

OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI

Dated, Phulbani the 5th day of July, 2022

Advertisement No. 01 of 2022

Applications in the prescribed format are invited from intending candidates for filling up the following posts of **Junior Clerk-cum-Copyist, Junior Typists & Stenographer, Grade-III** in the following scale of pay with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court, communicated vide memo No.9159 (24), dated 17.10.2015 read with the relevant provisions contained in **Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010). Applicability of Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013** subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa.

Name of Posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	ST	SC	SEBC	Total
Junior Clerk-cum-Copyist	Rs.19,900-63,200/- (Level-4)	12 (4 posts reserved for Women)	3 (1 post reserved for Women)	1	--	16
Junior Typist	Rs.19,900-63,200/- (Level-4)	4 (1 post reserved for Women)	2 (1 post reserved for Women)	1	1	8
Stenographer, Grade-III	Rs.25,500-81,100/- (Level-7)	1	2 (1 post reserved for Women)	--	--	3
Total		17	7	2	1	27

- The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice.
- In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.
- The reservation for Persons with Disability (PwD)/Ex-Servicemen/Sportsmen shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time).
- The categories of disabled persons suitable for the job (Functional Classification) and Physical requirement for persons with Disability are given below:

Physical Requirement	Categories of disabled persons suitable for the job (Functional Classification)
Code-S, H, SE, F, R&W	Code- OL, OA, PD
Full Forms: S- work performed by sitting (on bench or chair) H- work performed by hearing/speaking SE- work performed by seeing F- work performed by manipulating (with fingers) R&W- work performed by reading and writing	Full Forms: OL- One Leg affected (R and/or L) OA- One arm affected (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxia PD- Partial deaf (with suitable aid)

Other conditions of service shall be guided by the relevant provisions of *Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010) & Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013* subject to the final result in W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa.

I. ELIGIBILITY OF THE CANDIDATE:

- (i) The candidate 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 equivalent examination of a recognized Council, Board or University, as the case may be;
- (iii) Must at least have passed Diploma in Computer Application (DCA) from a recognized Institute.
- (iv) Must be over 18 years and below 32 years of age as on **03.08.2022**, 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, Rules, Orders or Instructions for the time being in force for the respective reserved categories.
- (v) Must be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the 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.
- (ix) For the post of **Junior Typist** the candidates shall possess a minimum speed of 40 words per minute in Typewriting.
- (x) For the post of **Stenographer, Grade-III** the candidates shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.

II. FEES FOR EXAMINATION:

The candidates are required to deposit non-refundable & non-adjustable examination fees of **Rs.100/- (Rupees One hundred)** only in shape of the 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 the original treasury Challan along with their application forms.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.

The candidates are required to submit their duly filled in applications and signed by their own hand as per the format given below. The Candidates who are already in Government employment are required to apply through proper channel.

III. PROCESS OF SELECTION:

A. THE SCHEME OF EXAMINATION:

i. For the posts of Junior Clerk-cum-Copyist:

	Subject	Marks	Duration of Examination
Part-I (written examination)	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	45	--

The candidates selected in the written tests shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for viva-voce test.

ii. For the post of Junior Typist & Stenographer, Grade-III:

	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English (qualifying in nature)	100	2 hours
Part-II	(a) Shorthand & Type writing Test (For Stenographer, Grade-III)	50	15 minutes
	(b) Type writing Test (For Junior Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce	35	--

For the post of Junior Typist:- The candidates selected in the written test shall be called for Typewriting Test. The candidate selected in Typewriting test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test.

For the post of Stenographer, Grade-III:- The candidates selected in the written test shall be called for Shorthand and Typewriting Test. The candidate selected in the aforesaid test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test.

B. SYLLABUS FOR THE EXAMINATION:

Subject	For the post of Junior Clerk-cum-Copyist		For the post of Junior Typist and Stenographer, Grade-III	
ENGLISH (Written)	i. An essay to be written in English	30 marks	i. An essay to be written in English	30 marks
	ii. A letter or application to be written in English	20 marks	ii. A letter or application to be written in English	20 marks
	iii. One Odia passage to be translated into English	15 marks	iii. One Odia passage to be translated into English	15 marks
	iv. One English passage to be translated into Odia	15 marks	iv. One English passage to be translated into Odia	15 marks
	v. Summary of one English passage	20 marks	v. Summary of one English passage	20 marks
	Note: The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of High Secondary Education, Odisha		Note: The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of High Secondary Education, Odisha	
ARITHMETIC (Written)	Vulgar fractions and decimals, 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 solve arithmetically.		Not Applicable	

GENERAL KNOWLEDGE (Written)	Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person	Not Applicable
SHORT HAND & TYPEWRITING TEST (PRACTICAL)	Not Applicable	<p>For the post of Junior Typist: (Typewriting Test) A written passage containing 400 words in English language which he shall reproduce in type script in 10 minutes.</p> <p>For the post of Stenographer, Grade-III: (Shorthand & Typewriting Test) The candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall be taken in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand test of 400 words in Type script in 10 minutes</p>
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 email, use of pen drive and other software etc and programmes of accounting".	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 email, use of pen drive and other software etc and programmes of accounting".
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	

The date(s) of written test shall be intimated individually by post and notified through District Court's website "<https://districts.ecourts.gov.in/india/odisha/kandhamal/recruit>".

