

DRAFT

OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR
ADVERTISEMENT

Dated, Bhubaneswar, the dt. 29-6-.....2019

Applications in the prescribed format are invited for recruitment to the following posts of Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer Gr.-III in the Judgeship of Khurda in the pay scale as mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Khurda as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY WISE VACANCY POSITION								
Sl. No.	Name of the post	Scale of pay AS per ORSP 2017	General (UR)	SC	ST	SEB C	TOTAL	Physically Handicapped/Ex-Serviceman/Sports Person
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Jr. Clerk-cum-Copyist	Pay matrix Rs. 19,900/- - Rs. 62,200/- at level 4	10	4	5	2	21	(The vacancy reserved for P.H./Ex-Serviceman/Sports Person is inclusive of vacancy of respective category to which they belong).
2.	Stenographer G-III	Pay matrix Rs. 25,500/- - Rs. 81,100/- at level 7	4	1	2	1	8	
3.	Jr. Typist	Pay matrix Rs. 19,900/- - Rs. 62,200/- at level 4	4	1	1	1	7	

Posts advertised in each cadre may vary. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.)

1. Eligibility of the Candidates

For the post of Jr. Clerk and copyist/ Jr. Typist/ Stenographer G-III:

A candidate, in order to be eligible for the above posts, shall:-

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3

- of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized Institute;
 - not below 18 years and above 32 years of age as on 31.07.2019, provided that the upper age limit is relaxable by 5 years in case of S.C./S.T./S.E.B.C. and women candidates & 10 years in case of Physically Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years;
 - be able to speak, read and write Odia and have passed a Test in Odia equivalent to the M.E. Standard;
 - be of good character;
 - be of sound health, good physique and free from organic defects or bodily infirmity;
 - have not more than one spouse living, if married;
 - Pay the fees prescribed for the examination;
 - have possessed a minimum speed of 40 words per minute in Type Writing (for the post of Jr. Typists);
 - have possessed a minimum speed of 80 words in shorthand and 40 words in type-writing per minute (for the post of Stenographer G-III).

2. Fees for the Examination :

The candidates are required to deposit examination fees of **Rs.100/- (Rupees one hundred) only** by Treasury Challan under the Head- **"0070-Other Administrative Services-01-Administration of Justice-501-Services and Services fees - 9904650-Law Department-9916730 - Examination fees for Recruitment conducted by Orissa District and Subordinate Courts"** and to submit the original copy of challan along with their applications forms. The S.C. & S.T. Candidates are exempted from payment of examination fees.

3. Scheme of Examination:

There shall be an examination on the following subjects for different posts:

(a) Jr. Clerk and Copyist:			
Examination	Subject.	Marks.	Duration of Test.
I (a)	English	100 Marks.	02 hours.
(b)	Arithmetic	100 Marks.	01 hour.
(c)	Gen. Knowledge	100 Marks.	01 hour.
II	Computer Science Test (Practical)	100 Marks.	01 hour.
III	Viva Voce Test	45 Marks.	--

- Only Successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Junior clerk and Copyist.
- The **detail syllabus** for each subject of the written test shall be as follows:
 - English**
 - An essay to be written in English
 - A letter or application to be written in English
 - One Oriya passage to be translated into English
 - One English Passage to be translated into Oriya

- (e) Summary of one English Passage
- ii. **Arithmetic** - Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit loss, mixtures, partnership, average, Rates and taxes, Insurance, Square and cubic measures, problems on time, work and on time and distance.
 - iii. **General Knowledge** - Knowledge of current events, and such other matters of everyday observations, and experience, as may be expected from an educated person.
 - iv. **Computer Science Test (Practical)** - To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting.
 - v. **Viva-voce**- to test and assess the suitability of a candidate for the post with reference to alertness, outlook, potential qualities.

(b) Jr. Typist:

Examination	Subject.	Marks.	Duration of Test.
I	English (qualifying in nature)	100 Marks	02 hours.
II	Type Test	50 Marks	10 minutes
III	Computer Science Test (Practical)	100 Marks	1 hour
IV	Viva Voce Test	35 Marks	--

- Only Successful candidates in written qualifying examination shall be called for Typewriting Test for Junior Typist. Candidates selected in the type writing test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce. Qualifying candidates are required to bring their own typewriters.
- **Detail syllabus**
 - i. Written test consisting of :
 - a. **English** (Qualifying in nature)-Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
 - b. For the post of Typist, a candidate shall be given a written passage containing 400 words in English Language, which he shall reproduce in type script in 10 minutes.
 - c. **Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

(c) Stenographer G-III:

