

OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR
ADVERTISEMENT

Dated, Bhubaneswar the 28th day of July 2022.

Applications in the prescribed 'Form A' given below are invited for filling up of the following Group-'C' posts of Jr. Clerk-cum-Copyists, Jr. Typists and Stenographers Gr.-III in the Judgeship of Khurda in the Scale of Pay Rs. 19,900/- to Rs.63,200/- in level-4 of Pay Matrix, Rs.19,900/- to Rs.63,200/- in level-4 of Pay Matrix and Rs.25,500/- to Rs.81,100/- in level-7 of Pay Matrix per month under ORSP Rules, 2017 respectively with usual D.A. and other allowances as admissible to the State Government employees from time to time.

Applicability of the Odisha Group 'C' and Group 'D' posts (Contractual Appointment) Rules, 2013 to these appointments and regular scale of pay prescribed for each post 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, Khurda at Bhubaneswar 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.	Name of the post.	U.R.	U.R. (W)	S.C.	S.C. (W)	S.T.	S.T. (W)	S.E.B.C.	S.E.B.C (W)	TOTAL	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	Jr. Clerk-cum-Copyist	07	03 (W)	--	--	05	02 (W)	--	--	17	(The vacancy reserved for PwDs./Ex Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
2	Jr. Typist	02	--	--	--	--	01 (W)	--	--	03	
3	Stenographer Grade-III	02	--	01	--	01	01 (W)	--	--	05	
<p>'W' Post(s) reserved for woman candidate(s).</p> <p>a. In the event of non-availability or availability of insufficient number of eligible female candidates belong to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.</p> <p>b. Post advertised in each cadre may vary. The number of above vacancies in different categories of post may increase or decrease.</p> <p>c. Reservation in respect of women, sports person, ex-servicemen, PwDs shall be made in accordance with the provisions made under relevant rules.</p>											

2. Eligibility Of Candidates

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

- i. be a citizen of India;
- ii. have passed at least +2 Examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized Council/ Board/ University, as the case may be;
- iii. have at least passed Diploma in Computer Application from a recognized institute;
- iv. be over 18 years and below 38 years as on 01.09.2022; Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the 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;
- viii. have not more than one spouse living, if married;
- ix. For the post of Jr. Typists the candidate shall possess a minimum speed of 40 words in typewriting per minute in English Language.
- x. For the post of Stenographer Gr.-III the candidate shall possess a minimum speed of 80 words in short-hand and 40 words in English typewriting per minute.

3. Fee for examination: -

The candidates are required to deposit examination fees of **Rs.100/- (Rupees one hundred) only** by Treasury Challan under the Head “**0070-Other Administrative Services-01-Administration of Justice-501---services and service fees --- 9904650-Law Department---9916730- Examination fees for Recruitment conducted by Orissa District and Subordinate Courts**” and to submit the original copy of challan along with their application forms. The candidates belonging to S.C. & S.T. Categories shall not be required to pay the fees for the recruitment examination.

The candidates are required to submit their applications being duly filled in and signed by their own hand-writing furnishing the required particulars as per the application format given below.

The candidates who are in Government employment are required to apply through **proper channel** informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain “**No Objection Certificate**”.

NOTE :- Non-compliance of any of the requirements mentioned in the advertisement by the candidate shall entail rejection of his / her application. The application, if found defective/ incomplete, in any respect shall be summarily rejected.

4. Scheme of Examination:-

There shall be an examination on the following subjects for different posts:

<u>For the post of Jr. Clerk-cum-Copyist :-</u>			
Examination	Subject	Marks	Duration of Tests
Part- I (a)	English	100	02 hrs.
(b)	Arithmetic	100	01 hr.
(c)	General Knowledge	100	01 hr.
Part-II	Computer Science Test (Practical)	100	01 hr
Part-III	Viva -Voce Test	45	--
<ul style="list-style-type: none"> • Only Successful candidates of the written examination in Part-I shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Junior Clerk and Copyist. • The detail syllabus for each subject of the written test shall be as follows: <ol style="list-style-type: none"> i. English <ol style="list-style-type: none"> (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 – Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. Note: Problems more easily solvable by algebraically methods need not be required to solve arithmetically. 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. v. Viva-voce – to test and assess the suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook, potential qualities. 			
<u>For the post of Jr. Typist :-</u>			
Examination	Subject	Marks	Duration of Tests
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Type Writing Test	50	10 minutes
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35 Marks	--

