

OFFICE OF THE DISTRICT JUDGE, KALAHANDI AT BHAWANIPATNA.Dated, Bhawanipatna this the 30th day of September 2021**ADVERTISEMENT**

Advertisement No.01 OF 2021

Applications in the prescribed format are invited from the desirous and eligible candidates for recruitment to the following posts of Junior Clerk, Junior Typist & Copyist in Level-4 of the pay matrix of ORSP Rules, 2017 corresponding to Rs.5200/- to 20200/- with Grade pay of Rs.1900/- (pre-revised) and Stenographer Grade-III in Level -7 of the pay matrix of ORSP Rules, 2017 corresponding to Rs.5200/- to 20200/- with Grade pay of Rs.2400/- (pre-revised) with usual D.A. and other allowances as payable from time to time on regular basis subject to the result of W.P. (C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa, Cuttack. The recruitment for the post of Junior Clerk, Copyist, Junior Typist and Stenographer Grade-III shall be made in accordance with the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010.

Sl. No.	Category of posts	U.R.	S.T..	S.C.	S.E.B.C.	Total
1.	Junior clerk	07 (W-1)	03 (W-1)	03(W-1)	01	14
2.	Junior Typist	01	01 (W)	00	00	02
3.	Copyist	00	01	01	00	02
4.	Stenographer-Grade- III	02	03 (W-1)	01(W)	00	06

- (a) 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.
- (b) 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.

- (c) The exchange of reservation between S.C. & S.T. shall not be considered.

(The number of vacancies in different categories of posts may increase or decrease in future)

Reservation in respect of Physically Handicapped persons/Ex-service men/Sports persons shall be as per rule.

Reservation of physically handicapped persons/Ex-service men/Spots persons shall be as per rule.

The undersigned reserved the right to cancel the Recruitment process at any time without prior notice.

The decision of the District Judge, Kalahandi as to the result of the Examination shall be final.

ELIGIBILITIES OF THE CANDIDATES FOR THE POSTS OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III:

- (a) shall have passed at least +2 examination 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) shall have passed at least Diploma in Computer Application from a recognized institute.
- (c) shall be over 18 (eighteen) years and below 32 (thirty two) years of age as on the last date fixed for receipt of application by the District Recruitment Committee i.e. 30.10.2021. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules Orders or Instructions for the time being in force, for the respective reserved categories.
- (d) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in shorthand and 40 words in Typewriting per minute in English.
- (e) A candidate for the post of Junior Typist shall possess a minimum speed of 40 words in Typewriting per minute in English.
- (f) shall be able to speak, read and write odia and have passed a test in Odia equivalent to the M.E. Standard.
- (g) shall be of good character.
- (h) shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (i) Shall have not more than one spouse living, if married.

FEES FOR EXAMINATION:

The candidates for all the above posts are required to deposit fees of Rs.100/- (rupees one hundred) only in shape of Treasury Chalan under the Head "0070-other administrative services-01-administration of Justice-501-services and service fees-0010-charges for service provided-02177-examination fees for recruitment conducted by Orissa District & Sub-ordinate Courts" and to submit the original copy of chalan along with their application forms.

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filed in and signed in their own hands furnishing the required particulars as per the format given below. The candidates who are in Government Service are required to apply through proper channel.

LAST DATE OF RECEIPT OF APPLICATIONS:

The application along with the required documents and self attested copies of certificates addressed to the District Judge, Kalahandi at Bhawanipatna must reach the office of the District Judge, Kalahandi at Bhawanipatna on or before 30.10.2021 either in person during office hours on each working day or by Registered post. Applications received in the office after the last date shall be summarily rejected.

- N.B. (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope along with relevant documents and Treasury Chalan.
- (ii) Non-compliance of any of the requirements shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect shall be summarily rejected.
- (iii) In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Sub-ordinate Courts non-judicial staff services (Method of Recruitment and Condition of Service) Rule-2008 and amendment Rules -2010.
- (iv) Candidates are required to mention their contact number and e-mail i.d. (if any) on the envelope.

SCHEME OF EXAMINATION FOR THE POSTS OF JUNIOR CLERK & COPYIST:

	Subject	Marks	Duration of test
Part-1	English	100	2 hours
	Arithmetic	100	2 hours
	General knowledge	100	1 hour
Part-II	Computer science Test (Practical)	100	1 hour
	Viva-voce	45	

Only successful candidates in the written examinations shall be called for Computer Science Test (Practical) and the candidates qualified in the said test shall be eligible for Viva-Voce Test.

SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III AND JUNIOR TYPISTS:

	Subject	Marks	Duration of test
Part-1	English (Qualifying in nature)	100	2 hours
	Shorthand & Typewriting test (for Stenographers Grade-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for typing)
	Typewriting test for Typist	50	10 minutes
Part-II	Computer science Test (Practical)	100	1 hour
	Viva-voce	35	

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 transcribed into English;
- (d) An English passage to be transcribed into Odia;
- (e) Summary of one English passage;

II. ARITHMATIC

Vulgar fractions and Decimals, HCF & LCM, Simple & compound interest, percentage, simple and compound practice, Profit and loss, mixtures, partnership, average, Rates and Taxes, Insurance, Square & Cubic measures, Problems on time and work and on time and distance.

III. GENERAL KNOWLEDGE

Knowledge of Current events and other matters of every day 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 matters like Text formatting of the paragraphs, insertion of tables, skilled 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. 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. (as amended in 2010)

Only successful candidates in the written examination in respect of the post of Stenographer Grade-III shall be called for Shorthand & Typewriting test and the candidates selected in the aforesaid test shall be called for Computer Science Test (Practical). The selected candidates in Computer Science Test (Practical) shall be called for Viva-voce test.

Only successful candidates in the written examination in respect of the post of Jr. Typist shall be called for Typewriting test and the candidates selected in the aforesaid test shall be called for Computer Science Test (Practical). The selected candidates in Computer Science Test (Practical) shall be called for Viva-Voce test.

The candidates who would appear for the type test shall bring their own typewriter machine.

No T.A./D.A. is admissible to the candidates.

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POSTS OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III:-

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth.
- (b) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized council, Board or University, as the case may be.
- (c) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (d) Copy of Self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (e) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (f) Two Character Certificates issued by two gazetted officers/ medical practitioners/ Sarpanch.
- (g) Treasury Chalan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.
- (h) Two Passport size recent photographs self attested. (One is to be affixed in the application on the space provided)
- (i) Two Nos. of self addressed envelopes duly affixed with adequate postal Stamp.
- (j) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (k) Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute (for the post of Stenographer Grade-III only).
- (l) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Typist only)
- (m) Self attested copy of Caste Certificate issued by the appropriate Authority in respect of Candidates claiming to be Scheduled Caste/ Scheduled Tribe and SEBC categories.
- (n) Self attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidates only.

The candidates are required to superscribe the category of the post for which they have applied in capital letters on the top of their respective applications and on the top of the envelope containing applications.

Date of examination shall be intimated to the eligible candidates of all categories of posts in due time.

Sd/- 30/09/2021
District Judge-cum-Chairman,
District Recruitment Committee,
Kalahandi Bhawanipatna.

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:
2. Father's /Husband's Name:
3. Sex (Male /Female)
4. Marital Status (Married /Unmarried)
5. Permanent Address:
6. Present Address:(including contact No. & e-mail i.d. if any)
7. Date of Birth: (Age as on 30.10.2021) Year ----Month----Day---
8. Educational Qualification:

(Attach attested copies of certificate 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/Commerce/Science					
Diploma in Computer Science.					

9. Category :(S.C./S.T./SEBC/GEN/Sports person/Ex-serviceman)
(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 name, designation of the officers):
15. Details of Treasury Chalan with No. and Date:

Signature of the Candidate.

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 the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

Signature of the Candidate.

Memo No. 6069⁽¹²⁾ Date 30.09.2021

Copy forwarded to the Collector, Kalahandi, Bhawanipatna/Superintendent of Police, Kalahandi Bhawanipatna with a request to take steps to display the same in his office Notice Board.

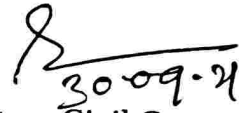
Copy forwarded to the S.D.J.M., Dharamgarh/ J.M.F.C., Jaipatna/M. Rampur/Kesinga/Nyayadhikari, Gram Nyayalaya, Junagarh with a request to display the advertisement in the Notice Boards of their Courts.

Copy forwarded to District Employment Officer, Kalahandi, Bhawanipatna with a request to impress upon to the eligible candidates to apply as per the advertisement.

Copy forwarded to the D.I.O., N.I.C., Bhawanipatna with a request to upload the same in the District website of Kalahandi District.

✓ Copy forwarded to the System Officer, District Court, Bhawanipatna to upload the same in the District Court website.

Copy to Notice Board of District Court.


30.09.21
Registrar, Civil Courts,
Kalahandi Bhawanipatna