Post :-

- (1) No post shall be upgraded, giving benefit to a single individual staff to the disadvantage and dissatisfaction of other similarly situated person / persons in the same cadre or similar cadre carrying same and nearly same scale of pay and qualification.
- (2) Up-gradation of posts in a particular cadre may be made as a class, taking into consideration the nature of duty / duties rendered by the said class, with prior concurrence of the Finance Department of the State Government.

CHAPTER – VIII

41. Disqualification from Service :-

Notwithstanding anything contained in these Rules or in any other law for the time being in force, an employee of the Court, to whichever cadre / group he / she may belong, shall be held disqualified from continuing in service, if –

- (1) He / she is found drunk at the work place or during duty hours on more than three proved instances; or
- (2) He / she is found to have suppressed any information in his / her application form or declaration in course of the recruitment test;
- (3) He / she is suffering from any virulent form of contagious / communicable disease or an ailment so severe in form so as to deter him / her from discharging his / her duty.
- (4) His / her continuance in service, in the opinion of the Chief Justice, shall be detrimental to the interest of the Institution and the Administration.

42. Undertaking :-

- (1) Before being appointed as staff in the Court, the candidates to whichever group he / she may belong, shall be required to give an undertaking that he / she agrees and is prepared to duly discharge the duties assigned to him / her by the Court in course of his / her posting.
- (2) Orderly, Office Peon, Gardener, Farash, Night Watchman, Mali & Gate Keeper including Class-IV employees in Group-‘D’ cadre are required to give an undertaking that they have no objection to work in the house-hold of the Judges,

Judicial Officers of the Registry and they shall do whatever duty they are assigned in the house-hold of the Judges, Judicial Officers of the Registry and in the Office.

43. Duties of Group – ‘D’ / Class – IV Employees :-

- (1) A Group-‘D’ / Class-IV employee, upon his / her appointment as such, shall perform such duties as have been detailed in Appendix– 5 of these Rules. The Office Peon attached to an Establishment, Branch, Section, Wings, etc. of the Court, in addition to the duties prescribed in Appendix- 5, shall perform works like dusting, cleaning, sweeping of different Sections, Branches, Office, Wings, etc., to which he / she is attached, as the case may be.
- (2) An Orderly / Peon attached to the household of a Judge or an Officer of the Registry shall perform such duty / duties as are assigned to him / her, and he / she shall be required to attend his / her duties during holidays and also at odd hours.

CHAPTER – IX

44. Review and Retirement in Public Interest :-

- (1) Notwithstanding anything contained in these Rules, or any other law for the time being in force, the Chief Justice, if he / she is of the opinion that it is in the public interest so to do, shall have absolute right to retire any member of the staff / service, who has attained the age of 50 (fifty) years, by giving him / her Notice of not less than three months in writing or three months’ pay and allowances in lieu of such Notice.

- (2) For the purpose of satisfaction and forming the opinion that it is in the public interest to retire compulsorily any member of the staff / service, the Chief Justice may constitute a Committee of Judges for reviewing the record of the concerned member of the staff / service under Head-II of Appendix-1 in respect of Group – ‘A’ and ‘B’ posts.
- (3) So far as Group – ‘C’ and Group – ‘D’ posts are concerned, a Committee of Registrars of the Court shall be constituted for the purpose of review.
- (4) The review shall be taken up when a member of the staff or members of the staff / service is / are about to attain the age of 50 years, 55 years and 58 years.
- (5) Nothing in this Rule shall be construed as limiting the general powers of the Chief Justice under Sub-Rule (1) to compulsorily retire a member of the service including the service under Group– ‘D’ posts, in public interest, at any time after he / she attains the age of 50 (fifty) years or he / she has completed 30 (thirty) years of service.
- (6) The provision of the G.A. & P.G. Department Circular No.27037, dated 24.09.2019 and any instructions, circular issued from time to time by the appropriate Government in this regard, so far as those are not inconsistent with the aforesaid provisions, may be adhered to in exercising the power of review.

45. Conditions of Service :-

- (1) The provisions of Orissa Government Servants Conduct Rules 1959 and Orissa Civil Service (Classification, Control and Appeal) Rules, 1962 shall apply to the employees of the Court more fully described in Appendix– 1 except the employees under Head – I, Head – III, Tenure Posts and Remunerated Posts of Appendix – 1, so far as their conduct, disciplinary proceeding against them,

suspension and penalty / penalties to be imposed in the disciplinary proceeding are concerned.

- (i) Provided that, the Chief Justice may, from time to time, specify any modification, variations or exceptions, if any, in the aforesaid Rules.
- (ii) Provided further that, no order containing modifications, variations or exceptions in the Rules relating to salaries, allowances, leave or pension shall be made by the Chief Justice except with the approval of the Governor.
- (iii) Provided further that, the powers exercisable under the Rules and Orders of the State Government by the Governor or by any authority subordinate to the Governor shall be exercised by the Chief Justice or by such other person as the Chief Justice may, by general or special order, direct.

46. Other Conditions of Service :-

The conditions of service including salaries, allowances, retirement age, leave and pension of the employees of the Court shall be the same as are or as may from time to time be prescribed by the State Government.

47. Discharge / Dismissal of Person(s) –

- (a) Appointed on contractual basis;
- (b) Appointed otherwise to hold temporary or officiating appointment on expiration of the period of appointment;
- (c) Engaged under a contract in accordance with the term of his / her contract;
- (d) Appointed on daily-wage basis;

Shall not be deemed to be 'Removal' or 'Dismissal' within the meaning of this Rule.

Explanation :- The reversion to the original post of a person appointed on ad-hoc basis to a superior post shall not be considered as reduction in the rank within the meaning of this Rule.

CHAPTER – X

48. Enquiry :-

In matters of Disciplinary Proceeding, enquiry in respect of Group – 'A' and 'B' employees under Head – II of Appendix – 1 and Group – 'C' and 'D' employees shall be held by a Registrar or a Committee of Registrars of the Court, as would be decided by the Chief Justice in his / her discretion.

49. Appeal :-

- (1) Every member of the staff attached to the Court may file Appeal in the following manner :-
 - (a) Against any order of penalty by the Disciplinary Authority, appeal shall lie to a Judge or Committee of Judges nominated for the purpose by the Chief Justice being the disciplinary authority.
 - (i) Provided that, no such appeal shall be entertained unless it is presented before the Registrar (Judicial) of the Court within a period of 30 (thirty) days from the date of communication of the order to be appealed against.

- (ii) Provided further that, the Judge or Committee sitting in the appeal, as the case may be, for sufficient cause, may condone the delay in filing the appeal.
- (2) The appeal filed before the Registrar (Judicial) shall be deemed to have been filed before the competent Judge or the Committee of Judges nominated to hear the appeal, and the Registrar (Judicial), as soon as the appeal is filed, shall place the matter before the Chief Justice for nomination of a Judge or constitution of a Committee of Judges, as the case may be.

50. Re-employment / Re-engagement of Retired Employee(s) :-

- (1) The Chief Justice, in his / her discretion, may re-employ / re-engage any employee from Group – ‘A’, ‘B’ & ‘C’ cadre after retirement of the said employee, in the interest of the Administration or administrative exigency.
- (2) Pending concurrence by the Government in Finance Department, such re-engagement / re-employment shall be effective from the first date of the month succeeding the month of issuance of the letter of re-engagement / re-employment.
- (3) No re-employment / re-engagement shall generally be given to Group – ‘D’ employees, provided any Group-‘D’ employee has knowledge of any Special Skill and his re-employment / re-engagement is essentially required in the interest of the Administration.
- (4) Such re-employment / re-engagement shall be given at a spell of 2 (two) years and may be extended from time to time till the re-employed / re-engaged person attains the age of 68 years.

- (5) Such re-employed / re-engaged person shall be given monthly remuneration as fixed by the Chief Justice exclusive of his / her pension.

51. Relaxation :-

- (1) Notwithstanding anything provided herein before in these Rules, the Chief Justice may, by order, relax or dispense with any of the Provisions / Rules, in the administrative exigencies, for reasons to be recorded in writing.
- (2) The Chief Justice may, in his discretion, issue any Circular Order, Instructions for effective implementation of the provisions of these Rules.
- (3) In case of addition of post(s) to the cadre or creation of any new post(s) in any cadre, the Chief Justice shall have the discretion to frame scheme / schemes under these Rules, making provision for appointment / promotion / qualifications / experience / conditions of service, etc. for the same.

52. Interpretation :-

All questions relating to interpretation of these Rules shall be referred to the Chief Justice, whose decision thereon shall be final.

53. Repeal and Saving :-

“The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2015” is hereby repealed.

Provided that, any order or appointment or promotion made, action taken or things done under the Rules, Regulations, Instructions or Orders so repealed, shall be deemed to have been made, taken or done under these Rules.

54. Power to Remove Doubt(s) :-

- (1) If any doubt arises in giving effect to the provisions of these Rules, the Chief Justice may, by order, in consistence with the provisions of these Rules, remove the doubt.

Provided that, no such order shall be made after expiry of the period of three years from commencement of these Rules.

