

Applications are invited for temporary appointment for Jr. Steno, in the office of **Odisha State Bar Council, High Court Annex, Cuttack-753002, on or before 15.05.2025.**

Recruitment to the post of Jr. Stenographer

Junior Stenographer :- One Post

Salary: Rs.15,000/- (Rupees Fifteen Thousand) per month Consolidated (Temporary)

Selection of candidates for recruitment to the post of Jr. Stenographer shall be made by direct recruitment through open competitive evaluation.

Eligibility:

In order to be eligible for appearing in the competitive evaluation for recruitment to the post of Jr. Stenographer a candidate must full fill the following conditions:

- i) be a citizen of India.
- ii) The minimum age for the above post is 25 years & maximum age is 32 years as on 01.04.2025. Five years age relaxation in case of candidate belonging SC/ST category and 3years in case women.
- iii) Passed B.A/B.Sc/B.Com from Utkal University or an University duly recognized by the U.G.C.
- iv) possess a minimum qualification of P.G.D.C.A or equivalent qualification.
- v) possess minimum speed of forty wpm in computer typewriting in English and twenty wpm in typewriting in Odia and minimum speed of sixty wpm in short hand both in English and in Odia.
- vi) Experience having three years.

Documents to be attached with of application form:

The candidate shall furnish self attested true copies of the following documents.

- i) Certificate of Matriculation examination or an equivalent examination recognised by the Board along with mark sheet.
- ii) Certificate of Degree Examination along with mark sheet.
- iii) Certificate of Moral Character from any Gazetted Officer
- iv) Certificate of PGDCA or equivalent.
- v) Certificate including completion of course in Stenographer from recognized institution or ITI.
- vi) Certificate relating to SC/ST.
- vii) Experience Certificate.
- viii) Two current Passport size colour photograph

Note: The candidate shall be required to produce the original certificates at the time of scrutiny/verification. The candidate who is submitting educational certificates other than issued by the BSE/CHSE or Universities of the state then he is to submit equivalent certificate issued by the Board/Council or Universities of the State.

Recruitment test

1) Recruitment examination for the post of Jr. Stenographer shall be held with the following tests.

- i. Short hand test in English and Odia
- ii. Test on computer in English and Odia.
- iii. Viva voce test.

SECRETARY
ODISHA STATE BAR COUNCIL

APPLICATION FOR THE POST OF JR. STENOGRAPHER

FILL UP IN BLOCK LETTERS

1.Name of the Candidate :-

2.Fathers' Name :-

3.Date of Birth :-
(Age as on 1st April, 2025)

4.Sex :- Male/Female

5.Permanent Address :-

6.Present Address :-

7.Religion :-

8.Category :- General/SC/ST

9.Language Known :-

10. Nationality :-

11. Marital Status :-

12. **Educational Qualification :-**

Sl.No	Name of the Board/University	Mark Secured with %	Year of Passing
1.	Secondary Examination		
2.	High Secondary Examination		
3.	Graduation		
4.	Other Qualification if Any/ Master Degree		

13. Technical Qualification :-
(Shorthand, Typewriting, PGDCA & Tally)

14. Experience :-

15. Mobile No. :-

16. E.mai Id. :-

17. Aadhaar No. :-

18. PAN No. :-

N.B. Self Attested Copy of the all certificates/documents are to be enclosed with the application.

DECLARATION

I do hereby declare that all the above information furnished by me are true and correct to the best of my knowledge and belief. If any of the informations are found to be false, then I will be liable to be prosecuted under the Criminal Law.

Place:-

Date:-

Signature of the Applicant