

# ORISSA HIGH COURT; CUTTACK

## NOTICE

No.III – 35/2014 - 5477 / Date: 10.04.2014

1. Online Applications are invited till 12.05.2014 from the eligible candidates for filling up of 100 posts of Assistant Section Officer in Orissa High Court, Cuttack. The break up of the posts are as follows :-

Sl. No.	Name of the Post	Scale of Pay & Grade Pay	No. of Vacancies			
			Gen	S.C.	S.T.	Total
1.	Assistant Section Officer	Rs.9,300-34,800/- & Rs.4,200/-	62	18	20	100

2. **Age Limit :** Shall not be below 18 years of age and above 35 years of age as on 01.01.2014 (upper age is relaxable upto 5 years in case of S.C. & S.T. Candidates).

3. **Qualification :-**

A Graduate in any discipline with Diploma in Computer Application from a Govt. recognised Institution of minimum one year duration having minimum knowledge in Computer Operation.

MS Office Package and Internet / e-mail application.

4. **Examination Fee :** Candidates are required to pay a non-refundable and non-adjustable fee of Rs.100/- 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. and S.T. Candidates are exempted from paying the Examination Fees.

5. **Scheme of Examination :-**

	<u>Duration of the Test</u>	<u>Full Marks</u>
Part-I	Written Test (Consisting of the following papers)	
	(i) <b>English</b> (Essay, Translation from Oriya to English and from English to Oriya, Grammar)	2 hours 100
	(ii) <b>Arithmetic</b>	1 hour 50
	(iii) <b>General Knowledge</b>	1 hour 50
Part-II	<b>Computer Test</b>	100
Part-III	<b>Viva-Voce Test</b>	30

**N.B.:-** The Authority reserves the right to change the scheme / pattern of examination.

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6. The Selection Committee shall have the right to short list the Candidates on the basis of their educational qualification including the knowledge in Computer Operation as per Rule – 10 of the Orissa High Court (Appointment of Staff) (Amendment), Rules - 2007.
7. **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](http://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 fee through Treasury Challan or online by using Credit Card / Debit Card / Net Banking System.
- (c) Incomplete/incorrect applications or applications submitted through modes 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 updates. No T.A./D.A. will be paid for appearing in the written test / interview.

Sd/- D. Nayak  
Special Officer (Special Cell)

Memo No. 5478 (2) / Date: 10.04.2014

Copy forwarded to :

1. Court's Notice Board for general information,
2. ✓ Superintendent, Computer Section for uploading the above 'Notice' in the Court's website.

*Sd/- D. Nayak*  
Special Officer (Special Cell)

Memo No. 5479 (30) / Date: 10.04.2014

Copy forwarded to all District Judges of the State. They are requested to publish the Court's Notice No. 5477 dated 10.04.2014 in their Notice Boards for wide publication.

*Sd/- D. Nayak*  
Special Officer (Special Cell)