

# OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Dated, Keonjhar this the 28<sup>th</sup> day of August, 2018

## ADVERTISEMENT

Applications in the prescribed format are invited from the intending candidates for filling up the following Group-C vacant posts i.e. Jr. Clerk-cum-Copyist, Jr. Typists and Jr. Stenographers in the Judgeship of Keonjhar in the Pay Matrix of Rs.19,900 – 63,200/-, Rs.19,900 – 63,200/- and Rs.25,500 – 81,100/- respectively with usual D.A. and other allowances as admissible by the Government from time to time.

Sl. No.	Categories of Post	Total number of vacancies to be filled up	Un-reserved		SEBC		S.C.		S.T.		PH	
			M	W	M	W	M	W	M	W	M	W
1	Junior Clerk-cum-Copyist	11	05	02	-	-	02	01	01	-	-	-
2	Junior Typist	02	01	01	-	-	-	-	-	-	-	-
3.	Stenographer Grade-III (Jr. Stenographer)	03	01	-	-	-	-	-	01	01	-	-

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

The decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Women/ Physically Handicapped persons/ Ex-Servicemen/ Sports persons is made as per Rule.

The aforesaid vacant posts are to be filled up on regular basis in accordance with the provisions contained in “*The Orissa District & Subordinate Courts’ Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010*” **Subject to the result of W.P.(C) No.1273 of 2014.**

### **I. ELIGIBILITY CRITERIA:-**

#### **(a) For the Post of Jr. Clerk-cum-Copyist & Jr. Typist**

- (i) Must be a citizen of India.
- (ii) Must 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.
- (iii) Must have passed at least Diploma in Computer Application from a recognized Institute.

- (iv) Must be over 18 years and below 32 years of age on the last date fixed for receipt of application (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force, for the respective reserved categories).
- (v) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) Be of good character.
- (vii) Be of sound health, good physique and free from organic defects or bodily infirmity; and
- (viii) Have not more than one spouse living, if married.
- (ix) Have no criminal antecedent on the date of application.
- (x) For the post of Junior Typist, the criteria/ conditions are as above and in addition to that, he must have knowledge of Type Writing with a speed of 40 words per minute in English.

**(b) For the Post of Stenographer Grade-III (Jr. Stenographer)**

- (i) Must be a citizen of India.
- (ii) Must 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.
- (iii) Must have at least passed Diploma in Computer Application from a recognized Institute.
- (iv) Must be over 18 years and below 32 years of age on the last date fixed for receipt of application (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force, for the respective reserved categories).
- (v) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) Possess minimum speed of 80 words per minute in shorthand and minimum speed of 40 words per minute in English Typing.
- (vii) Be of good character.
- (viii) Be of sound health, good physique and free from organic defects or bodily infirmity;

- (ix) Have not more than one spouse living, if married; and
- (x) Have no criminal antecedent on the date of application.

## **II. FEES FOR EXAMINATION**

The candidates are required to deposit fees of Rs.100/- (Rupees one hundred) only in shape of Treasury Challan 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 & Subordinate Courts”** and to submit the original copy of challan 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 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.

## **III. LAST DATE FOR RECEIPT OF APPLICATIONS**

The application along with the required documents and self-attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **27.09.2018** either in person during office hours on each working day or by 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.
- (ii) Non-compliance of any of the requirements mentioned in the Advertisement 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 & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 (Amendment Rules, 2010)

#### **IV. SCHEME OF EXAMINATION**

##### **FOR THE POST OF JUNIORCLERK-CUM-COPYIST**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
<b>Part-II</b>	Computer Science (Practical)	100	1 hour
<b>Part-III</b>	Viva Voce	45	

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.

##### **FOR THE POST OF JUNIOR TYPIST**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English (Qualifying in nature)	100	2 hours
<b>Part-II</b>	Type Writing Test	50	10 Minutes
<b>Part-III</b>	Computer Science (Practical)	100	1 hour
<b>Part-IV</b>	Viva Voce	35	

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Typewriting and the candidate passed in Typewriting Test (Part-II) shall be eligible for Computer Science (Practical) Test and the candidates qualified in the said practical test shall be eligible for Viva-Voce.

***The candidates shall bring their own Typewriter Machine for the Test.***

##### **FOR THE POST OF STENOGRAPHER GRADE-III (JUNIOR STENOGRAPHER)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I</b>	English (Qualifying in nature)	100	2 hours
<b>Part-II</b>	Shorthand & Type Test	50	15 Minutes
<b>Part-III</b>	Computer Science (Practical) Test	100	1 hour
<b>Part-IV</b>	Viva Voce	35	

**N.B.:** Only the successful candidates in the Part-I examination shall be called for Shorthand & Typewriting Test and the candidates selected in the said test shall be called for the Computer Science (Practical) Test and the candidates qualified in the said Computer Science (practical) test shall be eligible for Viva-Voce Test.

***The candidates shall bring their own Typewriter Machine for the Test.***

***Date of examination shall be intimated to the candidates through letter, Office Notice Board and District Court Website.***

***The Syllabus of the Examination is as provided in “The Orissa District & Subordinate Courts’ Non-Judicial Staff Services (method of Recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010.***

**V. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION**

- (i) Copy of self-attested H.S.C. Examination certificate or any equivalent certificate in support of date of birth.
- (ii) 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.
- (iii) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (iv) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (v) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vi) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name, designation of the Officer).
- (vii) Treasury Challan in Original showing to have deposited a sum of Rs.100/- (Rupees one hundred) only in the appropriate head.
- (viii) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (ix) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.

- (x) One declaration regarding marital status showing to have one spouse living, if married.
- (xi) Copy of self-attested Typewriting Certificate issued by a recognized institute [for the post of Junior Typist].
- (xii) Copy of self-attested copy of Shorthand & Typewriting Certificate issued by a recognized institute [for the post of Stenographer Grade-III (Jr. Stenographer)];
- (xiii) Self declaration showing that he/ she has no criminal antecedent;
- (xiv) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to SC/ ST categories with signature of the candidates thereon.
- (xv) A copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xvi) Copy of self-attested document showing to have at least passed, a test in odia, equivalent to M.E. standard.

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

**Sd/- (L. Biswal)/ 28.08.2018**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee, Keonjhar**