

OFFICE OF THE DISTRICT JUDGE, KENDRAPARA

Dated, Kendrapara the 17th day of September, 2019

ADVERTISEMENT

Applications in the prescribed format are invited from the desirous candidates for filling up of the posts in the cadre of Junior Clerk-cum-Copyist in the Judgeship of Kendrapara in the Pay Matrix of Rs.19,900/- - Rs.63,200/- with usual D.A. and other allowance as admissible to the State Government Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P (C) No.1273 of 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Kendrapara as to the result of the Examination shall be final. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

Sl. No	Category of posts	S.C	S.T.	S.T(W)	Total
1	Junior Clerk cum Copyists	2	3	1	6

(The vacancies may increase or decrease).

Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be as per the Governing Rules in force.

Other conditions of service shall be guided by the relevant provisions of Orissa District and Subordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010).

1. ELIGIBILITIES OF THE CANDIDATES FOR THE POSTS OF JUNIOR CLERK-cum-COPYIST.

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

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized Institute;
- not below, 18 years and above 32 years of age as on 19.10.2019, provided that the upper age limit is relaxable by 5 years in case of S.C./S.T./S.E.B.C. and women candidates & 10 years in case of Physically

Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years;

- (e) be able to speak, read and write Odia and have passed a Test in Odia equivalent to the M.E. Standard;
- (f) be of good character;
- (g) be of sound health, good physique and free from organic defects or bodily infirmity;
- (h) have not more than one spouse living, if married; and,
- (i) pay the fees prescribed for the examination;

2. 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 Scheduled Caste and Scheduled Tribe Candidates are exempted from payment of such Examination Fees.

3. SCHEME OF EXAMINATION

There shall be an examination on the following subjects:-
(FOR THE POST OF JUNIOR CLERK-CUM-COPYIST)

Examination	Subject	Marks	Duration of test
I(a)	English	100	2 hours
(b)	Arithmetic	100	2 hours
(c)	General Knowledge	100	1 hour
II	Computer Science Test (Practical)	100	1 hour
III	Viva-voce	45	----

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

The **detail 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) One Odia passage is to be translated into English
- (d) One 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 (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.
- (v) **Viva-voce Test** - To test and assess the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

4. **LAST DATE OF RECEIPT OF APPLICATION:**

The application along with the required documents and self-attested copies of certificates must reach to the **Office of the District Judge, Kendrapara-754211 on or before 19.10.2019** either by registered post or speed post or in person during the office hour on each working day. Applications received in office after the due date by any means shall be summarily rejected.

5. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATIONS, ARE AS FOLLOWS :-**

- (a) Application should be submitted for the above post, mentioning the name of the post clearly in Capital Letters duly underlined on the top of the envelope.
- (b) Copy of self-attested H.S.C. or equivalent certificate showing proof of age with mark sheet.
- (c) Copy of self-attested certificates showing passing of +2 or equivalent exam and mark sheet.
- (d) Copy of self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (e) Two character certificates issued by the Gazetted Officers/medical practitioners/Sarpanch etc. (Mention Name & Designation of the Officers).
- (f) Two Self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- (g) Two self-addressed envelopes duly stamped of Rs.30/- on each for despatch of call letters by the Regd. Post.
- (h) Copy of self-attested caste certificate issued by the competent authority duly attested by a Gazetted Officer in case of candidates belonging to S.C./S.T./S.E.B.C. Categories.
- (i) Copy of self-attested disability certificates for physically handicapped persons issued by the competent authority showing % of disability.
- (j) Copy of self-attested certificate/Identity Card of Sports Person and Ex-Servicemen.
- (k) One declaration regarding marital status showing to have one spouse living, if married.
- (l) Copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signatures of the candidates thereon in respect of physically handicapped candidates only.

- (m) Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (**except S.C. & S.T. Candidates**).

- N.B.:-**
- (i) 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 prescribed format in Form-A given below. The candidates who are in Govt. employment are required to apply through proper channel.
 - (ii) The application if found defective/ in-complete in any respect or non-compliance of any of the requirements mentioned in the advertisement, 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 (as amended from time to time) and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.
 - (iv) Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
 - (v) No T.A. & D.A. will be allowed to the candidates for attending the Recruitment Examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test. Date of examination shall be intimated to the eligible candidates in due time.
 - (vi) Candidates are required to mention contact number and e-mail ID (if any).
 - (vii) Candidates, who have not been awarded with percentage of marks and produced the Grade Marks only, are instructed to furnish their Mark-sheets obtained from their concerned University / Council/Board as the case may be or availing the same on downloading process, along with their application, failing which, their applications are liable to be rejected.

The details of advertisement may also available in the District Court Website:-

<https://districts.ecourts.gov.in/kendrapara> or <https://kendrapara.nic.in> .

District Judge-cum-Chairman,
District Recruitment committee,
Kendrapara

FORM-A
FORMAT OF APPLICATION
(Para 2A of Appendix-A)

APPLICATION FOR THE POST OF _____

Paste your
recent Self
attested pass
port 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:
7. Mobile Number(if any) :
8. Email ID (if any) :
9. Date of Birth as per Christian era : (Age as on 19.10.2019) Year ----Month----Day--
10. Educational Qualification (Attach attested copies of certificate)

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.					

11. 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)
12. Whether physically/ orthopedically handicapped:
(if yes, attach supporting medical certificates issued by the Competent Medical Authority /Board)
13. Religion:
14. Nationality:
15. Employment Exchange Registration No:
16. Attach two Character Certificates
(issued by two Gazetted officers/ medical practitioners/ Sarpanch etc.
(mention name, designation of the officers):
17. Details of Treasury Challan with No. & 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 with Amendment Rules 2010. The statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:-

List of Enclosures:-

Signature of the Candidate