Examination	Subject.	Marks.	Duration of Test.
I	English (qualifying in nature)	100 Marks	02 hours.
II	Shorthand & Type Test	50 Marks	15 minutes
III	Computer Science Test (Practical)	100 Marks	1 hour
IV	Viva Voce Test	35 Marks	--

- Only Successful candidates in written qualifying examination shall be called for Typewriting & Shorthand Test for the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Detail syllabus:**
 - ii. Written test consisting of :
 - a. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

- b. For the post of Stenographer G-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate shall reproduce such shorthand text of 400 words in type script in 10 minutes.
- c. **Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

Only successful candidates in the Part-I examinations shall be called for Computer (practical) Test and the candidates qualified in the said Practical Test shall be eligible for Viva Voce. There will be a separate test in short hand and type writing for the post of Stenographer Grade-III and type writing test for the post of Jr. Typist and such test will be held after publication of the result of written test. The candidates to appear in the Short hand and Type Writing Test for the post of Stenographer Grade-III/Type Test for the post of Jr. Typist shall bring their own typewriter machine with them. No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

4. Last Date of Receipt of Application :

The application along with the required documents and self-attested copies of certificates must reach

To - the Office of the District Judge, Khurda at Bhubaneswar, Lewis Road, Bhubaneswar-751014 on or before dt. 31.07.2019

either by registered post or speed post or in person during the office hour on each working day. Applications received in office after the due date by any means shall be summarily rejected.

5. List of documents to be submitted by the candidates along with their applications, are as follows :

- i. Application should be submitted for the above posts, mentioning the name of the post clearly in Capital letters duly underlined on the top of the envelope.
- ii. Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (except S.C. & S.T. Candidates). (for **Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer G-III**).
- iii. Copy of self-attested H.S.C. or equivalent certificate showing proof of age with mark sheet (for **Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer G-III**).
- iv. Copy of self-attested certificates showing passing of +2 or equivalent exam and mark sheet. (for **Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer G-III**).
- v. Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute. (For **Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer G-III**).
- vi. Copy of self-attested certificate showing successful completion of Shorthand course from a recognized Institute (**for the post of Stenographer G III**).
- vii. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (**for the post of Jr. Typist**).
- viii. Two character certificates issued by the Gazetted officers/ medical practitioners etc. (Mention Name & Designation of the officers).
- ix. Two Self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- x. Two self-addressed envelopes duly stamped of Rs. 30/- on each for despatch of call letters by Regd. Post.

- xi. Copy of self-attested caste certificate issued by the competent authority duly attested by a Gazetted Officer in case of candidates belonging to S.C./S.T./S.E.B.C. Categories.
- xii. Copy of self attested disability certificates for Physically Handicapped persons issued by competent authority showing % of disability.
- xiii. Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.
- xiv. One declaration regarding marital status showing to have one spouse living, if married.
- xv. Copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signatures of the candidates thereon in respect of physically handicapped candidate only.

The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents and Treasury Challan separately.

N.B. :

1. The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form-A given below. The candidates who are in Govt. employment are required to apply through proper channel.
2. Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope candidates for the candidates desirous of applying for more than one post. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications for the post of Jr. Clerk-cum-Copyist, the Authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended from time to time) and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.
5. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
6. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test. Date of examination shall be intimated to the eligible candidates in due time.
7. For details Please visit the website : <https://districts.ecourts.gov.in/khordha>.

Sd/-
District Judge-cum-Chairman,
District Recruitment Committee,
Khurda at Bhubaneswar

FORM-A

FORMAT OF APPLICATION

POST APPLIED FOR : _____

**Paste your
recent self-
attested
Passport Size
photograph**

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. Mobile Number (if any):
8. E-mail Address (if any):
9. Date of Birth as per Christian era _____; Age (as on 31.07.2019) _____
10. Educational Qualification (Attach copies thereof):

Name of the Examination Passed.	Name of the Board/Council/ University.	Year of Passing.	Aggregate of Marks Secured.	Grade/ Division.	% of Marks Secured.
(1)	(2)	(3)	(4)	(5)	(6)
H.S.C.					
+2 Arts/Commerce/Science					
Diploma in Computer Science					
Others					

11. Category : (S.C./S.T./S.E.B.C./GEN./Sports Person/Ex-Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority).
12. Whether Physically/Orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the competent Medical Authority/Board).
13. Religion:
14. Nationality:
15. Employment Exchange Registration No.:
16. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch, etc.
(mention name, designation of the officers):
17. Details of Treasury Chalan with No. & Date:

Signature of the Candidate

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, and the statements made above 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 :