

OFFICE OF THE DISTRICT JUDGE: BARGARH

Dated Bargarh, the 28<sup>th</sup> July, 2017

ADVERTISEMENT

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerks-cum-Copyist/ Junior Typist/ Stenographer Grade-III/ Salaried Amin/ Driver in Group –“C” cadre, as per the scale mentioned against each category of post.

Sl. No	Name of the post	Scale of pay and Grade Pay	General (UR)	Reserved for			Total
				SC	ST	SEBC	
1	Junior Clerk -cum- Copyist	Rs. 5,200- 20,200/- + G.P. Rs.1,900	04	03	06	-	13*
2	Junior Typist	Rs. 5,200- 20,200/- + G.P. Rs.1,900	-	02	-	-	02**
3	Stenographer Grade-III	Rs. 5,200- 20,200/- + G.P. Rs.2,400	-	-	01	-	01***
4	Salaried Amin	Rs. 5,200- 20,200/- + G.P. Rs.2,000	01	-	-	-	01
5	Driver (Contractual)	Rs. 5,200- 20,200/- + G.P. Rs.1,900	-	01	-	-	01

(\*) Includes 11 backlog vacancies.

(\*\*) Includes 01 backlog vacancy.

(\*\*\*) Backlog vacancy.

Reservation of vacancies for women candidates, Ex-Service Men, Sports persons and Physically Handicapped persons shall be made in accordance with the provisions made under relevant Rules.

The post of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin are to be filled up on regular basis in

accordance with the provision contained in “The Orissa District & Sub-ordinate Court’s Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule-2008 and as amended in Amendment Rules, 2010” subject to the result of W. P. (C) No.1273 of 2014 of the Hon’ble High Court of Orissa, Cuttack.

The post of Driver is to be filled up on contractual basis in accordance with Odisha Group-“C” and Group “D” posts ( contractual appointment) Rules-2013 read with Odisha Government Drivers (Light Motor Vehicle) Group-C (Method of Recruitment & Condition of Services) Rules, 2013.

The District Judge, Bargarh reserves the right to cancel the recruitment process at any time without prior notice.

**GENERAL CONDITIONS OF ELIGIBILITY:-**

A candidate in order to be eligible for the above post must:

- a) 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 recognised Council/ Board or University as the case may be;
- b) have passed at least Diploma in Computer Application from a recognised institute; (except the post of Driver)
- c) be over 18 years and below 32 years of age for the post of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III, Salaried Amin; and be over 21years and below 32 years of age for the post of Driver 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 provisions of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories);

N.B.- The Appointing Authority may relax the maximum age limit of the regular Group-“D” employees up to 42 years for appointment to the post of Driver in view of Hon’ble Court’s Memo No.10606(29) dated 10.12.2014.

- d) be able to speak, read and write Oriya and have passed at least a test in Oriya equivalent to the M.E. Standard;
- e) be of good character;
- f) be of sound health, good physique and free from organic defects or bodily infirmity;
- g) not have more than one spouse living, if married;
- h) be a citizen of India
- i) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate”.
- j) have paid the fees prescribed for the examination. (The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.)

1(A): **For the post of Junior Typist** –the candidate must have knowledge in Type writing with a speed of 40 words per minute in English.

(B): **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.

- (C): **For the post of Salaried Amin,**
- i) the candidate must be knowing Cycling and swimming
  - ii) the candidate must have passed the Revenue Inspector Training from Government/ Recognized Institution.
  - iii) if a male, must not be less than 160 cm (155 cm in case of candidates belonging to Scheduled Caste and Scheduled Tribe) in height and 80 cm round the chest.
  - iv) if a female, must not be less than 150 cm (145 cm in case of candidates belonging to Scheduled Caste and Scheduled Tribe) in height.

- (D): **For the post of Driver** –
- i) He must have a Certificate showing successful completion of driving training from a recognised institution together with a valid driving licence to drive light motor vehicle.
  - ii) Have knowledge of motor mechanism and experience of driving a motor car for at least three years.

### FEE FOR EXAMINATION:

The candidates are required to deposit fees of Rs.100/- (Rupees one hundred) only in the 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 conducted by Orissa District & Subordinate Courts” and to submit the original copy of Challan along with their application forms.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.

The candidates are required to submit their applications being duly filled in and signed by them furnishing the required particulars as per the format given below.

### LAST DATE OF RECEIPT OF APPLICATION

The applications along with required documents and Self-attested copies of certificates must reach the Office of the District Judge, Bargarh on or before **29.08.2017** through registered post/ speed post. Applications received in the office after the last date by any means shall be summarily rejected.

### THE SCHEME OF EXAMINATION

#### FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:

	Subject	Marks	Duration of Examination.
Part-I	Written test consisting of;		
	English	100	2 hours
	Arithmetic	100	1 hour
	General knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-voce test	45	--

#### FOR THE POST OF JR. TYPIST :

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Type writing Test	50	--
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce	35	--

**FOR THE POST OF STENOGRAPHER GRADE-III :**

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Shorthand and typing Test	50	
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce	35	

**FOR THE POST OF SALARIED AMIN:**

The candidates who qualified in the test of Physical fitness shall be eligible for the written test of following subject.

