

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 **13.06.2022** 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 Application shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjhar, 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 shall entail rejection of his/ her application. The application, if found defective and/ or incomplete in any respect, 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 Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 (Amendment Rules, 2010)

IV. SCHEME OF EXAMINATION

FOR THE POST OF JUNIORCLERK-CUM-COPYIST

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Test</i>
<i>Part-I</i>	English	100	<i>02 hours</i>
	Arithmetic	100	<i>01 hour</i>
	General Knowledge	100	<i>01 hour</i>
<i>Part-II</i>	Computer Science (Practical)	100	<i>01 hour</i>
<i>Part-III</i>	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 Test.

FOR THE POST OF JUNIOR TYPIST

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

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

The candidates shall bring their own Typewriter Machine for the Test.

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

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

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

The candidates shall bring their own Typewriter Machine for the Test.

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 candidates through Letter, Office Notice Board and District Court Website.