

**OFFICE OF THE DISTRICT JUDGE, BOUDH**  
**ADVERTISEMENT NO. 01 OF 2023**

Dated, Boudh the 27<sup>th</sup> day of July, 2023

Applications in the prescribed format, given below, are invited from eligible candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III, & Junior Typist. All the posts carry regular scale of pay with usual D.A and other allowances as admissible from time to time by Government of Odisha and other conditions of service be subject to the provision of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules 2008, as amended in 2010 and 2023 and shall be subject to the result of the Writ petition in W.P. (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

Sl. No.	Categories of posts	Pay Scale	SC	ST	SEBC	UR	Total	Physically Handicapped/Ex-Serviceman/ Sports Person
1.	Junior Clerk / Copyist	Level-4 Rs.19,900-63,200/-	--	04*	--	08	12	(The vacancy reserved for P.H./ Transgender (LGBT)/Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong)
2.	Stenographer Grade-III	Level-7 Rs.25,500-81,100/-	01*	01	01	02	05	
3.	Junior Typist	Level-4 Rs.19,900-63,200/-	--	02*	01	03	06	

**N.B.:- 33% intra-reservation will be made for women candidates, subject to availability. (The number of vacancies in different categories of posts may increase or decrease). The star mark indicates the backlog vacancies of the year 2022 for the respective reserved categories is carry forward to be filled up during the recruitment year 2023.**

2. **Eligibility of the Candidates:-**

For the posts of Junior Clerk-cum-Copyist, Stenographer, Grade-III and Junior Grade Typist:-

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

- (a) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university and ;
- (b) have at least passed Diploma in Computer Application from a recognized Institute;
- (c) be above 18 years and below 38 years of age as on **26.08.2023**. (Provided that the upper age limit is relaxable by 5 years in case of S.C. / S.T. / S.E.B.C. and women candidates & 10 years in case of Physically Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 38 years);  
Provided further that the said upper age limit is 38 years.
- (d) be able to speak, read and write Odia and has passed a Test in Odia equivalent to 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;
- (h) have possessed a minimum speed of 40 words per minute in Type- writing in English in computer system (for the post of Junior Typist);
- (i) have possessed a minimum speed of 80 words in shorthand and 40 words in computer system in English per minute (for the post of Stenographer Grade-III).

3. **Fee for the Examination:**

**No fee for the examination is chargeable for the candidates of all categories.**

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 Govt. 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 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.

#### **4. Scheme of Examination:**

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Stenographer Grade-III, & Junior Typist. The standard required of a candidate shall be equal to that of +3 examination conducted by a recognized university.

The scheme of examination of Jr. Clerk-cum-Copyist is as follows:-

(i) Written test consisting of

<b><u>Subject</u></b>	<b><u>Mark</u></b>	<b><u>Duration</u></b>
(a) English	100 marks	2 hours
(b) Arithmetic	100 marks	1 hour
(c) General Knowledge	100 marks	1 hour
(ii) Computer Science test(Practical)	100 marks	1 hour
(iii) Viva-voce test	45 marks	-

- (a) The candidates who have secured 35% of marks in each of the paper of the written test shall be called for Computer Science Test (Practical) in the ratio of 1:10 in each category and the candidates selected in such practical test shall be called for viva-voce test.
- (b) The candidates shall answer the question in english unless otherwise directed.
- (c) The cut off mark for qualifying in the computer test science (practical) is 50% in case of General Candidates and candidates belonging to other categories. The cut off mark for qualifying in the computer test science (practical) is 40% in case of SC/ST

For the post of **Stenographer Grade-III and Jr. Typist** the scheme of examination is as follows:-

(i) Written test consisting of

<u>Subject</u>	<u>Mark</u>	<u>Duration</u>
(a) English (Qualifying in nature)	100 marks	2 hours
(ii) Shorthand & Typist (For stenographer)	50 marks (*including 5 minutes dictation)	15* minutes
(2) Typewriting test(For Typist)	50 marks	10 minutes
(iii) Computer Science test(Practical)	100 marks	1 hour
(iv) Viva-voce test	35 marks	-

- (e) The details of syllabus for written test in english is the same are provided under the scheme of examination for the post of Jr. Clerk-cum-Copyist.
- (f) The syllabus for computer science test (practical) and viva-voce test is the same as provided for the post of Jr. Clerk-cum-Copyist.
- (g) The candidates who have secured 35% of marks in the english subject of the written test shall be called for shorthand and typist for the post of Stenographer Grade-III and Type writing test in the case of Typist in the ratio of 1:10 in each category and the candidates selected in such aforesaid test shall be called for test of computer (practical) test and the candidates selected in computer (practical) over shall be called for viva-voce test.
- (h) The candidates shall answer the question in english unless otherwise directed.
- (i) The cut off mark for qualifying in the computer test science (practical) is 50% in case of General Candidates and candidates belonging to other categories. The cut off mark for qualifying in the

candidates.

(d) SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST  
SHALL BE AS FOLLOWS:-

**(i) English:-**

An essay to be written in English,	30 marks
A letter or an application to be written in English,	20 marks
An Odia passage is to be translated into English,	15 marks
An English passage is to be translated into Odia,	15 marks
Summary of one English passage.	20 marks

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

**(ii) Arithmetic:-** Vulgar fractions and decimals, HCF and LCM, Simple and Compound interest, Simple and Compound Practice, Percentage, 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.

