

OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR

ADVERTISEMENT

Dated, Bhubaneswar the dt. 05.07.2014

Applications in the prescribed format, given below, are invited for filling up of the following posts of Jr. Clerk and Copyist, Jr. Typist, Stenographer Gr.-III, Salaried Amin, Driver and Group –D posts as per the Pay Scale respectively mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time.

Sl. No.	Categories of Posts.	Scale of pay	General (UR)	SC	ST	SEBC	TOTAL	Physically Handicapped/Ex-Serviceman/Sports Person
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Jr. Clerk and Copyist	Rs.5,200-20,200/- & Gr. Pay of Rs.1,900/-	19	6	17	4	46	(The vacancy reserved for P.H./Ex-Serviceman/Sports Person is inclusive of vacancy of respective category to which they belong).
2.	Jr. Typist	Rs.5,200-20,200/- & Gr. Pay of Rs.1,900/-	7	2	3	2	14	
3.	Stenographer G-III	Rs.5,200-20,200/- & Gr. Pay of Rs.2,400/-	1	3	6	1	11	
4.	Salaried Amin	Rs.5,200-20,200/- & Gr. Pay of Rs.2,000/-	1	-	-	-	1	
5.	Driver	Rs.5,200-20,200/- & Gr. Pay of Rs.1,900/-	2	1	1	-	4	
6.	Group D	Rs. 4750/- 14,680/-& Gr. Pay of Rs. 1500/-	35	11	15	8	69	

(The number of posts advertised in each cadre may increase or decrease. The vacancy includes backlog vacancy for in respect of different category of posts. Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.)

The District Judge Khurda reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Khurda as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

1. Eligibility of the Candidates

For Jr. Clerk and copyist/ Jr. Typist/ Stenographer G-III Posts:

- A candidate, in order to be eligible for the above posts, shall be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized Institute;

- d. not below 18 years and above 32 years of age as on 01.07.2014. Provided that the upper age limit is relaxable by 5 years in case of S.C./S.T./S.E.B.C. and women candidates & 10 years in case of Physically Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years;
- e. be able to speak, read and write Oriya and have passed a Test in Oriya equivalent to the M.E. Standard;
- f. be of good character;
- g. be of sound health, good physique and free from organic defects or bodily infirmity;
- h. have not more than one spouse living, if married;
- i. have possessed a minimum speed of 40 words per minute in Type Writing (for the post of Jr. Typists);
- j. have possessed a minimum speed of 80 words in shorthand and 40 words in type-writing per minute (for the post of Stenographer G-III).

For Salaried Amin Post:

- a. The candidate must have passed the matriculation examination or equivalent examination of a recognized board.
- b. Have passed the Revenue Inspector Training.
- c. Not below the age of 18 years of age and above 32 years of age as on 01.07.2014 subject to relaxation of upper age limit wherever applicable as per relevant act or rule.
- d. be of good character;
- e. Be of good conduct, sound health, good physique, active habits and free from communicable diseases.
- f. Not have more than one spouse living, if married.

For Driver Posts:

- a. Have passed Class-VIII examination in any of the recognized educational institution.
- b. The candidate should have a valid L.M.V. Driving license with 3 years experience in driving and should have passed ME Standard with oriya and English.
- c. Not below the age of 18 years of age and above 32 years of age as on 01.07.2014 subject to relaxation of upper age limit wherever applicable as per relevant act or rule.
- d. be of good character;
- e. Be of good conduct, sound health, good physique, active habits and free from communicable diseases.
- f. Not have more than one spouse living, if married.

For Group D Posts:

- a. The candidate must have passed Class-VIII examination in any of the recognized educational institution.
- b. Not below the age of 18 years of age and above 37 years of age as on 01.07.2014 subject to relaxation of upper age limit wherever applicable as per relevant act or rule.
- c. be of good character;
- d. Be of good conduct, sound health, good physique, active habits and free from communicable diseases.
- e. Have elementary knowledge in oriya and English language.
- f. Not have more than one spouse living, if married.

2. Fee for the Examination :

The candidates **except Group D posts** are required to deposit examination fee of **Rs.100/- (Rupees one hundred) only** by Treasury Challan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services and Services fees - 9904650-Law Department-9916730-Examination**

fees for Recruitment conducted by Orissa District and Subordinate Courts". The S.C. & S.T. Candidates are exempted from payment of examination fees.

3. Scheme of Examination:

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

(a) Jr. Clerk and Copyist:			
Examination	Subject.	Marks.	Duration of Test.
I (a)	English	100 Marks.	02 hours.
(b)	Arithmetic	100 Marks.	01 hour.
(c)	Gen. Knowledge	100 Marks.	01 hour.
II	Computer Science Test (Practical)	100 Marks.	--
III	Viva Voce Test	45 Marks.	--

- Only Successful candidates in the written examination 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 clerk and Copyist.
- The **detail syllabus** for each subject of the written test shall be as follows:
 - i. **English**
 - (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 loss, mixtures, partnership, average, Rates and taxes, Insurance, Square and cubic measures, problems on time, work and on time and distance.
 - 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 reference to alertness, outlook, potential qualities.

(b) Jr. Typist:			
Examination	Subject.	Marks.	Duration of Test.
I	English (qualifying in nature)	100 Marks	02 hours.
II	Type Test	50 Marks	--
III	Computer Science Test (Practical)	100 Marks	--
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. Qualifying candidates are required to bring their own typewriters.

- **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, a candidate shall be given a written passage containing 400 words in English Language, which he 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 and Copyist.

