## INSTRUCTIONS TO CANDIDATES

**[For applying to the posts of Junior Grade Typist/Data Entry Operator]**

1. Applicants must go through the details of the Advertisement available in the website of The High Court of Orissa before filling up the online application form.
2. Applicants are required to apply online only through the link available in The High Court of Orissa website. No other means/mode of application will be accepted.
3. The applicant has to register himself or herself by giving his/her Name, valid Mobile Number and E-Mail address (All future communications from High Court is to be made in this Mobile no. & E-Mail ID).
4. After creating login credentials, applicants need to login with these credentials and required to fill their complete information as required.
5. Applicants can use this Log-in credentials to View the status of application or take print out of submitted application form, or to check the uploaded documents.
6. 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/UPI.**

   Candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Benchmark Disabilities are exempted from payment of examination fee at their option.
7. The SEBC certificate which is more than 3 (Three) years old as on the date of submission of online application form is liable for rejection.
8. OBC CERTIFICATE IN LIEU OF SEBC CERTIFICATE WILL NOT BE ACCEPTED.
9. Women candidates belonging to S.C./S.T./S.E.B.C (Non-Creamy Layer) 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 for rejection.
10. The certificates of good character which is more than 3 (three) months old as on the date of submission of online application form is liable for rejection.
11. Scan the following documents in JPG/JPEG/PNG/PDF format as specified below:

| Sl. No. | Description | Type | Size |
|---|---|---|---|
| I | 10th/ Matriculation/HSC or equivalent certificate in support of Name & proof of age. | JPG/JPEG | 300 KB - 500 KB |
| II | Certificate of Bachelor's Degree from a recognised University or such other qualification equivalent thereto. | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| III | Certificate showing should have passed PGDCA or | JPG/JPEG/PNG | 500 KB |

| Sl. No. | Description | Type | Size |
|---|---|---|---|
| | such other qualification equivalent thereto from recognized Universities or AICTE recognized Institutions or any other Institutions recognized by the Government. | /PDF | (Max) |
| IV | Certificate showing typewriting with a minimum speed of 40 words per minute in the computer. | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| 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 (Must have been issued within 3 Months as on the Date of submission of Online Application form.) | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| VI | Recent passport size photograph. [*The photograph must be clearly visible with proper orientation.*] | JPG/JPEG | 100 KB (Max) |
| VII | Full signature of the candidate. *[The signature must be clearly visible with proper orientation and in white background.]* | JPG/JPEG | 100 KB (Max) |
| VIII | Aadhaar Card (Front side) | JPG/JPEG | 300 KB - 500 KB |
| 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 and Scheduled Tribe OR SEBC (Non-Creamy Layer) and claims reservation under such category. | JPG/JPEG/ /PDF | 500 KB (Max) |
| X | Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwBDs. | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| XI | Discharge Certificate issued by the Commanding Officer of the Unit last served and claims reservation under Ex-Servicemen category. | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| XII | Affidavit for not been appointed against any Civil Post after military service (For Ex-Servicemen only). | JPG/JPEG/PNG /PDF | 500 KB (Max) |
| XIII | Copy of Gazette publication in support of change/modification/alteration of name/surname, (wherever applicable). | JPG/JPEG/PNG /PDF | 500 KB (Max) |

12. (a) ***Only the application of applicant fulfilling eligibility conditions will be accepted.***

    **(b)** ***Applicants must ensure all relevant fields in the application are filled properly and relevant documents are uploaded in the respective space provided before final submission as editing after final submission will not be possible.***

13. On successful submission of online application form, a unique **Acknowledgement Number** will be displayed on the screen as well as on the top of the Application form.

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

15. Applicants are advised to take the print-out of submitted application form and preserve it with themselves for future use.

Helpdesk for Candidates

**E-mail Id – ohcrecruitment1948@gmail.com** **Contact No. - 9437498780**

**On Court's Working Day Between 10.30 A.M. to 04.30 P.M.**