

**OFFICE OF THE DISTRICT JUDGE, DHENKANAL**  
**ADVERTISEMENT**

Advertisement No. 01

dt. 18-07-2022

Applications in the prescribed format, given below, are invited for filling up of the following posts of Jr. Clerk-cum-Copyist, Stenographer Gr.-III in the Judgeship of Dhenkanal 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, Dhenkanal 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	SEBC	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. 63,200/- at level 4	2	2	4	-	8	(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	-	-	2	-	2	

Posts advertised above 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-cum-Copvist / Stenographer G-III:**

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

- a. be a citizen of India;
- b. 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;
- c. have at least passed Diploma in Computer Application from a recognized Institute;

- d. not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. 19.08.2022; (in view of G.A. & P.G. Department Notification No. GAD-SC-RULES-0008-2016-771/Gen dated 11.01.2022 communicated vide Hon'ble Courts' Letter No. 2626(30) dated 18.02.2022.). 2 Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates; and 10 years in case of Physically Handicapped Candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed Forces from the present age, the resultant age should not exceed 38 years;
- e. be able to speak, read and write Odia and have passed a Test in Odia equivalent to the M.E. Standard;
- f. be of good character;
- g. be of sound health, good physique and free from organic defects or bodily infirmity;
- h. have not more than one spouse living, if married;
- i. Pay the fees prescribed for the examination;
- j. have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting 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. Fees so deposited are non-refundable.

### 3. Scheme of Examination:

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

#### (a) Jr. Clerk-cum-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 Jr. Clerk-cum-Copyist.
- The detail 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) One Odia passage to be translated into English
    - (d) One English Passage to be translated into Odia
    - (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) 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:**
  - 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 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 Science (Practical) Test and the candidates qualified in the said Practical Test shall be eligible for Viva Voce test. There will be a separate test in short hand and type writing for the post of Stenographer Grade-III 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 G-III 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 "The Office of the District Judge, Dhenkanal by 5.00 PM on or before dt. 19.08.2022 positively 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. The candidates are required to mention the Category of posts, which they apply for, in CAPITAL LETTERS on the top of their respective applications.  
Example: POST APPLIED FOR \_\_\_\_\_
- iii. Original Treasury Challan showing to have deposited of examination fee of Rs.100 - under the proper head of account (except S.C. & S.T. Candidates).
- iv. Self attested photocopy of H.S.C examination certificate or its equivalent certificate in support of date of birth.
- v. Self attested photocopy of mark sheet of H.S.C examination or any equivalent examination
- vi. Self-attested photocopy of certificates showing passing of +2 or equivalent exam and mark sheet.
- vii. Self attested photocopy of mark sheet of +2 examinations or any equivalent examination.
- viii. Self attested photocopy of certificate showing to have passed at least Diploma in Computer Application (DCA).
- ix. Self attested photocopy of certificate showing successful completion of Shorthand course from a recognized Institute (for the post of Stenographer G III).
- x. Two Character certificates issued by two Gazetted Officers / Medical Practitioner Sarpancha etc. (Mention name & Designation of the officers).
- xi. Four pass port size recent photograph self attested (one is to be affixed in the application on the space provided).
- xii. Two self-addressed envelopes of size 5" X 12" with affixing postal stamps of Rs 30 - (Thirty) on each for despatch of call letters by Registered post.
- xiii. Self attested photocopy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to S.C / S.T / S.E.B.C Categories with signature of the candidate thereon.
- xiv. Self attested photocopy of Identity Card of Sports person issued by Government.
- xv. A declaration regarding marital status showing to have one spouse living, if married.
- xvi. Photo Copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidate thereon in respect of physically handicapped candidates only.
- xvii. A self declaration to the effect that he/she has no criminal antecedent.

N.B. :-

- a) All the copies of testimonials/ documents shall be signed by the candidates.
- b) The candidates are required to submit separate applications for separate posts.
- c) If a candidate applies under Reserve Category and failed to file the Caste Certificate, then he/she will be treated under Unreserved category.

**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.
2. The candidates who are in Govt. employment are required to apply through proper channel.
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, 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 and amendment Rules 2010 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 detailed Advertisements, the candidates may visit the following Websites :- Dhenkanal District Court :: <https://districts.ecourts.gov.in/dhenkanal>.
8. The candidates may regularly visit the website of Dhenkanal District Court i.e. <https://districts.ecourts.gov.in/dhenkanal> for further updates, if any, during the recruitment process.

Sd/- (S.K.Dejury)  
District Judge,  
Dhenkanal

**FORM-A**  
**FORMAT OF APPLICATION**  
[See Para 2A of Appendix "A"]

**POST APPLIED FOR :** \_\_\_\_\_

1. Name of the Candidate (In BLOCK letters) :
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 :
- a. Age (as on 19.08.2022 ) \_\_\_\_\_ :
8. Educational Qualification (Attach self attested copies of certificates in support of qualification):

Self attested  
Passport Size  
Photograph

Name of the Examination Passed	Name of the Board// University	Year of Passing.	Aggregate of Marks Secured	Grade/ Division	% of Marks Secured
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H.S.C.

+2 Arts/Commerce/Science

Diploma in Computer Science					
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9. 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).
10. Whether Physically/Orthopedically handicapped:  
(If yes, attach supporting medical certificates issued by the competent Medical Authority/Board).
11. Religion:
12. Nationality:
13. Employment Exchange Registration No.:
14. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch. etc. (mention name, designation of the officers):
15. Details of Treasury Chalan with No. & Date:
16. (a) Mobile Number :
17. (b) 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) 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**

# The Orissa Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 2387, CUTTACK, WEDNESDAY, DECEMBER 31, 2008 / PAUSA 10, 1930

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LAW DEPARTMENT

NOTIFICATION

The 30th December 2008

No. 15823/L-IIIJ-15/06—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulating the methods of recruitment and conditions of service of the persons appointed to the Orissa District and Subordinate Courts, Ministerial Services, namely:—

## PART - I

### General

1. Short title and commencement—(1) These rules may be called the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

2. Definitions—In these rules unless the context otherwise requires—

- (a) "Court" means the High Court of Orissa;
- (b) "Departmental Examination" means the examination held by the District Judge according to the syllabus given in Appendix 'B';
- (c) "District" means a Judgeship and Sessions Division;
- (d) "District Court" means the Court and office of the District Judge;
- (e) "District Judge" means the District and Sessions Judge of a Judgeship and Sessions Division;
- (f) "Ex-Servicemen" means persons as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) "Government" means the Government of Orissa;

- (h) "Person with Disabilities or Physically Handicapped Persons" means a person who has been issued a disability certificate in the prescribed format by the competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Orissa Rules, 2003;
- (i) "Scheduled Castes & Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively;
- (j) "SEBC" means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time;
- (k) "Sports Person" means a person who holds the identity card as Sports Person issued by Government from time to time;
- (l) "Subordinate Courts" means the Courts and offices of the Additional District Judges, Chief Judicial Magistrate, Civil Judges (Sr. Divn.), Civil Judges (Jr. Divn.), Registrars and offices of other Judicial Magistrates; and
- (m) "Year" means the calendar year.

3. Cadre—(1) The ministerial service of each of the District Courts and all Subordinate Courts thereunder shall constitute one separate cadre consisting of one Post of District Court Sheristadar and such number of Posts of Senior Clerks (Head Clerk Grade), Senior Clerks, Junior Clerks, Typists, Copyists and other special Posts, as the Government may determine, from time to time, after consultation with the Court.

(2) The posts of Stenographers in each District shall constitute an independent cadre consisting of Stenographer Grade-I, Stenographer Grade-II and Stenographer Grade -III:

Provided that, in addition to Stenographer Grade-I, there shall be a Personal Assistant to the District and Sessions Judge. The post shall carry the pay scale of Stenographer Grade-I. The District and Sessions Judge may select his Personal Assistant from the cadre of Grade -I Stenographer.

