

# OFFICE OF THE DISTRICT JUDGE, NUAPADA

## Advertisement

No. 01 of 2021

Dated, Nuapada the 30<sup>th</sup> June, 2021

Applications in the prescribed format annexed in a separate sheet vide Form 'A' given below, are invited from the desirous candidates for recruitment to the following posts under Group-"C" Cadre, carrying scale of pay as mentioned against each category of posts.

The appointment to the posts of Junior Clerk-cum-Copyist / Junior Typist / Stenographer Grade-III shall be made on regular basis in the Scale of Pay as mentioned against each post with usual D.A. and other allowances as admissible to the State Government employees from time to time in accordance with the provisions contained in the "the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008 & Amended Rules, 2010" subject to the result of W.P. (C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

| Name of the Post         | Scale of Pay                                       | UR |   | SEBC |   | SC |   | ST |   | Total |   | Grand Total |
|--------------------------|--|----|---|------|---|----|---|----|---|-------|---|-------------|
|                          |  | M  | W | M    | W | M  | W | M  | W | M     | W |             |
| Junior Clerk-cum-Copyist | Rs. 19,900-63,200/-<br>(Level-4 of the Pay Matrix) | 2  | 1 | 1    | 1 | 1  | 1 | 3  | 3 | 7     | 6 | 13          |
| Junior Typist            | Rs. 19,900-63,200/-<br>(Level-4 of the Pay Matrix) | 0  | 0 | 0    | 0 | 0  | 0 | 1  | 0 | 1     | 0 | 01          |
| Stenographer Grade-III   | Rs. 25,500-81,100/-<br>(Level-7 of the Pay Matrix) | 0  | 0 | 0    | 0 | 1  | 0 | 1  | 1 | 2     | 1 | 03          |
| Salaried Amin            | Rs. 21,700-79,100/-<br>(Level-5 of the Pay Matrix) | 1  | 0 | 0    | 0 | 0  | 0 | 0  | 0 | 1     | 0 | 01          |

- 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.
- In the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- The exchange of reservation between SC & ST will not be considered.

The number of posts as indicated above may increase or decrease. The vacancy includes backlog vacancy in respect of different categories of posts. Reservations of vacancies for women, sports persons, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant Rules. The undersigned reserved the right to cancel the Recruitment process at any time without prior notice. The decision of the undersigned as regards the result of examination shall be final and in no case shall be liable to be challenged.

1. **Eligibility of the candidates:-**

(A) **The candidate for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III**

- (i) 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 from a recognized Council / Board / University, as the case may be.
- (ii) must be a citizen of India,
- (iii) must have passed at least Diploma in Computer Application from a recognized Institute.
- (iv) must not be below 18 (Eighteen) years and above 32 (Thirty Two) years of age as on last date fixed for receipt of applications i.e. **29.07.2021**, which means, he or she must have been born not earlier than **29.07.1989** and not later than **29.07.2003**, provided that the upper age limit is relaxable by 5 years in case of SC/ST/SEBC and woman candidate, 10 years in case of Persons with Disability and in case of Ex-servicemen who have been put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment shall be deemed to satisfy the conditions regarding age-limit.
- (v) must be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (vi) must be of good character,
- (vii) must be of sound health, good physique and free from organic defects or bodily infirmity,
- (viii) must not have more than one spouse living, if married,
- (ix) must have possessed a minimum speed of 40 words per minute in typewriting (for the post of Junior Typist),
- (x) must have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute (for the post of Stenographer Grade-III).
- (xi) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate”.

(B) **Eligibility of the Candidates for the post of Salaried Amin**

- (xii) The Candidate must have passed the matriculation examination or equivalent examination of recognized board.
- (xiii) and have passed the Revenue Inspector Training.

In addition to the above criteria, he must fulfill the criteria from (ii) to (viii) mentioned in Para “1 (A)”.

2. **Fee for examination**

Candidates are required to deposit examination fees 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 & Sub-ordinate Courts”.

The candidates belonging to Scheduled Castes or Scheduled Tribe shall not be required to pay the fees for the recruitment examination.

**3. Scheme of Examination**  
**(A) For Junior Clerk-cum-Copyist**

**Written Test**

| <u>Sl. No.</u>                     | <u>Subject</u>                    | <u>Maximum marks</u> | <u>Duration of examination</u> |
|------------------------------------|-----------------------------------|----------------------|--------------------------------|
| 1.                                 | English                           | 100                  | 2 hours                        |
| 2.                                 | Arithmetic                        | 100                  | 1 hour                         |
| 3.                                 | General Knowledge                 | 100                  | 1 hour                         |
| <b><u>Practical Skill Test</u></b> |                                   |                      |                                |
| 4.                                 | Computer Science Test (Practical) | 100                  | 1 hour                         |
| <b><u>Viva-voce</u></b>            |                                   |                      |                                |
| 5.                                 | Viva-voce Test                    | 45                   | --                             |