BY ORDER OF THE CHIEF JUSTICE

Sd/-

C.R. DASH

REGISTRAR (JUDICIAL)

APPENDIX-1

Category of post	Sl. No.	Designation	Sanctioned strength	Minimum qualification	Experience, if any	Scale of pay	Mode of recruitment
1	2	3	4	5	6	7	8
HEAD-I				OFFICERS FROM THE CADRE OF O.S.J.S. & O.J.S.			
Group -A	1.	Registrar General	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.
	2.	Registrar (Administration)	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.
	3.	Registrar (Judicial)	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.
	4.	Registrar (Inspection)	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.
	5.	Registrar (Vigilance)	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.
	6.	Co-ordinator, Arbitration Centre	1	An Officer in the Cadre of District Judge.		Own Scale of Pay	From the members of the Orissa Superior Judicial Service.

OFFICERS AND STAFF OF THE COURT							
HEAD-II							
Group-A	1	Additional Registrar (Establishment)	1	Bachelor's degree in Law from a recognized University, having fluency in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 3 years in the post of Joint Registrar or 5 years in the post of Additional Deputy Registrar (J &E) . He/She should have adequate knowledge in functioning of the Court both in Judicial and Administrative side.	Rs.1,23,100-2,15,900	By promotion from the post of Joint Registrar/Additional Deputy Registrar(Judicial & Establishment)basing on Merit-Cum-Suitability with due regard to seniority.
	2	Additional Registrar-Cum-Principal Secretary	1	Bachelor's degree in Law from a recognized University, having fluency in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 3 year as Joint Registrar-Cum- Principal Secretary or 5 years as Addl. Deputy Registrar-Cum-Addl. Principal Secretary to Hon'ble Judges.	Rs.1,23,100-2,15,900	By promotion from the post of Joint Registrar-Cum-PrincipalSecretary/Addl. Deputy Registrar-Cum-Addl. Principal Secretary basing on Merit-Cum-Suitability with due regard to seniority.

3	Joint Registrar-Cum-Principal Secretary to Hon'ble the Chief Justice	1	Bachelor's degree in any discipline from a recognized University, having fluency in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 3 year as Addl. Deputy Registrar-Cum-Addl. Principal Secretary or 5 years as Asst. Registrar-Cum-Senior Secretary to Hon'ble Judges.	Rs.78,800-2,09,200/-	By promotion from the post of Addl. Deputy Registrar-Cum-Addl. Principal Secretary/ Asst. Registrar-Cum-Senior Secretary basing on Merit-Cum-Suitability with due regard to seniority.
4.	Joint Registrar (Judicial)	1	Bachelor's degree in any discipline from a recognized University.	At least 3 years in the post of Additional Deputy Registrar(J & E) or 5 years in the Cadre of Asst. Registrar.	Rs.78,800-2,09,200/- .	By promotion from the post of Additional Deputy Registrar (Judicial & Establishment)/ cadre of Asst. Registrar basing on Merit-Cum-Suitability with due regard to seniority.
5	Joint Registrar (Establishment)	1	Bachelor's degree in any discipline from a recognized University.	At least 3 years in the post of Additional Deputy Registrar(J & E) or 5 years in the Cadre of Asst. Registrar.	Rs.78,800-2,09,200/-	By promotion from the post of Additional Deputy Registrar (Judicial & Establishment)/ cadre of Asst. Registrar basing on Merit-Cum-Suitability with due regard to seniority.
6.	Additional Registrar (Judicial Establishment) & Deputy	3	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto, with elementary knowledge in Rules and practice of the High Court of Orissa.	Should have minimum experience of one year in the cadre of Asst. Registrar	Rs.67,700-2,08,7000/-	By promotion from the cadre of Assistant Registrar basing on Merit-Cum-Suitability with due regard to seniority.

7.	Additional Registrar-Cum-Additional Principal Secretary	3	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto, having fluency in Hindi and English and is a fit person to hold the post in the opinion of the Hon'ble Chief Justice.	At least 1 year as Senior Secretary to Hon'ble Judges.	Rs.67,700-2,08,700/-	By promotion from the post of Asst. Registrar-Cum-Senior Secretary basing on Merit-Cum-Suitability with due regard to seniority.
8.	Assistant Registrar (Establishment)	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.		Rs.56,100-1,77,500/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, basing on Merit-Cum-Suitability with due regard to seniority.
9	Assistant Registrar (Judicial)	4	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.		Rs.56,100-1,77,500/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, basing on Merit-Cum-Suitability with due regard to seniority.
10	Assistant Registrar (Judicial & Establishment)	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.		Rs.56,100-1,77,500/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, basing on Merit-Cum-Suitability with due regard to seniority.
11	Establishment Officer	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.		Rs.56,100-1,77,500/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, basing on Merit-Cum-Suitability with due regard to seniority.

12		Stamp Reporter & Oath Commissioner	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.			Rs.56,100-1,77,500/-	By way of selection from the pool of employees working in different posts in the common cadre of Assistant Registrar, basing on Merit-Cum-Suitability with due regard to seniority.
13		Additional Stamp Reporter & Oath Commissioner	12	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 3 years in the cadre of Superintendent and 6 years in toto working both as Superintendent and Section Officer		Rs.56,100-1,77,500/-	By promotion from the post of Superintendent basing on Merit-Cum-Suitability with due regard to seniority.
14		Assistant Registrar-Cum-Senior Secretary	8	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 3 years in the cadre of Secretary and 6 years intotoworking both as Secretary And Personal Assistant.		Rs.56,100-1,77,500/-	By promotion from the post of Secretary basing on Merit-Cum-Suitability with due regard to seniority.
15		Court Officer -cum-Assistant Registrar	1	Bachelor's degree from any recognized University having proficiency in English, Odia, Hindi and experience to deal with the Hon'ble Judges.			Rs.56,100-1,77,500/-	By way of promotion on the basis of selection from the post of Superintendent / Section Officer basing on the merit and suitability.

16	Assistant Registrar (Protocol)	3	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto and having good knowledge in English, Hindi and Odia and experience to deal with the Hon'ble Judges.	Should have minimum experience of 10 years working as Assistant Section Officer	Rs.56,100-1,77,500/-	By way of promotion on the basis of selection from the post of Superintendent/Section Officer/ Assistant Section Officer having minimum experience of 10 yearsthose who are willing to work even in odd hours and also basing on the merit and suitability.
Group-B						
17	Superintendent	30	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 3 years working in feeder cadre.	Rs.47,600-1,51,100/-	By promotion from the Post of Section Officer basing on Merit-Cum-Suitability with due regard to seniority.
18	Secretary	17	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 5 years working in feeder cadre.	Rs.47,600-1,51,100/-	By Promotion from the post of Personal Assistant basing on Merit-Cum-Suitability with due regard to seniority.
19	Section Officer	87	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working as Assistant Section Officer	Rs.44,900-1,42,400/-	By promotion from the posts of Assistant Section Officer and Peripatetic Stamp Reporter basing on Merit-Cum-Suitability with due regard to seniority.
20	Section Officer (Translation Branch)	1	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working in feeder cadre.	Rs.44,900-1,42,400/-	By promotion from the post of Translator basing on Merit-Cum-Suitability with due regard to seniority.

21	Personal Assistant	34	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 9 years working in feeder cadre.	Rs.44,900-1,42,400/-	By Promotion from the post of Senior Stenographer basing on Merit-Cum-Suitability with due regard to seniority.
22	System Analyst	1	B.E./ B. Tech Degree in computer Science/ IT or MCA or M. Sc. Degree in Computer Science with first class or equivalent position from a recognized University/ Institution.	Minimum 3 years of experience in Programming/ Software Development.	Rs.44,900-1,42,400/-	By direct recruitment.
23	Superintendent of Typists Level-I	4	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.		Rs.44,900-1,42,400/-	By Promotion from the post of Superintendent of Typists Level-II basing on Merit-Cum-Suitability with due regard to seniority.
24	Statistical Officer	1	At least 2 nd Class Master's Degree in Economics/Applied Economics/Statistics/Applied Statistics and passed PGDCA/equivalent course in Computer.	Minimum one year experience of Statistical work involving collection, compilation and interpretation of statistical data or planning work.	Rs.44,900-1,42,400/-	By Direct Recruitment.

25	Assistant Officer	390	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto. He / She must have adequate knowledge in Computer Application.		Rs.35,400- 1,12,400/-	<p>a) By direct recruitment through competitive examination.</p> <p>b) 10% of vacancy arising in a year subject to a maximum of 10 posts shall be filled up by promotion on the basis of selection from the post of Senior Grade Typists and Senior Grade Diarists who have rendered at least 10 years of continuous service inclusive of at least three years of service in the respective posts having requisite qualification for the post of Assistant Section Officer.</p> <p>c) 10% of vacancy arising in a year subject to a maximum of 2 posts shall be filled up by promotion on the basis of selection from the post of Copyists who have rendered at least 5 years of continuous service having requisite qualification for the post of Assistant Section Officer.</p>	By direct recruitment.
26	Peripatetic Reporter	2	Bachelor's degree in Law from a recognized University with adequate knowledge in Computer Application.	At least 5 years of working experience in any Sub-ordinate	Rs.35,400- 1,12,400/-		By direct recruitment.

