

OFFICE OF THE DISTRICT JUDGE: DEOGARH
Dated Deogarh, the 20th day of August, 2018
Advertisement No.02/2018

ADVERTISEMENT

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerks-cum-Copyists, Junior Typist, Stenographer Grade-III and Salaried Amin in Group-C cadre, as per the scale mentioned against each category of post.

**NUMBER OF VACANCIES TO BE FILLED UP BY WAY OF
RECRUITMENT.**

| Sl. No | Name of the Post | Scale of Pay | Number of Vacancies | | | | | | | Total | |
|--------|-------------------------|--|---------------------|----------|------|----------|------|----------|----------|-------|--------------|
| | | | U.R. | U.R. (W) | S.T. | S.T. (W) | S.C. | S.C. (W) | S.E.B.C. | | S.E.B. C.(W) |
| 1. | Junior Clerks/ Copyists | Level-4 of pay matrix of 7 th Pay Commission (Starting Pay Rs.19,900/-with usual (D.A. & allowances) | 07 | 03 | 02 | 02 | 03 | 01 | 01 | - | 19 |
| 2. | Junior Typist | Level-4 of pay matrix of 7 th Pay Commission (Starting Pay Rs. 19,900/-with usual (D.A. & allowances) | 02 | 01 | 01 | - | 01 | - | - | - | 05 |
| 3. | Stenographer Grade-III | Level-7 of pay matrix of 7 th Pay Commission (Starting Pay Rs. 25,500/-with usual (D.A. & allowances) | 01 | - | 01 | - | - | - | - | - | 02 |
| 4. | Salaried Amin | Level-5 of pay matrix of 7 th Pay Commission (Starting Pay Rs. 21,700/-with usual (D.A. & allowances) | 01 | - | - | - | - | - | - | - | 01 |

2. 25% of posts of Junior Clerks/Copyists mentioned as above shall be filled up by the Group 'D' employees of the judgship who possess the requisite qualification in the ratio of 1:2 for Process Servers and other Group-'D' employees respectively as per the method of selection to be decided by the District Recruitment Committee.

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Reservation of vacancies for women candidates, Ex-Service Men, Sports persons and Physically Handicapped persons shall be made in accordance with the provisions made under relevant Rules from time to time.

3. The posts of Junior Clerk-cum-Copyist, Junior Typist, Stenographer of Grade-III Cadre and Salaried Amin are to be filled up on regular basis in accordance with the provisions contained in The Orissa District & Subordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule-2008 and as amended in Amendment Rules, 2010 subject to the result of W. P. (C) No.1273 of 2014 pending in the Hon'ble High Court of Orissa, Cuttack.

4. The number of above vacancies in different categories of Post may increase, decrease or change basing upon the changing circumstances. The District Judge, Deogarh reserves the right to cancel the recruitment process at any time without prior notice & without assigning any reasons thereof.

GENERAL CONDITIONS OF ELIGIBILITY:-

5. A candidate in order to be eligible for the above post must:

- a) have passed at least +2 examination (except for the post of Salaried Amin) conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized Council/Board or University as the case may be;
- b) have passed at least Diploma in Computer Application from a recognized institute;
- c) be over 18 years and below 32 years of age on the last date fixed for receipt of applications 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) be able to speak, read and write Oriya and have passed at least a test in Oriya equivalent to the M.E. Standard;
- e) be of good character;
- f) be of sound health, good physique and free from organic defects or bodily infirmity;
- g) not have more than one spouse living, if married;

- h) be a citizen of India;
- i) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit; (not applicable for Group - D employees of the Department for whom 25% of posts of Junior Clerk/Copyists are reserved.) They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain No Objection Certificate.
- j) have paid the fees prescribed for the examination; (The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.)
- 1(A): For the post of Junior Typist -the candidate must have knowledge in Type writing with a speed of 40 words per minute in English;
- (B): For the post of Stenographer Grade-III -the candidate must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute.
- (C): **For the post of Salaried Amin-**
 - i) the candidate must be knowing Cycling and swimming;
 - ii) have passed the matriculation examination or equivalent examination of a recognized Board.
 - iii) the candidate must have passed the Revenue Inspector Training from Government/ Recognized Institution;
 - iv) if a male, must not be less than 160 cm (155 cm in case of candidates belonging to Scheduled Caste and Scheduled Tribe) in height and 80 cm round the chest;
 - v) if a female, must not be less than 150 cm (145 cm in case of candidates belonging to Scheduled Caste and Scheduled Tribe) in height;

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FEE FOR EXAMINATION:

6. The candidates are required to deposit fees of Rs.100/- (Rupees one hundred) only in the shape of 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 & Subordinate Courts”**

and to submit the original copy of Challan 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 applications being duly filled in and signed by them furnishing the required particulars as per the format given below.

