

## OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No. 01 of 2023, dated 26.07.2023

### **ADVERTISEMENT**

Applications in the prescribed format are invited from the intending candidates for filling up the following vacant posts i.e. Jr. Clerk-cum-Copyist, Jr. Typist, Jr. Stenographer & Salaried Amin in the Judgeship of Keonjhar in the Pay Matrix of Rs.19,900 - 63,200, Rs.19,900 - 63,200, Rs.25,500 - 81,100 & Rs.21,700 – 69,100 respectively with usual D.A. and other allowances as admissible by the Government from time to time.

Sl. No.	Categories of Post	Total number of vacancies to be filled up	UR	SEBC	S.C.	S.T.
1	Junior Clerk-cum-Copyist	17	08 (3 posts for Women)	-	04 (1 post for Women)	05 (2 posts for Women)
2	Junior Typist	03	02 (1 post for Women)	-	-	01
3.	Stenographer Grade-III (Jr. Stenographer)	02	01	-	-	01
4.	Salaried Amin	02	01	-	-	01

The number of above vacancies in different categories of post may increase or decrease.

The Decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Women/ Physically Handicapped persons/ Ex-Serviceman/ Sports persons is made as per Rule.

The aforesaid vacant posts are to be filled up on regular basis in accordance with the provisions obtained in "The Orissa District & Subordinate Courts' Non-Judicial Staff Services (Method of recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010, 2022 & 2023" **Subject to the Result of W.P.(C) No.1273 of 2014.**

#### **I. ELIGIBILITIES OF THE CANDIDATES:-**

##### **For the Post of Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer.**

- (i) Must be a citizen of India.
- (ii) Must have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognised University.

- (iii) Must have passed at least in Diploma of Computer Application from a recognized institution.
- (iv) Must be over 18 years and below 38 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, for the respective reserved 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; and
- (viii) Shall not have more than one spouse living, if married.
- (ix) Have no Criminal antecedent on the date of application.
- (x) For the Post of Junior Typist, the criteria/ conditions are as above and in addition to that, he must have knowledge of Type Writing with a speed of 40 words per minute in English through Computer System.
- (xi) For the Post of Stenographer Grade-III(Jr. Stenographer), the criteria/ conditions are as above and in addition to that, he must have possessed minimum speed of 80 words per minute in shorthand and minimum speeds of 40 words per minute in English Type Writing through Computer System.
- (xii) Candidates working either under State or Central Govt., whether temporary or permanent, are eligible to apply provided that, they possess the requisite Qualification and are within 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**".

**For the Post of Salaried Amin**

A candidate in order to be eligible for the post of Salaried Amin must fulfil the criteria No.(i), (iv), (v), (vi),(vii), (viii), (ix) & (xii) as stated above and shall :-

- (i) have passed the Matriculation examination or equivalent examination from a recognized board.
- (ii) have passed Revenue Inspector Training.
- (iii) have knowledge in Computer Application.

**II. FEES FOR EXAMINATION**

The candidates are exempted from payment of Examination fees for this year.

### **III. LAST DATE FOR RECEIPT OF APPLICATIONS**

The application along with the required documents and self attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **26.08.2023** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected. The Applications received shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjhargarh, Dist: Keonjhar, Pin: 758001.**

#### **N.B.:**

- (i) Separate application should be submitted for each 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 Advertisement notice shall entail rejection of his/ her application. The application, if found defective and/ or 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 "The Orissa District & Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008.

### **IV. SCHEME OF EXAMINATION**

#### **FOR THE POST OF JUNIOR CLERK-CUM-COPYIST**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English	100	<b>2 hours</b>
	Arithmetic	100	<b>1 hour</b>
	General Knowledge	100	<b>1 hour</b>
<b>Part-II</b>	Computer Science (Practical)	100	<b>1 hour</b>
	Viva Voce	45	

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.

#### **FOR THE POST OF JUNIOR TYPIST**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English (Qualifying in nature)	100	<b>02 hours</b>
<b>Part-II</b>	Type Writing Test	50	<b>10 Minutes</b>
<b>Part-III</b>	Computer Science(Practical) Test	100	<b>01 hour</b>
<b>Part-IV</b>	Viva Voce	35	

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Type writing, Computer Science (Practical) and Viva-Voce.

