

# HIGH COURT OF ORISSA: CUTTACK

Advertisement No.01 of 2023



## RECRUITMENT TO THE POSTS OF ASSISTANT SECTION OFFICER

On-line applications are invited from the eligible candidates from **01.03.2023 till 11.59 P.M. of 20.03.2023** for recruitment of 199 (One Hundred Ninety-nine) posts of Assistant Section Officer in Group-B Category in the scale of pay of Rs.35,400 – 1,12,400/- 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”.

### 2. VACANCY POSITION:

The category wise vacancy position along with reservation thereof is given below:

Sl.No.	Category	Total	Women	PwDs	Ex-Servicemen	Sports Persons
1	UR	67	22	8	6	2
2	SEBC	34	11			
3	ST	77	26			
4	SC	21	07			
<b>Total</b>		<b>199</b>	<b>66</b>	<b>8</b>	<b>6</b>	<b>2</b>

**N.B.-** The backlog vacancies in respect of PwDs & Ex- Servicemen i.e. 8 and 5 respectively shall be considered while filling-up of the present vacancies.

#### Note:

- In case of non-availability of eligible/ suitable women candidate(s) belonging to respective category, the unfilled vacancies of that category shall be filled up by eligible/ suitable male candidate(s) of the same category.
- Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice, depending upon the exigencies of public service at the discretion of Hon'ble the Chief Justice.

- (d) Candidates belonging to categories of PwDs/Ex-Servicemen/Sports Persons, when selected as per the reservation provided for them, shall be adjusted against the categories to which they belong which means that the PwDs/Ex-Servicemen/Sports Persons, if belong to Scheduled Caste will claim the vacancy reserved for S.C., if belong to Scheduled Tribe will claim the vacancy reserved for S.T. and so on.
- (e) The Physical requirements and Functional Classification of Persons with Disabilities who are eligible/suitable for the job is mentioned below.

<b>Physical Requirements</b>	<b>Functional Classification</b>
Code-S, H, SE, MF, R & W	Code – OL, OA, LV, PD
<b><u>Full Forms</u></b> S- work performed by sitting (on bench or chair) H- work performed by hearing / speaking SE- work performed by seeing MF- work performed by manipulating (with fingers) R & W- work performed by reading and writing	<b><u>Full Forms</u></b> OL- One leg affected (R and/or L), OA- One arm affected (R or L) :- (a) Impaired reach; (b) Weakness of grip, (c) Ataxia, LV- Low Vision PD-Partial Deaf (with suitable hearing aid).

### 3. AGE:

A candidate must be **above 21 (Twenty-One)** years of age and **below 32 (Thirty-Two)** years of age on the **1<sup>st</sup> day of August, 2023** i.e. he/she must have been born **before 1<sup>st</sup> August 2002** and **on or after 2<sup>nd</sup> August 1991**.

Provided that, the upper age is relaxable by 5 years for candidates belonging to the categories of SC, ST, SEBC & Women and by 10 years for PwDs whose permanent disability is not less than 40% and not more than 50%. Persons with Disabilities belonging to SC/ST/SEBC categories are eligible to get cumulative age relaxation of 15 years i.e. 10 years under PwD category and 5 years under SC/ST/SEBC category.

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.

Provided that, a candidate who comes under more than one category, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

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. EXAMINATION FEE:**

A candidate is required to pay a non-refundable and non-adjustable fee of Rs.500/- (Rupees Five Hundred) only through online by using Debit Card/Credit Card/Net Banking system. **Candidates belonging to Scheduled Caste and Scheduled Tribe and Persons with Disabilities are exempted from payment of examination fee.**

#### **6. SYLLABUS OF EXAMINATION:**

The Recruitment Examination shall consists 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 case of Scheduled Caste & Scheduled Tribe candidates and 40% of marks in case of others 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)**

<b>SL. NO.</b>	<b>SUBJECT</b>	<b>MARKS</b>	<b>DURATION</b>
1.	<b>English</b> (Essay, Precis writing, Translation, Re-translation and Grammar)	100	2 hours
2.	<b>Mathematics</b> (Arithmetic, Algebra, Mensuration, Statistics & Probability)	100	2 hours
3.	<b>General Awareness &amp; Test of Reasoning</b> (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 belonging to General Caste does not obtain at least 45% of the Full Marks in the Paper and if a candidate belonging to SC or ST category 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]

<b>Computer Application</b>	<b>MARKS</b>	<b>DURATION</b>
(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 45% of marks in aggregate and a minimum of 33% of marks in each paper in the Main Written Examination. Such marks in case of Scheduled Caste and Scheduled Tribe candidates shall be 40% and 30% respectively.