LAST DATE OF RECEIPT OF APPLICATION

7. The applications along with required documents and Self-attested copies of certificates (Original Certificates & Mark Sheets must not be submitted with Application, if wrongly submitted no one shall be responsible for missing of the same) must reach the Office of the District Judge, Deogarh in the address “District Judge, Deogarh, At/P.O./District-Deogarh, PIN- 768108” on or before **22.09.2018** through registered post/speed post. Applicants desirous to submit the Application in the Office of District Judge, Deogarh may drop his/her Application in the Box meant for the purpose kept near Nizarat Section of Civil Courts, Deogarh in any working day within the office hours. Applications received in the office **after 5.00 P.M.** of the last date fixed for receipt of application (i.e. **22.09.2018**) by any means shall be summarily rejected.

**THE SCHEME OF THE RECRUITMENT EXAMINATION
FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:**

| Paper | Subject | Marks | Duration of Examination. |
|--------|---|-------|--------------------------|
| Part-I | Written test consisting of; English Arithmetic General knowledge | 100 | 2 hours |
| | | 100 | 2 hours |
| | | 100 | 1 hour |

| | | | |
|----------|--------------------------------------|-----|--------|
| Part-II | Computer Science Test (Practical) | 100 | 1 hour |
| Part-III | Viva-Voce test | 45 | -- |

8. The 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 test for the post of Junior Clerk /copyists.

DETAILS OF SYLLABUS FOR THE POST OF JUNIOR CLERKS-CUM-COPYISTS IS AS FOLLOWS:-

9. The details syllabus for each subject of the written test shall be as follows:-

(I) ENGLISH-

- (a) An Essay to be written in English- 30 marks
- (b) A Letter or Application to be written in English 20 marks.
- (c) One Oriya passage to be translated into English- 15 marks.
- (d) One English passage to be translated into Oriya- 15 marks.
- (e) Summary of one English passage- 20 marks

(ii) ARITHMETIC-

Vulgar fractions and decimals, 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.

(III) COMPUTER SCIENCE (PRACTICAL)-

To test the proficiency of the candidate relating to matters like "test formatting of paragraph, insertion of table, skill to print & save, file transfer, website searching/browsing & downloading e-mail, use of Pen drive & other software etc. & programmes of Accounting.

(iv) GENERAL KNOWLEDGE -

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

(v) VIVA VOCE TEST-

The object of the viva voce test is to assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

FOR THE POST OF JUNIOR TYPIST :

| Paper | Subject | Marks | Duration of Examination. |
|----------|-----------------------------------|-------|--------------------------|
| Part-I | English (qualifying in nature) | 100 | 2 hours |
| Part-II | Type writing Test | 50 | -- |
| Part-III | Computer Science Test (Practical) | 100 | 1 hour |
| Part-IV | Viva-Voce | 35 | -- |

10. The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for Viva-Voce test. Qualifying candidates are required to bring their own Type Writers during Type writing test.

DETAILS OF SYLLABUS FOR JUNIOR TYPIST AS FOLLOWS: -

11. The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Junior Clerk/ copyists.

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- ii) For Type Test, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 (Ten) minutes.

- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/ Copyists.

FOR THE POST OF STENOGRAPHER GRADE-III :

| Paper | Subject | Marks | Duration of Examination. |
|----------|-----------------------------------|-------|--------------------------|
| Part-I | English (qualifying in nature) | 100 | 2 hours |
| Part-II | Shorthand & Type writing Test | 50 | -- |
| Part-III | Computer Science Test (Practical) | 100 | 1 hour |
| Part-IV | Viva-Voce | 35 | -- |

12. The successful candidates in written qualifying examination shall be called for Type Writing & Shorthand tests for the post of Stenographer Grade-III.

Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for Viva-Voce test. Qualifying candidates are required to bring their own Type Writers during Type writing test.

DETAILS OF SYLLABUS FOR STENOGRAPHER GRADE-III IS AS FOLLOWS:-

The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Junior Clerk and copyist.

- ii) For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the examiner. He shall reproduce such short-hand text of 400 words in type script in 10 minutes.

- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk and copyist.

FOR THE POST OF SALARIED AMIN:

The candidate who qualifies in the test of Physical fitness shall be eligible for the written test of following subject.

| Subject | Marks | Duration of Examination. |
|--|-------|--------------------------|
| Written test consisting of Arithmetic | 100 | 2 hours |
| Technical Knowledge in survey and Settlement (Theory) | 50 | 1 hour |
| Computer (Theory Test) | 50 | 1 hour |
| Technical Knowledge in survey and Settlement (Practical) | 100 | 1 hour |
| Computer (Practical Test) | 50 | 1 hour |
| Handwriting in Oriya | 50 | 30 minutes |

SELECTION PROCEDURE FOR THE POSTS OF JUNIOR CLERK -CUM-COPYIST

The candidates selected in the written test shall be called for computer practical test and the candidates selected in computer practical test shall be called for Viva-Voce test, as per the relevant Rules.

