

OFFICE OF THE DISTRICT JUDGE, NAYAGARH

Advertisement No. 01 of 2023

Applications are invited in the prescribed format from intending eligible candidates for filling up of the following Group “C” vacant posts in the Judgeship of Nayagarh.

Sl. No.	Category of Post	Scale of Pay	UR	S.C.	S.T.	S.E.B.C.	Grand Total	P.W.D. / Ex-Servicemen / Sports persons
1	Stenographer Grade-III	Rs. 25,500/- - 81,100/- under Level-7 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	~	~	1	~	1	The vacancy reserved for PWD/Ex-Servicemen /Sports persons is inclusive of vacancy of respective category to which they belong.
2	Junior Clerk-cum-Copyist	Rs. 19,900/- - 63,200/- under Level-4 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	6(W-2)	4(W-1)	5(W-2)	2(W-1)	17	
3	Junior Typist	Rs. 19,900/- - 63,200/- under Level-4 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	3(W-1)	1	2(W-1)	~	6	

N.B.: Reservation in respect of PWD / Sports Persons / Ex-servicemen shall be made in accordance with the provisions made under relevant reservation rules.

The posts are to be filled up on regular basis in accordance with the provisions contained in “**The Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2023**” *subject to the result of W.P.(C) No. 1273 of 2014* of the Hon’ble High Court of Orissa, Cuttack.

1. (A) ELIGIBILITY OF THE CANDIDATES

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

- i. be a citizen of India
- ii. have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university;
- iii. have passed at least Diploma in Computer Application from a recognized institute;
- iv. be over 18 years and below 38 years of age on the last date fixed for the receipt of applications i.e., 14.08.2023.
Provided that, the upper age-limit in respect of women and reserved categories shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective categories.
- v. be able to speak, read and write Odia and have passed 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. possess minimum speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting through computer system for the post of Stenographer Grade-III;
- x. possesses minimum speed of 40 words per minute in Typewriting through computer system for the post of Junior Typist;
- xi. have no criminal antecedent as on the date of application.

(2) FEES OF EXAMINATION

No fees is required to be filed by the candidates of all categories for this Recruitment Process.

(3) SCHEME OF EXAMINATION

(A) For the Post of STENOGRAPHER GRADE-III and JUNIOR TYPIST

	<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
(i)	English (qualifying in nature)	100	2 hours
(ii)	a. Shorthand & Typewriting (for Stenographers)	50	15 mins.
	b. Typewriting Test (for Typists)	50	10 mins.
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	

(B) For the post of JUNIOR CLERK-cum-COPYIST

	<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
(i)	a. English	100	2 hours
	b. Arithmetic	100	1 hour
	c. General Knowledge	100	1 hour
(ii)	Computer Science Test (Practical)	100	1 hour
(iii)	Viva-Voce Test	45	

(4) SYLLABUS FOR THE EXAMINATION

(I) Written Examination

(a) Subject- English (For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist)

	<u>Topic</u>	<u>Marks</u>
i.	An essay to be written in English	30
ii.	A letter or application to be written in English	20
iii.	One Odia passage to be translated into English	15
iv.	One English passage to be translated into Odia	15
v.	Summary of one English passage	20

Note: The standard required of candidate shall be equal to that of +3 Examination conducted by a recognized University.

(b) Subject- Arithmetic (Only for the post of Junior Clerk-cum-Copyist)

Vulgar Fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple & Compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time & Work and on Time & Distance.

Note: Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

(c) **Subject- General Knowledge (Only for the post of Junior Clerk-cum-Copyist)**

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

(II) **Practical Examination**

(a) **Shorthand & Typewriting Test (For the post of Stenographer Grade-III)**

A passage of 400 words in English language shall be dictated in 5 minutes, which shall be taken in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes. The Type Writing Test shall be held through Computer System.

(b) **Typewriting Test (For the post of Junior Typist)**

A written passage containing 400 words in English language shall be given, which shall be reproduced by typing through Computer System in 10 minutes.

(c) **Computer Science Test (Practical) (For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist)**

To test the proficiency of the candidate relating to matters like “test formatting of paragraphs, 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 programme of accounting.

(III) **Viva-Voce Test**

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

(5) **MANNER OF SELECTION OF CANDIDATES**

- i. After receipt of applications for recruitment examination career merit lists for general and reserved categories according to the descending order of total of percentage of marks in H.S.C., +2 and +3 examination or their equivalent examinations shall be prepared.
- ii. 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.
- iii. Considering the marks secured in the written test one merit list for 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 typewriting test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.
- iv. The candidates selected in Shorthand & Typewriting Test for the post of Stenographer Grade-III and Typewriting Test for the post of Junior Typist shall be called for Computer Science Test (Practical).
- v. The candidates selected in Computer Science Test (Practical) shall be called for Viva-Voce Test.
- vi. On the basis of marks secured in the Written Test, Computer Science Test (Practical) and the Viva-Voce Test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter, separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for the post of Junior Clerk-cum-Copyist.

As the 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 Shorthand and Typewriting test (in case of Stenographers), Typewriting test (in case of Typist), Computer Science Test (practical) and Viva-Voce.

