

# OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No.01 of 2019, Dated 22.08.2019

## ADVERTISEMENT

Applications in the prescribed format are invited from the intending candidates for filling up the following Group-C vacant posts i.e. Jr. Clerk-cum-Copyist, Jr. Typists, Jr. Stenographers and Driver in the Judgeship of Keonjhar in the Pay Matrix of Rs.19,900 – 63,200/-, Rs.19,900 – 63,200/-, Rs.25,500 – 81,100/- and Rs.19,900 – 63,200/- respectively with usual D.A. and other allowances as admissible by the Government from time to time.

| Sl. No. | Categories of Post                        | Total number of vacancies to be filled up | Un-reserved |    | SEBC |    | S.C. |    | S.T. |    | PH |   |
|---------|---|---|-------------|----|------|----|------|----|------|----|----|---|
|         |   |   | M           | W  | M    | W  | M    | W  | M    | W  | M  | W |
| 1       | Junior Clerk-cum-Copyist                  | 13  | 03          | 01 | 02   | 01 | 01   | 01 | 03   | 01 | -  | - |
| 2       | Junior Typist                             | 04  | 01          | 01 | -    | -  | 01   | 01 | -    | -  | -  | - |
| 3.      | Stenographer Grade-III (Jr. Stenographer) | 02  | -           | -  | -    | -  | -    | -  | 01   | 01 | -  | - |
| 4.      | Driver                                    | 01  | -           | -  | -    | -  | 01   | -  | -    | -  | -  | - |

The number of above vacancies in different categories of post may increase or decrease.

The decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Women/ Physically Handicapped persons/ Ex-Servicemen/ Sports persons is made as per Rule.

The aforesaid vacant posts are to be filled up on regular basis in accordance with the provisions contained in *"The Orissa District & Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010"* **Subject to the result of W.P.(C) No.1273 of 2014.**

### I. **ELIGIBILITY CRITERIA:-**

#### (a) **For the Post of Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer**

- (i) Must be a citizen of India.
- (ii) Must have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized Council/ Board or University, as the case may be.
- (iii) Must have passed at least Diploma in Computer Application from a recognized Institute.

- (iv) Must be over 18 years 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 for the time being in force, for the respective reserved categories).
- (v) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) Be of good character.
- (vii) Be of sound health, good physique and free from organic defects or bodily infirmity; and
- (viii) Have not more than one spouse living, if married.
- (ix) Have no criminal antecedent on the date of application.
- (x) For the post of Junior Typist, the criteria/ conditions are as above and in addition to that, he must have knowledge of Type Writing with a speed of 40 words per minute in English.
- (xi) For the post of Stenographer Grade-III (Jr. Stenographer), the criteria/ conditions are as above and in addition to that, he must have Possessed minimum speed of 80 words per minute in shorthand and minimum speed of 40 words per minute in English Typing.

**(b) For the Post of Driver**

- (i) be a citizen of India.
- (ii) have passed M.E. standard (Passed Class-VIII) with Odia & English;
- (iii) have a valid L.M.V. Driving Licence with at least 03 (three) years experience in driving;
- (iv) be over 18 years 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 for the time being in force, for the respective reserved categories).
- (v) be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) be of good character.

- (vii) be of sound health, good physique and free from organic defects or bodily infirmity; and
- (viii) have not more than one spouse living, if married.
- (ix) have no criminal antecedent on the date of application.

## **II. FEES FOR EXAMINATION**

The candidates 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-0010-charges for service provided-02177-examination fees for recruitment conducted by Orissa District & Subordinate Courts”** and to submit the original copy of challan along with their application forms.

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application 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 Government employment are required to apply their candidature for the post through proper channel along with the No Objection Certificate obtaining from the competent Authority.

