

## **OFFICE OF THE DISTRICT JUDGE, MALKANGIRI**

Date, Malkangiri, this the 07<sup>th</sup> day of October, 2021

### **ADVERTISEMENT**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts in the cadre of Grade-III Stenographer and Junior Clerk, Junior Typist in the pay scale as mentioned against each post with usual D.A. and other allowances as admissible to the State Government Employees from time to time.

The appointments are on regular basis subject to the result of W.P.(C) No. 1273/2014 of the Hon'ble High Court of Orissa, Cuttack.

Cadre of posts	Scale of Pay of the post in ORSP Rules,2017	S.C.		S.T.		S.E.B.C.		Unreserved		Total
		Men	Women	Men	Women	Men	Women	Men	Women	
Grade III Stenographer	<b>Pay matrix Rs.25,500- 81,100/-at (Level-7)</b>	-	-	01	-	01	-	01		03
Junior Clerk	<b>Pay matrix Rs.19,900- 63,200/-at (Level-4)</b>	-	02	01	02	06	-	01	01	13
Junior Typist	<b>Pay matrix Rs.19,900- 63,200/-at (Level-4)</b>	-	-	-	01	01	-		01	03

(The number of posts in each cadre may increase or decrease)

Reservation in respect of Physically Handicapped persons/Ex-Service-men/Sports persons shall be as per rule.

#### **Eligibilities of the candidates:**

- Must have passed at least +2 examination conducted by the council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized council/Board or University as the case may be.
- Must have passed at least Diploma in Computer Application from a recognized institute.
- Be over 18 years and below 32 years of age on the last date fixed for receipt of application (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.

- d) The candidate shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.
- e) Be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- f) Having good character.
- g) Having sound health, free from organic defects or bodily infirmity and;
- h) Have not more than one spouse living, if married.

**Fees for Examination:**

The candidates are required to deposit fees of Rs. 100/- (one hundred) only in shape of Treasury Challan under the Head "**0070-other administrative services-01-administration of Justice-501-services and service fees-9904650-Law Department-0916730-examination fees for recruitment conducted by Orissa District & Subordinate Courts**" and to submit the original copy of challan along with their application forms.

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The candidates who are in Govt. Service are required to apply through proper channel.

**Last date for receipt of applications.**

The applications along with required documents should reach the District Judge, At/PO: Malkangiri, District: Malkangiri on or before **08.11.2021** by Registered/Speed post only.

N:B:- (i) Application should be submitted for the post mentioning the name of post clearly ( in capital letters with underline) on the top of the envelope.

(ii) Non compliance of any of the requirements mentioned in the notice shall entail rejection of his application. The application if found defective/incomplete in any respect and received after the last date, shall be summarily rejected.

(iii) In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Subordinate Courts non-judicial staff services (method of Recruitment and condition of Service) Rules-2008 (Amendment Rules, 2010).

(iv) If the qualifying certificate of any candidate is **found fraudulent** if joined will be **prosecuted accordingly**.

(v) Any deviation in view of this Advertisement shall be summarily rejected.

**(i) Scheme for Examination for the Post of Junior Clerk**

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hours
	General knowledge	100	1 hour
Part-II	Computer Science(Practical)	100	1 hour
	Viva-Voce	45	

**(ii) Scheme for Examination for the Post of Junior Typists.**

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
	Type writing test for Typist	50	10 minutes
Part-II	Computer science(Practical)	100	1 hour
	Viva-Voce	35	

**(iii) Scheme for Examination for the Post of Stenographer Grade III**

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Short hand and Type writing test	50	5 + 10 minutes
	Computer science(Practical)	100	1 hour
	Viva-Voce	35	

Only successful candidates in the Part-I examination shall be called for the Part-II examination i.e. Shorthand and Typewriting Test and the candidates qualified in the said test shall be called for Computer Science (Practical) test and the candidates qualified in Computer Science (Practical) test shall be called for Viva-voce test.

The candidates who appear for the type test shall bring their own type-writer machine.

No Travelling allowance is admissible to the candidates.

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

List of Documents to be submitted along with the application

- i) Self attested copies of certificates with mark sheets of H.S.C. & +2 examinations.
- ii) Self attested copy of the certificate with mark sheet of Diploma in computer application from any recognized institute.
- iii) Self attested copy of caste certificate.
- iv) Self attested copy of Shorthand and Typewriting certificate.
- v) Character certificate from two Gazetted Officers in original.
- vi) Four attested Passport size photographs (one is to be affixed in the application on the space provided)
- vii) Two self addressed envelopes (stamped with Rs. 41/- each) of size 23 x 10 Cms for Speed Post.
- viii) Original Treasury Challan for General and S.E.B.C. candidate.

**Sd/-  
District Judge,  
Malkangiri.**

## FORMAT OF APPLICATION

### APPLICATION FOR THE POST OF \_\_\_\_\_

Self attested  
passport Size  
photograph.

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 01.05.2021) :-
8. Educational qualification( attach attested copies of Certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate marks secured	Grade/ Division	% of Marks secured.
H.S.C.					
+2Arts/Commerce/ Science					
Diploma in computer Science					

9. Category : (SC / ST / SEBC / GEN /  
Sportsperson / Ex-service man.

(Strike out which is not applicable  
and attach the supporting  
documents issued by the authority)

10. Whether Physically/ Orthopedically  
handicapped (If yes, attach supporting  
medical certificate issued by the Authority/ Board)
11. Religion:- :-
12. Nationality. :-
13. Employment Exchange :-  
Registration No.

14. Attach two character certificates :-  
issued by two gazetted officer/Medical  
Practitioners / Sarpanch etc ( mention  
name, designation of the officer)
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 & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 (Amendment Rules 2010) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

(Signature of the Candidate)