					Court Establishment in Group-'C' category or 3 years of practice at Bar.				
27	Superintendent of Typist Level-II		9	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 10 years working in feeder cadre or 18 years of total continuous service both in the ranks of Junior Typist and Senior Typist.	Rs.35,400-1,12,400/-	By promotion from the post of Senior Typist basing on Merit-Cum-Suitability with due regard to seniority.		
28	Translator		5	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto having English / Odia as an Honours subject with adequate knowledge in Computer Application.		Rs.35,400-1,12,400/-	By direct recruitment.		
29	Judicial Indexer		1	Bachelor's degree in Law from a recognized University with adequate knowledge in Computer Application.	At least 5 years of working experience in High Court or any Sub-ordinate Court Establishment in Group-'C' category or 3 years of practice at Bar.	Rs.35,400-1,12,400/-	By direct recruitment.		

30	Senior Stenographer	32	Bachelor's degree in any discipline from a recognized University having adequate knowledge in Computer Application. (for appointment through direct recruitment, the candidate, in addition to the above qualification, should have minimum speed of 90 words per minute in English shorthand and 45 words per minute in English Type writing)	For appointment by promotion, the candidate should have minimum experience of 3 years working in feeder cadre.	Rs.35,400-1,12,400/-	i) By promotion from the post of Junior Stenographer basing on Merit-Cum-Suitability with due regard to seniority. ii) In case of non-availability of eligible/suitable candidates for promotion, appointment may be made by direct recruitment.
31	Librarian	1	Bachelor's degree in any discipline from a recognized University with minimum 2 nd class and a degree in Library Science with PGDCA or such other qualification equivalent thereto from any recognized institution.	2 years experience in a recognized Library.	Rs.35,400-1,12,400/-	By direct recruitment.
32	Programmer	1	B.E./ B. Tech Degree in computer Science/ IT or MCA or M. Sc. Degree in Computer Science with first class or equivalent from a recognized University/ Institution.	Minimum 1 year of experience in Programming/ Software Development.	Rs.35,400-1,12,400/-	By direct recruitment.
33	Head Driver	10	Having expertise in driving of Light Motor Vehicles	Minimum 2 years experience as Senior Driver	Rs.35,400-1,12,400/-	By promotion from the post of Senior Driver basing on Merit-Cum-Suitability with due regard to seniority.

Group-C	34	Junior Stenographer	29	Bachelor's degree in any discipline from a recognized University with a minimum speed of 80 words per minute in Short Hand & 40 words per minute in type writing. He / she should have adequate knowledge in Computer Application.		Rs.25,500-81,100/-	By direct recruitment.
	35	Senior Grade Typist	32	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto.	Should have minimum experience of 8 years working in feeder cadre.	Rs.25,500-81,100/-	By promotion from the post of Junior Grade Typist or Data Entry Operator basing on Merit-Cum-Suitability with due regard to seniority.
	36	Senior Grade Diarist	2	He / she should have passed at least Class-VIII examination.	Should have minimum experience of 1 year working in feeder cadre.	Rs.25,500-81,100/-	By promotion from the post of Diarist basing on Merit-Cum-Suitability with due regard to seniority.
	37	Senior Driver	10	Having expertise in driving of Light Motor Vehicles.	Minimum 2 years experience as Driver	Rs.25,500-81,100/-	By promotion from the post of Driver basing on Merit-Cum-Suitability with due regard to seniority.
	38	Technical Assistant (Library)	4	Having qualification of Intermediate / + 2 Pass with Diploma in Library Science and passed PGDCA Course in Computer.		Rs.21,700-69,100/-	By direct recruitment.

39	Generator Operator	1	Should have passed H.S.C. Examination and Electrical Trade from any Government recognized ITI.	2 years of practical experience in Electrical Trade	Rs.21,700-69,100/-	By direct recruitment.
40	Junior Grade Typist / Data Entry Operator	27	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto and typewriting with a minimum speed of 40 words per minute in the Computer and should have passed PGDCA Course in Computer.		Rs.19,900-63,200/-	By direct recruitment.
41	Diarist	2	Should have passed Class-VIII.	Should have minimum experience of 5 years working in feeder cadre.	Rs.19,900-63,200/-	By promotion from the post of Treasury Sarkar or such other post equivalent thereto in Group- C, basing on Merit-Cum-Suitability with due regard to seniority.
42	Copyist	6	Bachelor's degree in any discipline from a recognized University or such other qualification equivalent thereto. He / She must have adequate knowledge in Computer Application.		Rs.19,900-63,200/-	By way of absorption from the post of Remunerated Copyist.
43	Driver	21	Should have passed H.S.C. examination and possessed of valid L.M.V. Driving License with knowledge of Motor Vehicle Mechanism. He must be willing to work even at odd hours and on Sundays/holidays.	3 years experience in driving of L.M.V.in any Govt. or recognized organization.	Rs.19,900-63,200/-	The driving knowing peons of the Court, passed M.E standard and are otherwise suitable for promotion shall be considered first for promotion to the post of Driver subject to their passing the Practical Test (Driving Skill and

						Mechanical Skill) and Personal Interview, and as per the modalities, regarding qualifying marks etc., to be formulated by the Selection Committee. Thereafter the remaining vacancies in a particular year shall be thrown open for direct recruitment.
44	Treasury Sarkar	1	Should have passed Class-VIII having working knowledge in English.	Should have minimum experience of 3 years working in feeder cadre.	Rs. 17,200-54,600/-	By promotion from the post of Group-'D' employees having highest scale of pay in the said group basing on Merit-Cum-Suitability with due regard to seniority.
45	Zamadar	31	Should have passed Class-VIII and should have capacity to deal with the Hon'ble Judges.	Should have minimum experience of 5 years working in feeder cadre.	Rs. 17,200-54,600/-	By promotion from the post of Group-'D' employees basing on Merit-Cum-Suitability with due regard to seniority.
46	Duftary	12	Should have passed Class-VIII and with ability to read simple Odia and English & proficiency in stitching and binding work.	Should have minimum experience of 5 years working in feeder cadre	Rs. 17,200-54,600/-	By promotion from the post of orderly and office peon or such other equivalent posts basing on Merit-Cum-Suitability with due regard to seniority.
47	Attender	3	Should have passed Class-VIII.	Should have minimum experience of 5 years working in feeder cadre.	Rs. 17,200-54,600/-	By promotion from the post of orderly and office peon or such other equivalent posts basing on Merit-Cum-Suitability with due regard to seniority.

48	Cook-cum-Caretaker	2	Should have passed Class-VIII with adequate knowledge and skill in cooking, cleaning, housekeeping and household works.	Should have minimum experience of 5 years working in feeder cadre.	Rs. 17,200-54,600/-	By promotion from the post of orderly and office peon or such other equivalent posts basing on Merit-Cum-Suitability with due regard to seniority.
49	Mali-cum-Chowkidar	1	Should have passed Class-VIII with practical knowledge in gardening.	Should have minimum experience of 5 years working in feeder cadre.	Rs. 17,200-54,600/-	By promotion from the post of orderly and office peon or such other equivalent posts basing on Merit-Cum-Suitability with due regard to seniority.
50	Orderly & Office Peon	206	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs. 16,600-52,400/-	By direct recruitment.
51	Farash	14	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs. 16,600-52,400/-	By direct recruitment.

52	Night Watchman	6	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.
53	Mali	36	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.
54	Gate Keeper	1	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.

55	Permanent Mulia	1	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.
56	Sweeper	10	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.
57	Sweeper-cum-Farash	2	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.

58	Class-IV	13	Should have passed Class-VIII with elementary knowledge in English & Odia and also should be a good cyclist. He should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He must be willing to work even in odd hours.		Rs.16,600-52,400/-	By direct recruitment.
HEAD-III						
OFFICERS AND STAFF ON DEPUTATION TO THE COURT						
Group-A	1	Chief Accounts Officer	1	An officer of Odisha Finance Service.	Rs.78,800-209,200/-	On deputation from the Finance Department of the State Government.
	2	Medical Officer (Allopathic)	1	A Medicine Specialist	Rs.56,100-1,77,500/-	On deputation from the Health Department of the State Government.
Group-B	3.	Homeopathy Medical Officer	1	-----	Rs.44,900-1,42,400/-	On deputation from the Health Department of the State Government.
Group-C	4.	Pharmacist	1		Rs.25,500-81,100/-	On deputation from the Health Department of the State Govt.
	5.	Laboratory Technician	1		Rs.25,500-81,100/-	On deputation from the Health Department of the State Govt.
	6.	Health (Female) Worker	1		Rs.21,700-69,100/-	On deputation from the Health Department of the State Govt.