## **III. LAST DATE FOR RECEIPT OF APPLICATIONS**

The application along with the required documents and self-attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **16.09.2019** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected. The Application shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjharqarh, Dist: Keonjhar, Pin: 758001.**

### **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 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 and/ or incomplete in any respect, shall be summarily rejected.
- (iii) In case of receipt of large number of applications, the authority reserves 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) Rules, 2008 (Amendment Rules, 2010)

#### **IV. SCHEME OF EXAMINATION**

##### **FOR THE POST OF JUNIORCLERK-CUM-COPYIST**

|                 | <b>Subject</b>               | <b>Marks</b> | <b>Duration of Test</b> |
|-----------------|------------------------------|--------------|-------------------------|
| <b>Part-I</b>   | English                      | 100          | 2 hours                 |
|                 | Arithmetic                   | 100          | 1 hour                  |
|                 | General Knowledge            | 100          | 1 hour                  |
| <b>Part-II</b>  | Computer Science (Practical) | 100          | 1 hour                  |
| <b>Part-III</b> | Viva Voce                    | 45           |                         |

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.

##### **FOR THE POST OF JUNIOR TYPIST**

|                 | <b>Subject</b>                 | <b>Marks</b> | <b>Duration of Test</b> |
|-----------------|--------------------------------|--------------|-------------------------|
| <b>Part-I</b>   | English (Qualifying in nature) | 100          | 2 hours                 |
| <b>Part-II</b>  | Type Writing Test              | 50           | 10 Minutes              |
| <b>Part-III</b> | Computer Science (Practical)   | 100          | 1 hour                  |
| <b>Part-IV</b>  | Viva Voce                      | 35           |                         |

**N.B.:** Only successful candidates in the Part-I examinations shall be called for the Test of Typewriting and the candidate passed in Typewriting Test (Part-II) shall be eligible for Computer Science (Practical) Test and the candidates qualified in the said practical test shall be eligible for Viva-Voce.

***The candidates shall bring their own Typewriter Machine for the Test.***

##### **FOR THE POST OF STENOGRAPHER GRADE-III (JUNIOR STENOGRAPHER)**

|                 | <b>Subject</b>                    | <b>Marks</b> | <b>Duration of Test</b> |
|-----------------|-----------------------------------|--------------|-------------------------|
| <b>Part-I</b>   | English (Qualifying in nature)    | 100          | 2 hours                 |
| <b>Part-II</b>  | Shorthand & Type Test             | 50           | 15 Minutes              |
| <b>Part-III</b> | Computer Science (Practical) Test | 100          | 1 hour                  |
| <b>Part-IV</b>  | Viva Voce                         | 35           |                         |

**N.B.:** Only the successful candidates in the Part-I examination shall be called for Shorthand & Typewriting Test and the candidates selected in the said test shall be called for the Computer Science (Practical) Test and the candidates qualified in the said Computer Science (practical) test shall be eligible for Viva-Voce Test.

***The candidates shall bring their own Typewriter Machine for the Test.***

*The Syllabus of the Examination is as provided in “The Orissa District & Subordinate Courts’ Non-Judicial Staff Services (method of Recruitment and Condition of Service) Rules, 2008 and as amended in Amendment Rules, 2010.*

### **FOR THE POST OF DRIVER**

Selection to the post shall be through a Trade Test followed by Viva Voce test in consultation with the M.V.I.

|                | <b>Subject</b>       | <b>Marks</b> |
|----------------|----------------------|--------------|
| <b>Part-I</b>  | Trade Test (Driving) | 70           |
| <b>Part-II</b> | Viva Voce            | 30           |

**N.B.:** The candidates, who qualify the Trade Test (Driving), shall be eligible to appear in the Viva-Voce for the post of Driver.

***No Travelling allowance is admissible to the candidates.***

***Date of examination shall be intimated to the candidates through letter, Office Notice Board and District Court Website.***

#### **V. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION**

##### **(a) For the Post of Jr. Clerk-cum-Copying, Jr. Typist and Jr. Stenographer**

- (i) Copy of self-attested H.S.C. Examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council, Board or University, as the case may be.
- (iii) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (iv) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.

