

THE HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 02 of 2021

Cuttack, Dated 03rd August, 2021

RECRUITMENT TO THE POSTS OF JUNIOR STENOGRAPHER IN THE HIGH COURT'S ESTABLISHMENT

Online applications are invited from the eligible candidates from **05.08.2021 to 04.09.2021** till 11.59 P.M. for recruitment of 29 (Twenty Nine) posts of Junior Stenographer in **Group-'C'** in the scale of pay of Rs.25,500 – Rs.81,100/- in Level-7 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 Staffs and Conditions of Service) (Amendment) Rules, 2021."

2. VACANCY POSITION:

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

Sl. No.	Category	No. of Posts
1.	Unreserved	15 (Women-05)
2.	SEBC	03 (Women-01)
3.	Schedule Caste	05 (Women-02)
4.	Schedule Tribe	06 (Women-02)
Total		29 (Women-10)

Out of the total 29 number of vacancies mentioned above, the reservation of vacancies in respect of Sports Person, Ex-Servicemen and Persons with Disabilities (not less than 40% and not more than 50% of any disability) are given below. Candidates belonging to PwD,

Ex-Servicemen and Sports Persons shall be adjusted against the categories to which they belong.

Sl. No.	Sub-Category	No. of Posts
1.	PwDs @4%	1
2.	Ex-Servicemen @ 3%	1

- a) Exchange of reservation between Schedule Caste and Schedule Tribe will not be considered.
- b) In case of non-availability of eligible / suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible / suitable male candidate(s) of the same category.
- 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 Categories of disabled suitable for the job (Functional Classification) and Physical requirement for Persons with Disability are given below:

Physical Requirement	Categories of disabled suitable for the job (Functional Classification)
Code-S, H, SE, F, R & W	Code – OL
<u>Full Forms</u> S- work performed by sitting (on bench or chair) H- work performed by hearing / speaking SE- work performed by seeing F- work performed by manipulating (with fingers) R & W- work performed by reading and writing	<u>Full Forms</u> OL- One leg affected (R and / or L)

3. AGE:

A candidate must be above 21 (twenty-one) years of age and below 32 (thirty two) years of age on the 1st date of August, 2021.

The upper age is relaxable upto 5 years in case of SC, ST, SEBC & Women and upto 10 years for PwDs. 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 for availing relaxation and reservation benefits will be as per government rules prescribed for the purpose.

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.

4. EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor's Degree in any discipline from a recognised University with a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing/transcription on computer. He/ she should have 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 Schedule Caste and Schedule Tribe and Persons with Disability 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)

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 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) :

Computer Application Test	100 Marks	1 hr.
(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.

