HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 07/2026

RECRUITMENT TO THE POSTS OF JUNIOR GRADE TYPIST/ DATA ENTRY OPERATOR

Online applications are invited from the eligible candidates from **10:00 A.M. of 13.11.2026 till 11:59 P.M. of 07.12.2026** for recruitment to 31 (Thirty-one) posts of Junior Grade Typist / Data Entry Operator (Group-C) in the Court's Establishment in the scale of pay of Rs.19,900 – 63,200/- in Level 4 of the Pay Matrix under ORSP Rules, 2017 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" as amended from time to time.

2. VACANCY POSITION:

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

Sl. No.	Category	Total	PwBDs	Ex-Servicemen
1	UR	7 (W-2)	02	01
2	SEBC	6 (W-2)		
3	ST	11 (W-4)		
4	SC	7 (W-2)		
	Total	**31(W- 10)**		

Note:

(a) 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.

(b) 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 at the discretion of the Court.

(d) The Court reserves the right to cancel the entire recruitment process or any part of it at any stage without assigning any reason and the decision of the Court in that regard shall be final.

(e) Filling-up of vacancies for candidates belonging to PwBDs/Ex-Servicemen 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.

(f) The Physical requirement and functional classification of Persons with Benchmark Disabilities who are eligible/suitable for the job is mentioned below:

Physical Requirement	**Functional Classification**
Code – SE, H, RW, MF	**Code- OL, BL, HI**
SE -Work performed by seeing H- Work performed by hearing/ speaking RW- Work Performed by reading and writing MF- Work performed by manipulating (with fingers)	OL- One leg affected (R and/or L) BL- Both legs affected but not arms HI- Partially deaf

3. AGE:

A candidate must be **above 21 (Twenty-One)** years of age and not exceeding **42 (Forty-Two)** years of age as on **12.11.2026** i.e. he/she must not have been born earlier than **12.11.1984** and not later than **11.11.2005**.

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

Name and Date of Birth entered in the High School Certificate/ 10th Board Examination or equivalent certificate issued by the concerned Board/Council will only be accepted. Any change in name or surname should be supported by gazette notification. The applicant is to submit his/her online application as per changed name/ surname and upload the gazette notification at the time of submission of online application.

4. EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor's Degree in any discipline from a recognised 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 or such other qualification equivalent thereto from **recognized Universities or AICTE recognized Institutions or any other Institutions recognized by the Government.**

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 / UPI.

Candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Benchmark Disabilities are exempted from payment of examination fee at their option.

6. SYLLABUS OF EXAMINATION:

The Direct recruitment for the post of Junior Grade Typist /Data Entry Operator shall consist of the Preliminary Examination, Language Test, Computer Application Test and Main Written Examination (Typewriting Test in English) as detailed below.

I. Preliminary Examination (Qualifying) - 150 marks (2 hours duration)

The Preliminary Examination 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 Examination there shall be 150 number of Objective Type of Questions with Multiple Choice Answers.

THERE SHALL BE NEGATIVE MARKING OF 0.5 (HALF) MARK FOR EACH WRONG ANSWER.

Those candidates who secure not less than 33% of marks in the S.C./ S.T. category and not less than 40% in rest of the categories in the Preliminary Examination shall be called upon to appear in the next stage of the recruitment process i.e. Language Test.

Provided that, the Court 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 Examination.

II. Language Test (Qualifying) - 100 Marks (2 hours)

This test which aims at evaluating a candidate's knowledge in both English and Odia language, shall be conducted in the following pattern:-

(i) An essay in English (containing 300 words)	30 marks
(ii) Precis writing	20 marks
(iii) Translation of a passage from English to Odia	20 marks
(iv) Translation of a passage from Odia to English	20 marks
(v) English Grammar	10 marks

The candidates who secure at least 33% of marks in the S.C/S.T. category and at least 45% in rest of the categories in the Language test shall be called upon to appear in the Computer Application Test.

Provided that, the marks secured by a candidate in the Language Test, as mentioned above, shall not be taken into account while drawing up the Final Merit List.

III. Computer Application Test (Qualifying) - 100 Marks

The Computer Application Test shall consist of Theory & Skill Test, the details of which are given below.

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

Those candidates who secure 50% or more marks in the Computer Application Test shall be called upon to appear in the Main Written Examination (Typewriting Test in English).

Provided that, the marks secured by a candidate in the Computer Application Test shall not be taken into account while drawing up the Final Merit List.

IV. Main Written Examination - 100 Marks (10 minutes)
(Typewriting Test in English)

(a) The test will be held for 10 (Ten) minutes and the candidates are required to type the contents from a printed matter (400 words approximately).

(b) While assessing the accuracy of reproduction, 0.25 mark will be deducted for each mistake in typed script. Omission, substitution, addition & repetition of words shall be treated as mistakes.

A candidate whose script reveals more than 20 (twenty) mistakes, will be eliminated as disqualified.

The final list of the candidates shall be arranged in order of merit on the basis of the marks secured by the candidate(s) in the Main Written Examination (Typewriting Test in English).

If two or more candidates secure equal marks in the Main Written Examination (Typewriting Test in English), 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 candidates.

