

**OFFICE OF THE DISTRICT JUDGE: JAGATSINGHPUR****ADVERTISEMENT****No. 01/2022****Dated, Jagatsinghpur, the 3<sup>rd</sup> day of August, 2022**

Applications in the prescribed format given below are invited from the desirous candidates for filling up of the following posts under Group-"C" cadre i.e. Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III in the Judgeship of Jagatsinghpur.

The appointment to the posts under Group-"C" cadre shall be made on regular basis in the scale of pay/pay matrix level as mentioned against each post with usual D.A. and other allowances as admissible to the State Govt. employees from time to time in accordance to the provisions contained in the "Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment & Conditions of Service) Rules, 2008 & Amendment Rules, 2010". All the posts carrying regular scale of pay/pay matrix level are **subject to the result of WP(C) Case No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.**

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

**Category Wise Vacancies**

Sl. No.	Name of the Post	Level of Pay Matrix and Scale of Pay	UR		SEBC		SC		ST		Total
			M	W	M	W	M	W	M	W	
1	Junior Clerk-Cum- Copyist	Level-4, (Rs.19,900-63,200/-)	2	2	1	0	2	0	1	0	8
2	Junior Typist	Level-4, (Rs.19,900-63,200/-)	0	1	0	0	0	0	1	0	2
3	Stenographer Grade-III	Level-7, (Rs. 25,500-81,100/-)	0	0	0	0	0	0	0	1*	1

(\* mark indicates backlog vacancy)

**N.B:** The reservation in respect of Physical Handicapped Persons/Ex-service men/Sports Person shall be made as per the relevant laws and rules.

1. **Eligibilities of the Candidates:-**

**For the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III:**

A candidate in order to be eligible for the above posts shall;

- a) be a citizen of India ;

- b) 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;
- c) have at least passed Diploma in Computer Application from a recognized institute;
- d) be over 18 years and below 38 years of age (*In view of Notification No. 771, dtd. 11.01.2022 of the G.A & P.G Department, Government of Odisha*) as on **03.08.2022**.  
Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Acts, Rules, Orders or instructions for the time being in force for their 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,
- i) have possessed a minimum speed of 40 words in typewriting per minute in English **(for the post of Junior Typist)**.
- j) have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English**(for the post of Stenographer Grade-III)**.
- k) have paid the prescribed fees for the examination;
- l) have not any criminal proceeding pending against him/her.
- m) if a Government Servant, whether temporary or permanent can be eligible to apply provided that he/she must have possessed the requisite qualification and shall produce **"No Objection Certificate"** issued from his/her Heads of Office at the time of Document verification/ Viva-voce Test.

2. **Fees for Examination:-**

The candidates are required to deposit examination fees of **Rs. 100/- (One hundred)** only in shape of the Treasury Challan under the head **"0070-Other Administrative Services-01-Administration of Justice-501-Services & Service fees-9904650-Law Department - 9916730-Examination fees for recruitment conducted by Orissa District & Subordinate Courts"** for each post applied for and to submit the original copy of Challan along with their application forms.

*The S.C. & S.T. candidates are exempted from payment of examination fees.*

The candidates are required to submit their application dully filled in and signed by their own hand and furnish the required particulars in the prescribed format **(FORM-A)** along with requisites. The Candidates who are already in Government Service are required to apply through Proper Channel.

3. **Last date for receipt of Application:-**

The application with the required documents and self attested copies of certificates must reach the office of the District Judge, Jagatsinghpur to the address **"Registrar, Civil Courts,**

**Jagatsinghpur At- Charchika Bazar, Po/Dist-Jagatsinghpur, Pin-754103” on or before 06.09.2022 by 5.00 P.M** positively 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.

4. **Scheme of Examination:-**

There shall be examination on the following subject:

**For the post of Junior Clerk-cum-Copyist:-**

	<b>Subject</b>	<b>Maximum Marks</b>	<b>Duration of Test</b>
Part-I	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	

- The candidates selected in the written examination shall be called for the Computer Science Test(Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test for the post of Junior Clerk-cum-Copyist.

**The detail syllabus for each subject of the Written Test:-**

**(i). English :**

- |  |          |
|--|----------|
| (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 |

(ii). **Arithmetic** : - Vulgar fractions and decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and Compound practice, Percentage, Profits and Loss, Mixtures, Partnership, Average, Rates and taxes, Insurance, Square and cubic measures, problems on time and work and on time and distance.

(iii). **General Knowledge** : - Knowledge of current events, and such other matters of everyday observations and experience as may be expected from an educated person.

(iv). **Computer Science Test (Practical)** : - To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading e-mail, use of pen drive, and other software etc. and programmes of accounting.

(v). **Viva-voce Test:-** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**For the post of Junior Typist & Stenographer Grade-III:-**

	<b>Subject</b>	<b>Maximum Marks</b>	<b>Duration of Test.</b>
Part-I	English (Qualifying nature)	100	2 hours
Part-II	Type-Writing Test (for Junior Typist)	50	10 Minutes
	Shorthand & Type-Writing Test (for Stenographer Grade-III)	50	15 Minutes
Part-III	Computer Science Test ( Practical)	100	1 hour
Part-IV	Viva-Voce Test	35	

• Only Successful candidates in part-I examination shall be called for the test of Type-writing for Junior Typist and Shorthand & Type-Writing Test for Stenographer Grade-III. There will be a separate test in shorthand and type writing test for the post of Stenographer Grade-III and Type-writing test for Junior Typist. **They should bring their own type writer machine during the part-II examination as stated above.** Candidates selected in part-II examination shall be called for the Computer Science Test(Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

