

THE HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 01 of 2021

Cuttack, Dated 17th February 2021

Recruitment to the posts of Assistant Section Officer in the High Court's Establishment

Online applications are invited from the eligible candidates from 18.02.2021 to 20.03.2021 till 11.59 P.M. for recruitment of 202 (two hundred two) posts of Assistant Section Officer in Group-B in the scale of pay of Rs.35,400 – Rs.1,12,400 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."

2. VACANCY POSITION:

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

Sl. No.	Category	No. of Posts
1.	Unreserved	105 (Women-35)
2.	SEBC	23 (Women-08)
3.	Schedule Caste	22 (Women-07)
4.	Schedule Tribe	52 (Women-17)
Total		202 (Women-67)

Out of the total 202 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%	8
2.	Ex-Servicemen @ 3%	6
3.	Sportsmen @ 1%	2

- 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, OA, LV, PD
<p>Full Forms</p> <p>S- work performed by sitting (on bench or chair)</p> <p>H- work performed by hearing / speaking</p> <p>SE- work performed by seeing</p> <p>F- work performed by manipulating (with fingers)</p> <p>R & W- work performed by reading and writing</p>	<p>Full Forms</p> <p>OL- One leg affected (R and / or L),</p> <p>OA- One arm affected (R or L) :- (a) Impaired reach; (b) weakness of grip, (c) ataxia,</p> <p>LV- Low vision</p> <p>PD- Partial deaf (with suitable aid)</p>

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 or such other qualification equivalent thereto. He/ she must 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 **Assistant Section Officer** shall consist of Preliminary Examination/Test, Written Examination, Computer Application Test and Viva-voce Test as detailed below.

(A) Preliminary Examination/Test - 150 marks (2 hours duration)

The Preliminary Test shall carry 150 marks in accordance with the Graduation Course on the subjects of General English, General Knowledge, Logical Reasoning and Quantitative Aptitude. In such Preliminary Test there shall be 150 numbers of Objective Type of Questions with Multiple Choice Answers.

There shall be Negative Marking of 0.5 (half) mark for each wrong answer. The Court shall call for the candidates for Written Examination, who have secured not less than 33% of marks in case of Scheduled Caste & Scheduled Tribe candidates and 40% of marks in case of others in the Preliminary Examination.

Provided that, the High Court shall decide the number of candidates to be called to sit in the Written Examination on the basis of result of the candidates in the preliminary examination and the cut off mark in the preliminary test shall be determined accordingly.

(B) Written Examination:

So far as Written Examination is concerned, English Paper shall be of qualifying nature, and if a candidate belonging to General Caste does not obtain at least 45% of the Full Marks in the Paper and if a candidate belonging to SC or ST category does not obtain at least 33% of the Full Marks in the Paper, other Papers such as Mathematics and General Awareness & test of Reasoning shall not be evaluated and he/she shall be deemed to have been disqualified.

Provided that, the marks secured by a candidate in English, as provided above in this Rule, shall not be taken into account while drawing up the final merit list.

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

SL. NO.	SUBJECT	MARKS	DURATION
1.	English (Essay, Précis writing, Translation, Retranslation and Grammar)	100	2 hours
2.	Mathematics (Arithmetic, Algebra, Mensuration, Statistics & Probability.)	100	2 hours
3.	General Awareness & Test of Reasoning (Current Affairs, National & International events, Major financial/economic news, Budget & Five year plans, Books & Authors, Awards & Honours, Abbreviations, Important Days, Who's Who, Sports, General Science, International & National Organization, History, Geography, Politics, Civics and Culture.)	100	1 hour

(C) Computer Application Test:

[Computer Fundamentals, Windows (MS- Windows), MS Office (Word, Excel & Power Point), Linux Fundamental and open office application, Usage of Internet Operation, Communication Technology, Networking Concepts (LAN, Ethernet, Broad Band, Wireless) and Digital Signature]

Computer Application	MARKS	DURATION
(i) Theory	50	Half an hour
(ii) Skill Test	50	Half an hour

The Court shall call the candidates for Computer Test, who have secured not less than 45% of marks in aggregate and a minimum of 33% of marks in each paper in the Written Examination. Such marks in case of Scheduled Caste and Scheduled Tribe candidates shall be 40% and 30% respectively.

Provided further that, Computer Test shall be qualifying in nature, and the qualifying mark shall be 50% of the total marks in the said paper. Such mark obtained in Computer Test shall not be taken into account while drawing up the final merit list.

(D) Viva-voce Test: 40 Marks

The marks secured by the candidate(s) in the Viva-Voce Test shall be added to the marks obtained by him / her in the Written Examination so as to arrive at the total marks secured by him / her, and the names of the candidates shall be arranged in order of merit on the basis of such total marks.

Provided that, the names of the candidates shall not be included in the Merit List, unless such candidates secure a minimum of 40% of marks in the Viva-Voce Test.

If two or more candidates secure equal marks in aggregate, the order or merit shall be determined in accordance with the marks secured at the Written Examination, and if the marks secured at the Written Examination of the candidates concerned is also equal, then 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 candidate.

7. OTHER ELIGIBILITY CONDITIONS:

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

- (i) Have the requisite qualification(s) and experience against the post he/she has applied for,
- (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) The government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para – 3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their application for this recruitment. However, the candidate already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of Viva Voce Test.
- (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 news paper 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 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 Bachelors Degree from a recognised University or such other qualification equivalent thereto.
- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
- (vi) Recent passport size photograph with full signature of the candidate on its lower portion of front side.
- (vii) Full signature of the candidate
- (viii) 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.

Explanation:-

Candidate who submits SEBC Certificate which is more than three years old on the date of submission of online application form are liable for rejection.

- (ix) Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD to claim reservation under such category.
- (x) Discharge Certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.

- (xi) Sports Certificate, issued from Director of Sports, Odisha, if the candidate claims reservation under such category.

9. MISCELLANEOUS:

- (a) Candidates must go through the details of this Advertisement available in the website of Orissa High Court before filling up online application form.
- (b) Applications should be submitted **ONLINE** in the prescribed format only by logging into the official website of the Orissa High Court **www.orissahighcourt.nic.in** (Recruitment Corner)
- (c) Incomplete / incorrect application(s) submitted through modes other than the prescribed ONLINE format will not be entertained and will be summarily rejected without assigning any reason.
- (d) The candidates are required to submit their original certificates at the time of Viva Voce Test which are uploaded at the time of filing the Online Application.
- (e) Candidates already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of Viva Voce Test.
- (f) The candidates are advised to check the Orissa High Court website regularly for latest updates.
- (g) 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) specified in Sub-Rule (3) of Rule – 14, 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, be debarred either permanently or for a specified period –

- (a) By the Recruitment Committee, from appearing at any Preliminary Examination or Written Examination or Computer Application Test or Viva-voce Test held by them for selection of candidates; and
- (b) By the High Court, from employment under them, as may be directed by the Chief Justice.

11. CLOSING DATE:

Online application shall be available in the website from **18.02.2021 to 20.03.2021 till 11.59 P.M.**

Sd/- S. Samal
REGISTRAR, EXAMINATION

Memo No. **1298(2)**, dated 17th February, 2021

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.


17.02.21.
REGISTRAR, EXAMINATION