Only successful candidates in the written examination shall be called for the test of Computer Science (practical) and the candidates qualified in Computer Science (practical) Test shall be eligible for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

**(B) For Junior Typist**

**Written Test**

| <u>Sl. No.</u>                     | <u>Subject</u>                            | <u>Maximum marks</u> | <u>Duration of examination</u> |
|------------------------------------|---|----------------------|--------------------------------|
| 1.                                 | English                                   | 100                  | 2 hours                        |
| <b><u>Type Writing Test</u></b>    |   |                      |                                |
| 2.                                 | Type Test (400 words in English language) | 50                   | 10 minutes                     |
| <b><u>Practical Skill Test</u></b> |   |                      |                                |
| 3.                                 | Computer Science Test (Practical)         | 100                  | 1 hour                         |
| <b><u>Viva-voce</u></b>            |   |                      |                                |
| 4.                                 | Viva-voce Test                            | 35                   | --                             |

Only successful candidates in written examination (qualifying) shall be called for typewriting test. Candidates qualified in the Typewriting test shall be called for Computer Science Test (practical) and the candidates qualified in the Computer Science Test (practical) shall be eligible for Viva-voce Test. The candidates who will be called for Typewriting Test are required to bring their own Typewriter to be used during Typewriting Test.

**(C) For Stenographer Grade-III**

**Written Test**

| <u>Sl. No.</u>                                  | <u>Subject</u>   | <u>Maximum marks</u> | <u>Duration of examination</u> |
|---|--|----------------------|--------------------------------|
| 1.  | English  | 100                  | 2 hours                        |
| <b><u>Shorthand &amp; Type Writing Test</u></b> |  |                      |                                |
| 2.  | <b><u>Short-hand Test</u></b><br>(i) Dictation of 400 words in English language<br>(ii) To reproduce the same in type script | 50                   | 05 minutes<br>10 minutes       |
| <b><u>Practical Skill Test</u></b>              |  |                      |                                |
| 3.  | Computer Science Test (Practical)  | 100                  | 1 hour                         |
| <b><u>Viva-voce</u></b>                         |  |                      |                                |
| 4.  | Viva-voce Test   | 35                   | --                             |

Only successful candidates in the written examination (qualifying) shall be called for shorthand and typewriting Test. Candidates qualified in shorthand and typewriting test shall be eligible for Computer Science Test (practical) and candidates qualified in the said practical test shall be eligible for Viva-voce Test. The candidates are required to bring their own Typewriter to be used during the shorthand and Typewriting Test.

**(D) For the Post of Salaried Amin**

**Written Test**

| <u>Sl. No.</u>                     | <u>Subject</u>  | <u>Maximum marks</u> | <u>Duration of examination</u> |
|------------------------------------|---|----------------------|--------------------------------|
| 1.                                 | English   | 100                  | 2 hours                        |
| 2.                                 | Arithmetic  | 100                  | 1 hour                         |
| 3.                                 | Technical Knowledge in Survey and Settlement (Theory) | 50                   | 1 hour                         |
| <b><u>Practical Test</u></b>       |   |                      |                                |
| 4.                                 | Technical Knowledge in Survey and Settlement          | 100                  | 1 hour                         |
| <b><u>Practical Skill Test</u></b> |   |                      |                                |
| 5.                                 | Computer Science Test (Practical)                     | 100                  | 1 hour                         |
| <b><u>Viva-voce</u></b>            |   |                      |                                |
| 6.                                 | Viva-voce Test  | 30                   | --                             |

The successful candidates in the written examination shall be called for, for the Practical Test of Technical Knowledge in Survey and Settlement. The successful candidates in the practical test of Technical Knowledge in Survey and Settlement shall be called for, for Computer Science (practical) Test and the candidates qualified in the Computer Science (Practical) Test shall be called for, for Viva-voce Test.

**4. 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 an application to be written in English,
- (c) An Odia passage to be translated into English,
- (d) An English passage to be translated into Odia,
- (e) Summary of one English passage.

**(ii) Arithmetic**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound practice, percentage, profit and loss, mixtures, partnership, average, Rate and Taxes, insurance, square and cubic measures, Problems on time, work and on time and distance.

**(iii) General Knowledge**

Knowledge of current events and 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 candidates relating to matter like Text formatting of the paragraphs, insertion of tables, 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 Test**

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

(vi) **Technical Knowledge in Survey & Settlement (Theory & Practical) for the post of Salaried Amin) :**

The knowledge expected from general candidates of this cadre.

The syllabus for English, Arithmetic, Computer Science Test (Practical) and Viva-Voce Test are same as detailed above for the post of Junior Clerk-cum-Copyist.

