

OFFICE OF THE ADVOCATE GENERAL: ODISHA: CUTTACK.

Advertisement No. 2255 /2022
Dated Cuttack the November, 2022

Applications are invited from the eligible UR, SEBC, SC & ST candidates for recruitment of 20(twenty) posts of Junior Stenographer on regular basis in the scale of pay of Rs.25,500-81,100/- in Level-7 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 must possess a Bachelor's Degree in any discipline from a recognized University with a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing/ transcription on computer.
- 2) The candidates shall have 'A' Level of DOEACC or PGDCA with knowledge in software in respect of MS Windows, MS Office, Internet and web based applications.
- 3) Age Limit: Not below 21 years of age and above 38 years of age on the date of 1st November, 2022. The Upper age limit is relaxable in respect of candidates belonging to reserve categories and women candidates as per Government Rules prescribed for the purpose.
- 4) The selection will be made purely on the basis of merit i.e. by holding written and skill test.

The candidates are instructed to attach self attested copies of educational certificates, recent passport size photographs (two numbers) and caste certificate if any, along with their application form.

The last date of submission of application in the Office of the Advocate General is **12.12.2022 up to 5.00 P.M.** and applications received thereafter or incomplete/incorrect shall not be entertained.

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

No TA/DA shall be payable for attending interview/test.

Jyoti Prakash Patra

**Chairman
Selection Committee**

Memo No.: 2256 /Date 10 /11/2022

Copy to Notice Board, Office of the Advocate General, Odisha, Cuttack/System Officer, O/o the Advocate General, to upload the Advertisement in the official website of the Advocate General, Odisha.

Jyoti Prakash Patra

**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: