HIGH COURT OF ORISSA: CUTTACK

Advertisement No.03 of 2023

RECRUITMENT TO THE POSTS OF ORDERLY AND OFFICE PEON, CLASS-IV AND MALI IN THE GROUP-D CADRE

On-line applications are invited from the eligible candidates from **17.04.2023 till 11.59 P.M. of 01.05.2023** for recruitment to the posts of Orderly and Office Peon, Class-IV and Mali in the Group-D cadre in the Court's Establishment. 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" and subsequent amendments made thereto as on the date of advertisement.

2. TERMS AND CONDITIONS OF APPOINTMENT:

a) All appointments by way of direct recruitment at the entry level to Group-"D" cadre shall be on contractual basis for a period of two years from the date of initial joining.

b) After satisfactory completion of such period of two years on contractual basis, the incumbents shall be absorbed in the permanent establishment of the Court in the scale of pay admissible to the post. Provided that:

   i. If any Mulia engaged in the establishment of the Court on daily wages basis or any person engaged for household work on coterminous basis with the Chief Justice or any Judge, participates in the process of direct recruitment for the Group-D cadre and found selected for appointment, the period of his/her service already rendered as such shall be taken into consideration while reckoning the period of two years contractual appointment for absorption in the permanent establishment of the Court in the scale of pay admissible to the post.

   ii. Such appointments on contractual basis may be extended for a further period of two years in case the performance of the candidate is not satisfactory in the opinion of the Appointing Authority.

iii. If during the period of contractual appointment, the work or conduct of the candidate is found unsatisfactory in the opinion of the Appointing Authority, his/her service may be terminated at any point of time without assigning any reason and without any prior notice.

c) In reckoning the period of contractual appointment, the periods relating to extraordinary leave, unauthorized absence or any other period not on actual duty, shall not be taken into consideration.

3. VACANCY POSITION:

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

Name of the Post	Vacancy	Unreserved		SEBC		S.T.		S.C.	
		Men	Women	Men	Women	Men	Women	Men	Women
Orderly and Office Peon	34	1	1	-	-	15	8	6	3
Class-IV	44	15	7	3	2	7	3	5	2
Mali	10	1	-	1	1	3	1	2	1
Total	**88**	**17**	**8**	**4**	**3**	**25**	**12**	**13**	**6**

Note:

(a) A candidate can apply for only one category of post. Therefore before submission of online application he/she is to ensure himself/herself that he/she is going to submit his/her application for the post most suitable to him/her as per his/her own choice.

Any request for change in this regard once application is submitted in no way be entertained.

(b) 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.

(c) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.

(d) 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.

(e) The matter relating to determination of eligibility and recruitment in respect of candidates claiming reservation under PwDs /Ex-Servicemen /Sports Persons 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.

(f) 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.

(g) The extent of disability of the candidates belonging to PwDs categories should not be less than 40% and should not be more than 50% of disability to claim reservation under such category.

4. PAY AND ALLOWANCES:

During the period of contractual appointment the incumbents shall draw monthly remuneration at the rates prescribed below.

Pay Band	Rs.4,750-14,680/-
Grade Pay	Rs.1,700/-
Corresponding Levels under ORSP Rules, 2017 on regular appointment	1
1st Year	Rs.12,100/-
2nd Year	Rs.12,700/-
3rd Year	Rs.13,300/-
4th Year	Rs.14,000/-

Subject to satisfactory performance, the remuneration of contractual employees shall be enhanced as per slabs prescribed above on completion of each one year of service.

The Contractual employees shall not be entitled to D.A., H.R.A. and other allowances except RCM during the period of appointment.

5. AGE:

A candidate must be **above 21 (Twenty-One)** years of age and **below 35 (Thirty-Five)** years of age as on the **date of publication of this Advertisement.**

Provided that, the upper age limit is relaxable by 5 years for candidates belonging to the categories of SC, ST, SEBC & Women and by 10 years for PwDs (Persons with Disabilities). PwDs 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.

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.

Further, the upper age limit in respect of the persons engaged in the household of a Judge, applying for the post in Group-D /Class-IV, shall be relaxed by 5(five) years.

Provided further that, the Mulia(s), who are on Roll of the Court on the date of coming into force of "The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019", shall be allowed maximum age relaxation of 5(five) years.

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

Date of birth entered in the School Leaving Certificate issued by the Head Master / Educational qualification certificate /Birth Certificate will only be accepted.

6. EDUCATIONAL QUALIFICATION AND OTHER REQUIRED SKILLS:

(a) **Orderly and Office Peon:** Should have passed Class-VIII. He/She should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He/She must be willing to work even during odd hours.

(b) **Class-IV:** Should have passed Class-VIII. He/She should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. He/She must be willing to work even during odd hours.

(c) Mali: Should have passed Class-VIII. He/She should have adequate practical knowledge and skill in gardening. A gardener shall be a trained person, who has either undergone any special training in gardening or who has got experience in gardening for a period of at least three years either in Government or Private Nursery/Farm.

7. EXAMINATION FEE:

A candidate is required to pay a non-refundable and non-adjustable fee of Rs.300/- (Rupees Three Hundred) only through online mode by using Debit Card/Credit Card/Net Banking system. **Candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Disabilities are exempted from payment of examination fee.**

8. SCHEME OF RECRUITMENT EXAMINATION

A. ORDERLY AND OFFICE PEON/CLASS-IV:

1. At the first instance, the applications and accompanying documents of the applicants applying for the aforesaid posts shall be scrutinized and list of eligible candidates possessing the required qualifications shall be prepared.
2. There shall be following three stages of test for the recruitment:
   (i) 1st Stage: Preliminary Test (Qualifying in nature) – (25 Marks)
   (ii) 2nd Stage: Written Test – (50 Marks)
   (iii)3rd Stage: Viva-voce Test – (25 Marks)
3. **Preliminary Test :-**
   (i) The eligible candidates shall be called upon for preliminary test.
   (ii) As discipline, politeness and obedience are the basic qualities required of a Group-D employee, the Committee or Committees shall interact with the candidates for a preliminary assessment of their suitability for the post.
   (iii) Educational qualification higher than the prescribed qualification shall not be given extra weightage.

(iv) Weightage shall be given to special skill or experience in the field of Cooking, House-keeping, Plumbing, Electrical mechanism, Electronic mechanism, Driving, Lift-operation, Generator operation, Computer Operation, Sweeping, Gardening, etc. subject to satisfaction of the Committee or Committees or the Committee(s) of the authorized empanelled / registered / recognized recruiting agency(s).

(v) A candidate shall secure not less than 12 marks in the preliminary test to qualify to the 2nd stage of the test subject to his/ her position in the merit list making him/her eligible to be called to attend the 2nd Stage of the test.

(vi) Preliminary test is only qualifying in nature and the marks obtained in this test shall not be taken into consideration for preparation of the final select list.

4. **Written Test** :-

(i) Candidates having scored 12 marks or more in the preliminary test, subject to maximum of 20 times of the total posts advertised for each category, shall be called upon in the order of merit to attend the 2nd stage of test.

(ii) Candidates shall be given a passage in English containing 250 words and be asked to copy the passage in 30 minutes. (Good handwriting, addition or omission of words, spelling mistake, cutting/ overwriting in the writing of passage shall be looked into for evaluation).

(iii) The eligible Mulias and persons attached to the household of a Judge, appearing in this test shall be given 1 (one) mark for each completed year of satisfactory service, subject to a maximum of 5 (Five) marks in this Test.

(iv) A candidate, to be successful in the 2nd stage of test, shall have to secure fifty percent of marks. A candidate shall secure not less than 25 marks in the written test to qualify to the 3rd Stage of test subject to his/her position in the merit list making him/her eligible to be called to attend the 3rd Stage of the test.

5. **Viva-voce Test** :-

   i. Candidates having scored 25 marks or more in the writing test, subject to maximum of 10 times of the total posts advertised for each category, shall be called upon in the order of merit to attend the 3rd stage of test.

   ii. At this stage, the candidate will be assessed as to whether he/she shall be able to adapt himself/herself to the work assignment of a Group-D employee.

6. The final select list of Orderly and Office Peon/Class-IV shall be prepared basing upon the Total Marks secured by the candidates in the 2nd and 3rd stages of tests and weightage marks (if any).

   Provided that a candidate shall not be included in the final select list unless such candidate secures a minimum of forty per cent of marks in viva-voce test.

B. MALI.

The selection for the post of Mali shall be held in terms of the provisions of Rule 26 of "The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019".

9. CENTRE OF EXAMINATION:

The examination/test may be held in all the 30 Districts of the State. The Court may, at its discretion, allot the centre of test/examination in any District of the State.

REQUEST FOR CHANGE OF CENTRE WILL NOT BE ENTERTAINED.

10. 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, 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.

(ix) Candidate having any change or alternation in his/her name/surname is required to furnish the copy of Gazette notification to this effect.

11. CERTIFICATES/DOCUMENTS TO BE UPLOADED:

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

a) Certificate in support of having passed **Class-VIII** or above.

b) Certificate showing Date of Birth (School Leaving Certificate issued by the Head Master / Educational qualification certificate /Birth Certificate).

c) Recent passport size photograph.

d) Full signature of the candidate.

e) Aadhaar card.

f) Experience certificate (if any) in the field of Cooking, House-keeping, Plumbing, Electrical mechanism, Electronic mechanism, Driving, Lift-operation, Generator operation, Computer Operation, Sweeping, Gardening, etc.

g) 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.

h) Discharge Certificate and Affidavit (in case of Ex-Servicemen).

i) Medical Certificate or Disability Certificate (in case of PwD).

j) Sports Certificate (in case of Sports Person).

k) Applicants applying for the post of Mali shall furnish certificate showing special training in gardening or experience in gardening for a period of at least three years either in Government or Private Nursery/Farm.

l) Mulia(s), who are on Roll of the Court on the date of coming into force of "The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019" are required to furnish certificate issued to this effect by the Assistant Registrar of the Court.

m) Persons engaged in the household of a Judge are required to furnish certificate to this effect issued by the Secretary of the concerned Judge to whose household he/she is attached.

n) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.

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. Community (Caste Status) once mentioned by the candidates shall not be changed under any Circumstances.

v. 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.

vi. 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.

vii. Sports person candidates claiming reservation must submit Sports Certificate issued in their favour by the Director of Sports, Sports and Youth Service Department, Government of Odisha.

12. 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 log-in into website of the High Court of Orissa i.e. **www.orissahighcourt.nic.in (QUICK LINKS → Recruitment Corner → Examination Portal)**. Then Click on **"Orderly and Office Peon, Class-IV and Mali, 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.

13. 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-11 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.

11/4/23

REGISTRAR, EXAMINATION

Memo No. 278(2) Dated: 11.04.2023

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.

11/4/23

REGISTRAR, EXAMINATION