

OFFICE OF THE DISTRICT JUDGE, MALKANGIRI

Date, Malkangiri, this the 22nd day of September, 2018

ADVERTISEMENT

Applications in the prescribed format given below are invited from the intending candidates for filling up of the following Group-"C" posts in the Judgeship of Malkangiri under Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and amendment rules, 2010 subject to result of W.P.(C) No.1273/2014 of the Hon'ble High Court of Orissa.

Sl. No.	Name of the Post	Group	Level as per Pay Matrix under ORSP Rules, 2017	CATEGORY				Total
				Unreserved	S.T.	S.C.	SEBC	
1	Stenographer Grade-III	C	Level-7 (Rs.25500-81100)	-	1	-	-	1
2	Junior Clerk	C	Level-4 (Rs.19900-63200)	1	5 (W-2)	1	2 (W-2)	9

The number of posts in each cadre may increase or decrease. The Letter 'W' stands for Woman. Reservation in respect of Physically Handicapped persons/Ex-Servicemen/Sports persons shall be as per rule.

Eligibility of the Candidates:

(For the post of Junior Clerk & Grade-III Stenographer)

- 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.
- Must have passed at least Diploma in Computer Application from a recognized institute.
- 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.
- Having knowledge of 80 words per minute in shorthand and typewriting with a speed of 40 words per minute in English for the post of Grade-III Stenographer.
- Be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- Having good character.
- Having sound health, free from organic defects or bodily infirmity and;
- Have not more than one spouse living, if married.

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—9904650—Law Department—0916730—Examination fees for Recruitment conducted by Orissa District and Subordinate Courts."** and to submit the original Copy of Challan along with the application forms.

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

The candidates are required to submit the application being duly filled in and signed by their own hand furnish the required particulars as per the format given below. The candidates who are in Government Service are required to apply through proper channel.

Last date for receipt of applications:

The applications along with required documents should reach the undersigned on or before **31.10.2018 by Registered Post/Speed Post only.**

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 notice shall entail rejection of his/her application. The application if found defective/incomplete in any respect and received after the last date, 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 Services), Rule 2008 (Amendment Rules-2010).

(iv) If the qualifying certificates of any candidate is **found fraudulent**, if joined will be **prosecuted accordingly**.

(v) Any deviation in view of this Advertisement shall be summarily rejected.

Scheme for Examination for the Post of Stenographer Grade III

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Short hand and Type writing test	50	10 minutes
	Computer science(Practical)	100	1 hour
	Viva-Voce	35	

Scheme of Examination for the Post of Junior Clerk

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	2 hour
	General knowledge	100	1 hour
Part-II	Computer Science(Practical)	100	1 hour
	Viva-Voce	45	

All the qualifying candidates in the Part-I examination shall be called for shorthand and typewriting test in case of Stenographer Grade-III. The selected candidates in the aforesaid test shall be called for test of Computer (Practical) test and the candidates selected in Computer Practical shall be called for Viva-voce test.

The candidates who appear for the type test shall bring their own type-writer machine.

No Travelling allowance is admissible to the candidates.

Date of Examination shall be intimated to the eligible candidates in due time.

List of Documents to be submitted along with the application:

- i) Attested copies of certificates with mark sheets of H.S.C. & +2 examination or its equivalent examination.
- ii) Attested copy of the certificate with mark sheet of Diploma in Computer Application from any recognized institute.
- iii) Attested copy of caste certificate (for reserved categories)
- iv) Attested copy of Type certificate.
- v) Original Treasury Challan showing deposit of examination fees.
- vi) Character certificate from two Gazetted Officer in original.
- vii) Four attested Passport size photographs (one is to be affixed in the application on the space provided)
- viii) Two self addressed envelopes (stamped with Rs. 40/- each) of size 23 x 10 cms.

**Sd/-
District Judge,
Malkangiri**

(Form-A)

FORMAT OF APPLICATION

{See Para 2A of Appendix 'A'}

APPLICATION FOR THE POST OF _____

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 31.10.2018) :-
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	% of Marks secured.
H.S.C.					
+2 Arts/Commerce/Science					
Diploma in Computer Science					

9. Category :- (SC / ST / SEBC / GEN /Sportsperson / 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 :-
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 :-

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 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.

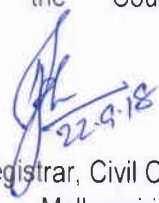
(Signature of the Candidate)

Memo No. 3690(3) / Date: 22nd day of September, 2018

Copy forwarded to the District Employment Office, Malkangiri for information with a request to publish the same in the notice board.

Copy forwarded to the District Informatics Officer, DIC, Malkangiri for information with a request to place the advertisement (Advertisement alongwith format of application only) in the District Portal www.malkangiri.nic.in/recruitment for wide publication.

✓ Copy to the System Assistant, Malkangiri with a direction to upload the advertisement (Advertisement alongwith format of application only) in the Court website www.districts.ecourts.gov.in/odisha/malkangiri for wide publication.


22-9-18
Registrar, Civil Courts,
Malkangiri

The
Registrar,
Malkangiri
22-9-18