

## **OFFICE OF THE DISTRICT JUDGE, GAJAPATI, PARALAKHEMUNDI**

### **ADVERTISEMENT No.1**

**DATED. 05<sup>th</sup> July, 2022**

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III in the Scale of Pay of Rs.19,900/- to Rs.63,200/-** (Level-4 of Pay Matrix); **Rs.19,900/- to Rs.63,200/-** (Level-4 of Pay Matrix) and **Rs.25,500/- to Rs.81,100/-** (Level-7 of Pay Matrix), of the 1<sup>st</sup> Schedule of ORSP Rules, 2017, respectively, with usual DA and other Allowances, as admissible to the State Government employees from time to time. Applicability of the Odisha Group "C" and Group "D" Posts (Contractual Appointment) Rules, 2013 to these appointments and regular Scale of Pay prescribed for each post shall be **subject to result of WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.

Sl. No.	Name of the Post.	Group	CATEGORY				Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
			UR	SEBC	SC	ST		
1	Junior Clerk/ Copyist	C	3	3 (W-1)	1	1(W)	8	The vacancy reserved for Physically Handicapped/ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong.
2	Junior Typist	C	0	1	0	2(W-1)	3	
3	Stenographer Gr.III	C	1	1	1	1	4	

N.B.:-

1. The number of vacancies in different categories of posts may increase or decrease.
2. The Recruitment Committee has got right to revoke the advertisement / cancel any application without assigning any reason thereof.

### **2. ELIGIBILITY OF THE CANDIDATES FOR POST OF JUNIOR CLERK-CUM-COPYIST:-**

A candidate, in order to be eligible to the posts, shall –

- A.
  - i) be a citizen of India;
  - ii) have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council/ Board / University, as the case may be;
  - iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
  - iv) not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. 06.08.2022; (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.).

*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;*

- v) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
  - vi) be of good character;
  - vii) be of sound health, good physique and free from organic defects or bodily infirmity;
  - viii) have not more than one spouse living, if married;
- B. There should not be any criminal proceeding pending against him/her.

### **3. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR TYPIST:-**

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

- A.
  - i) be a citizen of India;
  - ii) have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council/ Board / University, as the case may be;
  - iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
  - iv) not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. 06.08.2022; (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.)

*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;*

- v) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
  - vi) be of good character;
  - vii) be of sound health, good physique and free from organic defects or bodily infirmity;
  - viii) have not more than one spouse living, if married;
- B. The Candidate must have passed Typing from a registered institute and have possessed a minimum speed of 40 words per minute in Typewriting in English;
- C. There should not be any criminal proceeding pending against him/her.

### **4. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF STENOGRAPHER GRADE-III :-**

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

- i) be a citizen of India;
  - ii) have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised

Council/ Board / University, as the case may be;

- iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
- iv) not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. 06.08.2022; (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.)

*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;*

- v) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
  - vi) be of good character;
  - vii) be of sound health, good physique and free from organic defects or bodily infirmity;
  - viii) have not more than one spouse living, if married;
- B. The Candidate must have passed Stenography and Typing from a registered institute and have possessed a minimum speed of 80 words in shorthand and 40 words in Typewriting, in English per minute;
- C. There should not be any criminal proceeding pending against him/her.

##### **5. FEES OF 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 Fees- 9904650-Law Department-9916730-Examination fees for Recruitment Conducted by Orissa District and Subordinate Courts”** and to submit original copy of Challan 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 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 Government 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 TA/DA 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.*

##### **6. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST JUNIOR TYPIST & STENOGRAPHER GRADE-III SHALL BE AS FOLLOWS:**

There shall be an examination on the following subjects for the posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III.

(a)	Junior Clerk-cum-Copyist	Subject	Marks	Duration of tests
	Part-I	English Arithmetic General Knowledge	100 marks 100 marks 100 marks	02 hours 01 hours 01 hours
	Part-II	Computer Science Test (Practical)	100 marks	01 hours
	Part-III	<i>Viva - voce</i> Test	45 marks	--

(b)	Junior Typist	Subject	Marks	Duration of tests
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Typewriting Test	50 marks	10 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	<i>Viva - voce</i> Test	35 marks	--

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

(c)	Stenographer Grade-III	Subject	Marks	Duration of tests
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Shorthand & Typewriting Test	50 marks	15 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	<i>Viva - voce</i> Test	35 marks	--

**Shorthand & Typewriting Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own Typewriters.**

The syllabus for the examination is as provided in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

**7. DETAILS OF SYLLABUS FOR EACH SUBJECT OF WRITTEN TEST SHALL BE AS FOLLOWS:-**

**(i) a. ENGLISH: (100 Marks)**

- |    |  |   |           |
|----|--|---|-----------|
| 1. | An essay to be written in English                | : | 30 marks. |
| 2. | A letter or application to be written in English | : | 20 marks. |
| 3. | One Odia passage to be translated into English   | : | 15 marks. |
| 4. | One English passage to be translated into Odia   | : | 15 marks. |
| 5. | Summary of one English passage                   | : | 20 marks. |

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

**b) ARITHMETIC: (100 Marks)**

Vulgar fractions and decimal, H.C.F. and L.C.M. Simple and Compound interest, simple and compound practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, 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 be solved arithmetically.