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.

#### **7. CENTRE OF EXAMINATION:**

The Preliminary examination may be held in all the 30 Districts of the State. The Candidates are required to select 3 Districts of their choice in order of his/her preference at the time of filling up of the online application form. Every effort will be made to allot candidates to the District of their choice. The Court may, at its discretion, allot any other District to the candidates when circumstances so warrant.

*REQUEST FOR CHANGE OF CENTRE WILL NOT BE ENTERTAINED.*

Examination Centre for subsequent stages of recruitment process will be intimated to Candidates in due course of time.

#### **8. OTHER ELIGIBILITY CONDITIONS:**

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

- (i) Have the requisite qualification(s).
- (ii) Be able to read, write and speak Odia fluently.
- (iii) Be of good character.
- (iv) 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%.
- (v) Not have more than one spouse living, if married.
- (vi) Not have any past criminal antecedent and / or record.
- (vii) Not have been convicted by any Criminal Court for offence involving moral turpitude.
- (viii) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.
- (ix) Government servants, whether temporary or permanent, 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 must obtain an NOC (No Objection Certificate) from their competent authority and attach it with the online application while applying.

- (x) A candidate who claims change in his/her name 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.

### **9. 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 from the Board of Secondary Education, Odisha or from any other Board or Council of Secondary Education approved by the Government in support of passing of Odia Language Test equivalent to M.E. School standard or a Certificate from a recognized School showing that he or she had taken Odia as a subject in Class-VII or Standard-VII and has passed the said Examination.
- (iii) Certificate of Bachelor's Degree from a recognised University or such other qualification equivalent thereto.
- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
- (vi) Recent passport size photograph.
- (vii) Full signature of the candidate.
- (viii) Aadhaar card.
- (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.
- (x) Discharge Certificate and Affidavit (in case of Ex-Servicemen).

- (xi) Medical Certificate or Disability Certificate (in case of PwD).
- (xii) Sports Certificate (in case of Sports Person).
- (xiii) Government Servant whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit. **All such candidates are required to obtain an NOC (No Objection Certificate) from their competent authority and attach it with the online application form at the time of submission of documents.**
- (xiv) Group-“C” and Group-“D” employees of the High Court need to upload Service Certificate so as to avail age relaxation.

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

**EXPLANATION:-**

- i. The SEBC Certificate which is **more than 3 (three) years old** by the closing date of submission of online application form is **liable for rejection**.
- ii. Women candidates belonging to S.C./S.T./S.E.B.C. 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.**
- iii. OBC CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF SEBC CERTIFICATE.
- iv. Certificate of good character must be issued within 3 Months from the last date of submission of online application.
- v. Community (Caste Status) once mentioned by the candidates shall not be changed under any Circumstances.
- vi. 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.
- vii. 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.

- viii. The matter relating to determination of eligibility and recruitment in respect of candidates claiming reservation under PwD /Ex-Servicemen category 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.
- ix. Candidates claiming reservation under Sports persons category must submit Sports Certificate issued in their favour by Director of Sports and Youth Service Department, Government of Odisha.

#### **10. 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, 2023**".

Candidate must go through the "**INSTRUCTIONS TO CANDIDATES**" available on the portal before filling 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 photographs 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 candidates are advised to check the Orissa High Court website regularly for latest updates.
- (h) No T.A. / D.A. will be paid for appearing in the Examination.

#### **11. 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-9 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 deemed proper at the discretion of the Hon'ble Court.

**REGISTRAR, EXAMINATION**

**Memo No. 3369(2) Dated 27.02.2023**

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**