Notwithstanding the aforesaid provisions, the Chief Justice, may reduce the qualifying marks at his discretion to meet the exigency of non-availability of sufficient number of candidates.

7. CENTRE OF EXAMINATION:

Examination Centre for each stage of recruitment process will be conveyed to the candidates in due course through the Court's website and in the e-Admit Card.

REQUEST FOR CHANGE OF CENTRE WILL NOT BE ENTERTAINED.

8. OTHER ELIGIBILITY CONDITIONS:

(A) The candidate must be a citizen of India and he/ she must –

(i) Have the requisite qualification(s),

(ii) Be of good character,

(iii) 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%,

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

(v) Not have any past criminal antecedent and / or record,

(vi) Not have been convicted by any Criminal Court for offence involving moral turpitude,

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

(B) A candidate who claims change in his/her name/ surname after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of notification in the Odisha Gazette in support of his/ her change of name/ surname.

Application having difference/ discrepancy with respect to name/ surname appearing in the certificates furnished by the candidates if not supported by the document as required above shall be rejected.

(C) Government servants 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 shall produce "No Objection Certificate" from their Heads of Offices as and when directed.

9. CERTIFICATES/DOCUMENTS TO BE UPLOADED:

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

(i) High School Certificate / 10th Board Examination or equivalent certificate in support of proof of age.

(ii) Certificate of Bachelor's Degree from a recognised University or such other qualification equivalent thereto.

(iii) Certificate showing typewriting with a minimum speed of 40 words per minute in the computer.

(iv) Certificate showing should have passed PGDCA or such other qualification equivalent thereto from recognized Universities or AICTE recognized Institutions or any other Institutions recognized by the Government.

(v) Certificate of good character from the Institution last attended or two certificates from two persons of repute (one of whom must be a Gazetted Officer). A sample format of character certificate is appended herewith for reference.

(vi) Recent passport size photograph.
[The photograph must be clearly visible with proper orientation]

(vii) Full signature of the candidate.
[The signature must be clearly visible with proper orientation and in white background]

(viii) Aadhaar card.

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

(x) Discharge Certificate and Affidavit (in case of Ex-Servicemen).

(xi) Medical Certificate or Disability Certificate (in case of PwBDs).

(xii) Copy of notification in the Gazette in support of his/ her change/alteration/modification of name/ surname, (wherever applicable).

Candidates are advised to preserve a print out of the finally submitted online APPLICATION FORM for future use.

10. EXPLANATION:-

i. The SEBC (Non-Creamy Layer) Certificate which is **more than 3 (three) years old** as on the 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 .....") or otherwise is not acceptable and liable f or rejection.**

iii. OBC CERTIFICATE IN LIEU OF SEBC CERTIFICATE WILL NOT BE ACCEPTED.

iv. If the certificates of good character are issued from two persons of repute, those must be issued within 3 months as on the 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 PwBD (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. Addition, omission, alteration, replacement of letter(s) and discrepancy in terms of space in the name and/or middle name and/or surname in certificates in comparison to High School Certificate and vice-versa shall be considered as change in name.

11. MISCELLANEOUS:

(a) Applicants must go through the details of this Advertisement and the **"INSTRUCTIONS TO CANDIDATES"** available in the Court's website carefully before filling up online application form.

(b) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last minute rush.

(c) Applications should be submitted only through **ONLINE** mode. Candidates are advised to visit the website of the High Court of Orissa i.e. **www.orissahighcourt.nic.in** to apply for Junior Grade Typist / Data Entry Operator posts by navigating through the links **1. Recruitment Corner → 2. Examination Portal →3. "Recruitment to the posts of Junior Grade Typist / Data Entry Operator (Advertisement No. 07 of 2026)**".

(d) 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 for rejection.

(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 document verification prior to Main Written Examination (Typewriting Test in English).

Candidates should keep at least 2 copies of passport size photographs which is uploaded on the online application form for future use.

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

(g) Notice regarding date and time of each stage of examination will be uploaded in the website of the High Court of Orissa. No separate correspondence will be made on this score.

(h) If a candidate fails to attend any stage of examination and/ or document verification, his/her candidature shall be rejected.

(i) No Admission Letter for the recruitment test at any stage shall be sent by post. The candidates are therefore advised to visit the court's website www.orissahighcourt.nic.in regularly to know updates regarding the date of examination, downloading of e-Admit Card etc.

(j) No T.A. / D.A. will be paid for appearing in the Examination.

12. 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-9 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.

In case of any guidance/information relating to submission of online application, applicants may contact Recruitment Cell of the Court during the period from the date of opening and date of closing of submission of application form over Mobile number- 9437498780 or E-mail at ohcrecruitment1948@gmail.com on working days between 10:30 A.M. to 05:00 P.M.

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

Memo No. 17084(2)/Dated. 11.11.2026

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 on **12.11.2026.**

11/11/2026

REGISTRAR, EXAMINATION

CHARACTER CERTIFICATE

I certify that Shri/Smt./Kumari..... Son/Daughter/Wife of Shri/ Smt..... of Village:....., P.O. ....., District..... is personally known to me for last ..... years. His/ Her character and conduct are ..... . He/She is not related to me.

Place:

Date:

Signature of Responsible Person

Name: .....

Designation: .....

Full Address: .....

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Mobile Number:.....