

# OFFICE OF THE DISTRICT JUDGE, MALKANGIRI

Date, Malkangiri, this the 27<sup>th</sup> day of July, 2022

## ADVERTISEMENT

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts in the cadre of Junior Clerk-cum-Copyist, Junior Typist and Grade-III Stenographer in the pay scale as mentioned below 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 as per pay matrix of ORSP Rules, 2017	Unreserved		S.C.		S.T.		S.E.B.C.		Total
		Men	Women	Men	Women	Men	Women	Men	Women	
Junior Clerk-cum-copyist	Pay matrix Rs. 19,900-63,200/- at (Level-4)	-	01	-	-	01	01	01	01	05
Junior Typist	Pay matrix Rs. 19,900-63,200/- at (Level-4)	-	-	-	01	-	01	-	01	03
Grade III Stenographer	Pay matrix Rs. 25, 500-81,100/- at (Level-7)	01	-	-	-	-	-	-	-	01

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

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

## 1. Eligibilities of the candidates:

- b) 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.
- c) Must have passed at least Diploma in Computer Application from a recognized institute.
- d) Must be over 18 years of age and below 38 years of age as on **26.07.2022** (vide Govt. Of Odisha, G.A & P.G. Department, Notification No. 771/Gen, dtd: 11.01.2022) 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.
- e) For the post of Junior Typist the candidate shall possess minimum speed of 40 words per minute in Typewriting.
- f) For the post of Grade-III Stenographer the candidate shall possess minimum speed of 80 words in shorthand and 40 words in typewriting per minute.
- g) Must be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- h) Must be a good character.
- i) Must be of sound health, good physic and free from any organic defects or bodily infirmity and;
- j) Must not have more than one spouse living, if married.
- k) The Candidates who are already in Govt. employment shall submit his/her application through proper channel.
- l) Government Servant whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit. They must inform their respective Heads of office in writing regarding submission of their application for this recruitment and obtained "No Objection Certificate".



## **2. Fees for Examination:**

No examination Fee is required to be paid by the candidates in view of Govt. of Odisha, G.A & P.G. Department Notification No. 9897/Gen, dtd: 11.04.2022.

## **3. Last date for receipt of applications:**

The applications along with required documents should reach **The District Judge, At/Po-Malkangiri, Dist-Malkangiri, Pin Code-764045** on or before **27.08.2022** 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/her 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.

## **4. Scheme of Examination**

### **(i) Scheme of Examination for the posts 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	Shorthand and Type writing test	50	5+10 minute
	Computer science(Practical)	100	1 Hour
	Viva-Voce	35	

Only successful candidates in the Part-I examinations shall be called for 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 typewriter machine.

No Travelling allowance is admissible to the candidates. Date of examination shall be intimated to the eligible candidates in due time.



**5. List of Documents to be submitted along with the application**

- i) Self attested copies of certificates with mark sheets of H.S.C. & +2 examination.
- 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.

**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 26.07.2022) :-
8. Educational qualification( attach attested copies of Certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total Marks of the Board/University	Marks secured in the Board/University	Grade/Division	% of Marks secured out of Total Mark
H.S.C.						
+2 Arts/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) :-

### **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)