

## ORISSA HIGH COURT; CUTTACK

### NOTICE

No.III – 16/2009 - 8653 / Date 06.08.2013

Applications in the prescribed format are invited for filling up of 13 vacancies of Junior Stenographers in Orissa High Court in the Pay Band of Rs.5,200-20,200/- & Grade Pay of Rs.2,400/- plus other allowances as admissible to State Government employees. The break up of the vacancies is as under :-

General	SC	ST	Total
7	3	3	13

**N.B. :** (a) The above vacancies include the 5 vacancies notified earlier vide Court's Notice No.4908 dtd.23.05.2011.

(b) The eligible candidates who have applied earlier in pursuance of Court's Notice No.4908 dtd.23.05.2011 will be allowed to appear in the recruitment examination if they are within the age limit as on 01.01.2011 prescribed in the said Notice.

**NOTE :** (i) The Selection Committee shall have the right to short list the candidates on the basis of their educational qualification including knowledge in Computer operation.

(ii) The life of the selection list shall be for a period of one year and to be reckoned from the date of first appointment from such list.

1. Age Limit : Between 18 to 35 years as on 01.01.2013 (Upper age is relaxable up to 5 years in case of S.C. & S.T. Candidates).
2. Qualifications : Graduation in any discipline with Diploma in Computer Application (DCA) from a recognized Institution having a minimum speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting.
3. Fee for Examination : Candidates are required to pay fees of Rs.50/- in shape of Treasury Challan under the Head "0070-other Administrative Services – 01 – Administration of Justice – 501 – Services and Service fees – 9903220 - Home Department – 9915770 – Examination fees". The S.C. and S.T. Candidates are exempted from paying the Examination fees.
4. Scheme of Examinations : The Examination will consist of :

	<u>Duration of the Test</u>	<u>Full Marks</u>
<b><u>Part -I</u></b>		
Skill Test in Stenography and Type Writing	5 Minutes in shorthand and 10 Minutes in Type writing.	100
<b><u>Part -II</u></b>		
Computer Test	30 Minutes	100

5. **How to apply :** Application in the prescribed form may be submitted in the envelope super scribed "Application for the post of Junior Stenographer" at the following address by ordinary post only :

**Special Officer (Special Cell)**

**Orissa High Court, Cuttack – 753002**

**P.T.O.**



6. The following documents should be attached with the Application Form.
- Two Copies of recent passport size photograph duly attested by Gazetted Officer with one Photograph pasted on Application form.
  - Two self addressed envelope of the size 23 Cms. X 10 Cms. with required postage stamp for ordinary post.
  - Original Treasury Challan for the required amount.
  - Attested copies of certificates in support of age, Educational qualification, Technical qualification & Caste along with Mark Sheets.
  - The Candidates who are employed in Government/Semi Government/Autonomous Bodies etc. should send their applications through proper channel. However, they may send the advance copies of their applications along with the required documents so as to reach the Special Officer (Special Cell), Orissa High Court, Cuttack on or before the scheduled date.
  - Application received without required documents & examination fee will be summarily rejected.
7. **Last date of receipt of application : 26.08.2013.**
8. Application received after the last date shall be summarily rejected.  
No TA/DA will be allowed to attend the recruitment test.

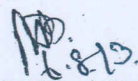
By Order

Sd/- I.K. Das  
Special Officer (Spl. Cell)

Memo No. 8654(2) / Date 06.8.2013

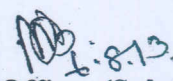
Copy forwarded to :

- Court's Notice Board for general information,
- ✓ Superintendent, Computer Section for uploading the above advertisement.

  
Special Officer (Spl. Cell)

Memo No. 8655(30) / Date 06.8.2013

Copy forwarded to all District Judges of the State. They are requested to publish the Court's Notice No. 8653 dated 06.8.2013 in their Notice Boards for wide publication.

  
Special Officer (Spl. Cell)

## ANNEXURE – I

### APPLICATION FORMAT

(FOR THE POST OF .....)

Paste your recent  
passport size  
photograph attested  
by Gazetted Officer

1. Name in full (in **BLOCK LETTERS**) :
2. Father's/Husband's Name :
3. Amount of Treasury Challan :
4. Treasury Challan No. & Name of Treasury :
5. Date of Birth in Christian Era (in figures and words) :
6. Permanent Address (in Block Letters) with Pin Code Number :
7. Present Address for Correspondence (in Block Letters) with Pin Code Number :
8. Category you belong to (General/ST/SC) :
9. Whether applied earlier in pursuance to Advt. No. 4908 dt. 23.05.2011 :
10. Educational Qualification (from Matriculation onwards including computer knowledge)

Sl. No.	Qualification	Board/University	Percentage of Marks obtained	Remarks

11. List of enclosures :  
(See Para 6 of the advertisement, 'How to apply')
12. Employment Exchange Registration No. :
13. Whether an employee of any Government/ Semi- Govt./ Autonomous Body, if so, Name of the Employer with address :

### **DECLARATION**

I hereby declare that information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature / appointment is liable to be cancelled / terminated without any notice.

Place :  
Date :

Full Signature of the Candidate