**FOR THE POST OF STENOGRAPHER GRADE-III (JUNIOR STENOGRAPHER)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English (Qualifying in nature)	100	<b>02 hours</b>
<b>Part-II</b>	Shorthand & Type Test	50	<b>15 Minutes</b>
<b>Part-III</b>	Computer Science(Practical) Test	100	<b>01 hour</b>
<b>Part-IV</b>	Viva Voce	35	

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Shorthand & Type writing test, Computer Science (Practical) Test and Viva-Voce Test.

**FOR THE POST OF SALARIED AMIN**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	Odia (Qualifying in nature)	50	<b>01 hour</b>
	English (Qualifying in nature)	50	<b>01 hour</b>
	Arithmetic	50	<b>30 minutes</b>
<b>Part-II</b>	Technical knowledge in Survey and Settlement(Theory)	100	<b>02 hours</b>
<b>Part-III</b>	Technical knowledge in Survey and Settlement(Practical)	50	--
<b>Part-IV</b>	Viva-Voce test	45	--

**N.B.:** Only successful candidates in the written test shall be called for the technical knowledge in Survey and Settlement(Practical) test and the candidates qualified in the said practical test shall be eligible for Viva-voce Test for the post of Salaried Amin. .

The syllabus of the Examination is as provided in ***“The Orissa District & Subordinate Courts’ Non-Judicial Staff Services (Method of recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010.***

***No Travelling allowance is admissible to the candidates.***

***Date of examination shall be intimated to the eligible candidates through Letter, Office Notice Board and District Court Website.***

**V. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION**

**For the Post of Jr. Clerk-Cum-Copyist, Jr. Typist, Jr. Stenographer and Salaried Amin**

- (i) Copy of self-attested H.S.C. Examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council, Board or University, as the case may be.
- (iii) Copy of self-attested +3 examination certificate or such other qualification as are equivalent +3 examination of a recognised University.

- (iv) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (v) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (vi) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vii) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination.
- (viii) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name & designation of the Officer).
- (ix) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (x) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.
- (xi) One declaration regarding marital status showing to have one spouse living, if married.
- (xii) Copy of self-attested Typewriting Certificate issued by a recognized institute [for the post of Junior Typist].
- (xiii) Copy of self-attested copy of Shorthand & Typewriting Certificate issued by a recognized institute [for the post of Stenographer Grade-III (Jr. Stenographer)].
- (xiv) Copy of self-attested copy of Certificate of Revenue Inspector Training (for the post of Salaried Amin).
- (xv) Self declaration showing that he/ she has no criminal antecedent.
- (xvi) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to SC/ ST/ SEBC categories with signature of the candidates thereon.
- (xvii) A copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xviii) Copy of self-attested document showing to have at least passed a test in Odia equivalent to M.E. standard, who have passed 10<sup>th</sup> Board Examination in the medium other than Odia.

**Sd/-**  
**C.R. Mohapatra/ 26.07.2023**  
**District Judge-Cum-Chairman,**  
**District Recruitment Committee, Keonjhar**

## FORMAT OF APPLICATION

**APPLICATION FOR THE POST OF .....**

Self attested  
recent Passport  
size photograph.

1. Name of the Candidate :  
(In Block Letter)
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status :  
(Married/ Unmarried)
5. Permanent address :
  
6. Present address :
  
7. (a) Date of birth as per Christian era :
  
- (b) Age (As on the last date fixed for receipt of application form) :
  
8. Educational Qualification(Attach attested copies of Certificate in support of qualification)

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Total Marks	Aggregate of mark Secured	Grade/ Division	% of Marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science						
Diploma in Computer Science						
Any other higher examination						
Typewriting						
Shorthand & Typewriting						
Revenue Inspector Training						

9. Category: SC/ ST/ SEBC/ 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 certificate issued by the competent  
Medical Authority/ Board)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. :
14. Attach two character certificates issued by :  
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 the 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.

**SIGNATURE OF THE CANDIDATE**