

# HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 02 of 2023



## RECRUITMENT TO THE POSTS OF JUNIOR STENOGRAPHER

On-line applications are invited from the eligible candidates from **01.03.2023 till 11.59 P.M. of 20.03.2023** for recruitment of 35 (Thirty five) posts of Junior Stenographer in Group-‘C’ Category in the scale of pay of Rs.25,500 – 81,100/- in Level 7 of the Pay Matrix with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The recruitment shall be conducted in accordance with the provisions of “The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019 and The High Court of Orissa (Appointment of Staff and Conditions of Service) (Amendment) Rules, 2021 & 2022”.

### 2. VACANCY POSITION:

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

Sl. No.	Category	Total	Women
1	UR	10	03
2	SEBC	05	02
3	ST	12	04
4	SC	08	03
<b>Total</b>		<b>35</b>	<b>12</b>

### Note:

- In case of non-availability of eligible/suitable women candidate(s) belonging to respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate(s) of the same category.
- Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.

- (c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice, depending upon the exigencies of public service at the discretion of Hon'ble the Chief Justice.
- (d) The reservation for different categories in the present recruitment of Junior Stenographers shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- (e) Candidates belonging to categories of PwDs/Ex-Servicemen/Sports Persons, when selected as per the reservation provided for them, shall be adjusted against the categories to which they belong which means that the PwDs/Ex-Servicemen/Sports Persons, if belong to Scheduled Caste will claim the vacancy reserved for S.C., if belong to Scheduled Tribe will claim the vacancy reserved for S.T. and so on.

### **3. AGE:**

A candidate must be **above 21 (Twenty-One)** years of age and **below 32 (Thirty-Two)** years of age on the **1<sup>st</sup> day of August, 2023** i.e. he/she must have been born **before 1<sup>st</sup> August 2002** and **on or after 2<sup>nd</sup> August 1991**.

Provided that, the upper age is relaxable by 5 years for candidates belonging to the categories of SC, ST, SEBC & Women and by 10 years for PwDs whose permanent disability is not less than 40% and not more than 50%. Persons with disabilities belonging to SC/ST/SEBC categories are eligible to get cumulative age relaxation of 15 years i.e. 10 years under PwD category and 5 years under SC/ST/SEBC category.

Age relaxation for Ex-Servicemen candidates shall be made in accordance with the provision made under relevant Acts, Rules, Orders or instructions issued in that behalf by the State Government.

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

**SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED CAN IN NO CASE BE RELAXED.**

**Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted.**

#### **4. EDUCATIONAL QUALIFICATION:**

A candidate must possess a Bachelor's Degree in any discipline from a recognised University. He/ She should have a minimum speed of 80 words per minute in shorthand and 40 words per minute in type writing along with adequate knowledge in Computer Application.

#### **5. EXAMINATION FEE:**

A candidate is required to pay a non-refundable and non-adjustable fee of Rs.500/- (Rupees five hundred) only through online by using Debit Card/Credit Card/ Net Banking system. **Candidates belonging to Scheduled Caste and Scheduled Tribe and Persons with Disabilities are exempted from payment of examination fee.**

#### **6. SYLLABUS OF EXAMINATION**

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

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

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

A general category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per

centum of marks in the above written test shall be disqualified for appearing the Computer Application Test.

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

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

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

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

**(C) Skill Test:**

<p><b>Short Hand and Type Writing Test:</b> 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. <b>N.B.</b> <b>1. For each correct word 0.25 marks will be awarded.</b> <b>2. Maximum permissible limit of mistakes and/or omissions is 10% of total words.</b> <b>3. Mistake means wrong spelling of words, substitution of words, overlapping of words and wrong punctuation marks.</b> <b>4. Mistakes and/or omissions beyond 10% of total words shall be treated as disqualification and the candidates shall be debarred from consideration for selection.</b></p>	<p><b>100 MARKS</b></p>	<p>5 minutes for short hand/ dictation test and 10 minutes for type writing/ transcription test on computer.</p>
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On the basis of marks secured in the Skill Test, a merit list of all candidates (both general and reserved categories) shall be prepared and

thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

## **7. OTHER ELIGIBILITY CONDITIONS:**

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

- (i) Have the requisite qualification(s).
- (ii) Be able to read, write and speak Odia fluently.
- (iii) Be of good character.
- (iv) Be of sound health and mind, good physique and free from any contagious or communicable disease and should not be with bodily infirmity of more than 50%.
- (v) Not have more than one spouse living, if married.
- (vi) Not have any past criminal antecedent and / or record.
- (vii) Not have been convicted by any Criminal Court for offence involving moral turpitude.
- (viii) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.
- (ix) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their application for this recruitment and must obtain an NOC (No Objection Certificate) from their competent authority and attach it with the online application while applying.
- (x) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish the copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of his/ her change of name.

