INSTRUCTIONS TO CANDIDATES
(For applying to the posts of Junior Stenographer)

1. Applicants must go through the details of the Advertisement available in the website of the High Court of Orissa before filling up of 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 ID (All future communication from the High Court of Orissa 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. Scan the following documents in the format as specified below:

Sl. No.	Description	Type	Size
I	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 adequate knowledge in Computer Application.	JPG/JPEG/PNG /PDF	500 KB (Max)
IV	Certificate from a recognized institute showing a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting.	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 from the last Date of submission of Application.)	JPG/JPEG/PNG /PDF	500 KB (Max)
VI	Recent passport size color 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, Scheduled Tribe or SEBC and claims reservation under such category. (In case of SEBC, certificate must have been issued within 3 years from the last date of submission of application.)	JPG/JPEG/PNG /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 PwDs.	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	Sports Certificate, issued from Director of Sports, Government of Odisha (For Sportspersons only).	JPG/JPEG/PNG /PDF	500 KB (Max)
XIV	NOC from Competent Authority or undertaking in case of Government Employee.	JPG/JPEG/PNG /PDF	500 KB (Max)
XV	Copy of Gazette publication and local leading daily newspaper (both merged in one document) in support of change/modification/alteration of name/surname.	JPG/JPEG/PNG /PDF	500 KB (Max)

7. Examination fee: Candidates are required to pay a non-refundable and non-adjustable fee of Rs. 500/- online through Debit Card/ Credit Card/UPI/ Net Banking system. **Candidates belonging to Schedule Caste and Schedule Tribe and Person with Disabilities are exempted from payment of examination fee.**

8. **(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.*

9. 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.

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

Helpdesk for Candidates (During Court's office Hour)

E-mail Id – ohcrecruitment1948@gmail.com   **Contact No. - 9437498780**
                                                                                                    0671-2509788