

HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 07/2023

SPECIAL RECRUITMENT DRIVE FOR ST CANDIDATES TO THE POSTS OF ASSISTANT SECTION OFFICER

On-line applications are invited from the eligible ST (Scheduled Tribe) candidates from **02.11.2023 till 11.59 P.M. of 17.11.2023** for filling up of 53 (Fifty Three) nos. of backlog vacancies of Assistant Section Officer (Group-B) under ST category in the Court's Establishment in the scale of pay of Rs.35,400 – 1,12,400/- in Level-9 of the Pay Matrix under ORSP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time.

The recruitment shall be conducted in accordance with the provisions of "The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019" as amended from time to time.

2. VACANCY POSITION:

No. of Vacancies	PwDs (Persons with Disabilities)	Ex-Servicemen	Sportsperson
53 (18-W)	2	2	1

Note:

- In case of non-availability of eligible/suitable women candidate(s), the unfilled vacancies shall be filled up by eligible/suitable male candidate(s).
- Filling up of vacancies for candidates belonging to PwDs/Ex-Servicemen/Sportsperson shall be made in accordance with the provision made under relevant Acts, Rules, Orders or instructions issued in that behalf by the State Government from time to time.

3. AGE:

A candidate must be **above 21 (Twenty-One)** years of age and **below 37 (Thirty-Seven)** years of age as on the date of publication of the advertisement i.e. 02.11.2023. (Inclusive of age relaxation for ST category)

Provided that, the upper age limit is relaxable by 10 years for PwDs whose permanent disability is not less than 40% and not more than 50%.

Provided further that, Group-“C” and Group-“D” employees of the court if they are otherwise qualified to apply for the post shall be allowed maximum age relaxation of 5 (Five) years.

Age relaxation for Ex-Servicemen candidates shall be made in accordance with the provision made under relevant Acts, Rules, Orders or instructions issued in that behalf by the State Government.

SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted.

4. EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor’s Degree in any discipline from a recognised University or such other qualification equivalent thereto. He/She must have adequate knowledge in Computer Application.

5. SYLLABUS OF EXAMINATION:

The Recruitment Examination shall consist of Preliminary Examination/Test, Main Written Examination, Computer Application Test and Viva-Voce Test as detailed below.

(A) Preliminary Examination/Test - 150 marks (2 hours duration)

The Preliminary Examination/Test shall carry 150 marks in accordance with the Graduation Course on the subjects of General English, General Knowledge, Logical Reasoning and Quantitative Aptitude. In such Preliminary Test there shall be 150 numbers of Objective Type of Questions with Multiple Choice Answers.

There shall be Negative Marking of 0.5 (half) mark for each wrong answer. The Court shall call for the candidates for Main Written Examination, who have secured not less than 33% of marks in the Preliminary Examination.

Provided that, the Court shall decide the number of candidates to be called to sit in the Main Written Examination on the basis of result of the candidates in the preliminary examination and the cut off mark in the preliminary test shall be determined accordingly.

(B) Main Written Examination: 300 marks (5 hours duration)

SL. NO.	SUBJECT	MARKS	DURATION
1.	English (Essay, Precis writing, Translation, Re-translation and Grammar)	100	2 hours
2.	Mathematics (Arithmetic, Algebra, Mensuration, Statistics & Probability)	100	2 hours
3.	General Awareness & Test of Reasoning (Current Affairs, National & International Events, Major Financial/ Economic news, Budget & Five year plans, Books & Authors, Awards & Honours, Abbreviations, Important Days, Who's Who, Sports, General Science, International & National Organization, History, Geography, Politics, Civics and Culture.)	100	1 hour

So far as Main Written Examination is concerned, English Paper shall be of qualifying nature, and if a candidate does not obtain at least 33% of the Full Marks in the Paper, other Papers such as Mathematics and General Awareness

& Test of Reasoning shall not be evaluated and he/she shall be deemed to have been disqualified.