• **The detail syllabus for each subject of the Written Test:-**

a. **English (Qualifying in nature) :-**

- |  |          |
|--|----------|
| (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 |

b. **Type-Writing Test:-** For the post of Junior Typist, a candidate shall be given a written passage containing 400 words in English Language, which he/she shall reproduce in type script in 10 minutes.

c. **Shorthand & Type-Writing Test:-** For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand note sheet supplied to him/her and reproduce such shorthand test of 400 words in Type script in 10 minutes.

d. **Computer Science Test (Practical):-** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading e-mail, use of pen drive, and other software etc. and programmes of accounting.

e. **Viva-voce Test:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**5. The Date of Examination:-**

The date of Written Test/ Computer Science Test(Practical)/ Viva-Voce Test shall be intimated individually by post and also notified in the District Court website i.e. <https://districts.ecourts.gov.in/jagatsinghapur>

**6. List of documents to be submitted by the candidates along with the application form:-**

- i) Copy of self attested H.S.C examination certificate or any equivalent certificate in support of date of birth.
- ii) Copy of self attested mark sheet of the H.S.C examination certificate or any equivalent examination.
- iii) Copy of self attested +2 examination Certificate conducted by the council under section-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council Board of University as the case may be.
- iv) Copy of self attested mark sheet of the +2 examination certificate or any equivalent examination.
- v) Copy of self attested certificate showing to have passed at least Diploma in Computer Application issued by recognized institute as applicable for the post applied for.
- vi) Copy of self attested Short-hand & Type-writing certificate issued by a recognized institute **(for the post of Junior Typist/ Stenographer Grade-III)**.
- vii) Copy of self attested certificate showing to have passed a test in Odia equivalent to M.E standard.
- viii) Treasury Challan in original showing to have deposited a sum of Rs. 100/- (One hundred) only in appropriate head.
- ix) Copy of self attested Caste certificate issued by the competent authority (for candidates belonging to SC, ST and SEBC categories)
- x) **Two Character certificate in original** issued by two different gazetted Officers (Name & Designation of the Issuing authority are to be mentioned along with seal).
- xi) Four self attested passport size recent photographs (one is to be affixed in the application form on the space provided).
- xii) Two self-addressed envelopes affixing postal stamp of Rs.25/- (Twenty Five) on each for despatching of call letters by Regd. Post/Speed Post.
- xiii) Copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- xiv) Copy of sports Identity card in case of Sports man duly attested by a Gazetted officer.
- xv) Copy of Ex-Serviceman Identity card in case of Ex-Serviceman duly attested by a Gazetted Officer.
- xvi) Self declaration certificate regarding marital status showing to have one spouse living, if married.

**N.B:-**

1. 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 prescribed format. The candidates who are in Govt. Service are required to apply through proper channel. They shall have to produce **"No Objection Certificate"/ "Letter of permission"** from the competent authority at the time of viva-voce.
2. The candidates have to mention the name of the post for which he/she is applying **on the top of the Envelope** as well as **on the top of the Application form** in CAPITAL LETTER.

3. The candidates desirous to apply for more than one post are required to submit separate applications along with the relevant documents and Treasury Challan separately and he/she can appear in the examination for one post only as per his/her choice.
4. Candidates who have not been awarded percentage of marks but only "Grade Marks/CGPA" should produce the "**Conversion Certificate**" from the concerned Boards/Councils as the case may be indicating the actual equivalent percentage of mark and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process from the website of the Boards/Councils).
5. The application, if found defective/incomplete in any respect at any stage during the Recruitment process shall be summarily rejected. Further, non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of the application.
6. In case of receipt of large number of applications for the each category of the post the authority reserves the right to shortlist the candidates in accordance with the rules contained in the "**Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010**" 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 District Recruitment Committee in this regard shall be final in every respect.
7. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination.
8. The candidates need not to submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
9. Date of examination shall be intimated to the eligible candidates in due time.
10. The authority reserves all the rights to accept the selection list or may cancel the same without assigning any reason thereof.
11. The applicants are advised to visit the District Court, Jagatsinghpur website i.e. <https://districts.ecourts.gov.in/jagatsinghapur> from time to time for updates regarding the recruitment process and notifications.

**Sd/-Shri A.K.Chandan**  
District Judge-cum-Chairman,  
District Recruitment Committee, Jagatsinghpur

**FORM-A**  
**FORMAT OF APPLICATION**

**POST APPLIED FOR:** .....

1. Name of the Candidate( In Block Letters):
2. Father's/ Husband's Name:
3. Sex ( Male/Female):
4. Marital Status ( Married/Unmarried):
5. Permanent Address:
  
6. Present Address:
  
7. a) Mobile Number:  
b) E-mail Id :
  
8. (a) Date of Birth(DD/MM/YYYY):  
(b) Age as on 03.08.2022: .....years.....months.....days
  
9. Educational Qualification: (Attach self attested copies of certificates)

Affix one recent  
passport size  
self attested  
photograph

Name of the examination passed	Name of the Board/University	Year of passing	Total marks	Aggregate of marks secured	Grade/ Division	Percentage of marks secured
H.S.C.						
+2 Arts/Commerce / Science or equivalent						
Diploma in Computer Science						

10. Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (Strike out which is not applicable and attach the supporting documents issued by the competent authority)

11. Whether Physically/Orthopedically handicapped: ..... (Yes/No)(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)

12. Religion:

13. Nationality:

14. Employment Exchange Registration Number(if any):

15. Attach two character Certificates issued by two different gazetted officer/medical practitioner/ Sarpanch etc. (mention name, designation of the officers):

16. Details of Treasury Challan with No. & Date:

*(The original challan is to be attached)*

**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 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