

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

Recruitment to the post of Assistant Secretary

Assistant Secretary:- One Post

Recruitment / appointment to the post of Assistant Secretary :-

Salary: Rs.25,000/- (Rupees Twenty Five Thousand) per month
Consolidated (Temporary)

i. Recruitment to the post of Assistant Secretary shall be made by means of a competitive examination.

ii. Evaluation Examination

The Competitive examination shall be conducted by a Selection Committee.

iii. Eligibility

A candidate shall be:

- (a) a citizen of India.
- (b) Master Degree in Law or possess higher qualification
- (c) an Advocate having minimum 10 years practice at bar .
- (d) not less than 35 years and not more than 40 .
- (e) a good moral character.
- (f) able to speak / read Odia and have passed M.E. school examination in Odia as language subject.

Documents to be attached at the time 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 Master Degree in Law
- iv. Certificate of Enrolment
- v. Certificate of Moral Character from any Gazetted Officer
- vi. Certificate relating to SC/ST.
- vii. Experience Certificate from the concerned Bar Association
- viii. Two current Passport size colour photograph.

Examination

There shall be Viva-Voice test for the post of Assistant Secretary.

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 ASSISTANT SECRETARY

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 :-**

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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