Subject	Marks	Duration of Examination.
Written test consisting of Arithmetic	100	01 hour
Computer written test	50	30 minutes
Computer Practical Test	50	30 minutes
Handwriting in Oriya	50	30 minutes

**SELECTION PROCEDURE FOR THE POST OF DRIVER**

Selection to the post shall be through a written examination and Trade Test. The candidates selected in written test shall be called for trade test (Driving) as per relevant Rules.

The scheme of such examination is mentioned below:

	Subject	Marks	Duration of Tests
Part-I	Written Test	50	1 hour
Part-II	Trade Test (Driving)	50	

N.B.- The selected candidate (s) before the appointment is to undergo a vision test before an Eye Specialist as per the direction of the Selection Board. If he fails in the vision test, his selection will be rejected and the next successful candidate in the vision test shall be given appointment.

## SELECTION PROCEDURE

### FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST

The candidates selected in the written test shall be called for computer practical test and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

### FOR THE POSTS OF JUNIOR TYPIST

The candidates selected in the written test shall be called for type writing test. The candidates selected in type writing test shall be called for computer practical test, and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

### FOR THE POSTS OF STENOGRAPHER GRADE-III

The candidates selected in the written test shall be called for shorthand and type writing test. The candidates selected in shorthand and type writing test shall be called for computer practical test and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

**N.B.**- No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 (Amendment Rule-2010) to shortlist the same. The decision of the committee in this regard shall be final in all respect.

### LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- i) Copy of self attested certificate and mark sheet of H.S.C and +2 examinations or equivalent thereto of recognised Board, Council or University, showing the date of birth of the candidate.
- ii) Copy of self attested certificate of Diploma in Computer Application.
- iii) Copy of self attested caste Certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/Schedule Tribe and SEBC categories with signature of the candidate thereon.
- iv) Two original character certificates issued by two gazetted officers.
- v) Treasury challan in original showing deposit of Rs. 100/- towards examination fee. (SC/ST candidates are exempted from this deposit)
- vi) Three self attested passport size recent photographs (one is to be affixed in the application on the space provided for.
- vii) Two self addressed envelopes each affixing postage stamps of Rs. 25/- (Rupees Twenty five).
- viii) One declaration regarding marital status showing to have one spouse living, if married.
- ix) Self attested copy of Employment Exchange Registration card (if any)
- x) Self attested copy of Type writing certificate issued by a recognised institution (for Junior Typist)
- xi) Self attested copy of short hand & type writing certificate from a recognised institution (for Stenographer Grade-III)
- xii) Self attested certificate of Revenue Inspector Training for the post of Salaried Amin only.
- xiii) Attested copy of valid driving licence (for driver).
- xiv) Attested copy of certificate of completion of driving training issued by the recognized institute.
- xv) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.

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 in outright rejection of his/her application. 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.
- iv) Separate applications should be submitted to each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelop.
- v) The candidates may also visit District Court website ([www.ecourts.gov.in/odisha/bargarh](http://www.ecourts.gov.in/odisha/bargarh)) for their information.

BY ORDER

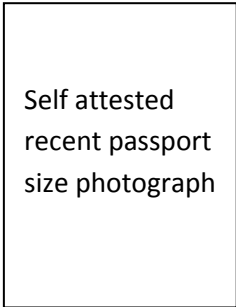
Sd/-  
REGISTRAR,  
CIVIL COURTS, BARGARH



FORMAT FOR APPLICATION

(See Para 2A of Appendix 'A')

APPLICATION FOR THE POST OF \_\_\_\_\_



1. Name of the Candidate:  
(in capital letters)
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital status (Married/Unmarried):
5. Permanent Address:  
(in capital letters)
6. Present Address:  
(in capital letters)
7. (a) Date of Birth:  
(b) Age as on 31.07.2017 :
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	Percentage of mark secured
H.S.C					
+ 2 Arts/ Commerce/ Science					
Diploma/ Degree in Computer Science					

9. Category (SC/ST/SEBC/GENERAL/ SPORTS PERSONS/ EX-SERVICE MAN)

(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 two gazetted officers/ 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 and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amendment rule-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

FORMAT FOR APPLICATION  
(FOR THE POST OF DRIVER)

1. Name of the candidate :
2. Father's Name :
3. Sex (Male/Female) :
4. (a) Date of Birth :  
(b) Age as on 31.07.2017 :
5. Marital Status ( Married/un married):
6. Educational Qualification :
7. No. & Year of Driving Licence:
8. Name of the institute which  
has issued certificate regarding  
successful driving training. :
9. Nationality :
10. Permanent Address with Pin Code.
11. Present Address for communication with Pin Code:
12. Category of Candidate (General/ S.T./S.C./SEBC);
13. Employment Exchange Registration No.
14. Attach two character certificates issued by two gazetted officers/ Medical  
Practitioner/ Sarpanch etc (Mention name, designation of the officers)
15. Details of treasury challan with No. and date

Self attested  
recent passport  
size photograph

Full Signature of the candidate

DECLARATION

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated without any notice.

Place;

Date:

Full Signature of the Candidate