

OFFICE OF THE DISTRICT JUDGE, RAYAGADA

ADVERTISEMENT

Dated, the 12th days of August, 2021

ADVERTISEMENT FOR RECRUITMENT FOR FILLING UP OF VARIOUS BASE LEVEL VACANT POSTS IN GROUP-‘C’ CADRE OF RAYAGADA JUDGESHIP FOR THE YEAR, 2021

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk/Copyist, Junior Typist, Junior Stenographer Grade-III and Salaried Amin in the scale of pay as noted against each category of posts per month with usual D.A. and other allowances as admissible by Government from time to time on regular basis in accordance with the provisions contained in *Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010 subject to result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.*

Name of Post	Scale of Pay	Scheduled Tribe	Scheduled Caste	S.E.B.C	UR	Total
Junior Clerk /Copyist	Rs. 19,900/- in <i>Level-04 in the Pay Matrix under ORSP Rules, 2017</i>	7 (3-W)	4 (1-W)	--	7 (1-W)	18
Junior Typist		1 (W)	1 (W)	--	1	3
Stenographer Grade-III	Rs. 25,500/- in <i>Level-07 in the Pay Matrix under ORSP Rules, 2017</i>	--	1 (W)	--	2 (1-W)	3
Salaried Amin	Rs. 21,700/- in <i>Level-05 in the Pay Matrix under ORSP Rules, 2017</i>	--	--	--	1	1
Grand Total		8	6	--	11	25

NOTE:

- The vacancies against ST& SC category advertised above include backlog vacancies.
- The reservation shall be determined in accordance with the relevant reservation Rules.
- 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.
- 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 belongs.
- The applicability of Odisha Group-‘C’ and Group-‘D’ posts (Contractual Appointment) Rules, 2013 for the Subordinate Judiciary of the State is now sub-judice before the Hon'ble Court in W.P. (C) No. 1273/2014. Therefore, the base level posts advertised for Junior Clerk/Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin are to be filled up on regular basis in accordance with the provisions contained in *Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010 subject to result of W.P.(C) No. 1273/2014.*

- f) The decision of the District Judge, Rayagada as to the result of the examination shall be final and in no case shall liable to be challenged.
- g) The Recruitment Committee reserves the right to revoke the advertisement/ cancel the recruitment process at any time without assigning any reasons thereof.

1. ELIGIBILITY OF THE CANDIDATE:

- a. The candidate shall be a citizen of India and 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 of a recognized Council, Board or University, as the cases may be.
- b. Must have passed at least Diploma in Computer Application from a recognized Institute.
- c. Shall be over 18 years and below 32 years of age as on the last date fixed for receipt of applications. Reservation and age relaxation 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. Shall be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- e. Shall be of good character.
- f. Shall be of sound health, good physique and free from organic defects or bodily infirmity.
- g. Has not more than one spouse living, if married.
- h. There should not be any criminal proceeding pending against him/her.
- i. **For the post of Junior Typist** : the candidates shall possess a minimum speed of 40 words in English Typewriting per minute.
- j. **For the post of Stenographer Grade-III** :the Candidate shall have to possess a minimum speed of 80 words in short-hand and 40 words in English Typewriting per minute
- k. **For the post of Salaried Amin** :
The candidate must fulfill the eligibility criteria No. (c), (d), (e), (f), (g) (h) as stated above, and must
 - i. have passed the matriculation examination or equivalent examination of a recognized Board; and
 - ii. have passed the Revenue Inspector Training.
- l. Candidates working either under State or Central Government, 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 application for this recruitment and obtain "No Objection Certificate".

2. FEES FOR EXAMINATION:

The candidates are required to deposit a sum 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 Service Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by Orissa District and Subordinate Courts" along with their application forms.

The candidates belonging to Scheduled Castes and Scheduled Tribes are exempted from payment of such examination fees. Fees so deposited are non-refundable.

3. PROCESS OF SELECTION

Selection to the posts shall be through a written competitive examination followed by computer test and viva voce examination. The scheme of such examination is mentioned herein below:

THE SCHEME OF EXAMINATION:

a. For the post of Junior Clerk/Copyist:-

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

The candidates selected in the written examination shall be called for Computer Practical Test and the candidate selected in Computer Practical Test shall be called for viva-voce test for the post of Junior Clerk/Copyist.

b. For the post of Junior Typists/Stenographer Grade-III

	Subject	Marks	Duration of Test
(i)	English	100	2hrs
(ii)(a)	Short-hand & Typewriting Test (For Stenographers)	50	15 Minutes
(ii)(b)	Type writing Test(For Typist)	50	10 Minutes
(iii)	Computer Science Test (Practical)	100	1hr
(iv)	Viva-Voce Test	35	--

For the post of Stenographer Grade-III: The candidates selected in the written examination shall be called for practical test such as Type Writing test and Short-hand test. The Candidates selected in the type writing and short-hand test shall be called for Computer Science Test (Practical) and the candidate qualified in the said Computer Science Test (Practical) shall be eligible for viva-voce test.

For the post of Junior Typist: The candidates selected in the written examination shall be called for practical test such as Type Writing test. The candidate selected in the type writing test shall be called for Computer Science Test (Practical) and the candidate qualified in the said Computer Science Test (Practical) shall be eligible for viva-voce test.

Such tests will be held after publication of the results of written examination and the qualifying candidates are required to bring their own type writer machine.

