

ORISSA HIGH COURT: CUTTACK

Notice No. _____ Dated: _____

Website – www.orissahighcourt.nic.in

LAST DATE FOR FILLING OF ONLINE APPLICATION IS 21ST SEPTEMBER, 2015.

Information furnished in the online application form if found defective in any respect are liable to be summarily rejected.

1. Online applications are invited till 21st September, 2015 from the eligible and willing candidates for filling of the following posts in the establishment of Orissa High Court, Cuttack, liable to be posted anywhere in Sub-ordinate Court of Odisha to take care of ICT under e-Courts service.

Sl. No.	Name of the Post	Scale of Pay and Grade Pay	No. of Vacancies			
			UR	SC	ST	Total
1	Senior System Officer	Rs. 15,600 - 39,100/- + GP Rs.5,400/-	1	0	0	1
2	System Officer	Rs 9,300 - 34,800/- + GP Rs.4,600/-	3	2	4	9
3	System Assistant	Rs 9,300 - 34,800/- + GP Rs.4,200/-	5	9	9	23

2. **Eligibility** :-

- (a) Nationality- A candidate must be a citizen of India
- (b) Age Limit- A candidate must not be below 21 years and above 35 years of age as on 1st January, 2015.
Provided that the upper age limit in respect of reserved category of candidates shall be relaxed up to 5 years.
Provided further that the upper age limit in case of experienced and highly deserving candidates having working experience in e-Courts project may be relaxed up to 10 years by the Chief Justice.
- (c) Marital Status – A candidate if married must not have more than one spouse living.
- (d) Educational Qualification –
 - (a) Senior System Officer- M.E. / M.Tech. or MCA or BE / B.Tech. in Computer Science/ Information Technology from a recognized institution or from a university with minimum 60 % marks in aggregate or first class and having 3 years relevant experience.
 - (b) System Officer- MCA or BE/ B.Tech. / M.Sc. in Computer Science / Information Technology from a recognized institution or from a university with minimum 60 % marks in aggregate or first class.
 - (c) System Assistant- B.Sc. in Computer Science/ 3 years Diploma in IT or CSE from a recognized institution or from a university with 60 % marks in aggregate or first class.

Provided the candidates having higher qualification and experience shall be preferred.

3. **Job Description** –

(a) **Senior System Officer :-**

To assist the High Court in ICT System administration and management. Development of software tools and packages for various court related projects in the areas of MIS applications, DBMS, etc. To manage ICT infrastructure such as computer, scanners, printers, LAN, Internet connectivity, communication equipment such as Switches, Routers, Modems, Wi-Fi, etc. Interaction with vendors for maintaining and supporting the equipment. Installation and maintenance of OS, office tools, customized application running, taking out of hard copies or soft copies of reports, etc. Assistance in training judges and court staff for effective utilization of I.T Resources. Ownership of problem resolution for addressing the complaints of District & Subordinate Courts for smooth operation of ICT infrastructure. Such other technical support duties as assigned by the High Court from time to time. To assist the High Court in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned from time to time.

(b) **System Officer : -**

Development of software tools and packages for various court related projects in the areas of MIS applications, DBMS, etc. Assist the District level project supervision committees in system administration and management. To manage ICT infrastructure such as computers, scanners, printers, LAN, Internet connectivity, communication equipment such as switches, routers, modems, etc. Interaction with vendors for maintaining and supporting the equipment. Installation and maintenance of OS, office tools, customized application, etc. Assist in training judges and court staff. Website, Broad Band, VPN and leased line Management, Handling Server and Data security, Laptop issues and testing. Such other technical support duties to be assigned by the High Court from time to time. To assist the Senior System Officer in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned by the High Court from time to time.

(c) **System Assistant : -**

Maintenance upkeep of ICT infrastructure such as hardware, LAN, UPS, DG set, etc. Coordination with concerned service providers. Assist in training judges and court staff. Installation of application software and OS. To assist the System Officer in controlling/performing of the technical works/systems of e-Courts with other documentation works as assigned by the High Court from time to time.

4. **Physical and Mental Fitness** – A candidate must be of good mental condition, bodily health and free from any physical defect. A candidate, who after such medical

examination is not found to satisfy these requirements, shall not be appointed to the service.