	7	Homoeopathy Assistant	1			Rs 18,000-56,900/-	On deputation from the Health Department of the State Govt.
Group-D	8	Medical Attendant	1			Rs 16,600-52,400/-	On deputation from the Health Department of the State Govt.
OFFICERS AND STAFF UNDER e-COURTS SERVICES							
HEAD-IV							
Group-A	1	Senior System Officer	2	M.E/M.Tech. or MCA or BE/B.Tech in Computer Science/Information Technology from a recognized institution or from a University with minimum 60% marks in aggregate or first class and having 3 years relevant experience.		Rs 56,100-1,77,500/-	By Direct Recruitment
Group-B	2	System Officer	24	MCA or BE/B.Tech/M.Sc in Computer Science/Information Technology from a recognized institution or from a University with minimum 60% marks in aggregate or first class.		Rs 44,900-1,42,400/-	By Direct Recruitment
	3	System Assistant	48	B.Sc in Computer Science/ 3 years Diploma in IT or CSE from a recognized institution or university with 60% marks in aggregate or first class, Provided the candidates having higher qualification and experience shall be preferred.		Rs 35,400-1,12,400/-	By Direct Recruitment

TENURE POST	1.	Law Reporter	1	An Advocate with at least 10 years of standing practice in the High Court of Orissa.	10 years.	Rs.35,000/- (Consolidated)	By selection in direct recruitment from the members of the High Court Bar Association.
	2	Research Assistant	27	Law Graduate or post graduate in law from recognized Universities/Colleges/Institutions, established by law in India and should not have put in more than one year of practice, if he/she is a practicing advocate, must have basic knowledge of computer. In case a candidate is selected who is practicing as an advocate, he/she must surrender/keep in abeyance his/her advocate's licence during his/her tenure as Research Assistant, but however such period shall be included/calculated towards his/her practice as an Advocate.		Rs.15,000/- (Consolidated)	By selection in direct recruitment as per the Scheme for engagement of Research Assistant.
Remunerated post	1	Remunerated Copyist	6	Bachelor's degree in any discipline from a recognized university or such other qualification equivalent thereto. He / She must have adequate knowledge in Computer Application.		Remuneration as fixed by the Govt. from time to time.	By direct recruitment.

APPENDIX-2-A**SYLLABUS OF EXAMINATION FOR THE POST OF
SYSTEM ANALYST / PROGRAMMER**

The Recruitment Examination for the post of **System Analyst/Programmer** shall consist of Preliminary Examination/Test, Written Examination, Computer Application Test and Viva-voce test on the following subjects carrying marks and duration as shown against each:

(A) Preliminary Examination/Test 150 marks 2 hours

**(B) The Written Examination shall consist 150 marks 3 hours
of following papers:-**

1.	English (Essay, Précis writing, Translation, Retranslation and Grammar)	100 marks	2 hours
2.	General Awareness	50 marks	1 hour

(C) Computer Application:

(i) Theory 100 marks 1½ hour

(ii) Skill Test in computer (practical) 50 marks 30 minutes

The Computer Theory and Skill Test shall consist of:-

Working knowledge of Unix/ Open source Software/ Windows/ My SQL/ Post Gre SQL/ other RDBMS package, System Analysis and Programme Development in JAVA/ JSP, ASP, PHP, DoT NET, Configuring Servers and Networking Components in Linux and Windows environment.

(D) Viva-voce Test 20 marks

APPENDIX-2-B**SYLLABUS OF EXAMINATION FOR THE POST OF
STATISTICAL OFFICER**

The Recruitment Examination for the post of **Statistical Officer** shall consist of Preliminary Examination/Test, Written Examination, Computer Application Test and Viva-voce test on the following subjects carrying marks and duration as shown against each:

(A) Preliminary Examination/Test 150 marks 2 hours

**(B) The Written Examination shall consist 400 marks 6 hours
of following papers:-**

1.	English (Essay, Précis writing, Translation, Retranslation and Grammar)	100 marks	1 hours
2.	General Awareness	100 marks	1 hour
3.	Statistics	100 marks	2 hours
4.	Economics	100 marks	2 hours

N.B:- The question in General English & General Knowledge papers shall be of such standard as shall be prescribed by the Commission or the Committee. The question in Statistics and Economics papers shall be of Post-Graduate standard.

(C) Computer Application:

(i) Theory **50 marks 1 hour**

(ii) Skill Test in computer (practical) **50 marks 1 hour**

The Computer Theory and Skill Test shall consist of:-

Working knowledge of Unix/ Open source Software/ Windows/ My SQL/ Post Gre SQL/ other RDBMS package, System Analysis and Programme Development in JAVA/ JSP, ASP, PHP, DoT NET, Configuring Servers and Networking Components in Linux and Windows environment.

(D)Viva-voce Test 50 marks

APPENDIX-2-C**SYLLABUS OF EXAMINATION FOR THE POST OF
ASSISTANT SECTION OFFICER / TRANSLATOR**

The Recruitment Examination for the post of **Assistant Section Officer/Translator** shall consist of Preliminary Examination/Test, Written Examination, Computer Application Test and Viva-voce Test as detailed below.

(A) Preliminary Examination/Test **150 marks 2 hours**

(B) Written Examination **300 marks 5 hours**

Sl. No.	SUBJECT	MARKS	DURATION
1.	English (Essay, Précis writing, Translation, Re-translation and Grammar)	100	2 hours
2.	Mathematics (Arithmetic, Algebra, Mensuration, Statistics & Probability.)	100	2 hours
3.	General Awareness & Test of Reasoning (Current Affairs, National & International events, Major financial/economic news, Budget & Five year plans, Books & Authors, Awards & Honours, Abbreviations, Important Days, Who's Who, Sports, General Science, International & National Organization, History, Geography, Politics, Civics and Culture.)	100	1 hour

(C) Computer Application Test **100 Marks 1 hour**

[Computer Fundamentals, Windows (MS- Windows), MS Office (Word, Excel & Power Point), Linux Fundamental and open office application, Usage of Internet Operation, Communication Technology, Networking Concepts (LAN, Ethernet, Broad Band, Wireless) and Digital Signature]

Computer Application		MARKS	DURATION
(i)	Theory	50	½ hour
(ii)	Skill Test	50	½ hour

(D) Viva-voce Test **40 Marks**

APPENDIX-2-D**SYLLABUS OF EXAMINATION FOR THE POST OF
PERIPATETIC STAMP REPORTER**

The Recruitment Examination for the post of **Peripatetic Stamp Reporter** shall consist of Preliminary Examination/Test, Written Examination, Computer Application Test and Viva-voce Test as detailed below.

A. Preliminary Examination **150 marks 2 hours**

B. Written Examination **300 marks 6 hours**

Paper-1 English

	SUBJECT	MARKS	DURATION
1.	(Essay, Précis writing, Translation, Re-translation and Grammar)	100	2 hours

Paper- 2 Law (I)

		<u>Marks</u>	<u>Duration</u>
1.	Section 15 to 20, Order VII Rule 1 to 9, Order VIII Rule 6-A to 6-G of the Code of Civil Procedure, 1908	25	2 hours
2.	Chapter-III, Schedule-I & II (ad valorem court fees & fixed court fees) of the Court Fees Act, 1870	25	
3.	Section-4 & 8 of the Suits Valuation Act, 1887	25	
4.	The Odisha Civil Courts Act, 1984	25	

Paper-3 Law (II)

		<u>Marks</u>	<u>Duration</u>
1.	Section-35,36,37 & 38 and Schedule-I of the Indian Stamp Act, 1899	25	2 hours
2.	Part-III (Computation of period of limitation) under Limitation Act, 1963	25	
3.	Section 34 to 41 of the Specific Relief Act, 1963	25	
4.	G.R. & C.O. (Civil) & (Criminal)	25	

C. The Computer Application Test (Practical) **100 marks 1 hour**

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access

D. Viva-voce Test **30 marks**

APPENDIX-2-E**SYLLABUS OF EXAMINATION**
FOR THE POST OF JUDICIAL INDEXER

The Recruitment Examination for the post of **Judicial Indexer** shall consist of Preliminary Examination/Test, Written examination, Computer Application Test and Viva-voce Test as detailed below.

- A. Preliminary Examination** **150 marks** **2 hours**
B. Written Examination **300 marks** **6 hours**

Paper-1 English

	SUBJECT	MARKS	DURATION
1.	(Essay, Précis writing, Translation, Re-translation and Grammar)	100	2 hours

Paper-2 Law (I)

Sl. No.	Subject	Marks	Time
1.	Constitution of India	20	2 hours
2.	Code of Civil Procedure, 1908	20	
3.	Code of Criminal Procedure, 1973	20	
4.	Indian Penal Code, 1860	20	
5.	Ability to prepare Head Note of Judgments	20	

Paper-3 Law (II)

Sl. No.	Subject	Marks	Time
5.	Law of Contracts and Torts	25	2 hours
6.	Hindu & Mohammedan law	25	
7.	Transfer of Property Act, 1882	25	
8.	Limitation Act, 1963	25	

- C. The Computer Application Test (Practical)** **100 marks** **1 hour**

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access

- D. Viva-voce Test** **30 marks**

APPENDIX-2-F**SYLLABUS OF DIRECT RECRUITMENT EXAMINATION
FOR THE POST OF SENIOR STENOGRAPHER**

The direct recruitment examination in respect of Senior Stenographer shall comprise of the following tests:-

A. Qualifying Test (Preliminary)

Computer Application Test: (Qualifying in nature) -A candidate securing less than 50% of marks in the Computer Application Test shall be disqualified.	100 Marks	
(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]		

B. The Main Test shall consist of following Examination:-

i)	Short Hand and Type Writing Test: The dictation of an English passage containing 450 words shall be made at a speed of 90 words per minute and transcription on Computer at a speed of 45 words per minute. N.B. For mistake in three words, five marks shall be deducted from the total marks.	100 Marks	5 minutes for shorthand/ dictation test and 10 minutes for type writing/ transcription test on computer.
ii)	Written Test	100 Marks	1 ½ Hrs.
	(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 candidates securing less than 30 per centum of marks in the above written test shall be disqualified for appearing the viva-voce test.		
iii)	Viva-Voce Test	30 marks	