**5. Last date of receipt of application**

Application along with the required documents and attested copies of certificates duly signed by the candidates shall be sent to the District Judge, Nuapada by Regd. Post / Speed Post so as to reach in the office of the District Judge positively on or before **5.00 P.M.** on **29.07.2021**. The candidates may also submit their application form on the "Application Drop Box" kept in the gate of the office of the undersigned. The application received beyond the date and time shall be summarily rejected.

**6. Documents to be submitted along with the application**

- (i) Treasury challan in original showing deposit of Rs.100/- under the proper Head of Account (Candidates belonging to Scheduled Caste / Scheduled Tribe of Odisha by birth and Person with Disabilities [whose disability is not less than 40% (forty percent)] only are exempted from the payment of this fee).
- (ii) Copies of self-attested certificate and mark sheet showing passing of Intermediate / +2 examination or equivalent certificate issued by the concerned Board / Council for the post of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III and Matriculation examination or equivalent certificate issued by the concerned Board for the post of Salaried Amin.
- (iii) Copies of self-attested HSC or equivalent **certificate with mark sheet** showing the proof of age.
- (iv) Copy of self-attested certificate showing to have passed at least Diploma in Computer application.
- (v) Two character certificates in original issued by two different **Gazetted Officers/ Medical Practitioner / Sarapanch etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (vi) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (vii) Two self-addressed envelopes duly affixed with postage stamp of Rs. 30/- on each for dispatching of call letters by Regd. Post.
- (viii) Copy of self-attested caste certificate by birth issued by the competent authority (for SC / ST and SEBC candidates).
- (ix) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PWD) candidates).
- (x) Copy of self-attested certificate / Identity Card of Sports Persons / Ex-serviceman.

- (xi) Copy of self-attested certificate showing successful completion of shorthand course granted by a recognized Institute (for the candidate for the post of Stenographer Grade-III).
- (xii) Copy of self-attested certificate showing to have successfully completed the typewriting course granted by a recognized institute (for the candidates for the post of Junior Typist).
- (xiii) Copy of self-attested certificate showing to have successfully completed the Revenue Inspector Training Certificate (for the candidates for the post of Salaried Amin).

NB:- (1) Candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their application, produce the conversion certificate from the concerned University/ Councils/ Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process.).

(2) The candidates are required to submit their application duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. 'A'. The candidates who are in Government employment are required to apply through proper channel.

(3) Caste Certificate, Odia Test Pass Certificate, Person with Disability Certificate & Discharge Certificate of Ex-serviceman must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

(4) Separate applications are required to be submitted for each post mentioning the name of the post clearly in CAPITAL letters being underlined on the top of the envelope containing the application form and other required documents. All copies of certificates / testimonials shall be signed by the candidate certifying the same to be true copy of document.

(5) The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be rejected summarily.

(6) In case of receipt of large numbers of applications for the posts advertised, the authority reserves the right to short list the candidates as per the provision of rules contained in the Orissa District and Sub-ordinate Courts Non-Judicial staff (method of Recruitment and Conditions of Service) Rules, 2008 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.

(7) No T.A / D.A. will be admissible to the candidates for attending the Recruitment Examination. The originals of the certificates are to be produced by the candidates at the time of viva-voce Test.

Sd/-

District Judge-Cum-Chairman,  
District Recruitment Committee,  
Nuapada

**FORMAT OF APPLICATION****FORM - A****POST APPLIED FOR.....**

1. Name of the Candidate (In Capital Letters) :
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married / Unmarried) :
5. Permanent address:
  
6. Present Address:
  
7. Mobile No:
8. E-mail Address :
9. Date of Birth as per Christian Era \_\_\_\_\_ Age as on 29.07.2021 \_\_\_\_\_
10. Educational Qualification (Attach attested copies of certificates)

|   |
|---|
| Paste your self-attested passport size photograph |
|---|

| Name of the examination passed | Name of the Board/University | Year of passing | Aggregate of marks secured | Grade / Division | % of marks Secured |
|--------------------------------|------------------------------|-----------------|----------------------------|------------------|--------------------|
| H.S.C.                         |                              |                 |                            |                  |                    |
| +2 Arts/Commerce/ Science      |                              |                 |                            |                  |                    |
| Diploma in Computer Science    |                              |                 |                            |                  |                    |
| Other Qualifications, if any   |                              |                 |                            |                  |                    |

11. Category : (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN)  
(Strike out which is applicable, attach the supporting documents issued by the authority)
12. Whether Physically / Orthopedically Handicapped: (if yes, attach supporting Medical Certificate issued by the Competent Medical Authority / Board) :
13. Religion:
14. Nationality:
15. Employment Exchange Registration No. (if any):
16. Details of Treasury Challan with Number and Date:  
(The original Challan is to be attached)
17. Two Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarapanch etc. are to be attached (Mention name, designation of the Officers) :

**Signature of the candidate****Declaration**

I do hereby solemnly affirm and state that, I am aware about the provisions of the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Services) Rules, 2008 & Amended Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**Date:****Signature of the candidate****Place:**