5. **Examination Fees** – The candidates are required to pay a non-refundable and non-adjustable fee of Rs. 100/ (Rupees one hundred) only in shape of Treasury Challan under the Head “0070-other Administrative Services-01-Administartion of Justice-501-Services and Service fees-9903220-Home Department-9915770-Examination Fees” or through **ONLINE** by using Credit Card / Debit Card / Net Banking System. **The SC and ST candidate are exempted from paying the examination fees.**

6. **Short listing** – The Selection Committee shall have the right of short listing the candidates on the basis of higher qualification and experience as well as fulfilling of eligibility criteria.

7. **Scheme of Examination** –

As per Orissa High Court (Method of Recruitment and Condition of Service of Senior System Officer, System Officer and System Assistant) Rules, 2013

The recruitment examination shall consist of (1) written (2) computer practical test and (3) viva-voce test

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| 1. Written Test – This part will test the technical knowledge of the candidate on his/her subject – | 50 marks |
| 2. Practical / Computer Test – | 25 marks |
| 3. Viva-voce Test – | 25 marks |

A Candidate is required to obtain at least 20 marks in written test and 8 marks in practical / computer test with a minimum aggregate mark of 33 marks in both written and practical test to be eligible to be called for the viva-voce test and has to acquire at least 8 marks in the viva-voce to be selected. The merit list of the selected candidates shall be prepared on the basis of the total marks secured by him / her in all the three tests.

Syllabus :-

Sl. No.	Name of the Post	Syllabus of Examination
1	Senior System Officer	Advance Networking, Working knowledge in Linux Operating System, Trouble Shooting, Language Fundamentals (PHP/JAVA/HTML) , Data Base (MYSQL, PostgreSQL)
2	System Officer	Networking Fundamentals, Linux Operating System, Trouble Shooting, Language (PHP/JAVA/HTML/), Data Base (MYSQL, PostgreSQL)
3	System Assistant	Networking, Linux Operating System, HW Trouble Shooting

8. **Confirmation / Termination :-**

The selected candidates on successful completion of period of probation of two years shall be automatically confirmed.

However, if the performance of any officer during the period on probation is found to be unsatisfactory his / her service may be terminated with one month's notice or payment of one month's salary, in lieu of such notice, at any time during the period of probation.

9. **How to apply: -**

Candidates fulfilling the eligibility criteria as per the item no. 2 should apply online through the website www.orisshighcourt.nic.in (Recruitment Corner).

10. **Miscellaneous:-**

- (a) 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**).
- (b) Candidates must go through '**The Instructions on how to apply online**' available on the Orissa High Court website in order to understand the complete procedure for filling up and submitting forms successfully and guidelines for Scanning and Uploading Photograph, Signature and payment of Examination Fees through Treasury Challan or ONLINE by using Credit Card / Debit Card / Net Banking System.
- (c) Incomplete/incorrect applications or applications submitted through any mode other than the prescribed **ONLINE** format will not be entertained and will be summarily rejected.
- (d) The candidates are required to submit their original certificates at the time of interview / Viva voce Test.
- (e) Candidates already in Government service shall have to produce "**No Objection Certificate**" / "**Letter of Permission**" from competent authority at the time of Interview / Viva voce Test.
- (f) The candidates are advised to check the Orissa High Court website regularly for latest information.
- (g) Candidates are required to send signed hard copy of **ONLINE** application along with self attested xerox copies of certificates in support of their Age,

Educational qualification, Technical qualification, Caste, Experience etc. and all Mark Sheets addressing to the **Central Project Coordinator, Orissa High Court, Cuttack** by post within 7 days from the last date of submission of **ONLINE** application.

- (h) Application received after the last date shall be summarily rejected.
- (i) No T.A./ D.A. will be paid for appearing in the written test / interview.

By Order

Central Project Coordinator

Memo No. -----

Dated-----

Copy forwarded to :

1. Court's Notice Board for general information.
2. All the District Judges of the State for publication of the Advertisement in their respective Notice Board.
3. Superintendent, Computer Section for uploading the above advertisement (Notice) in the High Court website.

Central Project Coordinator