

## OFFICE OF THE DISTRICT JUDGE, JAJPUR

### ADVERTISEMENT NO. 03/2021

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of the Junior Clerk-Cum- Copyist, the Junior Typist and the driver of Level- 4 in the pay band of **Rs. 19,900/- to Rs. 63,200/-** and the Stenographer Grade- III of Level-7 in the pay band of **Rs. 25,500/- to Rs. 81,100/-** with usual D.A and other allowances for all the posts as admissible by the Government from time to time. The recruitment for the following posts shall be made in accordance with the Orissa District & Sub-ordinate Courts non-judicial staff services (Method of Recruitment and Conditions of Service) Rules 2008 and Amendment Rules, 2010 subject to the result of W.P © No. 1273 of 2014 subjudice before the Hon'ble High Court of Orissa.

The decision of the District Judge, Jajpur as to the result of the Examination shall be final.

### CATEGORY OF POSTS

Sl. No.	Category of posts	UR	UR (W)	SC	SC (W)	S.T	ST (W)	S.E.B.C	Total
1	Junior Clerk-cum-Copyist	3	2	-	1	3	3	1	<b>13</b>
2	Junior Typist	1	1	1	-	2	1	-	<b>6</b>
3	Stenographer Grade-III	1					1		<b>2</b>
4	Driver	1	-	-	-	-	-	-	<b>1</b>

### **N.B**

- i. The number of vacancies in different categories of posts reflected above may increase or decrease depending upon the exigencies.
- ii. The above vacancies include backlog vacancies.
- iii. The vacancy reserved for P.H/ Ex-Serviceman/ Sports person is inclusive of vacancy of respective category to which they belong.
- iv. In the event of non-availability of women candidates belonging to any particular community, the same shall be filled up by male candidates of that particular community.

## **1. ELIGIBILITY CRITERIA :-**

- (i) Must be a citizen of India.
- (ii) Must have passed at least +2 examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized Council/Board or University, as the case may be.
- (iii) Must have passed at least Diploma in Computer Application from a Govt. recognized institute.
- (iv) All the candidates must be over 18 years and below 32 years of age as on **04.09.2021** (Provided that the upper age limit in respect of Reserved categories of candidates, Women and Physically Handicapped persons shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or Instructions for the time being in force).
- (v) For the post of Junior Typist the candidate must be having knowledge in Typewriting with a speed of 40 words per minute in English.
- (vi) For the post of Stenographer Grade-III, a candidate shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute in English.
- (vii) For the post of Driver, a candidate must have passed M.E standard with Odia and English and a valid L.M.V license with at least 3 (three) years experience in driving.
- (viii) The candidate must be able to speak, read and write Odia and must have passed the Middle School standard language test in Odia conducted by the Board of Secondary Education, Odisha.
- (ix) Must be of good character.
- (x) Must be of sound health, good physique and free from organic defects or bodily infirmity.
- (xi) Must not have more than one spouse living, if married.

## **2. FEES FOR EXAMINATION:-**

The candidates are required to deposit fees of Rs.100/-(one hundred) only in shape of 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”** along with their application forms.

The S.C/S.T candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The candidates who are in Government Service or public undertakings are required to apply through proper channel.

### **3. LAST DATE FOR RECEIPT OF APPLICATIONS:-**

The application along with the required documents and self-attested copies of certificates addressed to the **District Judge, Jajpur, Office of the District Judge, Jajpur, Near Gandhi Chowk, Jajpur Town, Pin- 755001, Dist- Jajpur** must reach on or before **04.09.2021** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected.

#### **N.B.:-**

- (i)** 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 along with relevant documents and Treasury Challan.
- (ii)** Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected. The Authority is not answerable/ responsible for any postal delay.
- (iii)** In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Subordinate Courts non-judicial staff services (Method of Recruitment and Condition of Service) Rules-2008 and Amendment Rules, 2010.
- (iv)** Candidates are required to mention contact number and e-mail ID (if any).
- (v)** Candidates who have not been awarded with percentage of marks, but only Grade Marks” should along with their application, produce the conversion certificate from the concerned University/ Councils/

Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).

