

OFFICE OF THE DISTRICT JUDGE, SAMBALPUR.

ADVERTISEMENT

Applications in prescribed formats 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 posts in the cadre of Peons in the pay scale of Rs.4750-14680/- with Grade Pay of Rs.1500/-, per month with usual D.A. and other allowances as admissible by the Government of Odisha from time to time.

Cadre of posts	Unreserved	Scheduled Tribe		Scheduled Caste		SEBC	Total
		Backlog	Current	Backlog	Current		
Junior Clerk-cum-Copyist	8	5	4	1	3	2	23
Junior Typist	2	--	--	--	1	1	4
Stenographer Grade-III	1	1	1	--	--	--	3
Peons	14	--	5	--	6	3	28

(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.

FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST / JUNIOR TYPIST / STENOGRAPHER GRADE-III

1). Eligibility of candidates:-

A candidate –

- (a). must be a citizen of India and must have passed at least +2 Examination 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,
- (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 **15th June, 2014**, 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,
- (d). must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard,
- (e). must be of good character,
- (f). must be of sound health, good physique and free from organic defects or bodily infirmity,
- (g). must not have more than one spouse living, if married,
- (h). must possess a minimum speed of 40 words per minute in type writing in English for the post of Junior Typist,
- (i). must possess 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.

2). 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 Scheduled Caste and Scheduled Tribe 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 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.

3). (a) Scheme of Examination for the posts of Junior Clerk-cum-Copyists:

	<u>Subject</u>	<u>Marks</u>	<u>Duration of Test</u>
PART-I : Written Test consisting of –			
	(a). English	100	2 hours
	(b). Arithmetic	100	1 hour
	(c). General Knowledge	100	1 hour
PART-II :	Computer Science Test (Practical)	100	- -
PART-III :	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 (For Stenographers)	50 Marks	15 minutes
	(b). Typewriting Test (For Typists)	50 Marks	10 minutes
(iii).	Computer Science Test (Practical)	100 Marks	- -
(iv).	Viva-voce Test	35 Marks	- -

4). Last date of receipt of applications:-

Applications along with required documents and attested copies of certificates must reach the undersigned by **20.7.2014**. Applications received after the last date shall be summarily rejected.

List of documents to be submitted by the candidates:-

- i) 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) Attested copy of certificate of Diploma in Computer Application from a recognized institute.
- iii) Attested copy of caste certificate in case of S.C. / S.T. / S.E.B.C. category.
- iv) Attested copy of Medical certificate issued by the competent Medical Authority / Board in case of Physically / Orthopaedically handicapped candidates.
- v) Attested copy of Shorthand & Typewriting certificate for the post of Stenographer Grade-III.
- vi) Attested copy of Typewriting certificate for the post of Junior Typist.
- vii) Attested copy of Employment Exchange Registration Card.
- viii) Original Treasury Challan showing deposit of fees for recruitment examination (**Scheduled Caste and Scheduled Tribe candidates are exempted from payment of examination fees**).
- ix) Two self-addressed envelopes duly stamped worth Rs.5/- each.
- x) Two character certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc.
- xi) Two attested copies of recent passport size photographs.
- xii) Candidates desirous to apply for more than one post need to submit separate applications for each post.

FORM-A

[See para 2A of Appendix A]

**FORMAT OF APPLICATION FOR THE POSTS OF
JUNIOR CLERK-CUM-COPYIST/ JUNIOR TYPIST/
STENOGRAPHER GRADE-III**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 (Age as on 15.6.2014) : Date of Birth: _____, Age as on 15.6.2014: _____

8. Educational Qualification(Attach 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					

9. Category : (SC/ST/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 / 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.

Signature of the Candidate

FOR THE CADRE POSTS OF PEONS

1). Eligibility of candidates:-

A candidate –

- (a). must be a citizen of India and must have passed at least Class-VII,
- (b). must be over 18 years and below 32 years of age as on **15th June, 2014**, 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,
- (c). must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard,
- (d). must be of good character,
- (e). must be of sound health, good physique and free from organic defects or bodily infirmity,
- (f). must not have more than one spouse living, if married,
- (g). must be knowing cycling (not applicable to physically/orthopaedically handicapped persons).

N.B.:-

- (i). Application should be submitted 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 last date shall be summarily rejected.

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.

2). Scheme of Examination:

PART-I : Written Test consisting of –

- Odia passage writing - 50 marks
- Simple mathematics - 50 marks
(Addition, Subtraction, Multiplication & Division)

PART-II : Viva-voce Test - 50 marks

3). Last date of receipt of applications:-

Applications along with required documents and attested copies of certificates must reach the undersigned by **20.7.2014**. Applications received after the last date shall be summarily rejected.

List of documents to be submitted by the candidates:-

- i). Attested copy of certificate showing required educational qualification.
- ii). Attested copy of caste certificate in case of S.C. / S.T. / S.E.B.C. category.
- iii). Attested copy of Medical certificate issued by the competent Medical Authority / Board in case of Physically / Orthopaedically handicapped candidates.
- iv). Attested copy of Employment Exchange Registration Card.
- v). Two self-addressed envelopes duly stamped worth Rs.5/- each.
- vi). Two character certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc.
- vii). Two attested copies of recent passport size photographs.

FORMAT OF APPLICATION

FOR THE POST IN THE CADRE OF PEON

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 :
7. Date of Birth (Age as on 15.6.2014) : Date of Birth: _____, Age as on 15.6.2014: _____

8. Educational Qualification(Attach attested copies) :

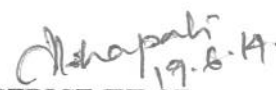
Name of the examination passed	Name of the School/ Board	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured

9. Category : (SC/ST/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 / 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. Extra curricular activities, if any :
16. Experience in any other field, if any :
17. Contact Number, if any :

DECLARATION

I do hereby solemnly affirm and state that the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate


 DISTRICT JUDGE,
 SAMBALPUR.