IV. **LAST DATE OF RECEIPT OF APPLICATIONS:**

Applications in prescribed format along with required documents and self attested copies of Certificates, Mark Sheets and other particulars, as the case may be, must reach in the Office of the undersigned through **Speed Post/Registered Post only** on or before **03.08.2022 by 5.00 P.M.** Applications received in the Office **after the due date & time and also other mode shall be summarily rejected.**

In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rule-7(2) contained in *Orissa District & Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008 (Amendment Rules, 2010)*. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final.

V. **List of documents to be submitted by the candidates along with their applications**

1. The candidates are to affix one self signed recent passport size photograph in the application form and attach three more self signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph;

2. Self attested xerox copies of certificates & mark sheets of H.S.C. and +2 examination or equivalent thereto of recognized Board, Council or University;
3. Self attested xerox copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;
4. Self attested xerox copy of Caste Certificate issued by the appropriate authority in case of SC/ST candidates.
5. Self attested copy of SEBC certificate issued by the appropriate authority in case of candidates claims under such category provided that, such certificate must have been issued within 3(three) years as on the date of application;
6. Self attested xerox copy of Medical Certificate or Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD);
7. Discharge certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable;
8. Sports certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category;
9. Self attested copy of Employment Registration Card, if any;
10. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.;
11. Two self addressed envelopes each affixed with **adequate postage stamp for Speed Post/ Registered Post.**
12. **Original** Treasury Challan showing deposit of **Rs.100/-** towards examination fee;
13. Self attested xerox copy of Typewriting Certificate issued from a recognized institution (**for Junior Typist**);
14. Self attested xerox copy of Shorthand & Typewriting Certificate(s) issued from a recognized institution (**for Stenographer Grade-III**);
15. Declaration regarding not more than one spouse living, if married;
16. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court; and

The candidates are required to mention the category of the post applied for in **BOLD CAPITAL LETTERS** on the top of their respective applications as well as on the top of the envelope containing their applications and to submit their applications to the address noted below in the following manner.

Speed Post / Registered Post	
APPLICATION FOR THE POST OF “ _____ ”	
From _____ _____ _____ _____	To The District Judge, Kandhamal, Phulbani, Po/PS-Phulbani District-Kandhamal, PIN-762001

VI. MISCELLANEOUS:

- i. Incomplete/incorrect application shall not be entertained and will be summarily rejected without assigning any reason;
- ii. The application not in prescribed format is liable to be rejected;
- iii. No correspondence shall be entertained and no information shall be supplied during the process of recruitment;
- iv. Canvassing in any form shall be disqualification of the candidature;

- v. In case of impersonation and fabrication of documents in support of his candidature, in addition to the liability for criminal prosecution, the candidate will be debarred for appearing the further examination;
- vi. No T.A. & D.A. will be allowed for appearing in the examination;
- vii. The candidates are advised to visit the website of District Court, Phulbani <https://districts.ecourts.gov.in/india/odisha/kandhamal/recruit> regularly for latest update.
- viii. Non-compliance of any of the requirements mentioned in the notice/ advertisement shall entail summary rejection of his/her application.
- ix. The candidates desirous for applying more than one category of posts, are required to submit separate applications for each category of post furnishing relevant documents and separate Treasury Challan therewith.

(FORM-A)
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/ Un-married):
5. Permanent Address :
6. Present Address :
(Mobile No. & E.mail address, if any)
7. Date of Birth (Age as on **03.08.2022**): _____ Yrs _____ Mths _____ Days
8. Educational Qualification (Attach attested Copies of Certificates in support of qualification):

Affix recent passport size photograph duly signed at the lower portion on front side

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade/ Division	% of Marks secured
H.S.C.					
+2 Arts/ Com./ Sc.					
Diploma in Comp. Science					
Any other qualification					

9. 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)
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 Gazetted Officers/Medical Practitioners/Sarpanch etc.
(Mention the Name & Designation of the Officers):
15. Details of Treasury Challan with No. and Date:

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 Services) Rules, 2008 (Amendment Rules, 2010) and Odisha Group-C & Group-D Posts (Contractual Appointment) Rules, 2013 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

(Full Signature of the Candidate)

**BY ORDER OF THE DISTRICT JUDGE,
KANDHAMAL, PHULBANI**

Sd/-

Registrar, Civil Courts,
Kandhamal, Phulbani