(3) The Group 'C' employees in each District, other than those covered in sub-rules (1) and (2), who are in the next higher scale of pay of the Group 'D' employees shall constitute an independent cadre.

(4) The Group 'D' employees in each District shall constitute an independent cadre consisting of Orderly Peon, Office Peon, Sweeper, Process Server, Night Watchman-cum-Sweeper, Malkhana Guard, Malkhana Peon, Treasury Peon, Daftri, Gardener, Jamadar, Record Attendant and Library Attendant.

(5) The posts in the cadres shall be grouped as 'A', 'B', 'C' and 'D' in accordance with the provisions of the General Administration Department Resolution No. 17655/Gen., dt.7-6-1999 as modified from time to time.



## Part II Recruitment

**4. Method of Recruitment-** subject to other provisions made in these Rules recruitment to the posts in the ministerial service of the district court and subordinate courts shall be made in the following manner, namely:-

(a) In respect of Junior Clerks, Typists, Copyists and Stenographers Grade-III by competitive examinations in accordance with rule 6:

Provided that 25% of posts of junior clerks shall be filled up by the Group "D" employees who possess the requisite qualification in the ratio of 1:2 for process servers and other Group-'D' employee respectively as per the method of selection to be decided by the District Recruitment Committee; and

(b) In respect of other posts by promotion in accordance with rule 11.

**5. Reservations-** Notwithstanding anything contained in these rules reservation of vacancies for-

(a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservations of vacancies in the Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the rules made there under.

(b) SEBC, women, sports persons, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

**6. Competitive Examinations-**(1) Recruitment to the posts of Junior Clerks, Typists, Copyists in the District Courts and the subordinate courts of each district shall be made by a competitive examination to be held once in a year. Recruitment to the posts of Stenographers Grade-III (Junior Stenographers) shall be made by a competitive examination, whenever necessary.

(2) There shall be a District Recruitment Committee for each District consisting of the following:-

- |   |            |
|---|------------|
| 1. Principal District and Sessions Judge              | ..Chairman |
| 2. Senior most Additional District and Sessions Judge | ...Member  |
| 3. Civil judge (Sr. Division)/C.J.M.                  | ...Member  |

***"(3) The competitive examinations shall be conducted by the District Recruitment Committee. The date on which the examination is to be held shall be fixed by District Recruitment Committee in consultation with the High Court and such Recruitment Committee shall fix the places at which the examination is to be held."*(Amended in 2010).**

(4) A candidate in order to be eligible for the posts as in sub-rule (1) above shall-

(a) 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;

(b) 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 for receipt of applications by the District Recruitment Committee.

Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.

(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; and

(h) Have paid the fees prescribed for the examination as set forth in Appendix 'A'

***(5) The standard, syllabus, subjects of examinations, cut off marks to be obtained for qualifying in the test, determination of vacancies, advertisements of vacancies and communication of results shall be as set forth in Appendix 'A'.(amended in 2010)***

(6) Omitted by amendment -2010.

**7. Manner of Selection of Candidates-**(1) After receipt of applications for recruitment examination career merit lists for general and reserved categories according to the descending order of total percentage of marks in H.S.C. Examination and +2 examination or their equivalent examinations shall be prepared.

(2) From each category of career merit list, candidates up to 20 times of actual vacancy in each category shall be called to appear at the written test.

***(3) Considering the marks secured in the written test one merit list for the general candidates and separate merit list for each of the reserved categories shall be prepared and candidates up to ten times of vacancy in each category shall be called for computer science test (practical), short hand and type writing test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.(amended in 2010)***

***(4) On the basis of marks secured in the written test, practical test as provide in sub-rule (3) and the viva voce test, a merit list of all the candidates (both general and reserved categories) shall be prepared and thereafter separate merit list for general and reserved categories shall be prepared according to the descending order of total marks.(as amended in 2010)***

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) shall be selected for filling of the vacancy.

