HIGH COURT OF ORISSA: CUTTACK

Advertisement No.05/2025 **Date: 04/09/2025**

RECRUITMENT TO THE POSTS OF JUNIOR STENOGRAPHER

On-line applications are invited from the eligible candidates from **10.00 A.M. of 09th September, 2025 till 11.59 P.M. of 09th October, 2025** for recruitment of **25** (Twenty five) number of posts of Junior Stenographer (Group-'C') in the Court's Establishment in the scale of pay of ₹25,500 – 81,100/- in Level 7 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:

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

Sl. No.	Category	Total (Women)	PwDs	Ex-Servicemen
1	SEBC	05 (W-02)	2	2
2	ST	12 (W-04)		
3	SC	08 (W-03)		
Total		**25 (W-09)**		

N.B.:- The backlog vacancies in respect of 1 PwD and 2 Ex-Serviceman shall be considered while filling up of the present vacancies.

Note:

(a) In case the vacancies reserved for a particular category of women candidates remain unfilled due to non-availability of eligible/suitable women

candidate(s) belonging to respective category, the unfilled vacancies shall be filled up by eligible/suitable male candidate(s) of the same category.

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

(c) 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) Filling up of vacancies for candidates belonging to PwDs/Ex-Servicemen 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 32 (Thirty-Two)** years of age as on 04.09.2025, i.e. he/she must have been born on or before 03.09.2004 and on or after 05.09.1993.

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.

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. He/She should have a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting along with 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) through online by using Debit Card/Credit Card/UPI/Net Banking system.

Candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Disabilities are exempted from payment of examination fee.

6. SYLLABUS OF EXAMINATION :

The Recruitment Examination for the post of **Junior Stenographer** shall comprise Qualifying Test in English Subject, Computer Application Test (Qualifying in nature) and Skill Test as detailed below.

(A) Qualifying Test in English Subject - 100 marks (1 ½ hours duration)

Written Test	**100 Marks**	**Duration**
(a) An Essay in English	20 Marks	1 ½ hrs.
(b) Translation of Passage from Odia to English	20 Marks	
(c) Re-translation of passage from English to Odia	20 Marks	
(d) Knowledge in English Grammar	40 Marks	

A general category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of marks in the above written test shall be disqualified for appearing the Computer Application Test.

Those who qualify in English Subject Test shall be called to participate in the Computer Application Test.

(B) Computer Application Test (Qualifying in nature) :

Computer Application Test	**100 Marks**	**Duration**
(i) Theory	50 Marks	30 minutes
(ii) Skill Test	50 Marks	30 minutes
[MS Office (Word, Excel & Power Point), MS Access, Internet Operation/ File Uploading & downloading].		

A candidate securing less than 50% of marks in the Computer Application Test shall be disqualified and a candidate who does not qualify in the Computer Application Test, shall not be called to participate in the Skill Test.

(C) Skill Test:

Shorthand and Typewriting Test: The dictation 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. **N.B.** **1. For each correct word 0.25 marks will be awarded.** **2. Maximum permissible limit of mistakes and/or omissions is 10% of total words.** **3. Mistake means wrong spelling of words, substitution of words, overlapping of words and wrong punctuation marks.** **4. Mistakes and/or omissions beyond 10% of total words shall be treated as disqualification and the candidates shall be debarred from consideration for selection.**	**100 MARKS**	5 minutes for shorthand/ dictation test and 10 minutes for typewriting/ transcription test on computer.

On the basis of marks secured in the Skill Test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

7. DATE & CENTRE OF EXAMINATION:

Examination Centre of all stages of recruitment process will be conveyed to the candidates in due course through the Court's website and in the e-Admit Card.

8. OTHER ELIGIBILITY CONDITIONS:

(A) 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.

(B) 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.

(C) 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 Skill Test.

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 of Bachelor's Degree from a recognised University or such other qualification equivalent thereto.

(iii) Certificate showing adequate knowledge in Computer Application.

(iv) Certificate from a recognized institute showing a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting.

(v) 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).

(vi) Recent passport size photograph.
[The photograph must be clearly visible with proper orientation]

(vii) Full signature of the candidate.
[The signature must be clearly visible with proper orientation and in white background]

(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) No Objection Certificate in case of government servant [in case of non-availability of NOC submit an undertaking as mentioned under 8 (C)].

(xiii) 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 printout of the 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. 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.

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.

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 into website of the High Court of Orissa i.e. **www.orissahighcourt.nic.in(QUICK LINKS →Recruitment Corner→ Examination Portal)**. Then Click on "**JUNIOR STENOGRAPHER, 2025**".

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 document verification.

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

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

(f) The candidates are advised to check the Orissa High Court website www.orissahighcourt.nic.in regularly for updates regarding date and time of each stage of examination. No Admission Letter for the recruitment test at any stage shall be sent by post.

(g) If a candidate does not attend any of the stages of examination including document verification, his/her candidature will be rejected.

(h) No T.A./ D.A. will be paid for appearing in the Examination.

(j) In case of any guidance/information on this advertisement & recruitment, candidates may contact over Telephone number **0671-2509788** and/or Mobile number **9437498780** and/or Email id- **ohcrecruitment1948@gmail.com** **between 10.30 A.M. to 05.00 P.M.** on Court's working day.

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 fit and proper by the Hon'ble Court.

S/d- S. K. Dash Ray
REGISTRAR, EXAMINATION

Memo No. 14340 (2) / Date: 04.09.2025

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.

03/09/2025

REGISTRAR, EXAMINATION