

OFFICE OF THE DISTRICT JUDGE, BALASORE

ADVERTISEMENT NO.01 OF 2021

Dated, Balasore the 26th day of July, 2021

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk/Copyist, Junior Stenographer (Stenographer- Gr.-III), Junior Grade Typist & Salaried Amin**. All the posts carry regular scale of pay subject to the result of the Writ petition in W.P. (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

Sl. No.	Categories of posts	Pay Scale	SC	ST	SEBC	UR	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	2	3	4	5	6	7	8	9
01	Junior Clerk / Copyist	<u>Level-4</u> Rs.19,900-63,200/-	02	08	03	12	25	(The vacancy reserved for P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong)
02	Junior Stenographer	<u>Level-7</u> Rs.25,500-81,100/-	01	04	--	05	10	
03	Junior Grade Typist	<u>Level-4</u> Rs.19,900-63,200/-	02	01	01	01	05	
04	Salaried Amin	<u>Level-5</u> Rs.21,700-69,100/-	--	01	--	--	01	

N.B.:- 33% intra-reservation will be made for women candidates, subject to availability.

(The number of vacancies in different categories of posts may increase or decrease)

2. Eligibility of the Candidates:-

For the posts of Junior Clerk/Copyist, Junior Stenographer and Junior Grade Typist:-

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

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

- (d) not be below 18 years and above 32 years of age as on the last date fixed for receipt of applications i.e. **27.08.2021**. (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);
- (e) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (f) be of good character;
- (g) be of a good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his/her duties in service;
- (h) have not more than one spouse living, if married;
- (i) have possessed a minimum speed of 40 words per minute in Type-writing in English (for the post of Jr. Gr. Typists);
- (j) have passed a minimum speed of 80 words in shorthand and 40 words in type-writing in English per minute (for the post of Jr. Stenographer).

For the posts of Salaried Amin:-

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

- (i) be a citizen of India;
- (ii) have passed Matriculation examination or equivalent examination of a recognized Board;
- (iii) have passed the Revenue Inspector Training from a recognized institute;
- (iv) not be below 18 years and above 32 years of age as on the last date fixed for receipt of applications i.e. **27.08.2021**. (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);
- (v) have knowledge in Computer application;
- (vi) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;

- (vii) be of good character;
- (viii) be of a good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his/her duties in service;
- (ix) have not more than one spouse living, if married;

3. Fee for the Examination:

The candidates are required to deposit examination fee of **Rs. 100/- (Rupees one hundred)** only by Treasury Chalan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services & Service Fees-9904650-Law Department-9916730-Examination Fees** for Recruitment conducted by the Odisha District and Sub-Ordinate Courts”. The S.C. & S.T. Candidates are exempted from payment of examination fee.

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 given below. **The candidates who are in Govt. employment are required to apply through proper channel.**

Note: - Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his / her application. The application, if found defective / incomplete in any respect shall be summarily rejected. 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.

4. Scheme of Examination:

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Jr. Stenographer, Jr. Gr. Typist & Salaried Amin.

(a) For the post of Junior Clerk/Copyist:-

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-voce Test	45	–

(b) **For the post of Junior Stenographer:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Shorthand & Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The Short-hand & Type Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own type-writers.

(c) **For the post of Junior Grade Typist:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

Typewriting Test will be held after publication of result of Written Test and the qualifying candidates are required to bring their **own Type-writers**.

(d) **For the post of Salaried Amin:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	50	1 hour
	Arithmetic	50	1 hour
Part-II	Technical knowledge in Survey and Settlement (Practical)	100	1 hour
Part-III	Viva-voce Test	30	--

Only successful candidates in the Part-I examinations shall be called for to appear in the Part-II and Part-III test.

SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-(i) **English:-**

- (a) An essay to be written in English,
- (b) A letter or an application to be written in English,
- (c) An Odia passage is to be translated into English,
- (d) An English passage is to be translated into Odia,
- (e) Summary of one English passage.

(ii) Arithmetic:-

Vulgar fractions and Decimals, HCF & LCM, simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. In case of Salaried Amin, the questions shall be metric level.

(iii) General Knowledge:-

Knowledge of current events and such other matters of every day 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 'test formatting of the paragraph, 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 programme of accounting.

(v) Viva-voce Test:-

To test and assess the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/Speed Post so as to reach the **Office of the District Judge, Balasore- 756001** by **5.00 P.M. on 27.08.2021** positively. The applications received beyond that date shall be summarily rejected.

5. In case of receipt of large number of applications in different categories of posts so advertised, the authority reserves right to short list the candidates in a ratio of **(1:20)**, in accordance with the rules contained in the Odisha District & Sub-Ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
6. The list of documents to be submitted by the candidates along with their applications for the posts of **Jr. Clerk/ Copyist, Jr. Stenographer and Jr. Gr. Typist** are as follows:
 - (i) Treasury Chalan in original showing deposit of examination fee of Rs.100/- under the proper Head of account (except S.C. & S.T. candidates).

