

## OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA

Dated, Baripada this the 18<sup>th</sup> day of May, 2017

### ADVERTISEMENT

Applications in plain paper in the format given below are invited for filling up the following posts of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist in the Judgeship of Mayurbhanj in the Scale of Pay of Rs.5200-20200/- with Grade Pay of Rs.1900/-, Rs. 5200-20200/- with Grade Pay of Rs.2400/- and Rs.5200-20200/- with Grade Pay of Rs.1900/- per month respectively with usual D.A and other allowances as admissible by the Government from time to time. All the posts carry regular scale of pay subject to the result of W.P.(C) No. 1273 of 2014.

Sl No	Category/ Posts	Scale of Pay & Grade Pay	UR	SC	ST	SEBC	Total	PH/Ex-Serviceman /Sports Person
1	Junior Clerk-cum-Copyist	Rs.5,200-20,200/- & Rs.1,900/-	5	2	9	--	16	The vacancy reserved for P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong.
2	Grade-III Stenographer	Rs.5,200-20,200/- & Rs.2,400/-	--	--	3	1	4	
3	Junior Typist	Rs.5,200-20,200/- & Rs.1,900/-	3	1	2	1	7	

The number of above vacancies in different categories of posts may increase or decrease. Reservation in respect of Women, Sports Persons, Ex-Serviceman and Physically Handicapped Persons shall be made in accordance with the provisions made under relevant Rules, Orders or Instructions issued in that behalf by the Government from time to time.

As per Resolution No. 18442-SC.2R/1-31/96 of General Administration Department, Government of Odisha dated 26.06.1996, in the event of non-availability or availability of insufficient number of eligible women candidates belonging to a particular category, the remaining vacancies shall be filled by the male candidates of that category.

### **2. Eligibility of Candidates :**

- The candidate shall be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee. 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 for the time being in force, for the respective reserved categories.
- The candidate shall be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.

- (c) The candidate shall be of good character, be of sound health, good physique and free organic defects or bodily infirmity, and have not more than one spouse living, if married.

**3. Required Qualification :**

**(a) Junior Clerk-cum-Copyist:**

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.

**(b) Grade-III Stenographer:**

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 80 words in short hand and 40 words in type writing per minute.

**(c) Junior Typist :**

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 40 words per minute in type writing.

**4. Fee for examination:**

The candidates are required to deposit fees of Rs. 100/- (Rupees One Hundred) 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 conducted by Orissa District & Sub-Ordinate Courts” along with their application forms.

The S.C. and S.T. candidates are exempted from payment of examination fees. 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 given below. The candidates who are in Govt. employment are required to apply through proper channel.

**NOTE:** Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The applications, if found defective/ incomplete in any respect shall be summarily rejected.

**5. Scheme of Examination:**

**(a). Scheme of Examination for Junior Clerk-cum-Copyist:**

(i) Written Test consisting of :		
(a) English	100 Marks	2 hours
(b) Arithmetic	100 Marks	1 hour
(c) General Knowledge	100 Marks	1 hour
(ii) Computer Science (Practical Test)	100 Marks	1 hour
(iii) Viva Voce Test	45 Marks	--

**(b). Scheme of Examination for Grade-III Stenographer/ Junior Typist:**

(i) English (Qualifying in nature)	100 Marks	2 hours
(ii) (a) Shorthand & Type Test (For Stenographer)	50 Marks	15 Mins
(b) Type Writing Test (For Typist)	50 Marks	10 Mins
(iii) Computer Science (Practical Test)	100 Marks	1 hour
(iv) Viva Voce Test	35 Marks	--

The date of examination for the Practical Tests and Viva- Voce Test for the qualifying candidates of all categories of posts will be intimated later on. The qualifying candidates are required to bring their own Typewriter machine for Shorthand & Typewriting Test (for Grade-III Stenographer and Junior Typist candidates).

**The written tests for the post of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist will be intimated later on.**

**6. Last date of receipt of Application:**

Applications along with required documents and self attested copies of certificates must reach by **5.00 P.M. on 19.06.2017 (Monday)** to the undersigned. Applications received in office after the mentioned last date & time shall be summarily rejected. In case of receipt of large number of applications for all the posts, the authority reserves right to shortlist the candidates in accordance with the rules contained in the

