

**OFFICE OF THE DISTRICT JUDGE: SUNDARGARH**

**ADVERTISEMENT**

**RECRUITMENT DRIVE FOR 2018-19**

**Dated Sundargarh, the 3rd day of September, 2018.**

Applications in the prescribed format given below are invited from the intending candidates, both female and male for recruitment as to the existing vacancies given in the table below and for drawing up of a merit list for filling up of existing and future vacancies, if any, within a period of one year from the date of drawing up of the merit list, for the post of Junior Clerk cum Copyist, Junior Typist and Grade-III Stenographer (all belonging to Group-C category), and the appointments are subject to decision of W.P. (C) No.1273/2014.

**1. SCALE OF PAY:**

(A) Junior Clerk cum Copyist	: Pay Rs.19,900/- + DA
(B) Junior Typist	: Pay Rs.19,900/- + DA
(C) Grade-III Stenographer	: Pay Rs. 25,500/- + DA

**2. Allowances:-**

They shall be entitled to DA, HRA, RCM & other allowances as per Rules.

But no TA/ DA is allowed to appear in the various tests.

The details of the various categories of posts, mode of selection and other terms are given below, which may be downloaded by the intending candidate for applying.

**VACANCY POSITION FOR DIFFERENT POSTS UNDER GROUP ‘C’**  
(Reservation for woman candidates in each category is as per ORV Rules)

Cadre of posts	Unreserved	SEBC	Schedule Caste		Schedule Tribe		Total
			Backlog	Current	Backlog	Current	
Jr. Clerk-cum-Copyist	3	1	-	1	---	1 (w)	6
Jr. Typist	-	1	---	---	1	--	2
Gr-III. Stenographer	2	-	-	1	1	1(w)	5

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

**1. ELIGIBILITY CRITERIA & CONDITION FOR THE POSTS:**

**A. For the post of Junior Clerk cum Copyists:**

- a) Must have passed at least +2 certificate examination conducted by the Council constituted under section-3 of the Odisha Higher Secondary Education Act, 1982 or 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 institution.
- c) Must be over 18 years of age and below 32 years of age on the last date fixed for receipt of application (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or instructions issued by the competent authority/ Government for the time being in force).
- d) Must be able to speak, read and write Odia and **must have passed at least a test in “Odia” equivalent to M.E. standard.**
- e) Must be of Good Character.
- f) Must be of sound health, good physique and free from any organic defects or bodily infirmities.
- g) Must not have more than one spouse living, if married.
- h) Must have paid the fees prescribed (mentioned at serial No. 2 below) for the examination.
- i) Must be a citizen of India.

**B. For the post of Junior Typists:**

For these posts the criteria and conditions are same as above **and in addition to that the candidates applying for these posts must have the knowledge of Type writing with a minimum speed of 40 words per minute in English.** The candidates applying for these posts are to appear a written examination in English which is qualifying in nature as prescribed

for the post of Junior Clerk cum Copyist mentioned in the heading of scheme of examination below.

**C. For the post of Grade-III Stenographer:**

For these posts the criteria and conditions are same as above. The candidates applying for these posts are to appear a written examination in English which is qualifying in nature as prescribed for the post of Junior Clerk cum Copyist mentioned in the heading of scheme of examination below. **Besides the qualifying tests in English the candidates shall appear a test in shorthand and type writing. For shorthand the minimum speed is required 80 words per minute and type writing the minimum speed is 40 words per minute.**

**2. FEES FOR EXAMINATION:**

The candidates applying for the above mentioned posts, except candidates belonging to Scheduled Tribe & Scheduled Caste communities, are required to deposit a fees of Rupees 100/- only (One Hundred) in the shape of Government Treasury Challan under the head **“0070- other administrative services-01-Administration of Justice-501- Services and service fees-0010-charge for service provided-02177- examination fee for recruitment conducted by Orissa District and Subordinate Courts”** and shall file the same along with their respective application forms along with other documents which are mentioned at serial No. 4 below.

**3. THE SCHEME OF EXAMINATION:**

**a) For the post of Junior Clerk cum Copyists:**

	Subject	Marks	Duration of test	Minimum pass marks/ Qualifying marks
Part-I	English	100	02 hours	Minimum 35% marks in each subject.
	Arithmetic	100	01 hour	
	General Knowledge	100	01 hour	
Part-II	Computer Science (Practical)	100	01 hour	Minimum 50% marks (For SC/ST - 40% marks)
Part-III	Viva-voce test	45	-----	-----

**b) For the post of Junior Typist and Grade – III Stenographer.**

The candidates applying for these posts are required to appear a written test in English only of 100 marks, which is qualifying in nature. After being qualified in the test in English the candidates for Grade-III Stenographers are to appear the stenography test where in a dictation of a passage of 400 words in English is to be taken in 5 minutes and after taking the dictation the candidate is to type out the same within 10 minutes. The candidate applying for the post of Junior Typists on qualifying the English Test as above shall be given a written passage in English Language of 400 words which she/he shall type out within 10 minutes.

On qualifying the respective tests for the respective categories of candidates they are to appear computer science test (practical) of 100 marks. The minimum qualifying mark is 50% marks for General & SEBC candidates and 40% marks for SC/ST candidates. The candidates selected in computer (Practical test) shall be called for viva-voce test carrying 35 marks.

**[ THE DATES OF THE WRITTEN TESTS, PRACTICAL TEST AND VIVA-  
VOCE TEST  
SHALL BE INTIMATED LATER ]**

The candidates are required to submit their applications as per the formats given below duly filled in and signed by their own hands furnishing the required particulars as per the requirements given below in Column No-4. The candidates who are already in Government employment are required to apply through proper channel.

**FORMAT OF APPLICATION**  
**(FOR THE POST OF GROUP 'C' EMPLOYEES: JR. CLERK-CUM-COPIST/JUNIOR**  
**TYPIST/ GRADE-III STENOGRAPHER.**  
 (See Para 2A of Appendix 'A')

Post applied for : .....

1. Name of the Candidate :  
(in capital letters)
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married/Unmarried):
5. Permanent Address :
6. Present Address :  
(in capital letters)
7. Date of Birth :
8. Educational Qualification (Attach attested copies of Certificates):



Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade/ Division	Percentage of marks
H.S.C.					
+2Arts/ Commerce/ Science					
Diploma/ Degree in Computer Science					

9. Category (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN) (*Strike out which is not applicable & attach the supporting documents issued by the Authority*).
10. Whether physically / orthopedically handicapped (*if yes, attach supporting medical certificate by the Competent Medical Authority / Board*).
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any)
14. Attach two character Certificate issued by two gazetted officers/ Medical Practitioner / Sarpanch etc.
15. Details of treasury challan with Number and date.

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Subordinate Courts non judicial staff services (Method of Recruitment and conditions of service) Rules, 2008 amendment rule-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  
Mobile No./e-mail-id.(if any).

**4. THE FOLLOWING DOCUMENTS MUST ACCOMPANY WITH THE APPLICATION FORM(S) AND NOTHING MORE. (OTHER CERTIFICATES IF ANY ARE TO BE PRODUCED DURING VIVA-VOCE TEST, IF SELECTED FOR THE INTERVIEW).**

- i) Self attested copy of certificate(s) and mark sheets of H.S.C. and +2 examinations or equivalent thereto of a recognised Board, Council or University, showing **the date of birth of the candidate.**
- ii) Self attested copy of the certificate(s) in Computer Application from a recognised Institute / Board / Council / University.
- iii) Self attested copy of valid caste certificate in case of reserved category candidates.
- iv) Two character certificates issued by two Gazetted Officers / persons of Repute.
- v) Three self signed recent passport size photograph.
- vi) Two self addressed envelopes each affixing postage stamps of **Rs. 25/-** on each.
- vii) Treasury challan in original showing the deposit of Rs. 100/- towards examination fee. **(SC/ST candidates are exempted).**
- viii) Attested copy of type writing and stenography certificate **(as the case may be)** issued by a recognised institution **(for Junior Typist and Grade-III Stenographer only).**

**NB:- (I) Candidates who have not been awarded 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).**

**Important Note :- Any application not accompanied with any of the above document(s) and / or material(s) shall render the application as incomplete and shall be rejected.**

**5. (A) THE CANDIDATES ARE REQUIRED TO MENTION THE TYPE OF POST AND THE CATEGORY OF POST APPLYING FOR, ON HER/HIS RESPECTIVE APPLICATION(S) AS WELL AS ON THE ENVELOP CARRYING THE APPLICATION, ONE ENVELOP MUST CARRY ONLY ONE APPLICATION ALONG WITH ITS ANNEXTURES AS PER COLUMN NO- 4 ABOVE.**

**(B) THE CANDIDATES ARE REQUIRED TO SUBMIT SEPARATE APPLICATION FOR EACH POST UNDER EACH CATEGORY IF PREFER TO APPLY FOR MORE THAN ONE POST AND EACH SUCH APPLICATION MUST BE ACCOMPANIED WITH THE DOCUMENT(S) / MATERIAL(S) AS MENTION AT SERIAL NO. 4 ABOVE.**

## **6. LAST DATE FOR SUBMISSION OF APPLICATIONS –**

The applications along with the required documents shall be sent to **The Registrar, Civil Courts, Sundargarh, At/Po. Sundargarh, Pin:770001, District-Sundargarh by Speed Post/Registered Post only** on or before 04.10.2018. Applications received after the above date shall not be considered. **In case of receipt of large number of applications the authority reserve the right to short list the candidates in accordance with The ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008 (AMENDMENT RULE-2010).**

## **7. MODE OF SUBMISSION OF APPLICATIONS:**

The candidates shall send their application in the address mentioned at Sl.No.6 above duly filled in and shall be accompanied with the required document(s) / material(s) as mentioned at serial No. 4 above by closed and sealed envelopes through registered post or speed post only. No other mode of submission even direct deposit of the application in this office shall be entertained.

**WARNING :- Non-compliance of any of the requirements mentioned in this advertisement shall entail rejection of his / her application. Any application if found defective / incomplete in any respect shall be summarily rejected.**

Any dispute relating to the advertisement and its contents shall be subject to the Jurisdiction of the Civil Courts, Sundargarh, District-Sundargarh.

Sd/-  
District Judge,  
SUNDARGARH.