(6) **MISCELLANEOUS:**

- i. The candidates are required to submit their applications as per the format as given below being duly filled in their own hand.
- ii. Candidates who are serving in Government/ Semi Government Organizations /Autonomous Bodies/ Educational Institutions/ Public Undertakings should obtain a "**No Objection Certificate**" from their controlling authority and submit a copy of the same with the Application. At the stage of certificate verification, they must produce the original "No Objection certificate". Those who were not in Government Service at time of application but became subsequently during recruitment process, must submit "No Objection Certificate" at the stage of certificate verification.
- iii. Non-compliance of any of the requirements mentioned in the notice of the advertisement shall entail rejection of his/her application. The application, if found defective / incomplete in any respect shall be summarily rejected.
- iv. Any form of canvassing by the applicant shall entail rejection of the application.
- v. The competitive examination shall be conducted by the District Recruitment Committee. The date & place of the examinations (Written & Practical Test, Computer Science Test and Viva-Voce Test) will be intimated to the shortlisted / qualified candidates accordingly.
- vi. 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.
- vii. The name of the candidate who does not accept a post of Junior Clerk-cum-Copyist, Junior Typist or Stenographer Grade-III when so offered, shall be removed from the merit list.
- viii. If any document filed by the candidate is found subsequently to have been obtained fraudulently the appointment, if made, shall be cancelled.
- ix. The decision of the District Judge as to the result of the examination shall be final.

(7) **LAST DATE OF RECEIPT OF APPLICATIONS:**

Applications along with required documents and self-attested copies of Certificates, Mark Sheets and other particulars, as the case may be, must reach the Office of the **District Judge, Nayagarh, Odisha - 752069** by **5 P.M on or before 14.08.2023** either in person during office hours on each working day or by post. Applications received in the office after the due date & time shall be summarily rejected.

In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the **Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2023**. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing those and conducting the test.

(8) LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION.

- i. Self-attested copies of 4 recent Pass-port size Photographs. (Attestation be made on the front side of the photograph and out of 4 such photographs, one attested photo be pasted in the application form on the space provided for).
- ii. Self-attested copy of *Certificate and Mark sheet* of H.S.C. Examination or equivalent thereto of recognized Board, Council or University.
- iii. Self-attested copy of *Certificate and Mark sheet* of +2 Examination or equivalent thereto of recognized Board, Council or University.
- iv. Self-attested copy of *Certificate and Mark sheet* of +3 Examination or equivalent thereto of recognized University.
- v. CGPA/GPA to Percentage Conversion Certificate for respective H.S.C./+2/+3 examination, if the results are in CGPA/GPA.
- vi. Self-attested copy of Certificate of Diploma in Computer Application.
- vii. Self-attested copy of Caste Certificate (in case of SEBC, SC & ST) issued by the appropriate authority.
- viii. Two Character Certificates in original issued by 2 different officers i.e., any Gazetted Officer/Medical Practitioner/Sarapanch etc. with **seal** (Mention name, designation of the officers).
- ix. Two self-addressed envelopes affixed with postal stamps of Rs. 42/- (forty-two rupees) each
- x. Self-attested copy of Type Writing Certificate issued by recognized institution for **Junior Typist**.
- xi. Self-attested copy of Shorthand & Type Writing Certificate issued by recognized institution for **Stenographer Grade-III**.
- xii. Self-attested copy of Medical Certificate showing the percentage of disability issued by the competent authority in case of the candidates under “Persons with Disabilities”.
- xiii. A self-declaration to the effect that he/she has no criminal antecedent.
- xiv. A self-declaration to the effect that he/she has no more than one spouse living, if married.
- xv. Self-attested copy of “**No Objection Certificate**” in case of candidates working in Government/ Semi Government Organizations /Autonomous Bodies/ Educational Institutions/ Public Undertakings.

The candidates are required to mention the name of the post applied for in **BLOCK LETTERS** on the top of their respective application and the top of the envelope containing their application.

Log on <https://districts.ecourts.gov.in/nayagarh> or <https://nayagarh.nic.in> for a copy of this advertisement and updates in this regard from time to time.

Sd/-
District Judge-cum-Chairman
District Recruitment Committee,
Nayagarh

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III,
JUNIOR CLERK-cum-COPYIST AND JUNIOR TYPIST**

APPLICATION FOR THE POST OF _____

1. Name of the Candidate :
2. Father's /Husband's Name :
3. Sex (Male/Female/Transgender/any other category):
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth: _____ Age as on **14.08.2023**: ____ Years __ Months __ Days.
8. Educational Qualification (Attach self-attested copies of certificates and mark sheets):

*Self-
attested
Pass-port
size
photograph*

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
High School Certificate					
+2 Arts/ Commerce / Science					
+3 Arts/ Commerce / Science or equivalent					
Diploma in Computer Science					

9. Category (SC/ST/SEBC/General/Sports Person/Ex-Service Man):
(Attach self-attested copy of supporting document 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 Name and Registration No., if any:
14. Attach two Character Certificates issued by two Gazetted officers / Medical Practitioners / Sarpanch, etc. (Mention name, designation of the officers):
15. Mobile Number:
16. E-mail ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2023 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)