

ORISSA HIGH COURT; CUTTACK

NOTICE

No. III – 44/2015 - 4134 / Date 02.03.2016

1. Online applications are invited till **31.03.2016 upto 11.59 P.M.** for filling up of **40 (forty) posts of Junior Stenographers** in the Establishment of Orissa High Court, Cuttack in Pay Band - 1 of Rs.5,200-20,200/- with Grade Pay of Rs.2,400/- and other allowances as admissible to State Government employees. The break up of the above posts are as follows:-

Sl. No.	Name of the Post	Scale of Pay & Grade Pay	No. of Vacancies												
			UR		SEBC		SC		ST		PwDs		Ex-SM	SP	Total
			M	W	M	W	M	W	M	W	LV	HI			
1.	Junior Steno-grapher	PB-I, Rs.5,200 - 20,200 & 2,400	13	7	3	2	4	2	6	3	1	1	NIL	NIL	40

- N.B. (i) B – Blindness, L.V. – Low Vision, H.I. – Hearing Impairment.
(ii) The persons selected against the quota for PwDs shall be placed in appropriate category viz. S.C., S.T., S.E.B.C.
(iii) 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.

2. **Age Limit** : Shall not be below 21 years of age and above 35 years of age as on 01.01.2016 [Upper age is relaxable up to 5(five) years in case of S.C., S.T., SEBC , Women Candidates & 10(ten) years in case of PwDs having Low Vision and Hearing Impairment].

The candidate who comes under more than one category mentioned above, he/she will be eligible for one benefit of relaxation which shall be considered most beneficial to him/her.

3. **Qualifications** : 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. He/She should have passed Diploma in Computer Application from any Govt. recognized institute.

The candidate should have minimum experience of one year working in Subordinate Judiciary or Statutory Tribunals.

4. **Examination Fee** : 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 – Administration of Justice – 501 – Services and Services Fees – 9903220 - Home Department – 9915770 – Examination Fees" or through **ONLINE** by using Credit Card/ Debit Card/ Net Banking System. **The S.C., S.T. candidates and PwDs are exempted from paying the Examination Fee.**

5. **Syllabus of Examination** : The Examination will consist of :

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| A. Shorthand and Typewriting Test : | 40 Marks | (5+10) Minutes |
| The dictation test of an English passage containing 400 words shall be made at a speed of 80 words per minute and transcription on Computer at a speed of 40 words per minute. | | |
| B. Computer Application Test : | 30 Marks | 1 Hour |
| (iii) Theory : 15 Marks | | |
| (iv) Skill Test : 15 Marks | | |
| [MS Office (Word, Excel & Power Point), MS Access, Internet Operation/File uploading & downloading] | | |

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