

OFFICE OF THE DISTRICT JUDGE, GANJAM, AT BERHAMPUR.

Dated, the 4th day of August, 2016.

ADVERTISEMENT.

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court communicated under their letter No. 9158 (6) dtd. 17.10.2015 read with the relevant provisions contained in Orissa District & Subordinate Courts Non-Judicial staff Services (Method of recruitment and conditions of service) Rules, 2008 and Amendment Rules, 2010. Applicability of Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 to these appointments shall be subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court.

Sl. No	Categories of posts	Scale of pay	UR	SC	ST	SEBC	Total.	Physically handicapped / Ex. service man/ Sports person.
	GROUP- C							
1	Jr. Clerk/ Copyist.	5200-20200/- + G.P. 1900/-	--	08	10	--	18	(The vacancy reserved for women P.H/Ex. Servicemen/ Sports Person is inclusive of vacancy of respective category to which they belong)
2	Jr. Typist.	5200-20200/- + G.P. 1900/-	--	03	03	--	06	
3	Stenographer Grade-III	5200-20200/- + G.P. 2400/-	--	03	03	--	06	
4	Salaried Amin.	5200-20200/- + G.P. 2000/-	01	01	01	--	03	

(The number of above vacancies in different categories of the post may increase or decrease. The reservation for physically handicapped/ Ex-Servicemen/Sportsperson shall be in accordance with the orders/rules issued from time to time.) The vacancies advertised include backlog vacancies.

Other conditions of service shall be guided by the relevant provisions of Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010, & Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 subject to the final result in of W.P.(C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court.

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

1 **ELIGIBILITY OF THE CANDIDATES:**

For Jr. Clerk and Copyists/Jr. Typist/Stenographer Gr.III.

A Candidate, in order to be eligible for the above posts,

- a) shall be a citizen of India.
- b) must have passed at least +2 Examination conducted by the Council constituted u/s.3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized council , board or university as the case may be.
- c) must have at least passed Diploma in Computer application from a recognized institute.
- d) must not be below 18 years and above 32 years of age as on **06.09.2016**. Provided that the upper age limit is relaxable by 5 years in case of SC/ ST/ SEBC/ and Women Candidates and 10 years in case of Physically Handicapped candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed forces from the present age, the resultant age should not exceed 32 years.
- e) must be able to speak, read and write oriya and have passed a test in oriya equivalent to the M.E. Standard.
- f) must be of good character.
- g) must be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease.
- h) must not have more than one spouse living, if married.
- i) Must have possessed a minimum speed of 40 words per minute in type writing (**For the post of Jr. Typist.)**
- j) must have possessed a minimum speed of 80 words in shorthand and 40 words in type writing per minute (**For the post of Stenographer Grade-III)**
- k) must have practical knowledge in operating Computer.

FOR Salaried Amin Post.

The Candidate must fulfill the criteria No. (a), (d), (f), (g), (h) as stated above, and must

- a) have passed the matriculation examination or equivalent examination of a recognized board.
- b) have passed the Revenue Inspector Training.

FEES FOR EXAMINATION.

The Candidates are required to deposit examination fees of Rs. 100/- (Rupees one hundred) only in shape of the Treasury Challan under the head "0070- Other Administrative Services -01-Administration of Justice-501-Services and Services fees – 9904650-Law Department – 9916730- Examination Fees for recruitment conducted by Orissa District and Subordinate Courts" and to submit the original challan along with application form. The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of Examination fees.

LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES.

The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the format- A along with the following documents given below. The candidates who are in Govt. employment are required to apply through proper channel.

- 1 Treasury Challan in original showing deposit of examination fee of Rs. 100/- under the proper head of account (except SC and ST Candidates) **(For Jr. Clerks and Copyists / Jr. Typists/ Stenographer Grade-III and Salaried Amin.)**
- 2 Copy of Self attested Board or equivalent certificates showing proof of age with mark sheet (**For Jr. Clerk and Copyist , Jr. Typist , Stenographer Grade-III, & Salaried Amin.)**
- 3 Copy of Self attested Certificates showing passing of + 2 or equivalent examination and Mark sheet **(For Jr. Clerk and Copyist , Jr. Typist, Stenographer Grade-III)**
- 4 Copy of Self attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute. **(For Jr. Clerk and Copyist , Jr. Typist and Stenographer Grade-III).**
- 5 Copy of Self attested certificate showing successful completion of Shorthand course from a recognized institute.**(For the post of Stenographer Grade-III)**
- 6 Copy of self attested certificate showing successful completion of Type Writing Course from a recognized institute .**(For the post of Jr. Typist.)**
- 7 Two Character Certificate issued by two Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of officers.)
- 8 Three Self signed recent passport size photographs (One is to be affixed in the application form.)
- 9 Two Self addressed envelopes with postage stamp of Rs. 30/- (Rupees thirty) affixed on each for despatch of call letters by registered post.
- 10 Copy of Self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC / ST/ SEBC categories.
- 11 Copy of self attested disability certificate for Physically handicapped persons issued by the competent authority showing percentage of disability.
- 12 Copy of self attested certificate / identity card of sports person and Ex-Serviceman.
- 13 Copy of self attested certificate of Revenue Inspector Training **(For the post of Salaried Amin.)**

- 14 Copy of self attested Valid Employment Exchange Registration Card.
- 15 The Candidates, who possesses the certificate of work experience in settlement and consolidation organization granted by Settlement Officer or Deputy Director, Consolidation and all India Trade Test in Surveyor Trade conducted by the National Council for Vocational training shall also furnish the self attested documents in support of the same **(For the post of Salaried Amin.)**

SCHEME OF EXAMINATION.