(c) Stenographer G-III:

Examination	Subject.	Marks.	Duration of Test.
I	English (qualifying in nature)	100 Marks	02 hours.
II	Shorthand & Type Test	50 Marks	--
III	Computer Science Test (Practical)	100 Marks	--
IV	Viva Voce Test	35 Marks	--

- Only Successful candidates in written qualifying examination shall be called for Typewriting & Shorthand Test for the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand 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**

- ii. 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, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate 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 and Copyist.

(d) Salaried Amin:

Examination	Subject.	Marks.	Duration of Test.
I	Arithmetic	50 Marks	½ hour.
	Technical Knowledge in Survey and settlement	50 Marks	½ hour
II	Viva-Voce	20 Marks	--

(e) Driver:

Examination	Subject.	Marks.	Duration of Test.
I	Driving Test will be Conducted	70 marks	--
II	Viva-Voce	30 marks	--

(e) Group-D	Subject.	Marks.	Duration of Test.
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I	Written test on elementary knowledge in Oriya and English	50 marks	--
II	Viva-Voce	50 marks	--

- Scheme of examination for the post of driver and Group D posts shall be intimated to the eligible candidates in due time.
- Date of examination shall be intimated to the eligible candidates in due time.

4. Last Date of Receipt of Application :

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/ Speed Post so as to reach the Office of the District Judge, Khurda at Bhubaneswar by **dt. 08.08.2014** positively. The applications received beyond that date shall be summarily rejected.

5. List of documents to be submitted (except Group-D posts) by the candidates along with their applications, are as follows :

- Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (except S.C. & S.T. Candidates). (for **Jr. Clerk and Copyist, Jr. Typist, Stenographer G-III, Driver, Salaried Amin**).
- Copy of self-attested Board or equivalent certificate showing proof of age with mark sheet (for **Jr. Clerk and Copyist, Jr. Typist, Stenographer G-III, Salaried Amin**).
- Copy of self-attested certificates showing passing of +2 or equivalent exam and mark sheet. (for **Jr. Clerk and Copyist, Jr. Typist, Stenographer G-III**).
- Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute. (For **Jr. Clerk and Copyist, Jr. Typist, Stenographer G-III**).
- Copy of self-attested certificate showing successful completion of Shorthand course from a recognized Institute (**for the post of Stenographer G III**).
- Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (**for the post of Jr. Typist**).
- Copy of self-attested certificate showing successful completion class-VIII (**for the post of Driver**).
- Two character certificates issued by the Gazetted officers/ medical practitioners etc. (Mention Name & Designation of the officers).
- Two Self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- Two self-addressed envelopes duly stamped of Rs. 30/- on each for despatch of call letters by Regd. Post.
- Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C./S.T./S.E.B.C. Categories
- Copy of self attested disability certificates for Physically Handicapped persons issued by competent authority showing % of disability.
- Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.
- Copy of self-attested L.M.V Driving License and experience certificate (**for the post of driver**).
- Copy of self-attested certificate of Revenue Inspector Training (**for the post of Salaried Amin**).
- The candidate, who possesses the certificate of work experience in settlement and Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same (**For the post of Salaried Amin**).

For Group D posts

- Copy of self attested certificate in respect of educational qualification.

- ii. Two Self-signed recent passport size photographs (one is to be affixed in the application)
- iii. Two self addressed envelop duly stamped of Rs. 30/- on each for despatch of call letters.
- iv. Copy of self-attested certificate issued by the competent authority in case of candidates belonging to S.C./S.T./S.E.B.C. Categories and Physically Handicapped with signature of the candidate thereon.
- v. Document in support of age/ date of birth.

N.B. :

1. The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form-A (except Group-D which is prescribed in Form-B) given below. The candidates who are in Govt. employment are required to apply through proper channel.
2. 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. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications for the post of Jr. Clerk/Copyist, the authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended from time to time) and 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.
5. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test. Date of examination shall be intimated to the eligible candidates in due time.
6. For details Please visit the website : <http://districtcourtkhurda.nic.in/>.

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

FORM-A
FORMAT OF APPLICATION

POST APPLIED FOR : _____

Paste your recent
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. Mobile Number (if any):
8. E-mail Address (if any):
9. Date of Birth as per Christian era _____; Age (as on 01.07.2014) _____
10. Educational Qualification (Attach copies thereof):

Name of the Examination Passed.	Name of the Board/Council/ University.	Year of Passing.	Aggregate of Marks Secured.	Grade/ Division.	% of Marks Secured.
(1)	(2)	(3)	(4)	(5)	(6)
H.S.C.					
+2 Arts/Commerce/Science					
Diploma in Computer Science					
Others					

11. Category : (S.C./S.T./S.E.B.C./GEN./Sports Person/Ex-Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority).
12. Whether Physically/Orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the competent Medical Authority/Board).
13. Religion:
14. Nationality:
15. Employment Exchange Registration No.:
16. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch, etc. (mention name, designation of the officers):
17. Details of Treasury Chalan with No. & Date:

Signature of the Candidate

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Sub-ordinate 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

List of Enclosures :

FORM-B

FORMAT OF APPLICATION for Group D posts

The Application for Group D post is to be made in plane paper with a passport size photograph affixed thereon having particulars:

Paste your recent
self-attested
Passport Size
photograph

1. Name of the Applicant:
2. Name of the father/ husband:
3. Permanent Address :
4. Present Address:
5. Mobile Number:
6. Whether male/ female:
7. Educational Qualification:
8. Date of Birth (with supporting document):
9. Whether married or unmarried:
10. Caste/ Community (UR/ ST/SC/ SEBC):
11. Religion:
12. Nationality:

Signature of the Candidate.

DECLARATION

I do hereby solemnly affirm that the facts stated above are true to the best of knowledge and belief and that nothing is false there in. In case any information is found incorrect, my application will entail rejection.

Place :

Date :

Signature of the Candidate.