- (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
- (iii) Self attested photocopies of **Matric Board Certificate or equivalent certificate** showing proof of age with **mark sheet** and of certificates showing passing of **+2 or equivalent examination** and **mark sheet**.
- (iv) Self attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
- (v) Self attested photocopies of certificates showing successful completion of Shorthand & Type-writing course in English from a recognized Institute for the post of Jr. Stenographers.
- (vi) Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute for the post of Jr. Gr. Typist.
- (vii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped and Ex-Serviceman.
- (viii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (ix) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (x) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
- (xi) Self attested photocopy of Employment Exchange Registration certificate.
- (xii) Candidates already in **Govt. service**, whether Temporary or permanent shall have to produce **"No objection Certificate"/ "Letter of permission"** from the competent authority.
- (xiii) The candidates, **who are in Govt. Service**, are required to be submitted his/her application through proper channel.
- (xiv) Self-declaration for Authentication of Certificate (**Annexure-I**).

7. The list of documents to be submitted by the candidates along with their applications for the posts of Salaried Amin is as follows:

- (i) No Treasury Chalan from S.T. candidates.
- (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
- (iii) Self attested photocopies of **Matriculation Certificate or equivalent certificate** from any recognized Board showing proof of age with **mark sheet**.
- (iv) Self attested photocopy of certificate showing successful completion of Revenue Inspector Training.
- (v) The candidate, who possess the certificate of work experience in settlement and consolidation organization granted by Settlement Officer or Deputy Director, consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same.

- (vi) Certificate showing knowledge in **Computer Application**.
- (vii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.T. category and Physically Handicapped and Ex-Serviceman.
- (viii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (ix) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (x) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
- (xi) Self attested photocopy of Employment Exchange Registration certificate.
- (xii) Candidates already in **Govt. service**, whether Temporary or permanent shall have to produce "**No objection Certificate**" / "**Letter of permission**" from the competent authority.
- (xiii) The candidates, **who are in Govt. Service**, are required to be submitted his/her application through proper channel.
- (xiv) Self-declaration for Authentication of Certificate (**Annexure-I**).

N.B. -

- All copies of testimonials shall also be signed by the candidates. The candidates are required to mention the **category of posts**, which they apply for in **capital letters** on the top of their respective applications and on the top of the envelope containing their applications as per attached **format**.
- Unsigned applications, if submitted, shall be rejected summarily.
- While filling up the marks in the application form, the candidate has to mention the actual marks secured by himself/herself in the H.S.C., +2 or equivalent examinations (excluding the marks secured in the extra optional paper (s))
- Applicants are advised to visit the website of District Court, Balasore i.e. <http://districts.ecourts.gov.in/balasore> or <http://baleswar.nic.in> from time to time for updates regarding the recruitment process and notifications.
- The candidate must submit his/her Mobile Number (preferred **WhatsApp Number**) and **E-mail I.D.** in the appropriate space in the Annexure-I for future communication through E-mode, if required.

Sd/-

DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT RECRUITMENT COMMITTEE, BALASORE

Annexure – I**Self-declaration for Authentication of Certificate**

I, _____, son/
daughter of _____, age _____
years, resident of _____
District-_____, Odisha, hereby declare that the
information given above and the documents enclosed herewith containing
self-certification is/are genuine and authentic. If any information/document
is found false / forged / tempered, I shall personally remain responsible for
any criminal action U/s.406/419/420/466/468/471 IPC or any other
penal provisions of law and the authentication of the certificate will be
treated as cancelled and intimated to all concerned. Also all the benefits
availed by me shall be summarily withdrawn.

Permanent Address: -

Signature of the applicant

Date: -

Place: -

Mobile No.-

E-mail ID.-

Present Address: -

Application for the post of :- JR. CLERK-COPYIST/ JR. STENOGRAPHER/ JR. GR. TYPIST.**FORM-A****FORMAT OF APPLICATION**

[See Para-2A of Appendix-A]

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. Date of Birth:
8. Age as on **27.08.2021**:
9. Educational Qualification (Attach self-attested copies of)

Affix self signed
recent colour
passport size
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
+2 Arts/Commerce/ Science						
Diploma in Computer Science						

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

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha 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.

Date:

Place:

Signature of the candidate

Application for the post of:- SALARIED AMIN.

FORM-A

FORMAT OF APPLICATION

[See Para-2A of Appendix-A]

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. Date of Birth:
8. Age as on **27.08.2021** :
9. Educational Qualification (Attach self- attested copies of)

Affix self signed
recent colour
passport size
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
R.I. Training Certificate						
Computer knowledge						

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

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha 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.

Date:

Place:

Signature of the candidate