***(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier".(as amended in 2010)***

(7) There shall be a Recruitment Cell for each district to be constituted by the respective District and Sessions Judges for the purpose of collecting information continuously as to the vacancies arising upon retirement, promotion or resignation. The Cell shall assist the District Recruitment Committee and process applications received for the posts and shortlist them as per provisions of these rules.

(8) The Recruitment shall take place every year well in advance before the vacancies arise.

**8. Probation and confirmation** –(1) All appointments to the permanent posts of Junior Clerks, Typists, Copyists and Stenographer, Grade-III shall be made on probation for a period of two years from the date of appointment:

Provided that, if during the period of probation a candidate's work or conduct is found unsatisfactory or shows that he is unlikely to become efficient, the District Judge may either discharge him from the service or extend his period of probation for such further period as he may think fit.

(2) No person shall be confirmed in the permanent post of Junior Clerk, Typists, Copyists and Stenographer Grade-III unless he has satisfactorily completed in probationary period as aforesaid.

(3) All temporary appointments are liable to termination without notice and without assigning any cause.

**9. Fixation of Seniority-*****(1) The seniority of Junior Clerks, Typists and Stenographers inter se shall be determined in accordance with the position secured by them in the competitive examination held in a particular year."(as amended in 2010)***

(2) The seniority inter se of the Senior Clerks and the Senior Clerks (Head Clerk Grade) shall be determined with reference to the date of issue of the order of their promotion to the respective posts.

Provided that, if the date of issue of the order of promotion is the same in respect of two or more such Clerks, their seniority inter se shall be determined according to their Seniority in the lower rank.

**10. Success in Examination confers no right to Appointment-**(1) 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.

(2) The name of the candidate who does not accept a post of Junior Clerk, Typists, Copyists or Stenographer Grade-III when so offered shall be removed from the list.

**11. Promotion to Higher posts-** Promotions to the higher posts shall be subject to passing of the departmental examination and shall be based on merit and suitability in all respects with due regard to seniority and be made in the following manner, namely:--

(a) Promotion to the post of Senior Clerks shall be made from amongst the Junior Clerks, who have passed the departmental examination as laid down in Appendix 'B' annexed to these rules; provided that, if no Junior Clerk as aforesaid is available, a Junior Clerk who has put in not less than 5 years of service as such and is otherwise suitable may be promoted to the post of Senior Clerk on temporary basis subject to the condition that he/she shall not be allowed any increment in the time scale of pay of the said post of Senior Clerk and shall be reverted as soon as a passed Junior Clerk is available;

Provided that, a Typist who has been appointed as Junior Clerk, after passing the departmental examination shall not be required to pass a similar examination again to be eligible for promotion to the post of Senior Clerk.

(b) Promotion to the posts of Senior Clerk (Head Clerk Grade) shall be made from amongst the Senior Clerks who have passed the Accounts Training Examination laid down in sub-rule (2) of rule 14.

(c) Promotion to the post of Sheristadar of the District Court shall be made from amongst the Bench Clerks Grade-I.

(d) Promotion to the posts of Grade-II Stenographer and Grade-I Stenographer shall be made from Grade-III Stenographers and Grade-II Stenographers respectively.

*"(e) The promotion to the post of Senior Typist shall be made from the post of Junior Typists who have passed the Departmental examination laid down in Appendix-'B'. The promotion to the post of Head Typist shall be made from amongst the Senior Typists after completion of at least 5 years of service".(as amended in 2010).*

(f) For recruitment to the post of Salaried Amin, a candidate shall,

(i) have passed the matriculation examination or equivalent examination of a recognized Board; and

(ii) Have passed the Revenue Inspector Training.

(h) The Salaried Amin shall be appointed by directly recruitment as well as by promotion of process Servers who possess requisite qualification for such promotion. The percentage between the direct recruitment and promotion shall be determined by the High Court from time to time.

**12. Assured career Progression Scheme—**Whenever Group- 'B', 'C' and 'D' employees do not get promotion to the next higher rank or their pay is stagnated in the same cadre as the case may be, they shall be allowed Assured Career Progression scale of pay to be decided by the Government in every fifteenth year and twenty-fifth year of service.

