

OFFICE OF THE DISTRICT JUDGE, BALANGIR.

ADVERTISEMENT No. 1 of 2023.

Dated, Balangir the 24<sup>th</sup> day of July, 2023

Applications are invited from the intending candidates for filling up the posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts per month with usual D.A. and other Allowances as admissible from time to time on regular basis in accordance with the provisions contained in "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as amended in 2010 and 2023".

Sl. No	Category	Scale of Pay	Un-Reserved	S.E.B.C.	S.C.	S.T.	Grand Total
1	Junior Clerk-cum-Copyist	Rs. 19900-63,200/- Level-4	08 (W-1)	-	02 (W-1)	14 (W-3)	24
2	Junior Typist	Rs. 19900-63,200/- Level-4	01 (W)	-	-	05 (W-2)	06
3	Stenographer Grade-III	Rs. 25500-81,100/- Level-7	01 (W)	01 (W)	-	06 (W-2)	08

- NB:**
- I. The number of above vacancies in different categories of post may increase or decrease. In the event of non availability of eligible Women candidate, the same shall be filled by Men of the concerned category.**
  - II. The reserved category i.e. S.C. & S.T. of posts advertised includes carry forward vacancies.**
  - III. Reservations in respect of PWD/ Sports Persons/ Ex-Servicemen shall be made in accordance with the provisions made under relevant reservation rules.**
- 2. Eligibility Criteria of the candidates for the posts of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III:**
- A candidate in order to be eligible for the posts shall—
- a) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
  - b) have at least passed Diploma in Computer Application/ Science from a recognized institute.
  - c) be over 18 years and below 38 years of age on the last date i.e 26.08.2023 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 Act, Rules, Orders or Instructions, for the time being in force for the respective reserved categories.
  - d) be able to speak, read and write Oriya and have passed in 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) have not more than one spouse living, if married:
  - h) For the post of Stenographers Grade -III, the candidate shall possess a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.
  - i) For the post of Junior Typists, the candidate shall possess a minimum speed of 40 words in Typewriting per minute.

**NB: The typewriting test for the post of Jr. Typist & Stenographer Grade-III shall be done through Computer System in English language only.**

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 Government Service are required to apply through proper channel.

### **3. Scheme of Examination**

#### **(A) For the Post of Junior Clerk-cum-Copyist.**

(i)	<i>Written Test consisting of</i>		
(a)	English	100 marks	2 hours
(b)	Arithmetic	100 marks	1 hour
(c)	General Knowledge	100 marks	1 hour
(ii)	Computer Science Test (Practical)	100 marks	1 hour
(iii)	Viva Voce Test	45 marks	

#### **(B) For the Post of Stenographer Grade-III / Junior Typist.**

##### *Written Test consisting of*

(i)	English (qualifying in nature)	100 marks	2 hours
(ii) (a)	Shorthand & Typing (for Stenographer)	50 marks	
(b)	Type writing Test for Typist	50 marks	
(iii)	Computer Science Test (Practical)	100 marks	1 hour
(iv)	Viva Voce Test	35 marks	

**The date of written tests for all the posts will be intimated later on.**

##### **Last date of receipt of application:**

The envelope containing applications in (Form-A) along with required documents shall be sent to the Registrar, Civil Courts, Balangir, At-Civil Court Balangir (Patnagarh Road), Po/Dist-Balangir, Pin-767001 through Registered Post/ Speed Post or may be dropped in the box kept inside the Civil Court Campus, Balangir in between 10.30 AM to 05.00 PM on working days. The applications must reach in the address mentioned above on or before **26.08.2023 by 05.00 PM**. Applications received after the above date and time shall not be considered. In case of receipt of large number of applications advertised for the posts of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III, the District Recruitment Committee reserves the right to short list the candidates in accordance with the Rules contained in "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amendment Rules, 2010 and 2023".

4. Candidates applying for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III are required to submit the following documents along with the application form.
- (i) Self attested copies of certificate and mark sheet of +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
  - (ii) Self attested copies of certificate and mark sheet of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be.
  - (iii) Self attested copies of certificate and mark sheet of H.S.C. or equivalent examination of a recognized Board or University.
  - (iv) Self attested copies of certificate and mark sheet relating to Diploma in Computer Application/Science from a recognized institute.
  - (v) Self attested copy of technical certificate issued by a recognized institution in respect of the post of Stenographer Grade-III and Junior Typist.
  - (vi) Self attested 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/ orthopedically handicapped candidate only.
  - (vii) Self attested copy of Caste certificate in case of reserved category.
  - (viii) Self attested copy of Employment Exchange Registration certificate.
  - (ix) One self declaration with signature regarding marital status showing to have one spouse living, if married.
  - (x) Two self-address postal envelopes duly stamped.
  - (xi) Two self attested recent passport size photographs.
  - (xii) Two original Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.
5. The candidates are required to mention the name of the post in bold letters on the top of their respective applications and on the top of the envelopes containing their applications.
6. The candidates are required to submit separate application for each category of post applied for with relevant documents.

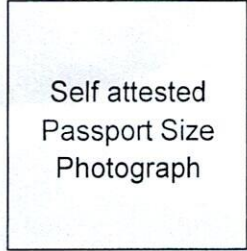
*Note :- Non compliance of any of the requirements mentioned in the advertisement including non-submission of documents shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected and no correspondence will be entertained in this regard. The appointment to the posts are subject to the result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.*

**Sd/ Shri L. Jena**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee,**  
**Balangir.**

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

FORM – A  
FORMAT OF APPLICATION

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married / Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth :  
Age as on 26.08.2023:
8. Educational Qualification: (Attach attested copies of



Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2 Arts/Science /Commerce					
+3 Arts/Science /Commerce or equivalent					
Diploma in Computer Science					

9. Category: (SC/ST/SEBC/GEN/Sports person/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 certificates 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 Officer/Medical Practitioner/Sarpanch etc. (mention name, designation of the Officers):

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amendment Rules, 2010 and 2023" 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.**