FOR THE POSTS OF JUNIOR TYPIST

The candidates selected in the written test shall be called for type writing test. The candidates selected in type writing test shall be called for computer practical test, and the candidates selected in computer practical test shall be called for Viva-Voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

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FOR THE POSTS OF STENOGRAPHER GRADE-III

The candidates selected in the written test shall be called for shorthand and type writing test. The candidates selected in shorthand and type writing test shall be called for computer practical test and the candidates selected in computer practical test shall be called for Viva-Voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

FOR THE POST OF SALARIED AMIN.

- i. The candidates to have secured 35% of Marks each in Arithmetic & technical knowledge in Survey & Settlement (Theory) Test are eligible for technical knowledge Survey & Settlement (Practical) & Viva Voce Test on the basis of Marks secured in the above tests a merit list shall be prepared.
- ii. Candidate should have knowledge in Survey & Settlement.

N.B.- No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 (Amendment Rule-2010) to shortlist the same in the ratio of 1:20 times of actual vacancy in each category shall be called to appear in the written test.

Considering the marks secured in written test one merit list for general candidates & separate merit list for each of the reserved categories shall be prepared & candidates up to 10 (Ten) times of vacancies in each categories shall be called for Computer Science Test (Practical), Shorthand & Type Writing Test as the case may be, & the candidates selected in such practical test shall be called for Viva-Voce Test.

The decision of the committee in this regard shall be final in all respect.

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**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE
APPLICATION**


- i) Copy of self attested certificate and mark sheet of H.S.C and +2 examinations or equivalent thereto of recognized Board, Council or University, showing the date of birth of the candidate.
- ii) Copy of self attested certificate of Diploma in Computer Application.
- iii) Copy of self attested Caste Certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/Schedule Tribe and SEBC categories with signature of the candidate thereon.
- iv) Two original Character Certificates issued by two gazetted officers or the person with dignity as mentioned in the format of Application.
- v) Treasury challan in original showing deposit of Rs. 100/- towards examination fee. (SC/ST candidates are exempted from this deposit)
- vi) Three self attested passport size recent photographs (one is to be affixed in the application on the space provided for).
- vii) Two self addressed envelopes each affixed with postage stamps worth of Rs. 30/- (Rupees Thirty).
- viii) One declaration regarding marital status showing to have one spouse living, if married.
- ix) Self attested copy of Employment Exchange Registration card (if any)
- x) Self attested copy of Type writing certificate issued by a recognized institution (for Junior Typist)
- xi) Self attested copy of short hand & type writing certificate from a recognized institution (for Stenographer Grade-III)
- xii) Self attested certificate of Revenue Inspector Training for the post of Salaried Amin only.
- xiii) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.

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- xiv) Copy of self attested Certificate/Identity Card of Sport persons & Ex-Service Men in support of their claim.

N.B:-

- (i) Application should be submitted for the post, superscribing the name of the post clearly (in capital letters duly underlined) on the top of the envelope.
- (ii) Non-compliance of any of the requirements mentioned in the Advertisement shall entail in outright rejection of his/her application. Application if found defective and/ or incomplete in any respect and received after the last date, shall be summarily rejected.
- (iii) In case of receipt of large number of applications, the District Recruitment Committee 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 thereof.
- iv) Separate applications should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelop.
- v) The candidates need not submit their original testimonials with their Application, which are only to be produced at the time of Viva-Voce Test. The date of Examination shall be intimated to the eligible candidates in due course of time.
- vi) The candidates are to visit District Court website (<https://district.ecourts.govt.in/deogarh> or <https://deogarh.nic.in>) for their information & to obtain details information about Application Form, Syllabus for Recruitment Examination & other particulars.


(Sri R. K. Tosh)
DISTRICT JUDGE,
DEOGARH
20.08.2018

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FORMAT OF APPLICATION
(See Para 2A of Appendix 'A')

APPLICATION FOR THE POST OF _____

1. Name of the Candidate :
2. Father's / Husband's Name :
3. Sex (Male / Female) :
4. Marital Status (Married /Unmarried) :
5. Permanent Address:

Self attested
passport
Size
Photograph

6. Present Address :

7. Date of Birth & age (as on 22.09.2018)

8. Educational Qualification including Computer/Typing : (Attach attested copies of certificate & marks sheet)

| Name of the Examination Passed | Name of the Board/ University | Year of Passing | Aggregate of marks secured | Grade /Division (if any) | % of marks secured |
|-------------------------------------|-------------------------------|-----------------|----------------------------|--------------------------|--------------------|
| H.S.C | | | | | |
| +2 Arts/ Commerce/ Science | | | | | |
| Diploma/ Degree in Computer Science | | | | | |

9. Category : (SC/ST/SEBC/GEN/Sports Person/Ex-Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority.)

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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 Practitioner /Sarpanch, etc. (mention name, designation of the officers):

15. Details of Treasury Challan with No. and Date. :

16. For correspondence/contact if any by the Office mention your Personal

i) Phone No.

ii) e-mail I.D.

17. LIST OF ENCLOSURE: (Mentioned it in chronological manner) :

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 Rule-2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record. And any information submitted by me if found incorrect shall entail summary rejection of my candidature.

Place :

Date :

Signature of the Candidate