

OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA

Dated, Baripada the 4th day of September, 2014

ADVERTISEMENT

Applications in the prescribed format are invited from Indian citizens for recruitment to the following Group-C & Group-D posts on Contractual basis.

1. Number of Vacancy:

Sl N o	Name of the Post	Group	Remuneration (Pay+Grade Pay)	Category								TOTAL
				ST		SC		SEBC		UR		
				M	F	M	F	M	F	M	F	
1	Driver	C	Rs. 5,200/- + Rs. 1,900/-	01	-	-	-	-	-	01	-	02
2	Process Server	D	Rs. 5,200/- + Rs. 1,800/-	05	01	03	02	-	-	03	01	15
3	Peon/ Orderly/ NWM/ Sweeper etc.	D	Rs. 4,750/- + Rs. 1,500/-	06	03	01	02	-	-	07	04	23

The number of above vacancies in different categories of the post may increase or decrease. In the event of non-availability or availability of insufficient number of eligible women candidates belonging to particular community, the remaining vacancies shall be filled up by male candidates of that community.

The other conditions of service shall be regulated by the Odisha Government Drivers (Light Motor Vehicle) Group 'C' (Method Of Recruitment And Conditions of Service) Rules, 2013 read with the Orissa District & Sub-ordinate Courts' Non-judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010) and Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013.

2. Eligibility Condition:

A. For the Post of Driver:

- Not below the age of 21 years and above 32 years of age as on **13.10.2014**. Upper age limit shall be relaxed in respect of reserved categories as per relevant rules.
- Be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- Must have passed Higher Secondary School Certificate Examination (10+2) or its equivalent from any recognized School, Board or institution.
- Should possess a valid licence for Light Motor Vehicle.
- Knowledge of motor mechanism and experience of driving a motor car for at least three years.
- Must not have more than one spouse living, if married.
- Be of good character and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service.
- Must not be an accused or convict in any criminal proceeding involving moral turpitude.

B. For the Post of Process Server/ Peon/ Orderly/ NWM/ Sweeper etc.:

- Must have passed Class VIII Examination from any recognized educational institution.
- Not below the age of 18 years and above 37 years of age as on **13.10.2014**.
- Be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- Be of good character, sound health, good physique, free from organic or bodily infirmity and any communicable disease.
- Must not have more than one spouse living, if married.
- Must not be an accused or convict in any criminal proceeding involving moral turpitude.

3. Process of selection:

A. For the Post of Driver:

There shall be a written examination and Trade Test.

	Subject	Marks	Duration of Tests
Part-I	Written Test	50	1 Hour
Part-II	Trade Test (Driving)	50	--

The standard, syllabus and subject of examination shall be decided by the Board constituted for the purpose and shall be intimated to the candidates in due course. The candidates qualified in the written test shall be called for Trade Test.

B. For the Post of Process Server/ Peon/ Orderly/ NWM/ Sweeper etc.:

Selection to the posts shall be through a written competitive examination followed by viva voce examination. The scheme of such examination is mentioned herein as below:

	Subject	Marks	Duration of Tests
Part-I	Written Test (Elementary English & Odia)	60	1.30 Hours
Part-II	Viva-Voce	40	-

The candidates qualified in the written tests shall be called for viva-voce test.

4. Fees for examination:

The candidates applying for Group-C posts 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-9904650-Law Department-9916730-Examination fees for recruitment conducted by Orissa District & Sub-ordinate Courts”** alongwith their application forms.

The candidates belonging to S.C. & S.T. category and candidates applying for Group-D posts shall not be required to pay any fee for the recruitment examination.

5. List of documents to be submitted along with the application:

- Self-attested copy of certificates showing required educational qualification.
- Age (date of birth) certificate/ proof of age.
- Self-attested copy of L.M.V. Driving Licence (Applicable for the post of Driver only).
- Caste Certificate (wherever required).
- Original Treasury Challan showing deposit of fee for recruitment examination.
- Two recent (self-signed) passport size photographs.
- Two self addressed envelopes affixing postage stamp of Rs. 5/- on each.

6. Last date of receipt of applications:

The candidates are required to submit their applications in prescribed format duly filled in by their own hand along with required documents in the Office of the undersigned by **13th October 2014** either in person during office hours on each working day or by post. Applications received in the office after the due date shall be summarily rejected.

The Candidates who are already in service are required to apply through proper channel.

In case of receipt of large number of applications, the authority reserves the right to short list the candidates. The decision of the District Recruitment Committee in this regard shall be final.

N.B:

- Post applied for shall be mentioned in BOLD CAPITALS on the top of the envelope containing the application.
- Separate application for each category of post has to be filed.
- The dates of written test shall be intimated individually by post and shall also be published in the District Court's website mentioned below.
- No Travelling allowance is admissible to the candidates.
- Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application found defective/ incomplete in any respect shall be summarily rejected.
- For details, please visit <http://www.ecourts.gov.in/odisha/Mayurbhanjdc> or www.mayurbhanj.nic.in


District Judge
Mayurbhanj, Baripada

(FORM-A)

FORMAT OF APPLICATION

[See Para 2A of Appendix 'A']

1. Name of the Candidate:
2. Father's /Husband's Name:
3. Sex (Male/Female) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth :-

Affix self-attested
recent passport size
photograph

Age as on 13.10.2014:

8. Educational Qualification (Attach attested Copies of Certificates):

Name of Exam. Passed	Name of the Board	Year of Passing	Aggregate Marks Secured	Grade/ Division	% of Marks Secured

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Service Man:

(Strike out which is not applicable and attach the supporting documents issued by the authority)

10. Whether Physically/ Orthopedically Handicapped:

(If yes, attach supporting medical certificate issued by the Competent Medical Authority/ Board)

11. Religion:

12. Nationality:

13. Employment Exchange Registration No, if any:

14. If any relative is serving in Judicial Department? if so, mention the name and post holding :

15. Mention any extracurricular activities and experience in any field, if any:

DECLARATION

I do hereby declare that information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated without any notice.

Place:

Date:

(Signature of the Candidate)