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

**(iv) Computer Science(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, website searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programme of accounting.

**(v) Viva-voce Test:-**To test and assess the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

computer test science (practical) is 40% in case of SC/ST candidates.

- (j) The Short-hand & Type Test will be held after publication of result of the Written Test and the Type writing test shall be held through Computer System. A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in english languages in 5 minutes which shall take in shorthand on shorthand notesheet supplied by the examiner and he shall reproduce such shorthand test of 400 words in type script in 10 minutes. The typewriting test in case of Stenographer Grade-III shall be held through computer system.
- (k) A candidate for the post Jr. Typist shall be given a written passage containing 400 words in english languages which he shall reproduce by typing through computer system in 10 minutes.
- (l) The Subject English is qualifying in nature and only successful candidates in the Part-I examination in the ratio of 1:10 who have secured 35% mark on such subject shall be called for to appear in the Part-II and Part-III test and viva-voce test. The select list shall be drawn in accordance on the basis of aggregate of marks obtained in Shorthand and Typewriting test in case of Stenographer Grade-III, and Typewriting test in case of Typist, computer Science Test (Practical) and viva-voce.
- (m) SYLLABUS FOR SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-

**(i) English:-**

An essay to be written in English,	30 marks
A letter or an application to be written in English,	20 marks
An Odia passage is to be translated into English,	15 marks
An English passage is to be translated into Odia,	15 marks
Summary of one English passage.	20 marks

**Last date of receipt of Application:-**

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/Speed Post to reach the address (**The District Judge, Boudh, PO-Boudh, PS/District-Boudh**), PIN- 762014 by 5.00 P.M. on **26.08.2023** positively. For details of the advertsiement, applicants/candidates are required to visit the District Court website <http://districts.ecourts.gov.in/boudh> for information. The candidate desirous may

apply for such post in person in prescribed format along-with required documents and requisites by dropping the same in a sealed envelop in the drop box provided at the entrance of Administrative office, District Court, Boudh (**3<sup>rd</sup> floor**) within 10 am to 5 pm on each working day till the last date of receipt of application.

**The applications received beyond that date shall be summarily rejected. The application received incomplete in any aspect including lapse of documents submitted shall be rejected summarily.**

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

In case of receipt of large number of application in different categories of posts so advertized, the authority reserves the right to shortlist the candidates in the ratio of 1:20 in accordance with rule-7 of Odisha District & Civil Courts' Judicial Staff Services (method of recruitment and conditions of service) rule-2008 and 2010 and amendments rule-2023.

**List of documents to be submitted by the candidates along with their applications for the post of Jr. Clerk-cum-Copyist, Stenographer Grade-III and Jr. Typist.**

- (i) Three self attested passport size photographs of the applicant. (One is to be affixed in the application on the space provided).
  
- (i) Self attested photocopies of **HSC Board Certificate** or equivalent certificate showing proof of age with **Mark sheet**.
  
- (ii) Self attested photocopies of **Certificate & Mark sheet** passing of +2 or equivalent examination conducted by the Council Constituted under section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized council.
  
- (iii) Self attested photocopies of **Certificate & Mark sheet** passing of +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.
  
- (iv) Certificate showing passing of **Diploma in Computer Application** from a recognized institute.
  
- (v) Self attested photocopies of certificates showing successful completion of Shorthand & Type-writing course in English from a recognized Institute for the

post of Stenographer Grade-III.

- (vi) Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute for the post of Junior Typist.
- (vii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped and Ex-Serviceman.
- (viii) Self attested photocopy of Identity Card of Sports persons issued by Govt. or competent authority.
- (ix) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (x) Two self-addressed envelopes properly stamped of **Rs 25/- each** for dispatch of call letters by Regd. Post.
- (xi) Self attested copy of Employment Exchange Registration Certificate.
- (xii) A self declaration for having not more than one spouse living, in case of married.
- (xiii) Candidates already in Govt. service, whether Temporary or permanent shall have to produce "No objection Certificate"/ "Letter of permission" from the competent authority.
- (xiv) The candidates, who are in Govt. Service, are required to submit his/her application through proper channel.

The candidates are required to apply for the post of Jr. Clerk-cum Copyist, Stenographer Grade-III and Jr. Typist in the given proforma under Form-A (See para-2 A of Appendix-A.

**Sd/-**

DISTRICT JUDGE-CUM-CHAIRMAN,  
DISTRICT RECRUITMENT COMMITTEE, BOUDH



**APPLICATION FOR THE POST OF:- JUNIOR CLERK-CUM-COPYIST/ STENOGRAPHER GRADE-III/ JUNIOR TYPIST.**

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

1. Name of the Candidate:
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(Age as on **26.08.2023**)::
8. Educational Qualification (Attach self-attested copies of)

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
H.S.C.					
+2 Arts/Commerce/ Science					
+3 Arts/Commerce/ Science or equivalent					
Diploma in Computer Science					

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):

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Civil Courts' 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.

Date:

Place:

Signature of the candidate