## PART-III

### Other conditions of service

**13. Transfer of Clerks-** (1) Any person in the post of Junior Clerks/ Senior Clerk, Senior Clerk (Head Clerk Grade), Typist, Copyist and Stenographer Grade-III or Stenographer Grade-II shall ordinarily be transferred to any other office or seat within the administrative control of the District Judge on the completion of three years period in any particular office or seat and District judge shall be the Competent authority to pass such orders of transfer.

*"(2) The Chief Justice of the court shall be competent to pass order of transfer of the subordinate courts ' Non- judicial staff of a District Court to another District Court within the State of Orissa on the terms and Conditions fixed by him".(as amended in 2010)*

*The Chief Justice of the court may also, on the request of any members of class III and class IV services of the High court, permit him/her to be absorbed in the ministerial service of the District and subordinate courts within the administrative control of the District Judge in the base level post and his/her seniority will be fixed at the bottom of the card provided the concerned District Judge has no objection and the employee concern willing to forego his seniority and join as the junior most in the category in which he/she to be absorbed. In such event, the service rendered by such employee in the establishment of the High Court shall be taken into account for the purpose of computing it as qualifying service for the purpose."(as amended in 2010)*

**14. Departmental Examination--**(1) The Junior Clerks including Copyists and Typists shall be required to pass the Departmental Examination during the period of probation and those Typists who pass the Departmental Examination shall be eligible for appointment as Junior Clerks.

(2) The Senior Clerks shall be requires to pass the Accounts Training within three years from the date of their Promotion.

(3) No one shall be exempted from passing the aforesaid examinations.

(4) Where any Junior Clerks including a Copyists or a Senior Clerks fails to pass the Departmental Examination or Accounts Training, as the case may be, within the stipulated period, he shall be not be given promotion to higher grade.

**15. Gradation List-**(1) There shall be maintained a gradation list of the persons appointed to the posts in the ministerial service of each District Court and subordinate courts there under and the said list shall be revised by the 15th January every year.

(2) There shall be maintained a combined gradation list of District Court's Sheristadar and Senior Clerks (Head Clerk Grade) of all districts in the High Court and the said list shall be revised the 15<sup>th</sup> January every year.

**16. Failure to join the post on promotion debars from promotion in future--** Without prejudice to any other liability that may be incurred under any of the provisions of these rules, if any, a member of the ministerial service who express his

unwillingness to accept a higher post or who being promoted to the higher post fails to join the post within the fixed time without sufficient reason shall be liable to be debarred from being eligible for any such promotion in future.

**17. Recruitment of Bench Clerks—**(1) There shall be three Grade of Bench Clerks for three level of court viz. (i) Bench Clerk Grade-III, Grade-II and Grade-I for the Courts of Civil Judge (Jr. Division)/Magistrate, Civil Judge (Sr. Division)/C.J.M. and District Judge/ Addl. District Judge Courts respectively.

(2) Bench Clerk Grade-III shall be appointed from Senior Clerk (Junior Branch) and Bench Clerk Grade-II shall be appointed from the cadre of Senior Clerk (Head Clerk Grade)/Sheristadar of the subordinate courts, Nazir/Accountant /Record Keeper / Bench Clerk Grade-III. Bench Clerk Grade-I shall be promoted from Bench Clerk Grade-II, Head Clerk, Nazir, Sheristadars of the subordinate courts, Accountant, Record Keeper.

**18. Other conditions of service-** The conditions of service in regard to matter not covered by these rules shall be the same as are or as may, from time to time, be prescribed by the state Government.

**19. Repeal and savings-** *The Orissa District and subordinate Court's Ministerial Service (method of Recruitment and Conditions of service) Rules, 1969* is hereby repealed:

provided that any order passed, appointment made, action taken or things done under the Rules so repealed shall be deemed to have been passed, made, taken or under these rules.

**20. Interpretation-** If any question arises relating to the interpretation of these Rules, it shall be referred to the Government whose decision thereon, after consultation with the High Court shall be final.