- Only successful candidates in written qualifying examination shall be called for Typewriting Test for Junior Typist. Candidates selected in the type writing test 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.
- **Detail syllabus**
 - i. **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 Typist, candidates shall be given a written passage containing 400 words in English Language, which he/she shall reproduce in type script in 10 minutes.
 - c. **Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

For the post of Stenographer Grade-III :-

Examination	Subject	Marks	Duration of Tests
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Shorthand & Type Test	50	15 minutes
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35 arks	--

- Only successful candidates in written qualifying examination shall be called for Short hand & Typewriting Test for the post of Stenographer G.-III. Candidates selected in the shorthand & type writing test shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Detail syllabus**
 - i. **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, candidates shall be dictated a passage containing 400 words in English Language for 05 minutes, which shall be written in shorthand form on shorthand note sheet supplied by the examiner. Candidates shall reproduce such shorthand text of 400 words in type script in 10 minutes.
 - c. **Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

There will be a separate test in Shorthand and typewriting for the post of Stenographer G-III and type writing test for the post of Junior Typist and such test will be held after publication of the result of written test. The candidates to appear in the Shorthand and Type writing test for the post of Stenographer G-III/ Type Test for the Post of Jr. Typist shall bring their own typewriter machine with them. No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

5. Last date of Receipt of Application:-

Application along with required documents and Self-attested copies of certificates must reach to **THE OFFICE OF DISTRICT JUDGE, KHURDA AT BHUBANESWAR, LEWIS ROAD, BHUBANESWAR- 751014 on or before Dt:01.09.2022** either by registered post or speed post or in person during the office hour on each working day and application received in the office after the last date shall be summarily rejected.

6. 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 and Amendment Rules, 2010. The District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.

7. List of documents to be submitted:

- i.** Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in Capital Letters duly mentioned on the top of the envelope.
- ii.** Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (except SC & ST Candidates).
- iii.** Self attested copies of certificates from H.S.C. and +2 examination onwards and the candidates those have Oriya is not a subject in HSC level, have to submit copy of certificate of passing Oriya equivalent to the M.E. standard.
- iv.** Self attested copies of mark Sheets from H.S.C. and +2 examination onwards.
- v.** Self attested copy of Certificate of Diploma in Computer Application or equivalent thereto issued by a recognized Institute.
- vi.** Self attested copy of certificate showing successful completion of Typewriting courses in English from a recognized Institution (For the post of Jr. Typist Only)
- vii.** Self attested photocopy of certificate showing successful completion of Shorthand and Typewriting courses in English from a recognized Institution (For the post of Stenographer G-III only)
- viii.** Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- ix.** Self attested copy of medical certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs. candidates.

- x. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- xi. Two character certificates issued from the Gazetted Officers/ medical practitioners/ Sarpancha etc. (mention Name and Designation of the Issuing Authority)
- xii. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- xiii. Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- xiv. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xv. One declaration regarding marital status showing to have one spouse living, if married.
- xvi. Two Self addressed envelope with adequate postal stamp of Rs.30/- each for despatch of call letters by Post.
- xvii. Self declaration to the effect that the candidate does not have more than one spouse living, if married.

N.B.:

- I. The candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their application, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).
- II. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
- III. All copies of certificates/ testimonials shall be signed by the candidate certifying it to be true copy of document.

For details Please visit the website : <https://districts.ecourts.gov.in/khordha>

Sd/-

District Judge-cum-Chairman,
District Recruitment Committee,
Khurda at Bhubaneswar

FORM-A
FORMAT OF APPLICATION

(FOR THE POST OF JR. CLERK-CUM-COPYIST, JR. TYPIST AND STENOGRAPHER G-III)

POST APPLIED FOR:(in BLOCK letters) _____.

1. Name of the Candidate: (in BLOCK letters)
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 **01.09.2022**:
8. Educational Qualification: (Attach self-attested copies of Certificates in support of Qualification).

Self attested
passport size
photograph

Days	Months	Years

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.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					
Others (if any)					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):
(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., if any :
14. Attach two Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (Mention the name & designation of the officers):
15. Details of Treasury Challan with No. & Date:
16. (a) Mobile No.: _____ (b) Email Id.: _____
(Preferably having WhatsApp)

Signature of the Candidate

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 (amendment Rules 2010) and Odisha Group-C & Group-D Posts (Contractual appointment) Rules, 2013 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).