

# OFFICE OF THE DISTRICT JUDGE, SAMBALPUR.

## ADVERTISEMENT

Applications in prescribed format, as given below, are invited for recruitment to the following posts of Junior Clerk-cum-Copyists and Junior Typists in the pay scale of Rs.5200-20200/- with Grade Pay of Rs.1900/-, for the post of Stenographers Grade-III in the pay scale of Rs.5200-20200/- with Grade Pay of Rs.2400/- and for the post of Salaried Amin in the pay scale of Rs.5200-20200/- with Grade Pay of Rs.2000/-, per month with usual D.A. and other allowances as admissible by the Government of Odisha from time to time, subject to the result of WP(C) No.1273 of 2014.

Cadre of posts	Unreserved		Scheduled Tribe		Scheduled Caste		SEBC		Total
	Backlog	Current	Backlog	Current	Backlog	Current	Backlog	Current	
Junior Clerk-cum-Copyist	--	--	4	--	1	--	--	--	5
Junior Typist	--	1	--	1	--	--	--	--	2
Stenographer Grade-III	--	--	2	--	--	--	--	1	3
Salaried Amin	--	1	--	--	--	--	--	--	1

(The number of posts advertised in each cadre may increase or decrease)

The District Judge, Sambalpur reserves the right to cancel the recruitment process at any time without prior notice.

- Reservation of vacancies for Women, Sports persons, Ex-servicemen and Physically Handicapped persons shall be made in accordance with the provisions made under relevant rules.

### 2). Eligibility of candidates:-

A candidate –

- must be a citizen of India,
- must be over 18 years and below 32 years of age as on the last date fixed for receipt of applications by the District Recruitment Committee, provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with provisions of the relevant Acts, Rules, Orders or instructions for the time being in force, for the respective reserved categories,
- must be able to speak, read and write Oriya (Odia) and have passed a test in Oriya (Odia) equivalent to the M.E. standard,
- must be of good character,
- must be of sound health, good physique and free from organic defects or bodily infirmity,
- must not have more than one spouse living, if married.

### 3). Educational qualifications:-

#### (i). For the posts of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III

- must have passed at least +2 Exam. 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 case may be,
- must have passed at least Diploma in Computer Application from a recognized institute,
- must possess a minimum speed of 40 words per minute in type writing in English for the post of Junior Typist,
- must possess a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting, in English, for the post of Stenographer Grade-III,

#### (ii). For the post of Salaried Amin

- must have passed Matriculation or equivalent examination from a recognized Board.
- must have passed Revenue Inspector Training from a recognized Board/Institute.

4). **Fee for examination:-**

The candidates are required to deposit Rs.100/- in shape of 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 & Subordinate Courts" along with their application forms.

**The S.C. and S.T. candidates are exempted from payment of examination fees.**

The candidates are advised to submit their applications 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 Govt. employment are required to apply through proper channel.

**N.B.:-**

- (i). Separate application should be submitted to 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/incomplete in any respect and received after the last date shall be summarily rejected.
- (iii). 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 the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.

5). (a) **Scheme of Examination for the post of Junior Clerk-cum-Copyists:**

	<u>Subject</u>	<u>Marks</u>	<u>Duration of Test</u>
<b>PART-I : Written Test consisting of –</b>			
	(a). English	100	2 hours
	(b). Arithmetic	100	1 hour
	(c). General Knowledge	100	1 hour
<b>PART-II :</b>	Computer Science Test (Practical)	100	--
<b>PART-III :</b>	Viva-voce Test	45	--

(b). **Scheme of Examination for the posts of Stenographer Grade-III and Junior Typist:**

(i).	Written Test consisting of English (qualifying in nature)	100 Marks	2 hours
(ii).	(a). Shorthand and Typing Test (For Stenographer)	50 Marks	15 minutes
	(b). Typewriting Test (For Typist)	50 Marks	10 minutes
(iii).	Computer Science Test (Practical)	100 Marks	--
(iv).	Viva-voce Test	35 Marks	--

(c). **Scheme of Examination for the post of Salaried Amin:**

**PART-I: Written Test consisting of –**

	(a). Arithmetic	50 Marks	30 minutes
	(b). Technical Knowledge in Survey & Settlement (Theory)	50 Marks	30 minutes
<b>PART-II:</b>	Technical Knowledge in Survey & Settlement (Practical)	25 Marks	30 minutes
<b>PART-III:</b>	Viva-voce Test	25 Marks	--

6). **Last date of receipt of applications:-**

Applications along with required documents and self-attested copies of certificates must reach the undersigned by **22.8.2016**. Applications received after the last date shall be summarily rejected.

**List of documents to be submitted by the candidates:-**

- i) Self-attested copies of certificates with Mark-sheets of H.S.C. and +2 Examinations or equivalent Examinations of a recognized Council, Board or University, as the case may be.
- ii) Self-attested copy of certificate of Diploma in Computer Application from a recognized institute.
- iii) Self-attested copy of caste certificate in case of S.C./S.T./S.E.B.C. category candidates.
- iv) Self-attested copy of Medical certificate issued by the competent Medical Authority/Board in case of Physically/ Orthopaedically handicapped candidates.
- v) Self-attested copy of Shorthand & Typewriting certificate for the post of Stenographer Gr-III.
- vi) Self-attested copy of Typewriting certificate for the post of Junior Typist.
- vii) Self-attested copies of Certificate and Mark-sheet of Revenue Inspector Training from a recognized Board/ Institute for the post of Salaried Amin.
- viii) Self-attested copy of Employment Exchange Registration Card.
- ix) Original Treasury Challan showing deposit of fees for recruitment examination (**S.C. and S.T. candidates are exempted from payment of examination fees**).
- x) Two self-addressed envelopes duly stamped.
- xi) Two character certificates (**original**) issued by two different Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention Name, Designation of the Officers).
- xii) Two self-attested copies of recent passport size photographs.
- xiii) Candidates desirous to apply for more than one post need to submit separate applications for each post.

*M. Hapali*  
20.8.16  
**DISTRICT JUDGE,  
SAMBALPUR.**

# FORM-A

[See para 2A of Appendix A]

## FORMAT OF APPLICATION FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST/ JUNIOR TYPIST/ STENOGRAPHER GRADE-III/ SALARIED AMIN

Self attested  
Passport Size  
Photograph

POST APPLIED FOR : \_\_\_\_\_

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. Date of Birth : Date of Birth: \_\_\_\_\_, Age as on **22.8.2016**: \_\_\_\_\_

8. Educational Qualification(Attach self-attested copies) :

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.					
+2 Arts/Commerce/ Science					
Diploma in Computer Science					
Revenue Inspector Training					

9. Category : (SC/ST/GEN/SEBC/Sports person/Ex-serviceman):  
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. Whether physically/orthopaedically 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 officer/medical practitioner/Sarpanch etc. (mention name, designation of the officers)
15. Details of Treasury Challan with No. and Date :
16. Contact Number, if any :

### 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.

**Full Signature of the Candidate**