

OFFICE OF THE DISTRICT JUDGE, KENDRAPARA

Dated, Kendrapara the 28th day of July, 2018

ADVERTISEMENT No. 1/2018

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerk-cum-Copyist, Junior Typist in the pay band of **Rs.19,900/-Rs.63,200/-**, Stenographer Grade-III in the pay band of **Rs.25,500/-Rs.81,100/-**. The recruitment for the post of Group 'C' 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 subject to the result of W.P (C) No.1273 of 2014.

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

Sl. No	Category of posts	UR	UR (W)	SC	SC (W)	S.T	ST (W)	S.E.B.C.	Total
1	Junior Clerk cum Copyists	02	-	-	01	02	01	01	07
2	Junior Typist	-	-	01	-	01	01	-	03
3	Stenographer Gr.III	-	01	01	-	01	01	-	04

ELIGIBILITIES OF THE CANDIDATES

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

- (a) 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.
- (b) Must have passed at least Diploma in Computer Application from a recognized institute.
- (c) Must be over 18 years and below 32 years of age as on the last date fixed for receipt of application by the District Recruitment Committee. The upper age limit is relaxable up-to 5 years in case of S.C., S.T., S.E.B.C. and women & up-to 10 years in case of physically handicapped candidates. (Provided that the upper age limit in respect of other 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).

- (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) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard.
- (g) Be of good character.
- (h) Be of sound health, good physique and free from organic defects or bodily infirmity.
- (i) Have not more than one spouse living, if married.

FEES FOR EXAMINATION :-

The candidates are required to deposit fees of Rs.100/-(one hundred) only in shape of 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 and 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 Service are required to apply through proper channel.

LAST DATE FOR RECEIPT OF APPLICATIONS :-

The application along with the required documents and self attested copies of certificates addressed to the District Judge, Kendrapara must reach the Office of the District Judge, Kendrapara-754211 on or before **01.09.2018** 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 challan.
 - (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 & Subordinate Courts non-judicial staff services (Method of Recruitment and Condition of Service) Rules-2008 and amendment Rules,2010.
 - (iv) Candidates are required to mention contact number and e-mail ID (if any).
 - (v) Candidates who have not been awarded with 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).

- (vi) For Details : Log on <https://districts.ecourts.gov.in/kendrapara> or <https://kendrapara.nic.in> for a copy of the advertisement.

FOR THE POSTS OF SCHEME OF EXAMINATION JUNIOR CLERK CUM 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 (Practical)	100	1 hour
	Viva-voce	45	

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 & Type test (for stenographers Gr-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
	Type writing test (for Typists)	50	10 minutes
Part-II	Computer Science (Practical)	100	1 hour
	Viva-voce	35	

Only successful candidates in the written examinations shall be called for the test of Computer Science (Practical) and the candidates qualifying in the said practical test shall be eligible for Viva-Voce. The candidates who appear for the type test shall bring their own type-writer machine.

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

(ii) Arithmetic

Vulgar fractions and Decimals, HCF & LCM, Simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time, work and on time and distance.

- (iii) **General Knowledge**
Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.
- (iv) **Computer Science Test**
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.
- (v) **Viva-voce Test**
To test and assess the suitability of a candidate for the post with particular reference to the candidates, alertness, general outlook and potential qualities.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FOR THE POSTS OF JUNIOR CLERK-cum-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 Challan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.
- (h) Three 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-III)
- (l) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Typist)
- (m) Self attested copy of recent 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.

- (o) Self attested certificate/Identity Card of Sports person and Ex-Serviceman.
- (p) Self-attested Conduct and Character Certificate issued by the appropriate Authority of the Institution, the Candidate last attended.

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

Sd-/
District Judge-cum-Chairman,
District Recruitment Committee,
Kendrapara

FORM-A FORMAT OF APPLICATION
(See para 2A of Appendix-A)

APPLICATION FOR THE POST OF _____

1. Name of the Candidate: Self Attested
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 **01.09.2018**) Year ----Month----Day---

Email ID

Contact No

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 Challan with No. and Date:

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 with Amendment Rules 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate