

OFFICE OF THE DISTRICT JUDGE, NAYAGARH

ADVERTISEMENT NO. 02 of 2023

Applications in the prescribed format are invited from the intending eligible candidates for filling up of the post of Salaried Amin on regular scale of pay with usual D.A. and other allowances, as admissible to the State Govt. Employees from time-to-time subject to the result of W.P.(C) No. 1273 of 2014 of Hon'ble High Court of Orissa, Cuttack.

Sl. No.	Category of Post	Scale of Pay	UR	S.C.	S.T.	S.E.B.C.	Grand Total
1	Salaried Amin	Rs. 21,700/- - 69,100/- under Level-5 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	~	~	1	~	1

N.B.: The vacancy reserved for Ex-Servicemen /Sports persons is inclusive of vacancy of respective category to which they belong and shall be made in accordance with the provisions made under relevant reservation rules.

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

1. **Eligibility:** A candidate, in order to be eligible for the above post, must
 - i. be a citizen of India.
 - ii. have passed the matriculation examination or equivalent examination of a recognized Board.
 - iii. have passed the Revenue Inspector Training from a recognized institute.
 - iv. have passed at least Diploma in Computer Application from a recognized institute.
 - v. not be below 18 years and above 38 years of age as on **28.08.2023** subject to relaxation of upper age limit wherever applicable as per relevant Act or Rules in force.
 - vi. be able to speak, read and write Odia and have-
 - (a) Passed Middle School Examination with Odia as a language subject, or
 - (b) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject, or

- (c) Passed in Odia as language subject in the final examination of class VII or above from School or educational institution recognized by the Government of Odisha or the Central Government or
- (d) Passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

- (vii) be of good character.
- (viii) be of sound health, good physique and free from organic defects or bodily infirmity.
- (ix) not have more than one spouse living, if married.
- (x) have no criminal antecedent as on the date of application.

2. Fees for the Examination:

No fees is required to be paid by the candidates for this Recruitment Examination.

3. Scheme of Examination: There shall be an examination on the following subjects for the post of Salaried Amin:

<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
(I) Written Test		
(a) General Awareness	100 Marks	1 Hour
(b) Mathematics	100 Marks	1 Hour
(c) General English	50 Marks	½ Hour
(d) Computer (Written Test)	50 Marks	½ Hour
(e) Language Test (Odia)	50 Marks	½ Hour
(II) Practical Test		
(a) Skill Test in Computer Application (Practical)	50 Marks	1 Hour

Note: Those candidates who have secured 35% of marks in each of the paper of written test shall be called for Skill Test in Computer Application (Practical).

4. Syllabus for the Examination:

(I) Written Test

a) General Awareness:

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

b) Mathematics:

Vulgar Fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple & Compound practice, Percentage, Profit and Loss, Averages, Square and Cubic Measures, Problems on Time & Work and on Time & Distance.

c) General English:

Knowledge in English Language of 10th Standard.

d) Computer (Written Test):

Introduction to Computers, Hardware and Software, Operating Systems, File Management, Creating and editing documents, Creating and editing

spreadsheets, Creating and editing presentations, Sending and receiving emails, Browsing the internet.

e) Language Test (Odia):

Knowledge in Odia Language of 10th Standard.

(II) Written Test

a) Skill Test in Computer Application (Practical):

To test the proficiency of the candidate relating to matters like “test formatting of paragraphs, insertion of table, skill to print and save, file transfer, web-site searching / browsing and downloading e-mail, use of pen drive and other software etc.

5. List of documents to be submitted along with the Application

- i. Four self-attested recent passport size colour photographs in addition to the photograph affixed in the application form.
- ii. Self-attested copy of *Certificate* of H.S.C. Examination or equivalent thereto from any recognized Board, Council or University.
- iii. Self-attested copy of *Mark Sheet* of H.S.C. Examination or equivalent thereto.
- iv. Self-attested copy of *Certificate & Mark Sheet* of higher education, if any.
- v. Self-attested copy of Certificate of Revenue Inspector Training issued by any recognized institution.
- vi. Certificate of Diploma in Computer Application (DCA).
- vii. Self-attested copy of Caste Certificate issued by appropriate authority.
- viii. Self-attested copy of valid Employment Exchange Registration Card, if any.
- ix. Two Character Certificates in original issued by different officers i.e., any Gazetted Officer/Medical Practitioner/Sarapanch etc. with **seal** (mention name, designation of the officers).
- x. Two self-addressed envelopes affixed with postal stamps of Rs. 42/- (forty-two) each.
- xi. A self-declaration to the effect that he/she has no criminal antecedent.
- xii. Self-attested copy of Medical Certificate showing the percentage of disability issued by the competent authority in case of the candidates under “Persons with Disabilities”.
- xiii. Self-attested copy of “**No Objection Certificate**” in case of candidates working under Govt. Employment.
- xiv. A self-declaration to the effect that he/she has no more than one spouse living, if married.
- xv. The candidate, who possesses the certificate of work experience in settlement or Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation & All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training (Furnish the documents in support of the same).

N. B.: 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 given format.

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

6. Last Date of Receipt of Application: Applications along with self-attested copies of required documents must reach the Office of the **District Judge, Nayagarh, Odisha - 752069** by **5 P.M** on or before **28.08.2023** either by person during office hours on each working day or by post. The applications can also be dropped in the drop box kept in this office within the last date. Applications received after the last date shall be summarily rejected.

***N.B.:** For details, visit*

<https://nayagarh.dcourts.gov.in> or <http://www.nayagarh.nic.in>

Sd/-
District Judge-cum-Chairman
District Recruitment Committee,
Nayagarh

FORMAT OF APPLICATION
(FOR THE POST OF SALARIED AMIN)

1. Name of the Candidate:
2. Father's /Husband's Name:
3. Sex (Male/Female/Third Gender/any other category):
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth: _____ Age as on **28.08.2023**: ____ Years __ Months __ Days.
8. Educational Qualification (Attach self-attested copies of certificates and mark sheets):

*Paste your
recent
passport size
photograph.*

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
High School Certificate					
Revenue Inspector Training					

9. Category:
(Attach self attested copy of supporting document issued by the competent authority)
10. Religion:
11. Nationality:
12. Employment Exchange Name and Registration No., if any:
13. Attach two Character Certificates issued by two Gazetted officers / Medical Practitioners / Sarpanch, etc. (mention name, designation of the officers):
14. Mobile No.:
15. Email-ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2023 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

(Full Signature of the Candidate)