On the basis of the result in Shorthand and Type writing test & Written Test, a list of candidates shall be drawn up and as per the decision to be taken by the appropriate Committee, the number of candidates out of the said list shall be called to appear at Viva-voce Test. On the basis of the marks secured in the stenography test, written test and Viva Voce test, a merit list of all candidates(both general and reserved categories) shall be prepared and there after separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

APPENDIX-2-G**SYLLABUS OF EXAMINATION****FOR THE POST OF LIBRARIAN / TECHNICAL ASSISTANT (LIBRARY)**

The Recruitment Examination for the post of **Librarian / Technical Assistant (Library)** shall be as follows:-

- | | | | |
|-----|---------------------------|-----------|---------|
| 1. | Preliminary Examination | 150 marks | 2 hours |
| 2. | Written Examination | 200 marks | 4 hour |
| 3. | Computer Application Test | 100 marks | 1 hour |
| 4.. | Viva-voce Test | 30 marks | |

2. The Written Examination shall consist of following papers:

Sl. No.	Subject	Mark	Duration
i.	English (Essay, Précis writing, Drafting of letters, Translation and Retranslation and Grammar)	100	2 hours
ii.	Library Methods & Techniques: (Laws of Library Science, Library Management, Library Cataloguing Theory & Practice, Reference of Information Sources)	100	2 hours

3. The Computer Application Test (Practical) 100 marks 1 hour

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access
- (v) Internet Operation/File uploading & downloading

4. Viva-voce Test 30 marks

N.B: The nature of examination/selection test of both the above posts shall be separately modulated keeping in view the educational qualification, eligibility criterion and pay scale as prescribed respectively for both the posts.

APPENDIX-2-H**SYLLABUS OF DIRECT RECRUITMENT EXAMINATION
FOR THE POST OF JUNIOR STENOGRAPHER**

The direct recruitment examination for the post of **Junior Stenographer** shall comprise of the following tests:-

A. Qualifying Test (Preliminary)

Computer Application Test: (Qualifying in nature) -A candidate securing less than 50% of marks in the Computer Application Test shall be disqualified.	100 Marks	
(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]		

B. The Main Test shall consist of following Examination:-

i)	Short Hand and Type Writing Test: 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. N.B. For mistake in three words, five marks shall be deducted from the total marks.	100 Marks	5 minutes for shorthand/ dictation test and 10 minutes for type writing/ transcription test on computer.
ii)	Written Test	100 Marks	1½ Hrs.
	(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 candidates securing less than 30 per centum of marks in the above written test shall be disqualified for appearing the viva-voce test.		
iii)	Viva-Voce Test	30 marks	

On the basis of the result in Shorthand and Type writing test & Written Test, a list of candidates shall be drawn up and as per the decision to be taken by the appropriate Committee, the number of candidates out of the said list shall be called to appear at Viva-voce Test. On the basis of the marks secured in the stenography test, written test and Viva Voce test, a merit list of all candidates(both general and reserved categories) shall be prepared and there after separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

APPENDIX-2-I

SYLLABUS OF EXAMINATION
FOR THE POST OF GENERATOR OPERATOR

The Recruitment Examination for the post of **Generator Operator** shall comprise of the following tests:-

- | | | |
|--------------------|-----------|---------|
| (a) Written Test | 200 marks | 3 hours |
| (b) Viva-voce Test | 20 marks | |

(a) The Written Test shall consist of following papers:

Sl. No.	Subject	Marks	Time
1.	General and Technical Knowledge (objective type (100) questions with multiple choice answers)	100	1 hour
2.	Test on Subject Knowledge (i) Operation of AC / DC Generator & Transformer, (ii) Motor Repairing, Servicing, Testing & Maintenance of Motors. (i) Generation, Transmission and Distribution of power & operation of other related electrical appliances.	100	1 ½ hour

- | | |
|---------------------------|-----------------|
| (b) Viva-voce Test | 20 marks |
|---------------------------|-----------------|

Practical knowledge in Operating Generator & other Electrical Appliances and experience in the related field, if any.

SYLLABUS OF EXAMINATION
FOR THE POST OF JUNIOR GRADE TYPIST / DATA ENTRY OPERATOR

The Direct Recruitment Examination for the post of **Junior Grade Typist/ Data Entry Operator** shall consist of the following tests:-

- | | | |
|--------------------------------------|----------|-------------------------------|
| 1. Preliminary Examination | - | 150 marks 2 hours |
| 2. 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.

- | | | |
|--------------------------|----------|----------------------------|
| 1. 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 Odia | 20 marks |
| (iv) | Translation of a passage from Odia to English | 20 marks |
| (v) | English Grammar | 10 marks |

- | | | |
|-------------------------------------|----------|------------------|
| 2. Computer Application Test | - | 100 Marks |
|-------------------------------------|----------|------------------|

Computer Application	MARKS	DURATION
(i) Theory	50	30 minutes
(ii) Skill Test [MS Office (Word, Excel & Power Point), MS Access, Internet Operation / File uploading & downloading.]	50	30 minutes

- | | | |
|---------------------|----------|-----------------|
| 3. Viva-voce | - | 20 Marks |
|---------------------|----------|-----------------|

APPENDIX-2-K

SYLLABUS OF EXAMINATION
FOR THE POST OF REMUNERATED COPYIST

The candidates applying for the post of **Remunerated Copyist** shall appear at the recruitment examination on the following subject.

A. Written Examination**200 Marks**

SL. NO	SUBJECT	MARKS	DURATION
1.	English (Essay, Précis writing, Translation, Re-translation and Grammar)	100	2 Hours
2.	Arithmetic	50	1 Hour
3.	General Knowledge	50	1 Hour

B. Computer Application Test**100 Marks**

COMPUTER APPLICATION		MARKS	DURATION
(i)	Theory	50	30 minutes
(ii)	Skill Test [MS Office (Word, Excel & Power Point), MS Access, Internet Operation/File uploading & downloading]	50	30 minutes

C. Viva Voce Test**20 Marks**

A P P E N D I X – 3

(Scheme of Recruitment Examination for the post of Orderly & Office Peons, Farash, Gate-Keeper and Class-IV)

1. There shall be following Three Stages of Examination for recruitment to the first stage of Group-‘D’ Orderly & Office Peons, Farash, Gate-Keeper and Class – IV Employees.
 - (i) 1st Stage of Test : - Scrutiny & Suitability Test – (10 Marks)
(Qualifying in nature)
 - (ii) 2nd Stage of Test : - Actual Selection Test – (25 Marks)
 - (iii) 3rd Stage of Test : - Interview / Viva-voce Test – (15 Marks)

2. At the first instance, on verification of documents furnished by the candidates, it shall be ascertained as to whether a particular candidate has got the required qualifications as per Appendix – 1 and Rule –11.

3. **Scrutiny & Suitability Test :-**
 - (a) The candidates, who are found eligible as per Paragraph–2 of this Appendix, shall be called upon for Scrutiny and Suitability Test.
 - (b) Group-‘D’ Employees are required to be disciplined, obedient, orderly, loyal, well-behaved, polite, decently dressed, soft spoken, committed and tolerant. Accordingly, the Committee or Committees, may, by a General Interview, observe the demeanour, dress / attire, manner, conduct, etc. in order to test his / her suitability, and in order to assess as to if he / she possesses the qualities mentioned prior hereto. At this stage, the write up given by the candidate at Serial No.18 of his / her Application Form (Appendix – 4) should also be assessed. Only those candidates, who are

found to be suitable in this Test, shall be called upon to attend the next stage of Test. The purpose of the test is to find out the suitability of the person for the post he / she has applied for.

- (c) Mere higher educational qualification shall not be given any extra weightage, and possession of minimum educational qualification, as has been prescribed under Appendix – 1 of the Rules, shall be sufficient for the purpose.
- (d) Weightage shall however be given to a person, if he / she possesses any special knowledge outlined in Serial No.19 of his / her Application Form (Appendix-4).
- (e) A candidate, to be suitable, must obtain fifty percent of the total marks in the screening / suitability test.
- (f) This test is only qualifying in nature and the marks obtained in this test shall not be carried forward to draw the Merit List.

4. Actual Selection Test :-

- (i) Only the candidates, who emerge successful in the Scrutiny & Suitability Test, shall be called upon to appear in the 2nd Stage of Test.
- (ii) Candidate's ability to read and write Odia and simple English shall be tested in this Test.
- (iii) The Committees shall conduct such Test.
- (iv) Simple paragraphs in Odia and English, prepared by the Recruitment Committee, shall be given to test the reading capacity of the candidates. Similarly, the candidates shall be given printed matters in English and Odia each containing 100 words to copy it down within 40 minutes.

- (v) The Recruitment Committee may take the help of other Judicial Officers of the State as well as Expert Teachers of recognized Government Educational Institutions, not only for conducting the Test but also for evaluation of answer scripts of candidates appearing in such Test.
- (vi) The eligible Mulias and persons attached to the household of a Judge, appearing in this Test shall be given 1 (one) mark for each completed year of satisfactory service, subject to a maximum of 5 (five) marks in this Test.
- (vii) A candidate, to be successful in the 2nd Stage of Test, shall have to secure fifty percent of marks.

