

**HIGH COURT LEGAL SERVICES COMMITTEE
ORISSA HIGH COURT, CUTTACK**

Notice No: 431

Date: 01.12.2018

RECRUITMENT TO THE POST OF JUNIOR CLERK

Applications in prescribed format given below are invited from the eligible candidates for filling up of 1 (One) post of Junior Clerk (Unreserved) in the office of the High Court Legal Services Committee, Orissa High Court, Cuttack initially on contractual basis in terms of stipulations contained in G.A Department Notification No.32010/Gen/ dtd.12.11.2013 and G.A Department Notification No.-19574/Gen/ dtd. 12.09.2017.

ELIGIBILITY CRITERIA

A candidate in order to be eligible for the post must

- a. have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognised Council, Board or University, as the case may be;
- b. have at least passed Diploma in Computer Application from a recognised institute;
- c. be over 18 years and below 32 years of age as on 20.12.2018 i.e. the last date fixed for receipt of applications, provided that
 - i. Upper age limit is relaxable by **5 years** for SC/ST/SEBC/Women candidates & **10 years** for the Persons (Candidates) with Disabilities.
 - ii. The date of birth as recorded in the Matriculation/Higher Secondary Examination Certificates will be accepted as authentic.
- d. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- e. be of good character;
- f. be of sound health, good physique and free from organic defects or bodily infirmity;
- g. have not more than one spouse living, if married; and
- h. have paid the fees prescribed for the examination.

EXAMINATION FEE

1. Candidates except SC/ST/Persons with Disabilities categories are required to pay the Examination Fee of Rs.100/- (Rupees One Hundred) only in shape of Treasury Challan under the Head "**0070-Other Administrative Service-01-Administration of justice-800-Other Receipts**"
2. Fee once paid will not be refunded under any circumstances.
3. Payment made under any head other than the appropriate head or by any mode other than the prescribed mode will be treated as non-payment of Examination Fee.

SCHEME OF EXAMINATION

The Examination shall be on the following subjects carrying marks as shown against each:

Sl. No.	Subject	Total marks	Duration of the Exam
Part-I	English (Written Test)	100	02 Hours
	Arithmetic (Written Test)	100	01 Hour
	General Knowledge(Written Test)	100	01 Hour
Part-II	Computer Science Test (Practical)	100	01 Hour
Part-III	Viva-Voce	45	

The manner of selection of candidates shall be governed by "the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 in so far as the same apply to the present purpose. The remuneration and conditions of service will be governed by Odisha Group-C and Group-D Posts (Contractual Appointment) Rules, 2013 notified by the G.A. Department Notification No. GAD-SC-RULES-0009-2013-32010/Gen, dated 12th November, 2013 read with Odisha Group-C and Group-D Posts (Contractual Appointment) Amendment Rules, 2017 notified by the G.A. Department Notification No. GAD-SC-RULES-0037-2017-19574/Gen dated 12th September, 2017

LAST DATE OF RECEIPT OF APPLICATION

Application Form duly signed alongwith self attested true copies of the testimonials/ documents mentioned below shall be sent through Registered Post/ Speed Post in a closed envelope superscribed "APPLICATION FOR THE POST OF JUNIOR CLERK "so as to reach the office of the **High Court Legal Services Committee , Orissa High Court, Cuttack - 753002 by 5 P.M. on 20.12.2018** positively. The applications received beyond that date shall be summarily rejected.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FORM

1. Treasury challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (not applicable to SC, ST & Persons with Disabilities candidates).
2. Three self signed recent colour passport size Photographs including one affixed on the Application Form at allotted space.
3. Self attested photocopies of certificates and mark sheets in respect of HSC / +2 Examination and Computer Qualification.
4. Self attested photocopies of caste and disability certificate (whichever/wherever applicable).
5. Two self addressed envelopes duly stamped for despatch of call letters by Registered Post.

NOTE:- Non-compliance of any of the requirements mentioned above shall entail rejection of application. The application, if found defective / incomplete in any respect shall be summarily rejected. No T.A. /D.A. will be allowed to the candidates for attending the recruitment examination.


Secretary

**High Court Legal Services Committee,
Orissa High Court, Cuttack**

Memo No.432

Date. 01.12.2018

Copy to Supdt. Computer Section, Orissa High Court, Cuttack for publication in the Court's website.


Secretary

**High Court Legal Services Committee,
Orissa High Court, Cuttack**

Format of Application

(For the post of Junior Clerk in the High Court Legal Services Committee, OHC, Cuttack)

1. Name of the candidate(in capital letters):
2. Father's/Husband's Name:
3. Gender :
4. Marital Status :(Married/ Unmarried)
5. Permanent address :
6. Present address:(for communication purpose):

Affix self signed
recent colour
passport size
photograph

7. Date of Birth:
8. Age as on 20.12.2018:
9. Educational qualification(Attach self attested copies of testimonials)

Name of the Examination passed	Name of the Board/ University/Institution	Year of passing	Total Marks	Marks secured	Grade/ Division
HSC					
+2 Arts/Science / Commerce					
DCA					

10. Category (SC/ST/SEBC/UR):
11. Whether a Persons with Disabilities (Yes/No):
12. Religion :
13. Nationality:
14. Details of Treasury Challan with Number, Date and Amount :

Declaration

I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief and based on record. In the event of any information being found false/fabricated my candidature /appointment shall be liable to be cancelled/ terminated without any notice to me, and I shall be liable to legal action.

Signature of the Applicant

Date :

Place :