Note:

- i. The standard of questions will be that of the +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa.
- ii. The candidates shall answer the questions in English unless otherwise directed.

c. For the post of Salaried Amin

Written Test

	Subject	Marks	Duration of Test
(i)	English (qualifying in nature)	100	2 hrs
(ii)	Arithmetic	50	30 Minutes
(iii)	Technical knowledge in Survey & Settlement (Theory)	50	30 Minutes
(iv)	Technical knowledge in Survey & Settlement (Practical)	25	30 Minutes
(v)	Viva-Voce Test	25	--

Note: Only successful candidates in the written examination shall be called for viva-voce test for the post of Salaried Amin.

The date of written test shall be intimated individually by post as well as through District Court's website "<https://districts.ecourts.gov.in/rayagada>"

4. Details of syllabus for each subject 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, Percentage, 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 solve arithmetically.

(iii) Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like "test 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 .

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

4 (A) (1) A candidate for the posts of Stenographers Grade-III shall possess a minimum speed of 80 words in short-hand and 40 words in typewriting per minute. Such minimum qualification for a candidate for the post of Typist shall be 40 words per minute in typewriting.

A candidate for the post of Stenographer Grade-III 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.

(b) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes.

Practical knowledge in operating Computer shall also be tested physically.

5. **LAST DATE FOR SUBMISSION OF APPLICATIONS:**

The last date of receipt of application is fixed on **13.09.2021**. Applications along with the required documents and self attested copies of Certificates, Mark Sheets and other particulars, as the case may be, shall be sent to the **REGISTRAR, CIVIL COURTS, RAYAGADA, AT/PO-RAYAGADA, PIN-765001, DIST-RAYAGADA** on or before **13.09.2021 by 5.00 P.M** through *Speed Post/Registered Post only*. Applicants may also drop their applications in the **Drop Box** kept in front of Nizarat Section, Civil Courts, Rayagada *during the office hours on the working days only*. Applications received in the office after the due date & time shall be summarily rejected.

In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in **Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008 and Amendment Rules, 2010**. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final and in no case shall be liable to be challenged.

6. **List of documents to be submitted by the candidates along with their application.**

- (i) Three self signed recent passport size photographs. (one is to be affixed in the application form.)
- (ii) Self attested copies of certificates and mark sheets of H.S.C. and +2 Examinations or equivalent thereto of recognized Board, Council or University.
- (iii) Self attested copy of Certificate of Diploma in Computer Application (except Salaried Amin).
- (iv) Two Character Certificates in original issued by two different Gazetted Officers/Medical Practitioner/Sarapanch (Mention name & designation)
- (v) Three self addressed envelopes (size 5"X12") with postage stamp of Rs.30/- (Rupees thirty) affixed on each.
- (vi) Treasury Challan in original showing deposit of Rs.100/-towards examination fees (except SC and ST candidates).
- (vii) Self attested copy of Shorthand/Type writing Certificate issued by recognized institution (for Stenographer Grade-III/ Junior Typist).
- (viii) Copy of self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC/ST/SEBC categories.
- (ix) Copy of self attested certificate of persons with disability issued by the competent medical authority/board showing percentage of disability.

- (x) Self attested copy of conversion certificate for the candidates who awarded with Grade marks instead of percentage of marks.
- (xi) The candidates, who got married, have to submit a self declaration certificate that he/she has not more than one spouse living.
- (xii) Copy of self attested certificate of Revenue Inspector Training (only post of Salaried Amin.)
- (xiii) The candidates, who possesses the certificate of work experience in settlement and consolidation organization granted by Settlement Officer or Deputy Director, Consolidation and all India Trade Test in Surveyor Trade conducted by the National Council for vocational training shall also furnish the self attested documents in support of the same (For the post of Salaried Amin.)

The candidates are required to mention the name of the post in **bold CAPITAL letters** being underlined on the top of the envelope which contains the application form and other required documents.

7.

- i. The candidates are required to submit their applications being duly filled in and signed by their own handwriting.
- ii. The Candidates who are already Government servant, whether temporary or permanent, are eligible to apply, provided that they possess the requisite qualification and are within the prescribed age-limit, shall apply through proper channel. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "**No Objection Certificate**".
- iii. The candidates desirous of applying for more than one category of posts, are required to submit separate applications for each category of post furnishing relevant documents and Treasury Challan therewith.
- iv. Written examination for all posts of this advertisement shall be held on a same day. While a candidate may apply for more than one post, he/she can appear in the written examination for one post only as per his/her choice.
- v. No T.A./D.A will be admissible to the candidates for attending the Recruitment Examination. The original certificates are to be produced by the candidates at the time of viva-voce test.
- vi. Reservation and age relaxation 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.

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

For details, visit "<https://districts.ecourts.gov.in/rayagada>".

Sd/- B.K.Pattnayak
District Judge-cum-Chairman,
District Recruitment Committee,
Rayagada

(FORM-A)
FORMAT OF APPLICATION
 [See Para 2A of Appendix 'A']

APPLICATION FOR THE POST OF _____

Self attested
passport size
photograph

1. Name of the Candidate:
(in block letters)
2. Father's /Husband's Name:
3. Sex (Male/Female) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth (Age as on **13.09.2021**)

DD	MM	YY
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8. Educational Qualification (Attach self attested copies of certificate in support of qualification):

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade/ Division	% of Marks secured
H.S.C.					
+2 Arts/ Commerce / Science					
Diploma in Computer Science					
Revenue Inspector Training Certificate (For Amin only)					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Service Man)
(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 certificate issued by the Competent Medical Authority/ Board)
11. Religion:
12. Nationality:
13. Attach two Character Certificate issued by two Gazetted officers/ medical practitioners/Sarapanch etc. (mention name & designation of the officers):
14. Details of Treasury Challan with No. and Date:
15. (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 and Amendment Rules-2010* 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 false/incorrect/incomplete in any respect shall entail summarily rejection of my candidature.

Place:

Date:

(Signature of the Candidate)