Provided that, the marks secured by a candidate in English, as mentioned above, shall not be taken into account while drawing up the Final Merit List.

Notwithstanding the aforesaid provisions, the Chief Justice, may reduce the qualifying marks at his/her discretion to meet the exigency of non-availability of sufficient number of candidates.

(C) Computer Application Test:100 marks (1 hour duration)

[Computer Fundamentals, Windows (MS- Windows), MS Office (Word, Excel & Power Point), Linux Fundamental and Open Office Application, Usage of Internet Operation, Communication Technology, Networking Concepts (LAN, Ethernet, Broad Band, Wireless) and Digital Signature]

Computer Application	MARKS	DURATION
(i) Theory	50	Half an hour
(ii) Skill Test	50	Half an hour

The Court shall call the candidates for Computer Test, who have secured not less than 40% of marks in aggregate and a minimum of 30% of marks in each paper in the Main Written Examination.

Provided further that, Computer Test shall be qualifying in nature, and the qualifying mark shall be 50% of the total marks in the said paper. Such mark obtained in Computer Test shall not be taken into account while drawing up the Final Merit List.

(D) Viva-voce Test: 40 Marks

The marks secured by the candidate(s) in the Viva-Voce Test shall be added to the marks obtained by him / her in the Main Written Examination so as to arrive at the total marks secured by him / her, and the names of the candidates shall be arranged in order of merit on the basis of such total marks.

Provided that, the names of the candidates shall not be included in the Merit List, unless such candidates secure a minimum of 40% of marks in the Viva-Voce Test.

If two or more candidates secure equal marks in aggregate, the order of merit shall be determined in accordance with the marks secured at the Main Written Examination, and if the marks secured in the Main Written Examination of the candidates concerned is also equal, then the order of merit shall be decided as to who is older in age, and the person older in age shall be placed above the other candidate.

6. CENTRE OF EXAMINATION:

Examination Centre for each stages of recruitment process will be conveyed to the candidates in due course through the Court's website and/or in the e-Admit card.

7. OTHER ELIGIBILITY CONDITIONS:

The candidate must be a citizen of India and he must –

- (i) Have the requisite qualification(s).
- (ii) Be of good character.
- (iii) Be of sound health and mind, good physique and free from any contagious or communicable disease and should not be with bodily infirmity of more than 50%.
- (iv) Not have more than one spouse living, if married.
- (v) Not have any past criminal antecedent and / or record.
- (vi) Not have been convicted by any Criminal Court for offence involving moral turpitude.
- (vii) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.
- (viii) Government servants are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their application for this recruitment and

should obtain a “No Objection Certificate” from their controlling authority and upload the same with the online application. In case of non-availability of NOC at the time of submission of online application form the candidate shall upload an undertaking that he/she shall produce the NOC at the time of document verification prior to Viva-Voce Test.

- (ix) A candidate who claims change in his/her name/ surname after having passed the High School Certificate Examination or equivalent examination, is required to furnish the copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of his/ her change of name/ surname. **Application having difference/ discrepancy w.r.t. name/ surname appearing in the certificates furnished by the candidates if not supported by the documents as required above shall be rejected.**

8. CERTIFICATES/DOCUMENTS TO BE UPLOADED:

The candidates are required to upload the scanned copies of the following original documents:

- (i) HSC or equivalent certificate in support of proof of age.
- (ii) Certificate of Bachelor’s Degree from a recognised University or such other qualification equivalent thereto.
- (iii) Certificate showing adequate knowledge in Computer Application.
- (iv) 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).
- (v) Recent passport size photograph.
[The photograph must be clearly visible with proper orientation]
- (vi) Full signature of the candidate.
[The signature must be clearly visible with proper orientation and in white background]
- (vii) Aadhaar card.
- (viii) Scheduled Tribe Certificate issued from the competent authority.
- (ix) Discharge Certificate and Affidavit (in case of Ex-Servicemen).

