

**OFFICE OF THE DISTRICT JUDGE, DHENKANAL**  
**ADVERTISEMENT**

**Dated, Dhenkanal the 3<sup>rd</sup> September, 2018**

Applications in the prescribed format given below/available in the District Court website are invited from the desirous candidates for filling up of the following posts under Group-C category in the scale of pay Cell-I Level-4 Rs.19900/- per month for the post of Junior Clerk/Copyist and Junior Typist and in the scale of pay Cell-I Level-7 Rs.25500/- of -per month for the post of Grade-III Stenographer in the judgeship of Dhenkanal on regular basis subject to the result of W.P (C) case No.1273 of 2014 of the Hon'ble High Court.

Sl. No.	Categories of posts	SC	ST	SEBC	UR	TOTAL	Physically Handicapped/ Ex-Serviceman/ Sports person/Woman
1	2	3	4	5	6	7	8
1	Junior Clerk/Copyist	2	2	1	4	9	The vacancy reserved for P.H/Ex-Serviceman /Sports person/Women i Inclusive of respective category to which they belong.
2	Grade-III Stenographer	-	1	-	1	2	
3	Junior Typist	-	1	1	1	3	

Note- The vacancies may increase or decrease. The decision of the District Judge with regard to the result of the examination shall be final. The authority reserves the right to cancel the recruitment process at any time without prior notice.

The last date of receipt of applications is fixed to **25.9.2018** Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by Registered post/ Speed Post. Candidate may drop the application in the box available in the Civil Courts premises at Dhenkanal during the Office hour till 5.00 P.M. Applications received thereafter shall be summarily rejected.

Details of Advertisement, Application Form, eligibility criteria, scheme of Examination along with detail syllabus etc. are also available in the District Court Website <http://ecourts.gov.in/Odisha/Dhenkanal>

District Judge,  
Dhenkanal.

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**Dated, Dhenkanal the 3rd September-2018**

Applications in the prescribed format given below/available in the District Court website are invited from the desirous candidates for filling up of the following posts under Group-C category in the scale of pay **Cell-I Level-4 Rs. 19,900/-** per month for the post of Junior Clerk/Copyist and Junior Typist and in the scale of pay **Cell-I Level-7 Rs. 25500/-** per month for the post of Grade-III Stenographer in the judgeship of Dhenkanal on regular basis subject to the result of W.P (C) case No.1273 of 2014 of the Hon'ble High Court.

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**1. Eligibility Criteria:-**

***(i) The candidates willing to apply for the post of Junior Clerk/Copyist, Grade-III Stenographers and Junior Typist must;***

- (a) be a citizen of India
- (b) 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 from a recognized Council, Board or University, as the case may be;

- (c) have at least passed Diploma in Computer Application from a recognized institution.
- (d) be over 18 years and below 32 years of age as on **25.9.2018** Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or instructions of the Government for the time being in force for the respective reserved categories.
- (e) be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (f) be of good character.
- (g) be of sound health, good physique and free from organic defects or bodily infirmity.
- (h) have not more than one spouse living if married

***A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute and a candidate for the post of Junior Typist shall possess minimum speed of 40 words in Type writing per minute.***

## **2. Fee for examination:**

The candidate shall have to pay the fees prescribed for the examination as set forth i.e.Rs.100/- as examination fees in shape of Treasury Challan. The fees should be credited under the Head of Account **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 & Subordinate Courts"**

No application shall be considered unless it is accompanied by a Treasury Challan showing payment of the examination fees. **No examination fee shall be paid by the S.C and S.T candidates.**

The candidate desirous of sitting for the examination shall submit an application to the District Judge, Dhenkanal in the format given below duly filled in by his/her own hand writing. The candidates who are in Govt. employment are required to apply through proper channel.

**NOTE: The applications if found defective / incomplete in any respect shall be summarily rejected.**

## **3. Subject of Examination.**

(I) The scheme of the examination for the post of Junior Clerk/Copyist

Subject	Marks	Duration of Test
English	100	2 hrs
Arithmetic	100	1 hrs
General knowledge	100	1 hrs
Computer Science Test(Practical)	100	1 hrs
Viva-voce test	45	As would be decided at the time of interview

**(II) The scheme of the examination for the post of Grade-III Stenographer:**

Subject	Marks	Duration of Test
English(qualifying in nature)	100	2 hrs
Short hand & Type writing Test	50	15 minutes
Computer Science test (Practical)	100	1 hrs
Viva-voce test	35	As would be decided at the time of interview

**(III) The scheme of the examination for the post of Junior Typist:-**

Subject	Marks	Duration of Test
English(qualifying in nature)	100	2 hrs
Type writing Test	50	15 minutes
Computer Science test (Practical)	100	1 hrs
Viva-voce test	35	As would be decided at the time of interview