## APPENDIX-A

[See rule 6 (5)]

1. The District Recruitment Committee after obtaining the information about the number of vacancies in the posts of Junior Clerks, Copyists and Typists to be filled up on the result of the competitive examination held in each year and shall specify such number of vacancies in the advertisement inviting application for the examination. Such competitive examination shall ordinarily be held in the month of December.

**1.A**"The result of the competitive examination held in the month of December to be published by the end of March in the succeeding year after the practical test of viva-voce test referred to in the sub-rule(3) of rule 7 are conducted by respective District Recruitment Committees on the dates convenient to respective judgeships. After publication of the results, the District Recruitment Cell of each Districts shall sit to ascertain the vacancies that may arise during the current year, such vacancies, if there are any are to be advertised for the competitive Examinations referred to in rule-6 by 15<sup>th</sup> May of every year. The date of receipt of application may be 15<sup>th</sup> June of every year. The scrutiny of forms in respect and in

accordance with sub-rule (1) of rule 7 may be completed by 15<sup>th</sup> September of every year. By end of September every year, the District Judges may intimate the High Court regarding the number of vacancies in the respective judgeships, number of candidates to sit in the examinations after necessary scrutiny. The Court by the end of October, after consultations with the District Judges regarding convenience etc. may fix the date of the competitive Examinations to be held in the month of December.

Provided that if any exigency arises the dates may suitably be modified by the High Court," (as amended in 2010).

2. A candidate desirous of sitting for the examinations shall submit an application to the District Judge stating his/her name, address (both permanent and present address, if any), educational qualification and date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category. No application shall be considered unless it is accompanied by a challan showing payment into Government Treasury a sum of Rs. 100/- (Rupees one hundred) representing fees for application and examination.

Provided that the candidate belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

**NOTE-**The amount of fees should be credited under the Head- "0070- Other Administrative services-01- Administration of Justice-501--- services and service fees---9904650- Law Department--- 9916730—Examination fees for Recruitment conducted by Orissa District and Subordinate Courts."

2. A. The application form for competitive examination of all the Ministerial Cadre in the District and Subordinate Courts services shall be in the format in Form appended to these rules."(as Amended in 2010)

3. The scheme of Examination for Junior Clerk and Copyists shall be as follows:-

(i) Written Test consisting of

(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

**NOTE:** - (A) Those candidates who have secured 35% of mark in each of the paper in written test shall be called for Computer Science Test (Practical) in the ratio provided sub rule-3 of rule7:

Provided that the District Judge may resort to relaxation of marks by 5% when found that adequate numbers of candidates have not secured 35% or more marks in written test.

**Explanations:** The District Judge is to determine and interpret the words 'adequate numbers' in the aforesaid provisions with reference to ratio fixed in sub-rule (3) of rule 7

(b) The candidate shall answer the questions in English unless otherwise directed.

(c) The cut off marks for qualifying in the computer Science Test (practical) be 50% in case of General candidates and candidates belonging to the SEBC category and 40% in case of S.C and S.T candidates.

(2)Details of syllabus for each subject shall be as follows: ---

(i) English-	(a) An essay to be written in English	30 marks
	(b) A letter or application to be written in English	20 marks
	(c) One Oriya passage to be translated into English	15 marks
	(d) One English passage to be translated into Oriya	15 marks
	(e) Summary of one English passage	20 marks

**Note-** The standard required of a candidate shall be equal to that of +2 certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

(ii) **Arithmetic**—Vulgar fractions and decimals, H.C.F. and L.C.M., 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 and work and on time and distance.

**Note-** problems more easily solvable by algebraically methods need not be required to solve arithmetically

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

(iv) **General Knowledge**- Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) **Viva-Voce**- To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities." (as amended in 2010)

4. (a) The candidates for the post of Stenographers Grade-III shall be examined in short hand and typewriting and those for the posts of Typists shall be examined in typewriting. A candidate for the post of Stenographers Grade-III shall possess a minimum speed of 80 words in short hand and 40 words in typewriting per minute and a candidate for the post of a Typist shall possess a minimum speed of 40 words in typewriting per minute.