5. Final Interview / Viva-voce Test :-

- (i) All the candidates successful in the 2nd Stage of Test shall be called upon to face the Interview / Viva-voce Test.
- (ii) The Recruitment Committee or Committees nominated by the Chief Justice shall conduct the Interview / Viva-voce Test.
- (iii) The Committee / Committees, by way of Interview, shall assess as to whether a particular candidate shall be able to adapt himself / herself to the work assignment to a Group-‘D’ employee.

- 6.** The Final Selection List of Group-‘D’ Employees shall be prepared basing upon the Total Marks Secured by the candidates in the 2nd and 3rd Stages of Tests and weightage marks (if any).

A P P E N D I X – 4**(Application Form)**

Affix your
recent passport
size
photograph
here.

1. Full Name :-
(In Capital Letters)
2. Date of Birth :-
(Certificate to be attached in proof of date of birth)
3. Place of Birth :-
4. Age :-
(As on the date of application)
5. Sex (Male or Female) :-
6. Father's Name :-
7. Father's Occupation / Profession :-
8. Nationality :-
9. Religion :-
10. Married / Unmarried :-
11. Whether belongs to SC / ST / OBC / SEBC / General :-
12. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
13. Whether you are presently employed in any Organization :-
14. If yes, since when :-
15. Present Address :-
16. Permanent Address :-

17. Educational Qualification :-
(Certificates to be attached in proof thereof)

18. Why you should be selected to the post applied for :-
(Write in your own hand-writing within 100 words, either in English or in Odia)

19. Experience, if any :-
(Cook, House-keeping, Plumber, Electrician, Electronic mechanism, Driving, Lift-operation, Generator operation, Computer operation, Sweeping, Gardening, etc. (tick mark the avocation on which you have got special skill or experience, or specify any other avocation in which you have experience or proficiency))

20. Details of Fees Paid :-
(Challan / Bank Draft, etc.)

DECLARATION

- (i) I, Sri / Smt. / Miss do hereby declare and solemnly affirm that, I am a citizen of India and that, I desire to be appointed as Orderly & Office Peons, Farash, Gate-Keeper, Class – IV / Sweeper / Night-watchman / Gardener (as the case may be) and that, I shall take up whatever work is entrusted to me by the Authority, without any hesitation or ill-will, if I get appointment in any of the aforesaid posts.

- (ii) I further declare that, the particulars given by me in this application regarding my educational qualification and other details are true and correct to the best of my knowledge and belief, and nothing has been suppressed.

Place :-

Date :-

Signature of the Applicant.

APPENDIX-5
(Details of Duties of Group- 'D' Employees)

[See Rule.43]

1. Office Peon/Class-IV :-

The Office Peons/Class-IV are required to perform the following duties and take up the following responsibilities: -

- (a) Physical maintenance of records/files of the Office / Sections in a clean and protective manner.
- (b) General cleanliness and upkeep of the Office / Sections / Branch.
- (c) Carrying of files / records and other papers within the Court/ office building and outside the building.
- (d) Photo copying and sending of FAX, etc.
- (e) Assisting in the routine office work like Diary, Dispatch, including Computer Operation.
- (f) Delivering Dak (Postal) outside the building.
- (g) Watch and Ward duties of the Branch and Office during the day time.
- (h) Opening and closing of rooms of the Court and Office.
- (i) Cleaning of rooms of the Court and Office.
- (j) Dusting of the furniture, tables, chairs, etc in the Chamber/Court and Office.
- (k) Sweeping and cleaning of floors of the Office, Section and Branch, including the adjoining verandah and free areas.
- (m) Up-keeping of Potted Plants, etc. adjoining to the Court, Office, Branch and Section.
- (n) To attend V.I.P duties and other Protocol duties whenever required.

- (o) Carry the files/records to the residence of the Hon'ble Chief Justice, Hon'ble Judges and residential office of the Judicial Officers of the Registry and bring it back to the Court/ Office.
- (p) Any other work assigned by the Hon'ble Judge of the Court or Officers of the Registry or the Superintendent of the Section or Secretary of the Hon'ble Judge.
- (q) Perform the duties and take up the responsibility of the Orderly Peon whenever attached as such to the Hon'ble Judges and Judicial Officers of the Registry.

2. Orderly Peon/ Cook-Cum-Caretaker:-

The Orderly Peon/Cook-Cum-Caretaker shall perform the following duties and take up the following responsibilities: -

- (a) He / She shall be well versed in various household works, such as Cooking, Housekeeping, Sweeping, Cleaning, Dusting, Marketing, Gardening etc and perform such duties in the residence of the Hon'ble Chief Justice, Hon'ble Judges and Judicial Officers of the Registry.
- (b) He / She shall perform guard duty in the Residence of the Judicial Officers whenever required.
- (c) He / She shall maintain the Garden of the Residential premises of Hon'ble Chief Justice, Hon'ble Judges.
- (d) He / She shall make day to day marketing work
- (e) He / She shall perform all other household work as would be directed.
- (f) He / She shall perform other household work of special experience as mentioned in his application Form Appendix-4
- (g) He / She shall be punctual in attending the household work as required.

(h) He / She attached to the household of a Judge or an Officer of the Registry shall perform such duty / duties as are assigned to him / her and shall be required to attend his / her duties during holidays and also at odd hours.

3. **Farash:-** The Farash shall perform the following duties and take up the following responsibilities: -
- (a) He/she shall be the custodian of all the keys of the Court halls, Chambers, Offices, Branches/Sections and conference halls etc.
 - (b) He/she shall take care to switch off the lights, fans, Air conditioners and other electric/electronic articles while locking /closing the doors/ windows of Court Halls, Chambers, Offices, Branches / Sections and conference halls etc.
 - (c) He/she shall open the Court Halls, Chambers, Offices, Branches / Sections and conference halls sufficient ahead to the working hour of the Court and Close the doors and windows of the above rooms after the office hours soon after leaving the Court /Office by the concerned Hon'ble Judges/ Officers of the Registry and employees of the Court.
 - (d) He / she shall be responsible for safe lock and key of the Court Halls, Chambers, Offices, Branches / Sections and conference halls of the Court and incase of any accidental incident should be reported immediately to the Court Officer-Cum-Asst. Registrar.
 - (e) He / she shall work under the direct supervision of the Court Officer-Cum-Asst. Registrar of the Court.

4. **Zamadar/ Daftary/ Library Attendant**

(a) Zamadar:-

The post of Zamadar is a promotional post of Office Peon. A Zamadar is an ornamental post for a Judge. He shall look after the comfort and well being of the Judge with whom he is attached.

The duties of the Zamadars are as follows:-

- (i) To place the records before the Judge concerned in the Chamber.
- (ii) To arrange papers and files on the Chamber table of the Judge.
- (iii) To remain in attendance at the Secretarial Office Room to attend to the calls of the Judge concerned.
- (iv) To carry files and papers to and from the Office Room of the Judge.
- (v) To attend to any other work that may be entrusted to him by the Judge concerned.

(b) Daftary:-

The duties of Daftary are as follows:-

- (i) He shall attend to all types of Roneo works.
- (ii) He shall bind and stitch all new and old Registers except the binding of Gazettes.
- (iii) He shall seal all confidential letters and files, etc.
- (iv) He shall attend to all pasting works of the Court/Office/Section.
- (v) He shall rule the papers and Registers when required.
- (vi) He shall clean pen -stands, glass, pads and other official articles used by the Judge/Officer/Ministerial and Secretarial Assistants.
- (vii) He shall bring departmental indents of stationery articles on requisition and distribute those among the Officer and staff.
- (viii) He shall supply sized papers to Typists.

- (ix) He shall prepare envelopes, etc. for issue of letters, parcels and packets, etc.
- (x) He shall affix stamps on cover / envelop of various Government Letters.
- (xi) He shall carry weekly and supplementary cause list to the residence of the Judges and Advocates.
- (xii) He shall attend to any other official work assigned to him by the Judge, Officer, Ministerial/Secretarial Officer and Staff.

(c) Library Attender:-

- (i) The Library Attender shall help and assist the Librarian in arranging books and journals, etc, in the library.
- (ii) He / She shall, as per the instructions of the Librarian, carry the books and journals to the Courts, Chambers and residence of the Judges and Chambers/Officer of the Registry Officers and shall be responsible for collecting those books, journals, etc. back from the concerned Courts and Officers.
- (iii) He / She shall Repair books and journals, etc. of the Library by using mending tape, paste, and brushes.
- (iv) He / She shall discharge all the functions of an Office Peon in respect of the Library.
- (v) He / She shall assist the Librarian as and when asked for, in order to ensure proper functioning of the Judges' Library..
- (vi) Any other work assigned by the Librarian.

5. Sweepers :-

- (i) He / She shall clean all the latrines and lavatories of the Court /Chamber and Offices to which he / she is attached.

- ii) He / She shall ensure that the entire Court Building and Court premises including the verandah, roof, staircase, waiting area, court yard, back yard, court halls, office rooms, conference room, etc. remain clean and free from dust and garbage.
- iii) He / She shall keep the surrounding area of the Court Building, i.e. portico, garage, etc. clean in all respect.
- (i) He / She shall ensure that, no unwanted plant, creeper, etc. grow on the wall or roof of the Court Building.
- (ii) He / She shall also attend to the work of cleaning latrine in the residence of the Judges as per the order of the Court Officer-Cum-Asst. Registrar.