- (v) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vi) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name, designation of the Officer).
- (vii) Treasury Challan in Original showing to have deposited a sum of Rs.100/- (Rupees one hundred) only in the appropriate head.
- (viii) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (ix) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.
- (x) One declaration regarding marital status showing to have one spouse living, if married.
- (xi) Copy of self-attested Typewriting Certificate issued by a recognized institute [for the post of Junior Typist].
- (xii) Copy of self-attested copy of Shorthand & Typewriting Certificate issued by a recognized institute [for the post of Stenographer Grade-III (Jr. Stenographer)];
- (xiii) Self declaration showing that he/ she has no criminal antecedent;
- (xiv) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to SC/ ST categories with signature of the candidates thereon.
- (xv) A copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xvi) Copy of self-attested document showing to have at least passed, a test in odia, equivalent to M.E. standard.

**(b) For the Post of Driver**

- (i) self attested copy of educational qualification certificate in proof of age & qualification;
- (ii) self attested copy of L.M.V. Driving Licence & experience certificate;
- (iii) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name, designation of the Officer).

- (iv) Two passport size recent photographs duly attested by a Gazetted Officer (one is to be affixed in the application on the space provided).
- (v) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.
- (vi) Self declaration regarding marital status showing to have one spouse living, if married.
- (vii) Self declaration showing that he/ she has not criminal antecedent;
- (viii) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to any Reserved category with signature of the candidates thereon.

**Sd/-**  
**(B. K. Mishra)/ 22.08.2019**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee, Keonjhar**

## **FORMAT OF APPLICATION**

Self attested  
recent Passport  
size photograph.

### **APPLICATION FOR THE POST OF .....**

1. Name of the Candidate ( in Block Letter) :
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status (Married/ Unmarried) :
5. Permanent address :
6. Present address :
7. (a) Date of birth as per Christian era :
- (b) Age (As on the last date fixed for receipt of application form) :

### **8. Educational Qualification(Attach attested copies of Certificate in support of qualification)**

| <b>Name of the Examination passed</b> | <b>Name of the Board/ Council/ University</b> | <b>Year of passing</b> | <b>Total Marks</b> | <b>Aggregate of mark Secured</b> | <b>Grade/ Division</b> | <b>% of Marks secured</b> |
|---------------------------------------|---|------------------------|--------------------|----------------------------------|------------------------|---------------------------|
| H.S.C.                                |   |                        |                    |                                  |                        |                           |
| +2 Arts/ Commerce/ Science            |   |                        |                    |                                  |                        |                           |
| Diploma in Computer Science           |   |                        |                    |                                  |                        |                           |
| Any other higher examination          |   |                        |                    |                                  |                        |                           |
| Typewriting                           |   |                        |                    |                                  |                        |                           |
| Shorthand & Typewriting               |   |                        |                    |                                  |                        |                           |

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/ orthopedically handicapped. (If yes, attach supporting medical certificate issued by the competent Medical Authority/ Board) :
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. :
14. Attach two character certificates issued by Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers) :
15. Details of Treasury Challan with No. & date. :

### **DECLARATION**

I do hereby solemnly affirm and state that I am aware of the provisions of Orissa District and Sub Ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:  
Place:

***SIGNATURE OF THE CANDIDATE***



## **FORMAT OF APPLICATION**

Self attested  
recent Passport  
size photograph.

**APPLICATION FOR THE POST OF :      DRIVER**

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. (a) Date of birth as per Christian era :
- (b) Age (As on the last date fixed for receipt of application form) :

8. Educational Qualification(Attach attested copies of Certificate in support of qualification)

| <b>Name of the Examination passed</b> | <b>Name of the School</b> | <b>Year of passing</b> |
|---------------------------------------|---------------------------|------------------------|
| Educational qualification             |                           |                        |
| Driving Training                      |                           |                        |
| Experience                            |                           |                        |

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. Religion :
11. Nationality :
12. Employment Exchange Registration No. :
13. Attach two character certificates issued by Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers) :

### **DECLARATION**

I do hereby solemnly affirm and state that I am aware of the provisions of Orissa District and Sub Ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:  
Place:

***SIGNATURE OF THE CANDIDATE***