(b) Practical knowledge in operating computer shall also be tested physically.



**4. (1) The scheme of Examination for the post of Stenographer, Grade-III and Typists shall be as follows:-**

**Written consisting of**

<b>(i) English (Qualifying in nature)</b>	<b>100 marks</b>
<b>(ii) (a) short-hand &amp; typing (For stenographers)</b>	<b>50 marks</b>
<b>(b) Type writing test (for typist)</b>	<b>50 marks</b>
<b>(iii) Computer science test (practical)</b>	<b>100 marks</b>
<b>(iv) Viva-voce Test</b>	<b>35 marks</b>

**Note—(a) The details of syllabus for written test in English is the same as provided in paragraph 3(2) of appendix-"A"**

**(b) The standard shall be equal to that of +2 Certificate examinations conducted by the Council of Higher Secondary Education, Orissa.**

**(c) Other conditions as applicable to the written test for Junior Clerks and Copyists shall also apply.**

**(d) Syllabus for Computer Science test (practical) and viva-voce test is the same as provided in the paragraph 3 (2) of appendix-A**

**(e) The provisions of sub rule 3 of Rule 7 shall apply in drawing the merit list after written test in English and in calling for the candidates for shorthanded and typewriting test in case of Stenographers Grade-III and typewriting test in case of Typists. The candidates selected in the aforesaid test as applicable to Stenographer Grade-III and Typist shall be called for computer science test (practical) and the candidates selected in computer science test( (practical)shall be called for viva-voce test.**

**(f) As written test in English is qualifying in nature, the select list shall be drawn in accordance with sub-rule 4 and 5 of rule 7 on the basis of aggregate of marks obtained in short-hand and typewriting test (in case of stenographers), Typewriting test (in case of Typist), computer science Test (practical) and viva-voce.**

**4.(A) (1) A candidate for the posts of Stenographer Grade-III shall possess minimum speed of 80 words in short-hand and 40 words in typewriting per minute. Such minimum qualification for a candidate for the post of Typist shall be 40 words per minute in typewriting.**

**A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the examiner. He shall reproduce such short- hand text of 400 words in type script in 10 minutes.**

**(2) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes".(as amended in 2010)**

5. The District Judge shall prepare a list of successful candidates in order of merit and communicate the results of the examinations and appoint candidates in the vacancies that have occurred or may occur during the period of one year from the date of first appointment from such list. The decision of the District Judge as to the result of the examination shall be final in no case shall be liable to be challenged.

**APPENDIX-B**

**[See Rule 11(a)]**

***Syllabus for the Departmental Examination***

*1. All Junior Clerks, Typists and Copyists shall have to pass the Departmental examination consisting of the following subjects, and for the said examination there shall be one paper for each subject, namely:-*

(i) High Court's General Rules and Circular orders (Civil) and the code of civil procedure- Order I, III ,IV ,V ,VII ,VIII ,IX ,XIII ,XVI ,XX ,XXI ,XXII ,XXVI ,XXXII ,XXXIII and XXXIV in the first schedule.

(ii) High Court's General Rules and Circular Orders (criminal) and the code of criminal procedure, 1973- [Chapters II, III, VI, (excluding sections 93 to 103), VIII (excluding section 107) IX, XV, XVI, XVIII, XIX, XX, XXI, XXII, XXIX, XXX, XXXII and XXXVI].

(iii) The court-fees Act, 1870.

(iv) Indian stamp Act, 1899 (sections 10 to 16, 33 to 42 and schedule I only)

2. The Departmental examination shall be held once every year by the District judge or such other officer as he may direct and the examination shall be with books.

3. The examination will test in particular whether a Junior Clerk, Typist and Copyist has acquired a fair knowledge of the High court's Circular order, The Civil and Criminal Procedure Code, Stamp Act and The Court Fees Act so as to enable him to discharge the day to day business of the court.

4. The minimum pass marks in each of the subjects specified in Para 1 above shall be 50 per cent.

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