**4.Syllabus for Examination****( I ) ENGLISH:- ( FOR JUNIOR CLERK/ COPYIST, GRADE-III STENOGRAPHER & JUNIOR TYPIST)**

- (a) An Essay to be written in English -- 30 Marks  
 (b) A Letter or application to be written in English -- 20 Marks  
 (c) One Oriya passage to be translated into English -- 15 Marks  
 (d) One English passage to be translated into Oriya -- 15 Marks  
 (e) Summary of one English passage -- 20 Marks

Note-The standard required of a candidate shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa,

**( II ) ARITHMETIC FOR JUNIOR CLERK/COPYIST:-**Vulgar fraction & decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and compound practice, Percentage, Profit and loss, Mixtures, Partnership, averages, rates and taxes, insurance, square and cubic measure, problems on time and work and on time and distance.

**(III) GENERAL KNOWLEDGE FOR JUNIOR CLERK/COPYIST:-** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

**(IV) COMPUTER SCIENCE TEST (PRACTICAL) FOR JUNIOR CLERK/COPYIST & GRADE-III STENOGRAPHER/JUNIOR TYPIST:-** Test formatting of the Paragraph, Insertion of Table, Skill to Print and Save, File Transfer, Web site Searching / Browsing and down loading e-mail, use of Pen drive and other Software etc. and programme of accounting.

**(V) VIVA VOCE TEST FOR JUNIOR CLERK/COPYIST & GRADE-III STENOGRAPHER/JUNIOR TYPIST:** To test and assess suitability of a candidate for the post with particular reference to candidate's alertness, general outlook and potential qualities.

**(VI) SHORT HAND & TYPE TEST FOR GRADE-III STENOGRAPHER:-**A candidate for the post of Grade-III Stenographer shall be dictated a passage of 400 words in English language in 5 minutes which shall take in shorthand on shorthand note sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes.

**(VII) TYPE WRITING TEST FOR JUNIOR TYPIST:-** A candidate for the post of Junior Typist *shall be given a passage of 400 words in English language in 10 minutes he shall reproduce such text of 400 words in the Type script supplied by the examiner, in 10 minutes.*

**5. Last date of receipt of Application:-**

Applications along with required documents and self attested copies of certificates must reach in the address of District Judge, Dhenkanal, At/ PO/ Dist-Dhenkanal-759001 by **25.9.2018** positively. Applications received after the due date shall be summarily rejected. In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the Orissa District & Sub-ordinates Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 and amendment made therein from time to time.

**6. List of documents to be submitted by the candidates with their applications:**

1. Self attested Copies of +2 or equivalent examinations of a recognized Council, Board or University as the case may be with mark sheet.
2. Self attested copy of Certificate of HSC/ Board (Showing date of birth) with Mark sheet.
3. Self attested copy of Certificate of Diploma in Computer Application from a recognized Institute.
4. Self attested copy of Caste certificate issued by the competent authority in case of ST & SC and S.E.B.C candidates.
5. Self attested copy of Employment Exchange Registration Card.
6. Four Copies of recent pass-port size Photographs (Self attested on the front side). Out of which one Photograph is to be pasted in the application form on the space provided and three photographs will be submitted with the application.
7. Three self addressed postal envelopes duly stamped worth of Rs.30/- each.
8. Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/Sarpanch etc. (Mention, Name, Designation of Officer).
9. Treasury Challan in Original showing deposit of Rs.100/- towards examination fees under proper head of account **except S.C and S.T candidates.**
10. Copies of self attested Certificate showing successful completion of Short-hand & Type Writing Course in English from a recognized Institution for the post of Grade-III Stenographer.

*Sd/-*  
District Judge, Dhenkanal.

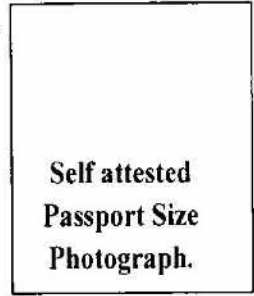
Memo No. 1677(2) / Dated 3.9.18

Copy forwarded to the System Officer, Civil Courts, Dhenkanal to upload the detail advertisement in the District Court Website forthwith/Copy to Office Notice Board for information of the General Public.

*Sd/-*  
27/9/18  
Registrar,  
Civil Courts, Dhenkanal.

**FORM-A**  
**FORMAT OF APPLICATION FOR GROUP-C**

**POST APPLIED FOR \_\_\_\_\_**



1. Name of the Candidate (In capital letter):-
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 25.9.2018**
8. Educational Qualification (Attach attested copies thereof)

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/Ex-Serviceman):- (strikeout 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 two Gazetted Officers/ Medical Practitioner/ Sarpanch etc.  
(Mention name, designation of the officer)
14. 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 and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**List of Documents**

**SIGNATURE OF THE CANDIDATE**