There shall be an examination on the following subjects for the posts noted against each.

(a) Jr. Clerk and Copyist.			
Sl. No.	Subject	Marks	Duration of Test.
1	English	100	2 hours.
2	Arithmetic	100	1 hour.
3	General Knowledge	100	1 hour
4	Computer Science Test (Practical)	100	As decided by the recruitment committee at the time of interview.
5	Viva-Voce Test	45	--

The successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall also be eligible for viva-voce test for the post of Jr. Clerk and copyist.

DETAIL SYLLABUS.

The detail syllabus for each subject of the written test shall be as follows.

ENGLISH.

- An essay to be written in English.
- A letter or application to be written in English.
- One Oriya passage to be translated into English.
- One English passage to be translated into Oriya.
- Summary of one English passage.

ARITHMETIC.

Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and compound interest, simple and compound practice, percentage, profit and loss, Mixtures, Partnership, Average Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work, and time and distance.

GENERAL KNOWLEDGE.

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

COMPUTER SCIENCE TEST (PRACTICAL)

To test the proficiency of the candidates relating to matters like “ test formatting of the paragraphs, Insertion of table, skill to print and save, file transfer, web-site searching/ browsing and downloading, email, use of pen-drive and other software etc. and programmes of accounting”.

VIVA- VOCE:-

To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

(b) Jr. Typist.			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test.	50	10 minutes.
3	Computer Science Test (Practical)	100	As decided by the recruitment committee at the time of interview.
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test. Qualifying candidates are required to bring their own Type Writers during Type writing test.

DETAIL SYLLABUS.

The detail syllabus for each subject of the written test shall be as follows.

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Typist, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in **10 (Ten) minutes**.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and copyist.

(c) Stenographer Grade-III			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Short hand and Type Writing Test.	50	15 minutes.
3	Computer Science Test (Practical)	100	As decided by the recruitment committee at the time of interview.
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing and Shorthand test for the post of Stenographer Grade-III. Candidates selected in the Type writing and Shorthand test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test. Qualifying candidates are required to bring their own Type Writers during the Type writing test.

DETAIL SYLLABUS.

The detail syllabus for each subject of the written test shall be as follows.

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in **five minutes**, which shall be taken in Shorthand on Shorthand note sheet supplied by the Examiner. Candidates shall reproduce such shorthand test for 400 words in Type script in **10 minutes**.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and Copyist.

SALARIED AMIN.

(d) Salaried Amin.			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Arithmetic	50	½ an hour.
3	Technical knowledge in Survey and Settlement.	50	½ an hour.
4	Viva-Voce Test	20	--

The successful candidates in written qualifying examination shall be eligible for Viva-voce Test.

DETAIL SYLLABUS.

The detail syllabus for the English Subject of the written test shall be as follows.

- i) English (Qualifying in nature) is the same as detailed above for the post of Jr. Clerk and Copyist.

Last Date of receipt of Application.

The last date of receipt of applications is fixed on **06.09.2016**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by Registered Post / Speed post so as to reach the office of the District Judge Ganjam, Berhampur on or before **06.09.2015** positively. The applications received thereafter shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below.

N.B:-

1. The Candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form- A as given below. The candidate shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper Channel.
2. 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. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications for the Post of Jr. Clerks/ Copyist, / Jr. Typists/ Stenographer Grade-III / Salaried Amin, the authority reserves right to short list the candidates in accordance with Rules contained in the Orissa District & Subordinate Courts Non Judicial Staff services (Method of Recruitment and conditions of Service) Rules, 2008 (As amended from time to time) and the District Recruitment committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the committee in this regard shall be final in every respect.

5. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
6. The Date of examination shall be intimated to the eligible candidates in due time in the District Court website and any other mode as decided by the District Recruitment Committee.
7. The intending candidates applying for different posts may submit their applications by hand by way of dropping the same in the Box available in the Civil Court premises at Berhampur during office hours on the working days only.
8. Written examination for all posts of this advertisement shall be held on a same day. While a candidate may apply for more than one post, he /she can appear in the written examination for one post only as per his /her choice.
9. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
10. For details, please visit the website:

<http://ecourts.gov.in/odisha/Ganjamdc>

The candidates are advised to regularly visit the above website for further updates.

Sd/- M. R. Dash,
District Judge-cum-Chairman,
District Recruitment Committee,
Ganjam, Berhampur.

FORM- A
FORMAT OF APPLICATION.

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. Mobile Number (if any):
8. E-mail Address (If any):
9. Date of Birth as per Christian era _____/Age (as on 06.09.2016) _____
10. Educational Qualification (Attach copies thereof):

Paste your recent
self-attested
Passport size
photograph

Name of the Examination passed	Name of the Board/Council/ University	Year of Passing	Aggregate of Marks secured.	Grade/ Division	% of Marks Secured.
1	2	3	4	5	6
H.S.C.					
+2 Arts/ Commerce/ Science.					
Diploma in Computer Science					
Others.					

11. Category : (S.C/ S.T./SEBC/Gen/Sports Person/Ex-Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

12. Whether Physically/ Orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the competent Medical Authority/ Board)
13. Religion:
14. Nationality:
15. Employment Exchange Registration No.
16. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch, etc. (mention name, designation of the officers):
17. Details of Treasury Chalan with No. and Date.

Signature of the Candidate.

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.

Place:

Date

Signature of the Candidate:

List of Enclosures: