

OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI

Dated, Phulbani the 12th day of May, 2021

Advertisement No. 03 of 2021

Applications in the prescribed format are invited from intending candidates for filling up the following posts of Junior Clerks/Junior Typists/Stenographer, Grade-III/Salaried Amin in the following scale of pay with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court communicated vide memo No. 9159 (24), dated 17.10.2015 read with the relevant provisions contained in *Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010)*. Applicability of *Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013* to these appointments shall be subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa.

| Name of Posts | Scale of Pay as per Pay Matrix of ORSP Rules, 2017 | UR | ST | SC | SEBC | Total |
|-------------------------|--|------------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------|
| Junior Clerk | Rs.19,900-63,200/- (Level-4) | 18 (6 posts reserved for Women) | 4 (1 post reserved for Women) | 3 (1 post reserved for Women) | 3 (1 post reserved for Women) | 28 |
| Junior Typist | Rs.19,900-63,200/- (Level-4) | 4 (1 post reserved for Women) | 2 (1 post reserved for Women) | 1 | 1 | 8 |
| Stenographer, Grade-III | Rs.25,500-81,100/- (Level-7) | 3 (1 post reserved for Women) | 2 (1 post reserved for Women) | -- | 1 | 6 |
| Salaried Amin | Rs.21,700-69,100/- (Level-5) | 1 | -- | -- | -- | 1 |
| Total | | 26 | 8 | 4 | 5 | 43 |

(The number of vacancies and category of posts may increase or decrease. The reservation for Physically Handicapped/Ex-Servicemen/Sportsperson shall be in accordance with the orders/rules issued by the Government from time to time).

Other conditions of service shall be guided by the relevant provisions of *Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010)* & *Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013* subject to the final result in W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa.

I. ELIGIBILITY OF THE CANDIDATE:

(i) For the post of Junior Clerk, Junior Typist & Stenographer, Grade-III:

- The candidate shall be a citizen of India and must 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 of a recognized Council, Board or University, as the case may be;
- Must at least have passed Diploma in Computer Application (DCA) from a recognized Institute.
- Must be over 18 years and below 32 years of age as on **11.06.2021**, 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.

- d. Must be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- e. Be of good character.
- f. Be of sound health, good physique and free from organic or bodily infirmity.
- g. Has not more than one spouse living, if married.
- h. For the post of Junior Typist the candidates shall possess a minimum speed of 40 words per minute in Typewriting.
- i. For the post of Stenographer, Grade-III the candidates shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.

(ii) For the post of Salaried Amin:

A candidate in order to be eligible for the post of Salaried Amin must fulfill criteria as in (b) to (g) above and shall

- a. be a citizen of India;
- b. have passed the matriculation or equivalent examination from a recognized board; and
- c. have passed the Revenue Inspector (RI) Training from a recognized institution.

II. FEES FOR EXAMINATION:

The candidates are required to deposit fees of Rs. 100/- (Rupees One hundred) only in shape of the 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" along with their application forms.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.

The candidates are required to submit their duly filled in applications and signed by their own hand as per the format given below. The Candidates who are already in Government employment are required to apply through proper channel.

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

III. PROCESS OF SELECTION:

Selection to the posts shall be through a written competitive examination followed by Computer Science Test (Practical) and viva voce examination. The scheme of examination is mentioned herein below:

A. THE SCHEME OF EXAMINATION:

a. For the posts of Junior Clerks:

| | Subject | Marks | Duration of Examination |
|----------|-----------------------------------|-------|-------------------------|
| Part-I | English | 100 | 2 hours |
| | Arithmetic | 100 | 1 hour |
| | General Knowledge | 100 | 1 hour |
| Part-II | Computer Science Test (Practical) | 100 | 1 hour |
| Part-III | Viva-Voce | 45 | -- |

The candidates selected in the written tests shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for viva-voce test.

b. For the post of Junior Typist & Stenographer, Grade-III:

| | Subject | Marks | Duration of Examination |
|----------|--|--------------|--------------------------------|
| Part-I | English (qualifying in nature) | 100 | 2 hours |
| Part-II | (a) Shorthand & Type writing Test (for Stenographer, Grade-III) | 50 | 15 minutes |
| | (b) Type writing Test (For Junior Typist) | 50 | 10 minutes |
| Part-III | Computer Science Test (Practical) | 100 | 1 hour |
| Part-IV | Viva-Voce | 35 | -- |

The candidates (for the post of Junior Typist) selected in the written test shall be called for Typewriting Test containing a passage of 400 words in English in 10 minutes. The candidate selected in Typewriting test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test. Candidates attending Typewriting Test are required to bring their own typewriter machine.

The candidates (for the post of Stenographer, Grade-III) selected in the written test shall be called for Shorthand and Typewriting Test. The candidate selected in the aforesaid test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test. Further, the candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall be taken in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand test of 400 words in Type script in 10 minutes. Candidates attending these tests are required to bring their own type writer machine.

c. For the post of Salaried Amin:-

| | Subject | Marks | Duration of Examination |
|----------|--|--------------|--------------------------------|
| Part-I | English | 100 | 2 hours |
| | Arithmetic | 100 | 1 hour |
| | Technical knowledge in Survey and Settlement (Theory) | 50 | 30 minutes |
| Part-II | Technical knowledge in Survey and Settlement (Practical) | 50 | 30 minutes |
| Part-III | Computer Science Test (Practical) | 50 | 30 minutes |
| Part-IV | Viva-Voce | 35 | -- |

The successful candidates in Part-I examination shall be called for the Part-II examination, successful candidates of the Part-II examination shall be called for Part-III & successful candidates of the Part-III examination shall be called for Part-IV examination.

The date(s) of written test shall be intimated individually by post and notified through District Court's website "<http://districts.ecourts.gov.in/kandhamal>".

B. LAST DATE OF RECEIPT OF APPLICATIONS:

Applications along with required documents and self attested copies of Certificates, Mark Sheets and other particulars, as the case may be, must reach in the Office of the undersigned as per address given below during office hours on all working days either in person or through post on or before **11.06.2021 by 5.00 P.M.** Applications received in the office after the due date & time shall be summarily rejected.

In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rule-7(2) contained in *Orissa District & Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008 (Amendment Rules, 2010)*. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final.

C. List of documents to be submitted by the candidates along with their applications

1. Three self signed recent passport size photographs. (Duly signed on the front of the photograph);
2. Self attested xerox copies of certificates and mark sheets of H.S.C. and +2 examination or equivalent thereto of recognized Board, Council or University;
3. Self attested xerox copy of Certificate of Diploma in Computer Application from a recognized institution;
4. Self attested xerox copy of Caste Certificate in case of Reserved Category;
5. Self attested xerox copy of Medical Certificate in case of Physically/Orthopedically Handicapped;
6. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.;
7. Two self addressed envelopes each affixed with postage stamp of Rs.5/-;
8. Treasury Challan in original showing deposit of Rs.100/- towards examination fee;
9. Self attested xerox copy of Typewriting Certificate issued from a recognized institution (for Junior Typist);
10. Self attested xerox copy of Shorthand & Typewriting Certificate issued from a recognized institution (for Stenographer Grade-III);
11. Self attested xerox copy of Revenue Inspector Certificate issued from a recognized institution (for Salaried Amin);
12. Self attested xerox copy of Employment Card, if any;
13. Marriage declaration, if married;
14. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court; and
15. Self attested xerox copy of Aadhar Card in proof of his/her nationality.

The candidates are required to mention the category of the post applied for in **BOLD CAPITAL LETTERS** on the top of their respective applications as well as on the top of the envelope containing their applications and to submit their applications to the address noted below in the following manner.

| | |
|--|--|
| APPLICATION FOR THE POST OF “ _____ ” | |
| From _____ _____ _____ | To The Registrar, Civil Courts, Kandhamal, Phulbani, Po/PS-Phulbani District-Kandhamal PIN-762001 |

The candidates desirous for applying more than one category of posts, are required to submit separate applications for each category of post furnishing relevant documents and separate Treasury Challan therewith.

For details, visit “<http://districts.ecourts.gov.in/kandhamal>”.