

# OFFICE OF THE DISTRICT JUDGE, DEOGARH

## ADVERTIZEMENT

No. 02 Dated, Deogarh the dt. 28.07.2022

Applications in the prescribed format, given below, are invited from the intending candidates for filling up of the following posts of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer Gr.-III in the Judgeship of **DEOGARH** in the pay scale as mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Deogarh as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY-WISE VACANCY POSITION							
Sl. No.	Cadre of posts	Scale of Pay	UR	SC	ST	SEBC	Total
1.	Jr. Clerk-cum-Copyist	Pay Matrix Rs. 19,900-63,200 at Level-4	02 (W)	-	01 (W)	-	03
2.	Jr. Typist	Pay Matrix Rs. 19,900-63,200 at Level-4	-	-	-	01	01
3.	Jr. Stenographer, Gr.-III	Pay Matrix Rs. 25,500-81,100 at Level-7	01	-	01	-	02

\* Abbreviation: W-Women

Posts advertised above in each cadre may vary. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.

### 1. Eligibility of Candidate:

#### **Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer-Gr.III**

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

- a. be a Citizen of India

- b. have passed at least +2 examination conducted by the Council constituted under section 3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- c. have at least passed Diploma in Computer Application from a recognized institute;
- d. not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. **27.08.2022**; (in view of G.A. & P.G. Department Notification No. GADSC-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;
- e. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- f. be of good character;
- g. be of sound health, good physique and free from organic defects or bodily infirmity;
- h. have not more than one spouse living, if married;
- i. have possessed a minimum speed 40 words per minute in type writing (for the post of Jr. Typist), and a minimum speed of 80 words in shorthand and 40 words in type-writing per minute (for the post of Stenographer G-III).

## 2. Fees for the Examination:

Under Notification No. GAD-FE-MISC-002-2021-9897/Gen., dated 11<sup>th</sup> April 2022 of the General Administration and Public Grievance Department, Government of Odisha, the examination fees for Recruitment conducted by Orissa District and Subordinate Courts are exempted from payment of examination fees.

### N.B:

- i. Separate application should be submitted to each post.
- ii. The candidates are required to submit their applications being duly filled in and signed by their own hands after furnishing the required particulars as per the format given.
- iii. The candidates who are in Government employment are required to apply through proper channel.
- iv. Non compliance of any other requirement mentioned in the advertisement shall entail rejection of his/her application.
- v. The envelope containing the application should be superscribed with "APPLICATION FOR THE POST OF \_\_\_\_\_".
- vi. 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 Orissa District and Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.



### 3. Scheme of Examination:

#### For the post of Jr. Clerk-cum-Copyist

Examination		Subject.	Marks.	Duration of Test
PART-I	Paper-I	English	100 Marks	02 hours.
	Paper-II	Arithmetic	100 Marks	1 hour
	Paper-III	General Knowledge	100 Marks	1 hour
PART-II		Computer Science Test (Practical)	100 Marks	1 hour
PART-III		Viva Voce Test	45 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Computer Science (Practical) test as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Junior clerk –cum-Copyist.

**Syllabus for Examination:** The detail syllabus for each subject of the written test shall be as follows:

#### **I. English**

- (a) An essay to be written in English
- (b) A letter or application to be written in English
- (c) One Oriya passage to be translated into English
- (d) One English Passage to be translated into Oriya
- (e) Summary of one English Passage

#### **II. Arithmetic**

- a. Vulgar fractions and decimals,
- b. HCF and LCM,
- c. Simple and compound interest,
- d. Simple and compound practice,
- e. Percentages, profit & loss, mixtures, partnership, average,
- f. Rates and taxes, Insurance, Square and cubic measures,
- g. Problems on time & work and on time & distance.

**III. General Knowledge:** Knowledge of current events, and such other matters of everyday observations, and experience as may be expected from an educated person.

**IV. Computer Science Test (Practical):** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, 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 programmes of accounting, etc.

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

**For the post of Jr. Typist**

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Type Test	50 Marks	10 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting Test for Junior Typist as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010). Candidates selected in the type writing test shall be called for the Computer Science (Practical) test and the candidates qualified in the said practical test shall be eligible for Viva-Voce. Qualifying candidates are required to bring their own typewriters.

**Syllabus for Examination:** The detail syllabus for each subject of the written test shall be as follows:

**I. English (Qualifying in nature)**

- (a) An essay to be written in English
- (b) A letter or application to be written in English
- (c) One Oriya passage to be translated into English
- (d) One English Passage to be translated into Oriya
- (e) Summary of one English Passage

**II. Type Test:** Candidates shall be given a written passage containing 400 words in English language, which he/she shall reproduce in type script in 10 minutes.

**III. Computer Science Test (Practical):** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, 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 programmes of accounting, etc.

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

**For the post of Stenographer Gr-III**

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Shorthand & Type Test	50 Marks	15 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--



- Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting & Shorthand Test for the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand test shall be called for Computer Science (Practical) test as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Syllabus for Examination:**  
Written test consisting of:
  - a. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
  - b. For the post of Stenographer G-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate shall reproduce such shorthand text of 400 words in type script in 10 minutes. Qualifying candidates are required to bring their own typewriters.
  - c. **Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

**NOTE:**

- (a) The standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Odisha for examination for the post of Jr. Clerk-cum-Copyist & Jr. Typist.
- (b) The candidate shall answer the questions in English unless otherwise directed for examination for the post of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer, Gr-III.

**4. Last date of receipt of Applications**

Applications along with self attested copies of following documents must reach the District Judge, Deogarh, At-District Court Complex, Purunagarh, P.O.-Purunagarh, District: Deogarh-768119 on or before **05 P.M. of 27.08.2022** positively by speed/registered post or in the drop box kept in front of the District Administrative Office, 2<sup>nd</sup> Floor, District Court Complex, Deogarh. The application received after the last date shall be summarily rejected.

**5. List of documents to be submitted by the Candidates:**

- i. Copy of self-attested HSC or equivalent certificate showing proof of age.
- ii. Copy of self-attested certificates with mark sheets of H.S.C. and +2 Examinations or equivalent Examinations of a recognized Board, Council or University as the case may be.
- iii. Copy of self-attested certificate of Diploma in Computer Application issued by a recognized Institute.
- iv. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (for the post of Jr. Typist).
- v. Copy of self-attested certificate showing successful completion of Stenography course from a recognized Institute (for the post of Stenographer Gr-III).

- vi. Two character certificates issued by two different Gazetted officers/ Medical Practitioner or Sarpanch.
- vii. Two Self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- viii. Two self-addressed envelopes duly stamped of Rs. 30.
- ix. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T. /S.E.B.C. Categories.
- x. Copy of self-attested Employment Exchange Registration Card, if any.
- xi. Copy of self attested disability certificate for Physically Handicapped persons issued by competent authority showing % of disability.
- xii. Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.
- xiii. In case of married person, a self declaration to the effect that he/she is having not more than one spouse living.

**6. General Information:**

- i. 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 application, which are to be produced at the time of Viva-voce Test. The date of examination shall be intimated to the eligible candidates in due course of time.
- ii. For application form and detail information, please visit the website: <http://ecourts.gov.in/odisha/deogarh>.

-Sd-

**District Judge, Deogarh**



**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 27.08.2022:
8. Educational Qualification: (Attach attested copies of certificates in support of Qualification)



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					
Diploma in Computer Science					
Others (if any)					

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/ Orthopaedically 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):
15. Mobile No:
16. Email 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 its amendment in 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect, shall entail summary rejection of my candidature. .

Place:  
Date:

Signature of the Candidate