

OFFICE OF THE DISTRICT JUDGE, SONEPUR

ADVERTISEMENT OF 2021

Dated, Sonepur the 20th day of August, 2021

Applications in the prescribed format given below are invited for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade- III in the Judgeship of Sonepur in the pay structures as mentioned against each category of posts.

Sl No.	Category	Un-Reserved	SEBC	S.C.	S.T.	Total	Scale of Pay
1	Junior Clerk-cum-Copyist	04	00	01	02	07	Rs 19900-63200/- Level-4 of ORSP Rule, 2017
2	Junior Typist	01	00	00	01	02	Rs 19900-63200/- Level-4 of ORSP Rule, 2017
3	Stenographer Grade-III	02	01	00	01	04	Rs 25500-81,100/- Level-7 of ORSP Rule, 2017

Note :

- A) Reservation of vacancies in respect of women/ physically handicapped persons/ Ex-Service Men/ Sport Persons shall be made in accordance with the provision made under relevant Rules.
- B) The District Judge, Sonepur reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Sonepur, as to the result of the examination, shall be final and in no case, shall be liable to be challenged. The number of vacancies in different categories of posts may increase or decrease.

Note:- The applicability of Odisha Group "C" & Group "D" posts (contractual appointment) Rule, 2013 for the subordinate judiciary of the state is now subjudice before the Hon'ble Court in judicial side vide W.P. (C) No. 1273/2014. Therefore, the base level post advertised for Junior Clerk-cum-Copyist, Jr Typist & Stenographer Grade-III are to be made on "regular basis" in accordance with the provisions content in Orissa District Subordinate Courts Non Judicial Staff Services (Method of recruitment and condition of service) Rule, 2008 and amended Rule 2010 subject to the result of W.P. (C) No. 1273/2014.

2. Eligibility of the candidates

For the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Gr. III

A candidate in order to be eligible for the above posts must:

- have passed at least +2 examination conducted by the Council constituted under Section 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.

- c) be over 18 years and below 32 years of age on the last date fixed, i.e. 21.09.2021.

Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rule, Orders or Instructions, for the time being in force.

- d) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- e) be of good character;
- f) be of sound health, good physique and free from organic defects or bodily infirmity ;
- g) have not more than one spouse living, if married;
- h) **For the post of Stenographer Grade-III**, the candidate shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.
- i) **For the post of Junior Typist**, the candidate must have knowledge in typewriting with a speed of 40 words per minute in English.

N.B. Government servant whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit. They must inform their respective Heads of office in writing regarding submission of their application for this recruitment of Group- 'C' post and obtain "No Objection Certificate".

3. **Fee for Examination :**

The candidates are required to deposit fees of Rs 100/- (Rupees one hundred) only in shape of treasury challan under the head **"0070-Other Administrative Services-01-Administration of Justice-501-Services and Service fee -9904650-Law Department -9916730-Examination Fees for Recruitment conducted by Orissa District and Subordinate Courts."**

Candidates belonging to Scheduled Caste or Scheduled Tribe are exempted from payment of examination fees.

Note:- Non Compliance of any of the requirements mentioned in the advertisement shall entail rejections of his/her application. The application, if defective/in complete in any respect shall be summarily rejected.

4. **Scheme of Examination:**

For Junior Clerk-Copyist

	<u>Maximum Marks</u>
i) <u>Written Test consisting of</u>	
(a) English	100 marks
(b) Arithmetic	100 marks
(c) General Knowledge	100 marks
(ii) Computer Science Test (Practical)	100 marks
(iii) Viva Voce Test	45 marks

For Junior Typist

Written Test consisting of

(i) English (qualifying in nature)	100 marks
(ii) Type writing Test (400 words in English Language)	50 marks
(iii) Computer Science Test (Practical)	100 marks
(iv) Viva Voce Test	35 marks

For Stenographer Grade- III

Written Test consisting of

- | | | |
|-------|--|-----------|
| (i) | English (qualifying in nature) | 100 marks |
| (ii) | Short hand test : | 50 marks |
| | (a) Dictation of 400 words of English Language | |
| | (b) To reproduce the same in type script: | |
| (iii) | Computer Science Test (Practical) | 100 marks |
| (iv) | Viva Voce Test | 35 marks |

