

OFFICE OF THE DISTRICT JUDGE: PURI.**ADVERTISEMENT.****Dated, Puri the 16th July, 2021.**

Applications in plain paper in the format given below are invited for filling up of the following posts of Jr. Clerk-cum-Copyists and Jr. Stenographers in the judgeship of Puri in the Scale of Pay Rs. 19,900/- (at Level-4 of Pay Matrix) and Rs. 25,500/- (at Level-7 of Pay Matrix) per month respectively with usual D.A. and other allowances as admissible to the State Government employees from time to time.

Applicability of the Odisha Group 'C' and Group 'D' posts (Contractual Appointment) Rules, 2013 to these appointments and regular scale of pay prescribed for each post shall be subject to the result of W.P. (C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Puri as to the result of the Examination shall be final and in no case, shall liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

Sl. No.	Posts Categories	CATEGORIES			Total	Person with Disabilities/ Ex-Serviceman/ Sports Person.
		UR	SC	ST		
1	Jr. Clerk-cum-Copyist	8	2	1	11	(The vacancy reserved for PwDs./Ex-Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
2	Jr. Stenographer	2	~	5	7	

Out of the above vacancies, 33% of the posts are reserved for Women candidates subject to availability in each category. Reservation in respect of PwDs./Ex-servicemen/Sports persons shall be as per rule.

(The number of above vacancies in different categories of post may increase or decrease).

2. Eligibility of candidates for the post of Jr. Clerk-cum-Copyist and Grade- III, Stenographer:

A candidate in order to be eligible for the above posts shall:-

- 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 or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized institute;
- be over 18 years and below 32 years as on **20.08.2021**;

Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the 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 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) have not more than one spouse living, if married, and
- (h) for the post of Jr. Stenographer the candidate shall possess a minimum speed of 80 words in short-hand and 40 words in English typewriting per minute.

3. Fee for examination: -

The candidates are required to deposit fees of Rs.100/- in shape of the Treasury Challan under the head *0070-other administrative services-01-administration of Justice-501-Services & Service fees-9904650 – Law Deptt. -9916730* – Examination Fees for recruitment conducted by Orissa District & Subordinate Courts along with their application form.

The S.C. & S.T. candidates are exempted from payment of examination fees.

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 given below. The candidates who are in Government employment are required to apply through proper channel.

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

4. The Scheme of Examination:-

For the post of Jr. Clerk-cum-Copyist runs as follows:-

	Subject	Marks	Duration of Tests
Part-I	English	100	2 hrs.
	Arithmetic	100	1 hr.
	General Knowledge	100	1 hr.
Part-II	Computer Science Test (Practical)	100	~
Part-III	Viva -Voce	45	~

For the post of Jr. Stenographer:-

	Subject	Marks	Duration of Tests
Part-I	English (Qualifying in nature)	100	2 hrs.
Part-II	Shorthand & Typing test.	50	~
Part-III	Computer Science Test (Practical)	100	~
Part-IV	Viva -Voce test.	35	~

Shorthand & Typing Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own Typewriter machine.

The date of written test shall be intimated through Call letters as well as through District Court's website.

5. **The candidates shall answer the question in English unless otherwise directed and the details of 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.

The standard required of a candidate shall be equal to that of +2 Certificate examination conducted by the Council of Higher Secondary Education, Orissa.

ii) Arithmetic:

Vulgar fractions and decimals, H.C.F. & 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 on time and distance.

iii) General Knowledge:

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

iv) Computer Science Test (Practical):

To test the proficiency of the candidate relating to the matters like, “ Text formatting of the paragraph, 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”.

v) Shorthand & Typing test.(Candidate applying for Jr. Stenographers only)

A candidate for the post of Jr. Stenographer shall be dictated a passage of 400 words in English language in 5 minutes, which he shall take in shorthand on shorthand note sheet supplied by the Examiner. He shall reproduce such Shorthand text of 400 words in type script in 10 minutes.

vi) Viva -Voce test:

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

6. Last date of Receipt of Application:-

Applications along with required documents and **Self-attested** copies of certificates must reach the **office of District Judge, Puri, At/P.O./Dist.: Puri, PIN: 752001** by **20.08.2021** through registered post or the sealed box provided for the purpose in the office of the District Judge, Puri (**on working days only**) and application received in the office after the last date shall be summarily rejected.

7. **In case of receipt of large number of applications for the above posts, 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 and Amendment Rules, 2010.**

8. List of documents to be submitted by the candidates for the post of Jr. Clerk-cum-Copyist and Jr. Stenographer:

- i) Two attested passport size photographs.
- ii) Self attested copies of certificates from H.S.C. examination onwards.
- iii) Self attested copies of mark Sheets from H.S.C. examination onwards.

- iv) Self attested copy of Certificate of Diploma in Computer Application or equivalent thereto.
- v) Self attested photocopy of certificate showing successful completion of Shorthand and Typewriting courses in English from a recognized Institution (For the post of Jr. Stenographer)
- vi) Self attested copy of Caste Certificate (where necessary/applicable).
- vii) Self attested copy of medical certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs. candidates.
- viii) Self attested copy of valid Employment Exchange Registration Certificate.
- ix) Two character certificates issued from the competent Authorities.
- x) Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- xi) Self attested copy of document in support of previous service in case of Ex-Service Man.
- xii) Two Self addressed envelope with adequate postal stamp of Rs.5/-.
- xiii) Copy of deposit Challan of Rs. 100/- in original.
- xiv) Self declaration to the effect that the candidate does not have more than one spouse living, if married.

The candidates are required to mention the *category of the post in bold letters on the top of their respective applications* and *top of the envelopes* containing their applications. **The candidates desirous to apply for more than one post are required to submit separate applications along with relevant documents and Treasury Chalan separately.**

Sd/-

District Judge, Puri.

FORMAT OF APPLICATION

(FOR THE POST OF JR. CLERK-CUM-COPYIST AND JR. STENOGRAPHER)

POST APPLIED FOR: (in BLOCK letters) _____.

1. Name of the Candidate: (in BLOCK letters)

2. Father's/Husband's Name:

3. Sex (Male/Female):

4. Marital status (Married/Unmarried):

5. Permanent Address:

6. Present Address:

7. Date of Birth: _____, (Age as on 20.08.2021):

Days	Months	Years

Self attested
passport size
photograph

8. Educational Qualification: (Attach self-attested copies of Certificates in support of Qualification).

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.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					

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

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.:

14. Attach two Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc.
(Mention the name & designation of the officers):

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

16. (a) Mobile No.: _____ (b) Email Id.: _____

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 Rules 2010) and Odisha Group-C & Group-D Posts (Contractual appointment) Rules, 2013 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:

Date:

(Signature of the Candidate).