

OFFICE OF THE ADVOCATE GENERAL: ODISHA: CUTTACK

Advertisement No.: 2257 /2022

Dated Cuttack the 10 November, 2022

Applications are invited from the eligible UR, SEBC, SC & ST candidates for recruitment of 11(eleven) posts of Data Entry Operator on regular basis in the scale of pay of Rs.19,900-63,200/- in Level-4 of the Pay Matrix under ORSP, Rules 2017 with usual D.A. and other allowances as admissible by the Government of Odisha from time to time.

The above vacancy position is likely to be increased in future.

The qualification and other eligibility for the aforesaid posts are as follows:

- 1) The candidates should be a Graduate in any discipline along with 'A' level DOEACC or PGDCA from any recognized institution with knowledge in Windows, MS Office and Internet browsing.
- 2) Age Limit: 21 to 38 years of age (as on 01.11.2022) (Upper age limit is relaxable in respect of candidates belonging to reserved categories and women candidates) as per relevant Rules.
- 3) Experience, if any, in any Judicial Institutions/Offices.

Applicants should attach two copies of recent Passport size photographs, photo copies of certificates on educational qualification and other qualifications including Employment Registration Card and caste certificate if any, duly self attested with their application forms.

The last date of submission of application in the Office of the Advocate General, Orissa High Court premises, Cuttack is 12.12.2022 at 5.00 P.M. and applications received thereafter/ incomplete applications will not be entertained.

The candidates who have already applied pursuant to earlier Advertisement vide Office Order No.1358 dated 30/06/2022 read with paper publication dated 01/07/2022 in Daily "Sambad" vide Office Order No.1361 dated 30/06/2022, need not apply again. Their application will be considered for the present Advertisement.

The selection will be made purely on the basis of merit i.e. by holding Written & Skill Test

The place, date and time of Written & Skill Test shall be intimated to the candidates by this Office in due course.

No TA/DA will be payable for attending Written & Skill Test.

The Authority reserves the right to cancel/modify the advertisement at any time.

The details of the advertisement can be downloaded in the Official website www.advgenodisha.nic.in of the Office of the Advocate General, Odisha.

Jyoti Prakash Pattnaik

**Chairman
Selection Committee**

Memo No.: 2258 /Dt.: 10/11/2022

Copy to Notice Board, Office of the Advocate General, Odisha, for general information.

Jyoti Prakash Pattnaik

**Chairman
Selection Committee**

Memo No.: 2259 /Dt.: 10/11/2022

Copy to the System Officer, Office of the Advocate General, for information, he is directed to upload the aforesaid notice in the official web-site of the Advocate General, for wider circulation.

Jyoti Prakash Pattnaik

**Chairman
Selection Committee**

FORM OF APPLICATION

**Affix self
attested recent
passport size
Photograph**

POST APPLIED FOR :

1. Name of the Candidate :
2. Father's / Husband's Name:
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried):
5. Permanent Address :

6. Present Address :
(Mobile No. & Email id if any)
7. Date of Birth in Christian Era :
(in figure and words)
Age as on 01.11.2022
8. Educational Qualification: (Attached self-attested copies of certificate in support of Qualification)

Name of the Examination Passed	Name of the Board/University	Year of passing	Full Marks	Aggregate of marks secured	Grade/Division	% of marks secured
H.S.C						
+ 2 Arts/Science/Commerce						
+3 Arts/Science/Commerce						
Computer Qualification & Short Hand Certificate						

9. Category: (S.C/S.T/SEBC/GEN.):
(strike out which is not applicable and attach the supporting documents issued by the competent Authority)
10. Whether physically/orthopedically handicapped:
(If yes attached supporting medical certificates issued by the Competent Medical Authority/Board)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No:

DECLARATION

I do hereby solemnly affirm and state that the above facts are true and correct to the best of my knowledge and belief and based on record.

Place :

Date :

Signature of the Candidate.

List of enclosures: