

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

Recruitment to the post of Data Entry Operator/Jr. Assistant:-

Data Entry Operator/Jr. Assistant:- Two Posts

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

In order to be eligible for appearing in competitive evaluation for recruitment to the post of Data Entry Operator/Jr. Assistant, a candidate must fulfill the following conditions:

- i. The Candidate must be a Citizen of India
- ii. Must be able to read, write and speak Odia and have passed Middle School examination with Odia as language as one of the subject or have passed the High School Examination or equivalent examination with Odia as a Subject.
- iii. The minimum age for the above post is 25 years and the maximum age is 35 years as on 01.04.2025. (Maximum upper age shall be relax able by 5years in case of candidate belonging SC/ST Category and 3years in case of women)
- iv. The Candidate must have a Bachelor's Degree in any discipline from a recognized University
- v. Must also have proficiency in Computer and possess a minimum qualification of P.G.D.C.A. or equivalent qualification with knowledge of Tally.

- vi. The candidate must have knowledge in operating online transactions.
- vii. Experience having three years in Data entry & in online transactions.

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 equivalent examination along with mark sheet.
- ii. Certificate of Graduation along with Mark Sheet.
- iii. Certificate of Moral Character from any Gazetted Officer.
- iv. Certificate of PGDCA or Equivalent
- v. Certificate relating to SC/ST.
- vi. Experience Certificate.
- vii. Two current Passport size colour photograph.

Examination

There shall be Viva-Voice test for the post of Data Entry Operator/Jr.Asst.

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.

SECRETARY
ODISHA STATE BAR COUNCIL

**APPLICATION FOR THE POST OF
DATA ENTRY OPERATOR/JR. ASSISTANT**

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