6. Mali :-

- (i) He shall keep the garden area as well as the vacant space with earth surrounding the Court Building clean and free from unwanted creepers, weeds, grass, bushes, etc.
- (ii) He shall develop the garden area and the vacant space, in and around the Court Building with flower bearing plants.
- (iii) He shall maintain the lawn and the garden around the Court Building, so that it gives the Court an elegant and fresh look.
- (iv) He shall develop the garden area and the vacant space, in and around the Residence with fruit and flower bearing trees.
- (v) He shall maintain the lawn and garden around the residential bungalow of the Judge.

The Services of the Mali(s) may also be used as per the to develop and maintain the garden area of the Court Guest Houses, Court Museum and in the Judicial Officers 'Quarters and the Judicial Staff Colony. However, while doing so, it is to be ensured that the requirement of services of such Mali(s) in

the Court premises and in the residence bungalow of the Judges is not ignored and neglected.

7. Night Watchman :-

- (i) He shall ensure complete security of the Court premises, Court Guest House premises in respect of which he has been engaged.
- (ii) He shall be responsible for the watch and ward of the Court Building, where his services / duties have been attached.
- (iii) He shall ensure that the rooms of the court Building, where valuable articles as well as important documents and records are kept, are under lock & key and are properly protected during night hours as well as on holidays when the Court and Offices are closed.
- (iv) He shall move around the Court Building and premises during the night hours and shall be in touch with the local police on duty in the Court area, so that their (police) help and assistance can be sought for immediately in case of any exigency and emergency.

It is however made clear that, the aforesaid Duty-Chart as regards the duties of the Group-‘D’ Employees is not exhaustive, and it only outlines the major duties assigned to them. Group- ‘D’ employees can also be deployed to work at the Court Guest Houses under the administrative control of the Registrar (Judicial) of the Court and the respective District Judges.

APPENDIX-6

(Scheme for Selection and Appointment of Law Reporter)

[See Rule. 5(6)]

1. A person to be eligible for appointment as Law Reporter in Category-1 of Tenure Post should be an advocate of at least 10 years' standing practice in the Court and should not be less than 35 years and above 65 years of age on the date of his/her appointment to the post.
2. When the Post of Law Reporter falls vacant or is about to fall vacant, the Registrar (Judicial) of the Court shall prepare a list of at least five eligible candidates and submit the same to the Chief Justice for consideration and selection of one of them for appointment as Law Reporter.

Provided that, if the Chief Justice is of the opinion that there is any other suitable candidates whose name is not included in the list, he may include that name in the list.

Provided further that, the Registrar (Judicial) with the approval of the Chief Justice may also invite applications from the members of the High Court Bar Association by giving notice in the Notice Board of the Court and the High Court Bar Association for consideration and selection of one of them for appointment as Law Reporter.

3. The Chief Justice may interview the candidates before making the selection and for this purpose, he may constitute a committee comprising three Judges to assist him/her. The nature of test, if any, for such selection may be decided by the Chief Justice or the Committee constituted for the purpose.
4. The appointment of the Law Reporter shall be for a period of one year which may be extended from year to year at the discretion of the Chief Justice and no person shall continue in the said post after he attains the age of 65 years.

Provided that, if at any time during the tenure of one year or the extended period, the Chief Justice is of opinion that for the reasons of ill

health or any other reason, the Law Reporter is no more suitable to continue as such, the Chief Justice may terminate his appointment by giving one month prior notice.

5. The remuneration of the Law Reporter shall be consolidated amount of Rs.35000/- per month or such further sum as would be sanctioned by the State Government from time to time in consultation with the Court.

APPENDIX-7

(Scheme for Selection and Appointment of Research Assistant)

[See Rule.5(6)]

Whereas, sanction of posts of Research Assistant on fixed honorarium basis, for their attachment with Hon'ble High Court Judges, has been issued by the Government of Orissa, with a view, that the attached Research Assistant may assist Hon'ble Judges in Judicial work i.e. Searching out case law, articles, papers; taking down notes or arguments and preparing of speech/articles etc. which add and enrich knowledge and experience of concerned Research Assistants also.

Therefore, to obtain services of best incumbents, and with a view to keep transparency in the mode, and modality of engaging such Research Assistant; providing qualification/method of selection, briefjob chart, general condition ofjob etc. the following guidelines are provided:-

1. **TITLE-** The guidelines provided herein after shall be called as "Scheme for Selection and Appointment of Research Assistant in the High Court of Orissa."

2. **DEFINITIONS:** Unless there is anything repugnant in the subject of context

(i) "Chief Justice" means Hon'ble Chief Justice of the High Court of Orissa.

(ii) "Judge" means Hon'ble Judge of the High Court of Orissa

(iii) "Research Assistant" means the person to assist the Hon'ble Judges in the Research work in Legal issues coming up for adjudication.

(iv) "Schedule" means schedule given at the end of these guidelines

(v) "Website" means official website of the High Court of Orissa as may be uploaded from time to time. (At present it is <http://orissahighcourt.nic.in>)

(vi) "Universities/Colleges/ institutions" shall mean the Universities/Colleges/ Institutions established by law in India.

3. **TERM AND NATURE OF ENGAGEMENT:**

(i) Research Assistant shall be engaged on purely temporary and contractual basis for a term of two years subject to his/her performance to the satisfaction of Hon'ble Judge with whom he/she is attached, which shall not entail person concerned to claim any regular appointment.

- (ii) One Research Assistant shall be attached with Hon'ble Chief Justice so also one with each Hon'ble Judge.
- (iii) Premature discharge of the assignment given to Research Assistant without any notice shall be Lawful, provided that the Hon'ble Judge with whom the concerned Research Assistant is attached, makes recommendation in writing to the Hon'ble Chief Justice.
- (iv) A Research Assistant intending to leave assignment at premature stage shall be required to give prior notice of three months, or residuary tenure of assignment whichever is higher.

4. METHOD OF SELECTION

- (i) Selection for engaging Research Assistant shall be made by notifying requirement and thereby inviting applications from willing candidates by giving advertisement in at least two widely circulated News Paper, one of which must be in regional language. The pro forma of abridged advertisement shall be as may be prescribed in Schedule-I from time to time.
- (ii) Such application shall be made in the form as is prescribed in Schedule-II which can be downloaded from website, and it must be accompanied with the copies of documents, as enumerated in that form.
- (iii) Simultaneous to publication of abridged notification, Registrar, Universities/ Colleges / Institutions may also be intimated about the requirement, requesting to persuade, and forward applications, of willing candidates, along with their recommendation.
- (iv) Calendar as is given in Schedule-III shall, as far as possible, be adhered to.
- (v) Selection shall be made on the basis of recommendation of the Judges Committee constituted by the Hon'ble Chief Justice.
- (vi) Selection shall be made in order of merit as recommended by the Judges Committee
- (vii) After receipt of the recommendations from the Judges Committee, the Hon'ble Chief Justice shall order attachment of one Research Assistant to each of the Hon'ble Judges, including the Hon'ble Chief Justice himself. The formal order in this regard shall however be issued by the Registrar General.

5. AGE AND NATIONALITY

(i) A candidate must not have attained the age of 33 years on 1st January preceding the last date fixed for submission of the application.

(ii) He must be a citizen of India.

6. QUALIFICATIONS:

(i) A candidate must be a law graduate or post graduate in law from any recognized Universities/Colleges/ Institutions, established by law in India and should not have put in more than one year of practice, if he/ she is a practicing advocate.

(ii) A candidate must have basic knowledge of computer.

(iii) In case a candidate is selected who is practicing as an advocate, he / she must surrender / keep in abeyance his/ her advocate's licence during his/her tenure as Research Assistant, but however such period shall be included/calculated towards his/her practice as an Advocate.

7. DISQUALIFICATIONS: (i) A candidate must not have more than one wedded spouse, nor should be married to such a person, who already had a living spouse at that time.

(ii) A candidate should not be involved in any criminal case, whether convicted or against whom criminal trial is pending.

8. CHARACTER

A candidate must be a person of integrity, honesty and good moral character, for which he will submit certificates of two responsible persons, at the time of submitting application.

9. HONORARIUM

(i) A fixed honorarium of Rs.15,000/- (Rupees fifteen thousand) per month without any dearness or other allowance/ perquisite, shall be paid to the Research Assistant.

(ii) Proportionate reduction of honorarium shall be made for unauthorized absence, so also for absence beyond permissible period of leave.

10. ATTENDANCE AND LEAVE

(i) A Research Assistant shall be entitled to one casual leave on completion of one calendar month, and un-availed casual leave will accumulate, up till end of the calendar year.

(ii) The Private Secretary of the Hon'ble Judge to whom such Research Assistant is attached shall maintain account of attendance and casual leave of the Research Assistant and will send its intimation of leave and working day in each calendar month to the Bill Section, for preparing bill of honorarium.

