

OFFICE OF THE DISTRICT & SESSIONS JUDGE : CUTTACK

NOTIFICATION

Dated, Cuttack the 27th day of September, 2023

Applications in the prescribed format are invited from the Process Servers and other Group-D employees of this Judgeship for selection to the post of Jr. Clerk –cum- copyist in the Pay Matrix Rs. 19,900/- at Level-4 as per ORSP Rules 2017 per month with usual D.A. and other allowances as admissible by the Government from time to time.

The decision of the District Judge, Cuttack as to result of the Examination shall be final and in no case shall be liable to be challenged.

CATEGORY WISE VACANCY POSITION

Name of the Post	UR		SEBC		SC		ST		Total
	M	W	M	W	M	W	M	W	
Jr. Clerk-cum- Copyist	4	1	0	0	1	0	0	0	06

A candidate in order to be eligible for the post of Junior Clerk –cum- Copyist must :-

- (a) have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
- (b) have passed at least Diploma in Computer Application from a recognized institute;
- (c) be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- (d) be of good character;
- (e) be of sound health, good physique and free from organic defects or bodily infirmity;
- (f) have not more than one spouse living, if married and
- (g) have minimum 03 years of service experience in Group-D cadre in this Judgeship as on the date of advertisement.

SCHEME OF EXAMINATION FOR THE POST OF JR. CLERK-CUM-COPYIST

	Subject	Marks	Duration of Test
Part-I	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	-----

Only successful candidates in the Part-I examinations for the posts of Jr. Clerk-Cum-Copyist shall be called for Computer (Practical) Test and the candidates qualified in the said Practical Tests shall be eligible for Viva-Voce.

No Travelling allowance is admissible to the candidates.

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

DETAILS OF SYLLABUS FOR EACH SUBJECT: -

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 Odia passage to be translated into English | 15 marks |
| (d) One English Passage to be translated into Odia | 15 marks |
| (e) Summary of one English passage | 20 marks |

Note- The standard required of a candidate shall be equal to that of +3 examinations conducted by a recognized university.

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 algebraical methods need not be required to solve arithmetically.

Computer Science Test (practical)- To test the proficiency of the candidate relating to matters like “text 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.

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

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.”

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of Self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council/ Board/University as the case may be.
- (c) Copy of Self-attested +3 Examination Certificate or such other qualification as are equivalent to +3 examination of a recognized university as the case may be.
- (d) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute as applicable for the post applied for.
- (e) Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (f) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (g) Copy of Self-attested Mark Sheet of the +3 Examination or any equivalent examination.