

Techno  
Dinakar  
REC  
13/1  
GMP

No.01/Rect./2019

**ADVERTISEMENT**

**Dated, the 30<sup>th</sup> day of September, 2019**

**Last date for receipt of applications dtd. 05.11.2019.**

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III, Salaried Amin with usual D.A. and other allowances as admissible from time to time by the Government of Orissa. Applicability of Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 to these appointments and regular scale of pay prescribed against each post shall be subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

**CATEGORY-WISE VACANCY POSITION.**

Sl. No	Categories of posts	Scale of pay	UR	SC	ST	SEBC	Total.	Physically handicapped / Ex. service man/ Sports person.
<b>GROUP- C</b>								
1	Jr. Clerk/ Copyist.	₹ 19900-63200 in Level 4 of Pay Matrix of ORSP Rules, 2017 (PB-1 -5200-20200/- + G.P. 1900/-)	06	07	28	03	44	(The vacancy reserved for women , PWD/Ex. Servicemen/ Sports Person is inclusive of vacancy of respective category to which they belong)
2	Jr. Typist.	₹ 19900-63200 in Level 4 of Pay Matrix of ORSP Rules, 2017 (PB-1 -5200-20200/- + G.P. 1900/-)	07	01	08	02	18	
3	Stenographer Grade-III	₹, 25500-81100 in Level-7 of Pay Matrix of ORSP Rules, 2017 ( PB-1-5200-20200/- + G.P. 2400/-)	02	--	06	01	09	
4	Salaried Amin.	₹ 21700-69100/- in Level-5 of Pay Matrix of ORSP Rules, 2017 ( PB-1 -5200-20200/- + G.P. 2000/-)	--	--	01	--	01	

**NOTE.:** *The number of above vacancies in different categories of the post may increase or decrease. The reservation for Women, Person with disabilities/ Ex-Servicemen/ Sports person shall be in accordance with the orders/rules issued from time to time.*

1. The vacancies in all cadres against S.T. categories of posts advertised above include backlog vacancies.
2. Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

## 1.2. FOR THE POST OF SALARIED AMIN :

The Candidate must fulfill the criteria No.(a), (d), (e), (f), (g), (h), (i), (j), (m) as stated above, and must

- a) have passed the matriculation examination or equivalent examination of a recognized board.
- b) have passed the Revenue Inspector Training.

### FEES FOR EXAMINATION :

The Candidates are required to deposit examination 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 Services fees – 9904650-Law Department – 9916730 - Examination Fees for recruitment conducted by Orissa District and Subordinate Courts**" and to submit the original challan along with application form.

The candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from payment of Examination fees. **Fees so deposited are non-refundable.**

### LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES :

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 **Format - A** and **ANNEXURE – I** along with the following documents.

The candidates who are in Govt. employment are required to apply through proper channel and submit their self attested copy of "**no objection certificate**" from their employer.

- 1 Treasury Challan in original showing deposit of examination fee of Rs. 100/- under the proper head of account (except SC and ST Candidates) (**For Jr. Clerk-cum- Copyist / Jr. Typists/ Stenographer Grade-III / Salaried Amin** )
- 2 Copy of Self attested Board or equivalent certificates showing proof of age and mark sheet (**For Jr. Clerk-cum- Copyist/ Jr. Typist/ Stenographer Gr.-III/ Salaried Amin**)
- 3 Copy of Self attested Certificates showing passing of + 2 or equivalent examination and Mark sheet (**For Jr. Clerk and Copyist , Jr. Typist, Stenographer Grade-III**)
- 4 Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute. (**For Jr. Clerk-cum- Copyist/ Jr. Typist/ Stenographer Grade-III**).
- 5 Copy of Self attested certificate showing successful completion of Stenography course (Shorthand & English Type writing) from a recognized institute.(**For the post of Stenographer Grade-III**)
- 6 Copy of self attested certificate showing successful completion of English Type Writing Course from a recognized institute. (**For the post of Jr. Typist.**)
- 7 Copy of self attested certificate of Revenue Inspector Training (**For the post of Salaried Amin**)
- 8 Copy of self attested certificate showing to have passed Oriya at least M.E. Standard from a recognized Institute.

**ARITHMETIC.**

Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and compound interest , simple and compound practice, percentage, profit and loss, Mixtures, Partnership, Average Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work, and time and distance.

**GENERAL KNOWLEDGE.**

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

**COMPUTER SCIENCE TEST (PRACTICAL)**

To test the proficiency of the candidates relating to matters like "Test formatting of the paragraphs, Insertion of table, Skill to print and save, File transfer, Web-site searching/ browsing and downloading, e-mail, use of pen-drive and other software etc. and programmes of accounting".

**VIVA- VOCE :-**

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

<b>(b) JUNIOR TYPIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test.</b>
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test.	50	10 minutes.
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

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.**

**DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST.**

The detail 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 Jr. Clerk and copyist.
- ii) 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 (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and copyist.