**c) GENERAL KNOWLEDGE: (100 Marks)**

Knowledge of Current events and such other matters of every day observation and experience as may be expected from an educated person.

**N.B.** Those candidates who have secured 35% of marks in each of the paper of written test shall be called for computer science Test (Practical) applicable to all such posts.

**(ii) COMPUTER SCIENCE TEST (PRACTICAL):- (100 Marks)**

To test the proficiency of the candidate relating to the matters like “test formatting of paragraphs, insertion of tables, skill to print and save, file transfer, web-site searching / browsing, drawing, e-mail use of pen drive and other software etc, and programmes of accounting.

**(iii) VIVA-VOCE TEST:-**

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

**Note:**

- a) The candidates, who have qualified in the written test i.e. who have secured 35% of marks, shall be called for typewriting test in case of Typist and be called for shorthand and Type writing test in case of Stenographer. The candidates selected in the aforesaid test as applicable to Typist/Stenographer shall be called for the test of Computer Science (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva voce Test.
- b) The venue, date & time of examination shall be decided later on by the District Recruitment Committee.

**8. LAST DATE OF RECEIPT OF APPLICATIONS:-**

Applications along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Register Post/Speed Post so as to reach the **Office of the District Judge, Gajapati, Paralakhemundi, At/P.O.: Paralakhemundi, District: Gajapati, PIN: 761200**, by **06.08.2022** positively. The candidates may also drop their applications in the box meant for it in the office of the District & Sessions Judge, Gajapati, Paralakhemundi during the office hour and within the prescribed date. The applications received beyond the last date shall be summarily rejected.

**N.B:** *In case of receipt of large number of applications for the respective posts advertised, the Authority reserves the right to shortlist the candidate in accordance*

*with the provision contained in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.*

**9. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POST OF JUNIOR CLERK/ COPYIST, JUNIOR TYPIST AND STENOGRAPHER Gr.-III:**

The candidates are required to submit the following documents along with their applications: -

1. Treasury Challan in original showing deposit of examination Fee of Rs.100/- (One hundred only) under the proper Head of Account (**Except SC & ST candidates**).
2. Self attested photocopy of H.S.C examination certificate or its equivalent certificate in support of date of birth.
3. Self attested photocopy of +2 examination certificate or its equivalent certificate.
4. Self attested photocopy of mark sheet of H.S.C examination or any equivalent examination.
5. Self attested photocopy of mark sheet of +2 examinations or any equivalent examination.
6. Self attested photocopy of certificate showing to have passed at least Diploma in Computer Application (DCA).
7. 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.
8. Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute (**For the post of Junior Typist**).
9. Self attested photocopy(ies) of certificate(s) showing successful completion of Shorthand & Typewriting courses in English from a recognized Institute (**For the post of Stenographer Grade-III**).
10. Self attested photocopy of Identity Card of Sports person issued by Government.
11. Two Character certificates issued by two Gazetted Officers / Medical Practitioner / Sarpancha etc. (Mention name & Designation of the officers).
12. Four pass port size recent photograph self attested (one is to be affixed in the application on the space provided).
13. 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.
14. A declaration regarding marital status showing to have one spouse living, if married.
15. Photo Copy of medical certificate showing the percentage of disability issued by the appropriate authority in case of the candidates under persons with disabilities.
16. A declaration showing 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.
- d) 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 : \_\_\_\_\_

- e) The candidates are required to mention the **Category of the posts**, which they apply for, in **CAPITAL LETTERS** on the top of the envelope containing their applications.

Example: POST APPLIED FOR : \_\_\_\_\_.

- f) **For detailed Advertisements, the candidates may visit the following Websites :-**  
    (i) **Gajapati District Court** : [www.districts.ecourts.gov.in/gajapati](http://www.districts.ecourts.gov.in/gajapati).  
    (ii) **NIC, Gajapati** : [www.gajapati.nic.in](http://www.gajapati.nic.in).  
g) **The candidates may regularly visit the website of Gajapati District Court i.e. [www.districts.ecourts.gov.in/gajapati](http://www.districts.ecourts.gov.in/gajapati), for further updates, if any, during the recruitment process.**

**Sd/-**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee, Gajapati.**



**FORM-A****FORMAT OF APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST,  
JUNIOR TYPIST, STENOGRAPHER GRADE-III**

[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. a) Date of birth :
- b) Age as on last date of receipt of application :  
(i.e.06.08.2022)

Self attested  
Passport Size  
Photograph

## 8. Educational qualification (attach self-attested copies of Certificates)

Name of the examination passed	Name of the Board / University	Year of passing	Aggregate mark 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 :  
(Strikeout 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 Number :
14. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner / Sarapanch etc. (mention name, designation of the officers) :
15. Details of Treasury Challan with number and date :
16. (a) Mobile Number :  
(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