Note:

- a) The standard required of the candidate shall be equal to that of +2 Certificate Examination conducted by the Council of higher Secondary Education, Odisha.
- b) The candidates, who have qualified in the written test, shall be called to the Shorthand & Typewriting test in case of Stenographer- III and the typewriting test in case of Jr. Typist. The candidates selected in the aforesaid test as applicable to Stenographer Grade- III and Jr. Typist shall be called for the test of Computer Science Test (Practical) and the candidates selected in the Computer Science Test (Practical) shall be called for viva voce test.
- c) The written test in English is qualifying in nature for the post of Stenographer Grade-III and Junior Typist.
- d) The candidates who would appear for typewriting Test shall bring their own Typewriter machine.

The date of written test for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade – III will be intimated later on.

LAST DATE OF RECEIPT OF APPLICATIONS IS FIXED TO 21.09.2021 BY 5.00 P.M. :

Applications in prescribed format duly filled in and signed by the applicant along with required documents and self attested copies of certificates shall be sent by the candidates by **Regd. Post/Speed Post** so as to reach the office of the District Judge, Sonepur on or before **5.00 P.M. of 21.09.2021** positively and the applicants may also drop their application forms in the **Drop Box** kept inside the Civil Courts premises, Sonepur during office hours in the working days. The applications received in the office, after the last date & time, shall be summarily rejected. In case of receipt of large number of applications for the posts advertised, the Authority reserves the right to short list the candidates in accordance with Rules contained in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.

5. List of documents to be submitted alongwith the Application.

The application must be accompanied with self attested copies of :-

- a. certificate of +2 examination or equivalent examination of recognized Council, Board or University as the case may be with Mark Sheet.
- b. certificate of H.S.C. or equivalent examination of a recognized Board or University with marks sheet.

- c. certificate & mark sheet relating to Diploma in Computer Application from a recognized institute.
- d. technical certificate in respect of the post of Junior Stenographer and Typist.
- e. Caste certificate.
- f. Employment Exchange Registration certificate.
- g. Medical certificate issued by the Competent Medical Authority/ Board in respect of Physical Handicapped candidates.
- h. Original Treasury Challan.
- i. One Declaration regarding marital status showing to have one spouse living, if married.
- j. two self addressed postal envelopes duly stamped for despatch of call Letters by Registered Post.
- k. three self attested recent passport size photographs.
- l. two Character Certificates issued by two Gazetted Officer/ medical practitioner/ Sarpanch etc.

6. The candidates are required to mention the category of the post in bold and capital letters on the top of their respective applications and also on the top of the envelopes containing their applications.

Note: Separate applications should be submitted to each post mentioning the name of post clearly in Capital letters on the top of the envelope.

N.B.

(1) Candidates who have not been awarded percentage of marks, but only “ Grade Marks” should alongwith their applications, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion of formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).

(2) Caste certificate, Odia Test Pass Certificate, Disability Certificate & Discharge Certificate of Ex-Serviceman issued by the competent authority shall be furnished alongwith the application positively.

For details, please visit our official website, i.e. <http://districts.ecourts.gov.in/subarnapur>.

The applicants are advised to visit the above website regularly for further updates.

For any query relating the examination, eligibility etc. candidates shall refer to the “Orissa District and Subordinate Courts’ Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule, 2008 and Amendment Rules, 2010.”

Sd/-

**DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT RECRUITMENT
COMMITTEE, SONEPUR**

FORMAT OF APPLICATION**[See Para 2A of Appendix A]****APPLICATION FOR THE POST OF**

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: (Age as on 21.09.2021) :

Self attested

Passport Size

Photograph

8. Educational Qualification : (Attach attested copies of certificates in support of qualification)

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

9. Category : (SC/ST/SEBC/GEN/Sports Person/ Ex-serviceman) :
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. Whether Physically/orthopedically handicapped :
(If yes, attach supporting medical certificate issued by the Competent Medical Authority/Board)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No :
14. Attach two Character Certificates issued by two gazette officers/medical practitioner/Sarpanch etc. (mention name, designation of the officers) :
15. Details of Treasury Challan with No. and Date :
16. Mobile No:
17. E-mail ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule, 2008 and Amendment rule, 2010 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