- (x) Medical Certificate or Disability Certificate (in case of PwD).
- (xi) Sports Certificate (in case of Sports Person).
- (xii) No Objection Certificate in case of government servant [in case of non-availability of NOC submit an undertaking as mentioned under 7 (viii)].
- (xiii) Group-“C” and Group-“D” employees of the High Court need to upload Service Certificate so as to avail age relaxation.
- (xiv) Copy of publication of the changed name/ surname in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of his/ her change/alteration/modification of name/ surname.

The candidates are required to take a print out of the submitted online Application Form for future reference.

EXPLANATION:-

- i. Women candidates belonging to S.T. categories are required to submit Caste Certificates by birth showing “Daughter of”. **Caste Certificate by virtue of marriage (i.e. showing “Wife of”) is not acceptable and is liable for rejection.**
- ii. If the certificates of good character are issued from two persons of repute, those must be issued within 3 months from the last date of submission of online application.
- iii. Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD (not less than 40% and not more than 50% disability) to claim reservation under such category.
- iv. Discharge Certificate issued by the Commanding Officer of the Unit last served if the candidate claims reservation under Ex-Servicemen category. Such candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- v. Sports person candidates claiming reservation must submit Sports ID card issued in their favour by Director of Sports and Youth Service Department, Government of Odisha.

9. MISCELLANEOUS:

- (a) Applicants must go through the details of this Advertisement before filling up online application form.
- (b) Applications should be submitted only through **ONLINE** mode by logging in to website of the High Court of Orissa i.e. **www.orissahighcourt.nic.in (QUICK LINKS →Recruitment Corner→ Examination Portal)**. Then Click on “**ASSISTANT SECTION OFFICER (SPECIAL DRIVE), 2023**”.

Candidate must go through the “**INSTRUCTIONS TO CANDIDATES**” available on the portal before filling online application form.

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

- (c) Incomplete / Incorrect application(s) or forms submitted through modes other than the prescribed ONLINE format will not be entertained and will be summarily rejected without assigning any reason.

Admission to any stage of the Recruitment process will be provisional. If on verification at any stage of the Recruitment process, it is found that a candidate does not fulfil the eligibility conditions then his/her candidature will be liable to rejection.

- (d) The facility of Scribe will not be entertained at any stage of Recruitment Process.
- (e) The candidates are required to produce self-attested copy of the Application form, self-attested copies of certificates uploaded during submission of the Online Application, along with their originals at the time of Viva-Voce Test.

Candidates should keep at least 5 copies of passport size photograph which is uploaded on the online application form for future use.

If one candidate furnishes more than one application, only information/data of the latest application having higher Acknowledgement Number will be considered.

- (f) Notice regarding date and time of each stages of examination will be uploaded in the website of the High Court of Orissa and will be published

in the Newspapers. No separate correspondence will be made on this score.

- (g) The candidature of candidates will be rejected/not considered for selection if she/he fails to attend any of the stages of examination and document verification.
- (h) The candidates are advised to check the Orissa High Court website regularly for latest updates. No Admission Letter for the recruitment test at any stage shall be sent by post. The candidates are therefore advised to visit the court's website www.orissahighcourt.nic.in regularly to know updates regarding the date of examination, downloading of e-Admit Card etc.
- (i) No T.A. / D.A. will be paid for appearing in the Examination.

10. PENALTY FOR MISCONDUCT IN THE EXAMINATION:

An applicant, who is or has been declared guilty of impersonation or of submitting fabricated document(s) or documents specified in Clause-8 mentioned above, which has been tampered with or of making statements which are incorrect or false, or of suppressing material information or of using or attempting support for his candidature, may, in addition to the liability for criminal prosecution would also invite such other disciplinary action as deems proper at the discretion of the Hon'ble Court.

REGISTRAR, EXAMINATION

Memo No..... Dated.....

Copy forwarded to:

- 1) Notice Board of the Court.
- 2) Superintendent, Computer Section with a request to upload the above notice in the Court's Website.

REGISTRAR, EXAMINATION