11. DUTIES OF RESEARCH ASSISTANT:

(i) To assist the Hon'ble Judge, in discharge of judicial and administrative functions, the Research Assistant shall perform the following duties, under direct control of the Hon'ble Judge with whom he/she is attached,

(ii) He/she shall read the case files, and prepare the case, i.e., case summary and notes and chronology of events of such a comprehensive nature, that it may give to the Hon'ble Judge a complete view of the matter, including the legal questions involved, and the latest case law having bearing on the case either ways,

(iii) He/she shall search out case law, articles, papers and other relevant material required in discharge of judicial/administrative work,

(iv) He/she shall take down notes of arguments and to prepare notes of cases,

v) He/she shall identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment,

(vi) He/she shall maintain record of judgments by the Hon'ble Judge along with the point of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Judge, for any purpose whatsoever,

(vii) He/she shall perform whatever is directed, in the course of imparting training to him, with regard to procedure and substantive law and also maintain confidentiality,

(viii) He/she shall assist the Hon'ble Judge in preparing any speech/academic paper.

12. DUTY HOURS:

It is full time job, and the Research Assistant may be required to attend the residential office of the concerned Hon'ble Judge, in addition to normal duty during office hours. He/she may be required to attend the office/residential office, even on Gazetted/Local holidays. However, the time schedule shall be mutually adjusted by the Hon'ble Judge concerned, so as to make convenient working of the Research Assistant as well as the Hon'ble Judge concerned.

13. CONDUCT DURING AND AFTER TERM OF ASSIGNMENT

- (i) A Research Assistant shall maintain devotion to duty, and high standard of moral, during the term of assignment. He will not disclose any fact which comes to his knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosure is legally required in discharge of lawful duties.
- (ii) The Research Assistant will not accept any other assignment during term of assignment as Research Assistant.
- (iii) He/she will not leave headquarter without seeking permission from Hon'ble Judge concerned.
- (iv) He/she will not avail leave without getting it sanctioned. In any case of emergency, he/she will immediately contact and convey the Hon'ble Judge concerned, of his/her inability to attend office.

14. UNDERTAKING

Before taking over assignment, the Research Assistant shall submit an undertaking in format, as may be prescribed in Schedule IV, before the Registrar General of the High Court of Orissa.

15. CERTIFICATE:

- (i) On successful completion of term of assignment, a certificate by the Registrar General shall be issued, in form as is prescribed in Schedule V
- (ii) If the assignment is terminated before completion of original term, due to pre-mature discharge by the High Court, or due to voluntary giving up assignment, by person concerned, no such certificate shall be given.

16. PUBLICATION OF THE SCHEME:

- (i) The scheme shall be uploaded on website and intimation of uploading may be given to the Registrar, Institutions / Universities/ Colleges.
- (ii) The Hon'ble Chief Justice may direct publishing of this scheme in any other additional manner also

SCHEDULE-I**ABRIDGED ADVERTISEMENT**

Applications for Contractual engagement ofpersons as Research Assistants for a period of 2 (two) years under terms and conditions mentioned in the 'Scheme for Selection and Appointment of Research Assistant in the High Court of Orissa' available in the website of the High Court, are invited from eligible candidates having essential qualification. Maximum age of the candidates as on 1st January of the year of advertisement must not be more than 33 years. The last date of receipt of application (duly filled up and complete in every manner) in the office of Registrar General, Orissa High Court, Cuttack, is dtd.during office hours. Form of application is available on and can be downloaded from the website [http:// orissahighcourt.nic.in](http://orissahighcourt.nic.in).

Date:-**Registrar General,
High Court of Orissa**

SCHEDULE – II**ORISSA HIGH COURT, CUTTACK**

Adv No. _____/Research Assistant

Space for
Photograph

1. Name of Applicant :- _____
2. Date of Birth : _____
3. Sex (Male/Female) : _____
4. Nationality : _____
5. Full Name of Father/Husband: _____
6. Present Postal Address : _____
7. Permanent Address: _____
8. Educational Qualification: _____

Name of Exam Passed	Name of Board/ University	Name of Institution /College	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks Obtained	Date of enrolment in the Bar Council in case of practicing Advocate

9. Do you have knowledge of Computer Operation? (Yes/No)

(a) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute? Please give particulars:

10. Are you married? _____

If so do you have more than two spouse living or married a person having a spouse living? _____

Place:

Date:

Signature of Applicant

Note:

1. Candidates should affix a latest taken coloured photograph on or after 13.05.2017 in passport size with his own signature thereon and duly attested by a Gazetted Officer at the space provided in the application.

2. The envelope containing application should be marked **“APPLICATION FOR THE POST OF RESEARCH ASSISTANT”**.
3. Envelope shall contain only one application form. An envelope containing more than one application form, shall stand rejected.
4. Candidates must attach with the application form, attested copies of the certificates & mark sheets in support of their age and educational qualifications, extracurricular activities and also in support of their having computer knowledge.
5. Two Character certificates as per Clause 8 of the Scheme.
6. Applications may be sent either by Speed Post, Registered Post with A.D., or through Courier, or can be deposited by hand during office hours.
7. The defective applications, which are not complete in any respect, will be rejected out-right.
8. Applications received after last date shall not be entertained and the Court will not be responsible for any postal delay.
9. The candidate shall not practise in any court of law nor engage himself in any professional pursuit during the engagement as Research Assistant.

SCHEDULE III**CALENDAR FOR THE YEAR OF RECRUITMENT**

1. Determination of availability of vacancy:- Last working day of February.
2. Sending intimation to Registrar/ Proctors of concerned Institution etc. and publishing of the advertisement in news papers /website – 15th Day of May.
3. Last date for submitting Application: 31st Day of May.
4. Sending Call Letters: Second week of June.
5. Interview/Test: Last week of July, subject to variation depending upon examination schedule of empanelled institutions.
6. Sending Letter of Offer : Within 15th July.

SCHEDULE - IV**UNDERTAKING**

I _____ son/daughter of _____
resident of _____
having been assigned job of Research Assistant to get practical training and to assist
Hon'ble Judge in discharge of Judicial/Administrative/Official/Semi Official functions,
do hereby submit my undertaking and affirm as under:-

That I have carefully read the “**SCHEME FOR SELECTION AND APPOINTMENT OF RESEARCH ASSISTANT IN THE HIGH COURT OF ORISSA**” and have fully understood the provisions contained therein. I understand and do undertake that I am bound by the provisions contained in the above said scheme and that I will abide by the provisions of it.

Date

Signature
(Name of Candidate)

Verified

(Registrar General)

SCHEDULE- V**C E R T I F I C A T E****To whom so ever it may concern**

It is to certify that Mr. / Mrs. / MissSon/Daughter/wife
 of.....resident of.....
 had performed job and successfully participated in training as Research Assistant
 w.e.f..... to He was attached to Hon'ble Mr.
 Justice....., Hon'ble The Chief Justice/Hon'ble Judge of
 Orissa High Court and his/her performance was found to be satisfactory / good /
 outstanding.

Date :**REGISTRAR GENERAL**

LETTER OF OFFER

Upon selection of Mr./Mrs./MissSon/wife/Daughter
of, resident of
..... as Research
Assistant under the provision of Scheme for Appointment of Research Assistant in
Orissa High Court, offer to join on following terms & conditions:-

1. That is purely temporary & contractual assignment for a period of two years which shall not entail you to claim any regular appointment.
2. Premature discharge of the assignment without notice shall be lawful provided Hon'ble Chief Justice/concerned Hon'ble Judge makes written recommendation.
3. A fixed honorarium of Rs.15,000/- per month without any dearness or other allowance/perquisite, shall be paid to you. However, proportionate reduction shall be made on account of unauthorized absence so also, absence beyond permissible period of leave.
4. You shall be entitled to one casual leave on completion of one calendar month and un-availed casual leave will accumulate up till determination of term of engagement.
5. The provisions contained in "Scheme for Selection and Appointment of Research Assistant in the High Court of Orissa" are binding upon you.
6. On successful completion of term of assignment, a certificate by the Registrar General shall be issued.
7. You will maintain devotion to duty and high standard of moral, during the term of assignment. You will not disclose any fact which comes to your knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosures is legally required in discharge of lawful duties.
8. Your principal duties are as provided in the Scheme.

REGISTRAR GENERAL

APPENDIX-8**(Scheme for Selection and Appointment of Remunerated Copyist)****[See Rule.5(6)]**

1. A candidate to be eligible for appointment as Remunerated Copyist in Category-1 of Remunerated Post shall have Bachelor's degree in any discipline from a recognized university or such other qualification equivalent thereto and must have adequate knowledge in Computer Application.
2. He/she must fulfill all other qualifications/criteria as required for direct recruitment to the Group-C posts prescribed under Rule-11.
3. The application for recruitment of Remunerated Copyist shall be invited by giving advertisement in at least two widely circulated News Papers, one of which must be in regional language.
4. The examination for the direct recruitment for the post shall be made as per the Syllabus appended to this Scheme.
5. The mode and method of recruitment test shall be fixed by the competent committee.

SYLLABUS OF EXAMINATION
FOR THE POST OF REMUNERATED COPYIST

The candidates applying for the post of Remunerated Copyist shall appear at the recruitment examination on the following subject.

A. Written Examination 200 Marks

SL. NO	SUBJECT	MARKS	DURATION
1.	English (Essay, Précis writing, Translation, Re-translation and Grammar)	100	2 Hours
2.	Arithmetic	50	1 Hour
3.	General Knowledge	50	1 Hour

B. Computer Application Test 100 Marks

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

C. Viva Voce Test 20 Marks