OFFICE OF THE DISTRICT JUDGE, GAJAPATI, PARALAKHEMUNDI

ADVERTISEMENT

DATED. 22nd July, 2017.

Application in the prescribed format given below is invited for filling up of the following Group "C" posts governed under the Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008 read with Amendment Rules, 2010.

Sl. No.	Name of the Post.	Group	Scale of pay & Grade Pay	CATEGORY				Total
				S.T.	U.R.	S.E.B.C.	S.C.	
1	Junior Clerk/ Copyist	C	Rs.5200-20200/- & Rs.1900/-	04(W-2)	06(W-1)	01	01(W)	12
2	Stenographer Gr.III	C	Rs.5200-20200/- & Rs.2400/-	01	01	--	--	02
3	Junior Typist	C	Rs.5200-20200/- & Rs.1900/-	01(W)	--	01(W)	--	02
4.	Salaried Amin	C	Rs.5200-20200/- & Rs.2000/-	--	01	--	--	01

From among the posts under Sl.No.-1, One post is reserved for P.W.D(PH) Blind and One post for Ex-Serviceman.

(The reservation for Women / Physically Handicapped Person is as per rule)

N.B.1. The number of posts in each cadre and each reserved category is subject to change as and when required.

2.The Recruitment Committee has got right to revoke the advertisement/ cancel any application without assigning any reason thereof.

3.The Pay Scale prescribed against each post is subject to revision in accordance with the result of W.P.(C) No.1273 of 2014 with regard to implementation of the Odisha Group-C and Group-D posts (Contractual Appointment)Rules-2013.

2. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR CLERK:-

a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council/ Board / University, as the case may be.

b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.

c) Must be over 18 years and below 32 years of age as on 22.08.2017 i.e. the last date of receipt of application (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).

d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.

e) Must be of good character.

f) Be of sound health, good physique and free from organic defects or bodily infirmity.

g) He or She must have not more than one spouse living, if married.

h) He / She should have registered his / her name in an employment exchange.

i) There should not be any criminal proceeding pending against him/her.

3.ELIGIBILITY OF THE CANDIDATES FOR THE POST OF STENOGRAPHER GRADE-III :-

a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council/ Board / University, as the case may be.

b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.

c) Must be over 18 years and below 32 years of age as on 22.08.2017 i.e. the last date of receipt of application (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions of the Government of Odisha for the time being in force).

d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.

e) Must be of good character.

f) Be of sound health, good physique and free from organic defects or bodily infirmity.

g) He or She must have not more than one spouse living, if married.

h) The Candidate must have passed Stenography and Typing from a registered institute and should have minimum speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting.

i) He / She should have registered his / her name in an employment exchange.

j) There should not be any criminal proceeding pending against him/her.

4. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR TYPIST:-

a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council /Board/University, as the case may be.

b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.

c) Must be over 18 years and below 32 years of age as on 22.08.2017 i.e. the last date of receipt of application (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).

d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.

e) Must be of good character.

f) Be of sound health, good physique and free from organic defects or bodily infirmity.

g) He or She must have not more than one spouse living, if married.

h) The Candidate must have passed typing from a registered institute and should have minimum 40 words typing per minute.

i) He / She should have registered his / her name in an employment exchange.

j) There should not be any criminal proceeding pending against him/her.

5. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF SALARIED AMIN:-

a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent examination from a recognised Council /Board/University, as the case may be.

b) Must have passed the Revenue Inspector Training or equivalent from a recognised institution.

c) Must be over 18 years and below 32 years of age as on 22.08.2017 i.e. the last date of receipt of application (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).

d) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.

e) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.

f) Must be of good character.

g) Be of sound health, good physique and free from organic defects or bodily infirmity.

h) He or She must have not more than one spouse living, if married.

i) He / She should have registered his / her name in an employment exchange.

j) There should not be any criminal proceeding pending against him/her.

6. FEES OF EXAMINATION: -

The candidates are required to deposit fees of Rs.100/- (Rupees One Hundred) only in shape of Treasury Challan under the Head **"0070-Other Administrative Services-01-administration of justice-501-services and service fees- 0010- charges for service provided-02177-examination fees for recruitment conducted by Orissa District & Subordinate Courts"** and to submit original copy of Challan along with their application forms.

N.B: The S.C/S.T candidates are exempted from payment of the examination fees.

7. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR TYPIST & STENO GRAPHER GRADE-III SHALL BE AS FOLLOWS:

(i).	**Written Test consisting of: -**			
	(a).	English (qualifying in nature)	: 100 marks	: 2 hours.
	(b).	Shorthand & Typing (for Stenographers)	: 50 marks.	: 15 min.
	(c).	Type Writing Test (for Typists)	: 50 marks.	: 10 min.
(ii)	**Computer Science (Practical)**		: 100 marks	: --
(iii)	**Viva-voce Test**		: 35 marks	: --

8. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR CLERK SHALL BE AS FOLLOWS: -

(i). Written Test consisting of: -

(a).English	:100 marks.	: 2 hours.
(b).Arithmetic	:100 marks.	: 2 hours.
(c).General Knowledge	:100 marks.	: 2 hours.
(ii) Computer Science (Practical)	:100 marks	: --
(iii) Viva-voce Test	:45 marks	: --

Details of syllabus for each subject of written test shall be as follows:-

(a) ENGLISH: (100 Marks)

An essay to be written in English	:	30 marks.
A letter or application to be written in English	:	20 marks.
One Odia passage to be translated into English	:	15 marks.
One English passage to be translated into Odia	:	15 marks.
Summary of one English passage	:	20 marks.

NOTE - The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.

(b) ARITHMETIC: (100 Marks)

Vulgar fractions and decimal, H.C.F. and L.C.M. Simple and Compound interest, simple and compound practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, square and Cubic measures, Problems on time and work and on time and distance.

NOTE – Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

(c) GENERAL KNOWLEDGE: (100 Marks)

Knowledge of Current events and such other matters of every day observation and experience as may be expected from an educated person.

N.B. Those candidates who have secured 35% of marks in each of the paper of written test shall be called for computer science Test (Practical) applicable to all such posts.

(ii) COMPUTER SCIENCE (PRACTICAL):-(100 Marks)

To test the proficiency of the candidate relating to the matters like "test formatting of paragraphs, insertion of tables, skill to print and save, file transfer, web-site searching / browsing, drawing, e-mail use of pen drive and other software etc, and programmes of accounting.

(iii) Viva-Voce Test:-

To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

Note:

a) The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.

b) The candidates, who have qualified in the written test i.e. who have secured 35% of marks, shall be called for typewriting test in case of Typist. The candidates selected in the aforesaid test as applicable to Typist shall be called for the test of Computer Science (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva voce Test.

c) The Candidates who would appear for the typewriting test shall bring their own typewriter machine.

d) No T.A is admissible for the candidates appearing the written test/ typewriting test/ computer science (Practical) test / Viva voce, except the candidates belonging to SC/ST category who are called for viva voce test as required under Section 6 of the Orissa reservation of vacancies post & service (for Scheduled Caste & Scheduled Tribes) Rules,1976.

e) The venue, date & time of examination shall be decided later on by the District Recruitment Committee.

9. SCHEME OF THE EXAMINATION FOR THE POST OF SALARIED AMIN SHALL BE AS FOLLOWS: -

	Subject	Marks	Duration
a)	Arithmetic	50	1 Hour
b)	Knowledge in Survey and Settlement (Theory)	50	½ Hour
c)	Knowledge in Survey and Settlement (Practical)	25	½ Hour
d)	Viva-Voce Test	25	As would be decided by the Committee of the time of Interview.

10. LAST DATE OF RECEIPT OF APPLICATIONS:-

The applications along with the required documents and attested copies of certificates must reach the **Office of the District Judge, Gajapati, Paralakhemundi, At /P.O.: Paralakhemundi, District: Gajapati, PIN: 761200** on or before **22.08.2017** either in person during office hours on each working day or by post. Application received in the office after the last date shall be summarily rejected.

The candidates are required to submit their application duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form-A given below. The candidates who are in Government Service / Public under takings are required to apply through proper channel only.

N.B.:-

a) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters duly underlined) on the top of the envelope.

b) Non-compliance of any of the requirements mentioned upon the notice found defective / in complete in any respect shall entail rejection of the application.

c) The authority reserves the right to shortlist the applicants on accordance with necessities in view of Rules, 7(2) of Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008.

11. <u>LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POST OF, JUNIOR CLERK/ COPYIST, STENOGRAPHER Gr.-III, JUNIOR TYPIST AND SALARIED AMIN: -</u>

1. Treasury Challan in original showing to have deposited a sum of Rs.100/- (Rupees One Hundred) only in the appropriate Head.
2. Copy of self attested H.S.C examination certificate or its equivalent certificate in support of date of birth.
3. Copy of self attested +2 examination certificate or its equivalent certificate.
4. Copy of self attested mark sheet of H.S.C examination or any equivalent examination.
5. Copy of self attested mark sheet of +2 examinations or any equivalent examination.
6. Copy of self attested certificate showing to have passed at least Diploma in Computer Application (DCA).
7. Copy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to S.C / S.T / S.E.B.C Categories with signature of the candidate thereon.
8. Copy of self-attested Shorthand and Typing certificate for the post of Stenographer Grade-III or copy of self attested Typing Certificate for the post of Junior Typist, issued by a recognised institution.
9. Copy of Revenue Inspector Training Certificate (self attested) in case of candidate for the post of Salaried Amin.
10. Two Character certificates issued by two Gazetted Officers / Medical Practitioner / Sarapancha etc. (Mention name & Designation of the officers).
11. Two pass port size recent photograph self attested (one is to be affixed in the application on the space provided).
12. Two self-addressed envelopes of size 5'' X 12'' with affixing postal stamps of Rs.30/-(Thirty) on each.
13. A declaration regarding marital status showing to have one spouse living, if married.
14. Photo Copy of medical certificate showing the percentage of disability issued by the appropriate authority in case of the candidates under persons with disabilities.
15. **A declaration showing that he/she has no criminal antecedent.**
16. Photo Copy of Employment Exchange Registration Card.

Note: Any form of canvassing by the applicant shall entail rejection of the application.

Sd./-,
District Judge – Cum- Chairman,
District Recruitment Committee, Gajapati.

FORM-A

FORMAT OF APPLICATION

[See para 2A of Appendix A]

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 (as on 22.08.2017) :
8. Educational qualification (attach self-attested copies of Certificates)

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

9. Category : SC/ ST/ SEBC/GEN/ Sports Person / Ex-serviceman :
   (Strikeout 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 Number :
14. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner / Sarapanch etc.
    (mention name, designation of the officers) :

15. Details of Treasury Challan with number and date:

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 the Statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:
Date: Signature of the candidate.