

OFFICE OF THE DISTRICT JUDGE, CUTTACK

SHORT ADVERTISEMENT

Dated, Cuttack, the 14th day of October, 2015

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts in Group-C cadre on contractual basis with consolidated monthly remuneration equal to the initial of the corresponding Pay plus Grade pay as noted below against each category. These posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed in view of rule 9 and 10 of Odisha Group-C and Group-D (Contractual appointment) Rules 2013.

Name of the post	UR	SEBC	SC	ST	Total	Scale of Pay
Jr. Clerk-cum Copyist	13	10	10	28	61	Rs 5200/- + Grade Pay 1900/-
Jr. Typist	5	4	4	11	24	Rs 5200/- + Grade Pay 1900/-
Stenographer Grade-III	1	1	2	5	9	Rs 5200/- + Grade Pay 2400/-

(The number of posts as indicated above may increase or decrease)

Reservation in respect of Women/ physically handicapped persons /Ex-Service-men/ Sports persons shall be as per rule. Last date of receipt of application is **06.11.2015**. For details visit District Court website <http://ecourts.gov.in/odisha/cuttackdc> The Candidates shall have to carefully study the detailed Advertisement from the website prior to filling of Application Forms.

Sd/-S.N.Mishra
District Judge-cum-Chairman,
District Recruitment Committee,
Cuttack.

10/14
Registrar
Civil Courts, Cuttack
14.10.15

OFFICE OF THE DISTRICT JUDGE, CUTTACK

ADVERTISEMENT

Dated, Cuttack, the 14th day of October, 2015

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Jr. Clerk-cum- Copyist/Jr. Typist/Stenographer Grade-III in Group-C cadre on contractual basis. During the period of contractual appointment they shall draw consolidated monthly remuneration equal to the initial of the corresponding Pay plus Grade Pay as noted below against each category. These posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed in view of rule 9 and 10 of Odisha Group-C and Group-D posts (Contractual appointment) Rules 2013.

The decision of the District Judge, Cuttack as to the result of the Examination shall be final and in no case, shall liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY WISE VACANCY POSITION:

Name of the post	UR	SEBC	SC	ST	Total	Scale of pay
Jr. Clerk-cum- Copyist	13	10	10	28	61	Rs 5200/- + Grade Pay 1900/-
Jr. Typist	5	4	4	11	24	Rs 5200/- + Grade Pay 1900/-
Stenographer Grade-III	1	1	2	5	9	Rs 5200/- + Grade Pay 2400/-

- NOTE: -**
1. The number of posts as indicated above may increase or decrease.
 2. Reservation in respect of women, Physically Handicapped persons/Ex-Service-men/Sports persons shall be as per rule.

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ELIGIBILITIES OF THE CANDIDATES :-

A candidate in order to be eligible for the above posts:-

- (a) 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;
- (b) Must have passed at least Diploma in Computer Application from a recognized institute;
- (c) Must be over 18 years and below 32 years of age as on the 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 Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories).;
- (d) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- (e) Must be of good character;
- (f) Must be of sound health, good physique and free from organic defects or bodily infirmity; and
- (g) Must not have more than one spouse living, if married.
- (h) Must pay the fees prescribed for the examination;
- (i) For the post of Junior Typist the candidate must have knowledge in Type writing with a speed of 40 words per minute in English;
- (j) For the post of Stenographer Grade-III, the candidate must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute.

FEES FOR EXAMINATION:-

The candidates are required to deposit fees of Rs.100/- (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-9916730- Examination fees for Recruitment**


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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 Service are required to apply through proper channel.

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, Cuttack, Pin- 753002** on or before **06.11.2015** either by Post or in person during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

- N.B.:-**
- (i) Application should be submitted for the post, mentioning the name of the post clearly (in capital letters duly underlined) 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 out-rightly. Application if found defective and/or 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 District Recruitment Committee 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 and amendment rules thereof.


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SCHEME OF EXAMINATION FOR THE POST OF JR. CLERKS AND COPYISTS

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II	Computer science (practical)	100	1 hour
	Viva voce	45	Will be decided at the time of examination

SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III AND JUNIOR TYPISTS

	Subject	Marks	Duration of test
Part-1	English(qualifying in nature)	100	2 hours
	Shorthand & Type test for Stenographer Grade-III	50	15 Minutes
	Type writing test for Jr. Typists	50	10 Minutes
Part-II	Computer Science(practical)	100	1 hour
	Viva voce	35	Will be decided at the time of examination

Only successful candidates in the Part-1 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.

The candidates to appear in the Short hand and Type Test for the post of Stenographer Grade-III/Type Test for the post of Jr. Typist shall bring their own typewriter machine with them.

No Travelling allowance is admissible to the candidates.

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


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