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

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

- (i) HSC or equivalent certificate in support of proof of age.
- (ii) Certificate from the Board of Secondary Education, Odisha or from any other Board or Council of Secondary Education approved by the Government in support of passing of Odia Language Test equivalent to M.E. School standard or a Certificate from a recognized School showing that he or she had taken Odia as a subject in Class-VII or Standard-VII and has passed the said Examination.
- (iii) Certificate of Bachelor's Degree from a recognised University or such other qualification equivalent thereto.
- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Certificate from a recognised institute showing a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing.
- (vi) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
- (vii) Recent passport size photograph.
- (viii) Full signature of the candidate.
- (ix) Aadhaar card.
- (x) Certificate from the competent authority indicating the category of the caste or the tribe or the class of the applicant, in case he or she belongs to Scheduled Caste, Scheduled Tribe or SEBC and claims reservation under such category.
- (xi) Discharge Certificate and Affidavit (in case of Ex-Servicemen).
- (xii) Medical Certificate or Disability Certificate (in case of PwD).
- (xiii) Sports Certificate (in case of Sports Person).
- (xiv) Government Servant whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit. **All such candidates are required to obtain an NOC (No Objection Certificate) from their competent authority and attach**

**it with the online application form at the time of submission of documents.**

The candidates are required to take a print out of the finally submitted online Application Form for future use.

**EXPLANATION:-**

- i. The SEBC Certificate which is **more than 3 (three) years old** by the closing date of submission of online application form is **liable for rejection**.
- ii. Women candidates belonging to S.C./S.T./S.E.B.C. categories are required to submit Caste Certificates by birth showing "Daughter of .....". **Caste Certificate by virtue of marriage (i.e. showing "Wife of .....") is not acceptable and is liable for rejection.**
- iii. OBC CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF SEBC CERTIFICATE.
- iv. Certificate of good character must be issued within 3 Months from the last date of submission of online application.
- v. Community (Caste Status) once mentioned by the candidates shall not be changed under any Circumstances.
- vi. Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD (not less than 40% and not more than 50% disability) to claim reservation under such category.
- vii. Discharge Certificate issued by the Commanding Officer of the Unit last served if the candidate claims reservation under Ex-Servicemen category. Such candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- viii. The matter relating to determination of eligibility and recruitment in respect of candidates claiming reservation under PwD/ Ex-Servicemen category shall be made in accordance with the provision made under relevant Acts, Rules, Orders or instructions issued in that behalf by the State Government from time to time.

- ix. Candidates claiming reservation under Sports persons category must submit Sports Certificate issued in their favour by Director of Sports and Youth Service Department, Government of Odisha.

**9. MISCELLANEOUS:**

- (a) Applicants must go through the details of this Advertisement before filling up online application form.
- (b) Applications should be submitted only through mode **ONLINE** by logging-in to the website of the High Court of Orissa i.e. **www.orissahighcourt.nic.in (QUICK LINKS → Recruitment Corner → Examination Portal)**. Then Click on "**JUNIOR STENOGRAPHER, 2023**". Candidate must go through the "**INSTRUCTIONS TO CANDIDATES**" available on the portal before filling application form.

The Candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

- (c) Incomplete / Incorrect application(s) or forms submitted through modes other than the prescribed ONLINE format will not be entertained and will be summarily rejected without assigning any reason.

Admission to any stage of the Recruitment process will be provisional. If on verification at any stage of the Recruitment process, it is found that a candidate does not fulfil the eligibility conditions then his/her candidature will be liable to rejection.

- (d) The facility of Scribe will not be entertained at any stage of Recruitment Process.
- (e) The candidates are required to produce self-attested copy of the Application form, self-attested copies of certificates uploaded during submission of the Online Application, along with their originals at the time of Skill Test. Candidates should keep at least 5 copies of passport size photographs which is uploaded on the online application form for future use.

**If one candidate furnishes more than one application, only information/ data of the latest application having higher Acknowledgement Number will be considered.**



- (f) Notice regarding date and time of each stages of examination will be uploaded in the Website of the High Court of Orissa and will be published in the Newspapers. No separate correspondence will be made on this score.
- (g) The candidates are advised to check the Orissa High Court website regularly for latest updates.
- (h) No T.A. / D.A. will be paid for appearing in the Examination.

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

An applicant, who is or has been declared guilty of impersonation or of submitting fabricated document(s) or documents specified in Clause-8 mentioned above, 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 would also invite such other disciplinary action as deemed proper at the discretion of the Hon'ble Court.



**REGISTRAR, EXAMINATION**

**Memo No. 3371(2) Date. 27.02.2023**

Copy forwarded to:

- 1) Notice Board of the Court.
- 2) Superintendent, Computer Section with a request to upload the above notice in the Court's Website.



**REGISTRAR, EXAMINATION**