

**OFFICE OF THE ADVOCATE GENERAL : ODISHA : CUTTACK.**

Office Order No.: \_\_\_\_\_/2022  
Dated Cuttack the June, 2022.

Applications from suitable UR, SEBC, SC & ST candidates are invited for engagement of six Data Entry Operators (Initial Appointees) on contractual basis with consolidated monthly remuneration of Rs.13,300/-. The engagement shall be purely temporary and may be terminated at any time without any notice or assigning any reason thereof. The Initial Appointees shall continue on contractual basis for a period of six years and the service conditions of the above posts shall be guided by the Odisha Group - C & Group - D Posts (Contractual Appointment) Rules, 2013 as per G.A. Department Notification No.GAD/SC-RULES-0009/2013 32010/Gen., dtd. 12.11.2013 and Amendment Rules, 2021.

- 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 01.01.2022) (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 29.07.2022 at 5.00 P.M. and applications received thereafter / incomplete applications will not be entertained.

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

No TA/DA will be payable for attending interview/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](http://www.advgenodisha.nic.in) of the Office of the Advocate General, Odisha.

**ADVOCATE GENERAL : ODISHA**

Memo No.: \_\_\_\_\_/Dt.: /06/2022

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

**ADVOCATE GENERAL : ODISHA**

Memo No.: 1360 /Dt.: 30/06/2022

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.

**ADVOCATE GENERAL : ODISHA**

**FORMAT OF APPLICATION  
(FOR THE POST OF DATA ENTRY OPERATOR)**

**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 :
  
7. Date of Birth in Christian Era :  
(in figure and words)  
Age as on 01.01.2022
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						

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:
14. Experience if any:

**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: