

OFFICE OF THE DISTRICT JUDGE: JHARSUGUDA

ADVERTISEMENT

Applications in plain paper in the format given below are invited to fill up the following posts in the cadre of Junior Clerk-cum-Copyists, Junior Typists in consolidated remuneration of Rs.5,200/- and Grade pay of Rs.1,900/- per month, and in the cadre of Stenographer Grade-III in the consolidated remuneration of Rs.5,200/- and Grade pay of Rs.2,400/- in the Judgeship of Jharsuguda on contractual basis as provided under Rule-9 and Rule-10 of Odisha Group "C" and Group "D" posts (Contractual appointment) Rules,2013.

Category of posts	Un-Reserved	Scheduled Caste	Scheduled Tribe	SEBC	Total
Junior Clerk-cum-Copyist	3 (Women-2)	-	4 (Women-1)	-	7
Junior Typist	1	-	-	-	1
Stenographer Grade-III	1	-	1	-	2

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

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

2. Eligibility of Candidates:-

A Candidate

- must be a citizen of India and 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 be over 18 years and below 32 years of age as on last date fixed for receipt of applications, provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision 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.
- must possess a minimum speed of 40 words per minute in type writing for the post of Junior Typist.
- must possess minimum speed of 80 words per minute in shorthand and 40 words per minute in type writing for the post of Stenographer Grade-III.

3. Fee for examination:-

The candidates are required to deposit of Rs.100/- (Rupees one hundred) 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" 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 hand furnishing the required particulars as per the format given below. The candidates who are in Govt. employment are required to apply through proper channel with a "No objection certificate".

N.B:-

- (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the application and 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 reserve 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) Rule,2008 and Amendment Rules,2010.

4.(a)Scheme of Examination for the post of Junior Clerk-cum-Copvists

PART-1: Written Test consisting of

<u>Subject</u>	<u>Marks</u>	<u>Duration of Test</u>
(a) English	100 marks	2 hours
(b) Arithmetic	100 marks	1 hour
(C) General knowledge	100 marks	1 hour
PART-II: Computer Science	100 marks	-
PART-III: Viva-voce Test	45 marks	-

(b)Scheme for Examination for the post of Stenographer Grade-III and Junior Typist

(i) Written Test consisting English (qualifying in nature)-	100 Marks	2 Hours
(ii) Shorthand and Typing(For Stenographer)	- 50 Marks	15 Mns
(iii) Typewriting Test (For Junior Typist)	- 50 Marks	10 Mns
(iv) Computer Science Test (practical)	100 Marks	-
v) Viva-voce Test	35 Marks	-

5)Last date of receipt of Applications:-

Applications along with required documents and attested copies of certificates must reach the undersigned by 1st October,2015. Applications received after the last date shall be summarily rejected.

List of documents to be submitted by the Candidates:-

1. Self-Attested copies of certificates with mark sheets of H.S.C. and +2 Examinations or equivalent Examination of a recognized Council, Board or University as the case may be.
2. Self-Attested copy of certificate of Diploma in Computer Application from a recognized institute.
3. Original Treasury Challan showing deposit of fee for recruitment examination, other than S.C. and S.T. candidate.
4. Self- Attested copy of Medical Certificate issued by the Competent Medical Authority/ Board in case of Physically/Orthopaedically handicapped candidates.
5. Self-Attested copy of Caste certificate in case of candidates of S.C/S.T/ S.E.B.C Category.
6. Self-Attested copy of Type Writing Certificate for the post of Junior Typist.
7. Self-Attested copy of Shorthand and Type Writing Certificate for the post of Stenographer Grade-III.
8. Two self addressed envelops with duly stamped.
9. Self-Attested copy of Employment Exchange Registration Certificate.
10. Two Character certificates issued by two Gazetted Officers/ Medical Practitioner/ Sarpanch etc.
11. Two self- attested copies of recent pass port size photographs.
12. Candidates desirous to apply for more than one post need to submit separate applications for each post.

Sd/- 31.8.2015
**DISTRICT JUDGE,
JHARSUGUDA**

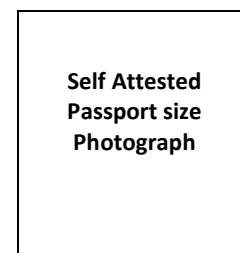
FORM-A

(See Para 2A of Appendix A)

FORMAT OF APPLICATION FOR THE POST OF JUNIOR CLERK-CUM- COPYISTS/JUNIOR TYPIST/ STENOGRAPHER GRADE-III

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 _____

30.9.2015 _____

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					

9. Category (SC/ST/SEBC/GEN/ Sports person/Ex-Serviceman) (Strikeout 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 Chalan with Number 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