#### **4. SCHEME OF EXAMINATION:-**

##### **(FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of test.</b>
Part-I	English	100	2 hours
	Arithmetic	100	2 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-Voce test	45	--

##### **(FOR THE POSTS OF JUNIOR TYPISTS and STENOGRAPHERS GRADE- III)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of test</b>
Part-1	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test (for stenographers Gr-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
	Type writing test (for Typists)	50	10 minutes
Part-II	Computer Science Test (Practical)	100	1 hour
	Viva-voce test	35	

**N.B** The examination for the post of driver shall be made in accordance with G.A Department, Govt. of Odisha Notification No.1001, dated 16.01.2014 and be intimated to the eligible candidates in due time.

Only Successful candidates in the Part-I examinations 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 test.

The candidates who would appear for the Type Test shall bring their own Type-Writer Machine.

No travelling allowance is admissible to the candidate.

Date of examination shall be intimated to the eligible candidates in due time.

**5. 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 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.

**(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**

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, web site searching /browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

**(v) Viva-voce Test**

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

**6. LIST OF DOCUMENTS TO BE SUBMITTED CHRONOLOGICALLY ALONGWITH THE APPLICATION:-**

- (a)** Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth.
- (b)** Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council, Board or University, as the case may be.

- (c)** Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a govt. recognized Institute.
- (d)** Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (e)** Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (f)** Copy of self-attested Middle English Examination certificate or any equivalent certificate in support of date of birth and education (for the post of driver).
- (g)** Two Character Certificates issued by two gazetted officers/ medical practitioners/ Sarpanch.
- (h)** Treasury Challan in original showing to have deposited a sum of Rs.100/- (One Hundred) only in the appropriate head.
- (i)** Three self- attested Passport size recent photographs. (One is to be affixed in the application form in the space provided).
- (j)** Three numbers of Self-addressed envelopes duly affixed with adequate postage stamp on each.
- (k)** One declaration regarding marital status showing to have one spouse living, if married.
- (l)** Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute. (For the post of Stenographer Grade-III)
- (m)** Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Typist)
- (n)** Copy of self-attested L.M.V Driving License and experience certificate (for the post of driver).
- (o)** Self- attested copy of recent Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Scheduled Caste/Scheduled Tribes and S.E.B.C category.
- (p)** A self- attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate Authority in respect of physically handicapped candidates only.
- (q)** Self- attested copy of Discharge Certificate of Ex-Serviceman issued by the Commanding Officer of the Unit last served, wherever applicable.
- (r)** Self- attested copy of Identity Card of Sportspersons issued by the Director of Sports, Odisha, wherever applicable.

The candidates are required to mention the category of the post in **bold letters** on the top of their respective applications and on the top of the envelopes containing their applications. The candidates desirous of applying for more than one category of posts are required to submit separate applications along with the relevant documents and Treasury Challan separately.

**Sd/- Shri S. Mishra**  
**District Judge-Cum-Chairman,**  
**District Recruitment Committee,**  
**Jajpur**

## **FORMAT OF APPLICATION**

APPLICATION FOR THE POST OF \_\_\_\_\_

**1.** Name of the candidate

(in capital letters) :-

**2.** Father's /Husband's Name

:-

**3.** Sex (Male/Female)

:-

**4.** Marital Status (Married/Unmarried):-

**5.** Permanent address

:-

**6.** Present address

(in capital letters) :-

**7.** Date of birth as per Christian era

:-

**8.** Age (as on 04.09.2021)

**9.** e-Mail ID and Contact No. (If, any)

**10.** Educational Qualification(attach self-attested copies of Certificates)

Affix one self-attested (on the front side) recent Passport size photograph.

Name of the examination passed	Name of the Board/ Council/ University	Year of Passing	Total Mark	Aggregate of marks secured	Grade/Division	% of marks secured
H.S.C.						
+2 Arts/Commerce/Science						
Diploma in computer Science.						

**11.** Category: SC/ST/SEBC/GEN/Sports Person/Ex-Service man.  
(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 certificate issued by the competent Authority/Board)

**13.** Religion :-

**14.** Nationality :-

**15.** Employment Exchange Registration Number (If any):-

**16.** Attach two character certificates issued by Gazetted officer/Medical Practitioner /Sarpanch etc.(mention name, designation of the officers)

**17.** Details of Treasury Challan with number and date.

### **DECLARATION**

I do hereby solemnly affirm and state that I am aware of the provisions of Orissa District and Sub-ordinate courts Non-Judicial Staff Services (Method of Recruitment and conditions of service) Rules 2008 and Amendment Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**(Full Signature of the candidate)**