

# OFFICE OF THE DISTRICT JUDGE, KENDRAPARA.

No.01/Rect./2021

## **ADVERTISEMENT**

Dated, Kendrapara the 1<sup>st</sup> day of September, 2021

**Last date for receipt of Application Forms: Dt. 01.10.2021**

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist in the judgeship of Kendrapara with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. Applicability of the Odisha Group-C & Group-D Posts (Contractual Appointment) Rules, 2013 to these appointments and regular Scale of Pay prescribed against each post shall be **subject to the result of Sou Motu WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa, Cuttack.

### **CATEGORY-WISE VACANCY POSITION**

Sl. No.	Name of the post	Scale of pay	Category				Total No. of posts	Physically handicapped/ Ex-Serviceman/ Sports person
			SC	ST	SEBC	UR		
2	Junior Clerk-cum-Copyist	Rs.19,900 - Rs.63,200/- under Level-4 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules, 2017.	01	02	00	04	07	The vacancy reserved for women/ Person with Disability (PWD)/ Ex-Serviceman/ Sports person is inclusive of vacancy of respective category to which they belong
1	Stenographer Grade-III	Rs.25,500 - Rs.81,100/- under Level-7 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules, 2017.	01	01	00	00	02	
3	Junior Typist	Rs.19,900 - Rs.63,200/- under Level-4 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules, 2017.	00	01	00	01	02	

**NOTE:** The number of above vacancies in different categories of the posts may increase or decrease. The reservation for Women, Person with Disabilities / Ex-Servicemen/ Sports person shall be in accordance with the orders/rules issued by the Government of Odisha/ other competent authority from time to time.

1. Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.
2. As per Resolution No.18442-SC.2R/1-31/96, dated 26.6.1996 of the

General Administration Department, Government of Odisha, in the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.

3. The District Recruitment Committee has got right to revoke the advertisement/ cancel the recruitment process/ reject any application without assigning any reason thereof at any time without prior notice.
4. Other conditions of service shall be guided by the relevant provisions of the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as amended in Amendment Rules, 2010, subject to the final result of **Sou Motu WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.
5. The decision of the District Judge as to the result of examination shall be final and in no case shall be liable to be challenged.

### **ELIGIBILITY OF THE CANDIDATES**

**A candidate, in order to be eligible for any of the above posts,**

- (a) shall be a citizen of India,
- (b) shall be over 18 years of age and below 32 years of age as on 1<sup>st</sup> Day of August, 2021, provided that the upper age limit is relaxable by 5 years in case of SC/ST/SEBC/Women Candidates and 10 years in case of PWD Candidates. For Ex-Servicemen, after deducting the period of service rendered in Armed Forces from the present age, the resultant age should not exceed 32 years.
- (c) shall be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard,
- (d) shall be of good character,
- (e) shall be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease,
- (f) shall not have more than one spouse living, if married,
- (g) there should not be any criminal proceeding pending against him/her,
- (h) the candidates working either under State Government or Central Government, 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"**.

## **EDUCATIONAL & TECHNICAL QUALIFICATIONS**

### **A candidate -**

#### **(I) For the posts of Junior Clerk-cum-Copyist**

- (a) 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.
- (b) shall have passed at least Diploma in Computer Application from a recognized institute.

#### **(II) For the posts of Stenographer Grade-III**

- (a) 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.
- (b) shall have passed at least Diploma in Computer Application from a recognized institute.
- (c) shall possess a minimum speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting, in English.

#### **(III) For the post of Junior Typist**

- (a) 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.
- (b) shall have passed at least Diploma in Computer Application from a recognized institute.
- (c) shall possess a minimum speed of 40 words per minute in Typewriting, in English.

## **FEEES FOR EXAMINATION**

The candidates are required to deposit **Rs.100/-** (Rupees one hundred only) 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 & Subordinate Courts”** and to submit the original challan along with application form.

**The candidates belonging to SC & ST categories are exempted from payment of examination fees. Fees so deposited are non-refundable.**

## **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES**

The candidates are required to submit their application forms being

duly filled in and signed by their own hands furnishing the required particulars as per **Format-A** along with the following documents:-

1. Treasury Challan in original showing deposit of examination fee of Rs.100/- under proper Head of Account (**except SC & ST Candidates**).
2. Copy of self-attested Board or equivalent certificates showing proof of age and mark sheet.
3. Copy of self-attested certificates showing passing of +2 or equivalent examination and mark sheet.
4. Copy of self-attested certificate showing passing of at least Diploma in Computer Application issued by a recognized institute.
5. Copy of self-attested certificate showing successful completion of Stenography course (Shorthand & English Typewriting) from a recognized institute (**For the post of Stenographer Grade-III only**).
6. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized institute (**For the post of Junior Typist only**).
7. Copy of self-attested certificate showing passing of Odia at least ME Standard from a recognized institute in case of candidates having no Odia subject in their study curriculum.
8. Two original character certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of officers).
9. Three self signed recent passport size photographs (One is to be affixed in the application form).
10. Three self-addressed envelopes with postage stamp of Rs.30/- (Rupees thirty only) affixed on each for despatch of call letters by REGISTERED POST.
11. Copy of self attested caste certificate issued by the competent authority in case of candidates belonging to SC/ST/SEBC categories.
12. Copy of self attested disability certificate for physically challenged persons issued by the competent authority showing percentage of disability.
13. Copy of self attested certificate/identity card of Sports person and Ex-serviceman.
14. Self attested copy of '**conversion certificate**' for the candidates who are awarded with Grade marks instead of Percentage of marks.
15. The candidates, who have got married, have to submit a self declaration certificate that he/she has not more than one spouse living.
16. Self-declaration as per Annexure-I appended to this advertisement.

## **SCHEME OF EXAMINATION**

There shall be an examination on the following subjects for the posts noted against each:-

<b>(a) JUNIOR CLERK-CUM-COPYIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	<b>Written Test consisting of:</b>		
	(a) English	100	2 hours
	(b) Arithmetic	100	1 hour
	(c) General Knowledge	100	1 hour
(ii)	Computer Science Test (Practical)	100	1 hour
(iii)	Viva-Voce Test	45	--

The successful candidates in the written test 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.

### **DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST**

The detail syllabus for each subject of the written test shall be as follows:-

#### **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) |

#### **ARITHMETIC:**

Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and compound interest, Simple and compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work, and on time and distance.

#### **GENERAL KNOWLEDGE:**

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

#### **COMPUTER SCIENCE TEST (PRACTICAL):**

To test the proficiency of the candidates relating to matters like "Test formatting of the 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. and programmes of accounting".

#### **VIVA-VOCE TEST:**

To test and assess suitability of a candidate for the post with particular

reference to the candidates alertness, general outlook and potential qualities.

<b>(b) STENOGRAPHER GRADE-III</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	English (qualifying in nature)	100	2 hours
(ii)	Shorthand and Type Writing Test	50	15 minutes
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	--

The successful candidates in the written test shall be called for Shorthand and Type Writing Tests for the post of Stenographer Grade-III. The candidates selected in Shorthand and Type Writing Tests shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test. **The qualifying candidates are required to bring their own Typewriting Machines during Typewriting Test for the post of Stenographer Grade-III.**

#### **DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III**

The detail syllabus for each subject of the Tests shall be as follows:-

- 'English' is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 (five) minutes, which shall be taken in Shorthand on shorthand note-sheet supplied by the examiner. The candidates shall reproduce such Shorthand text of 400 words in Type script in 10 (ten) minutes.
- 'Computer Science Test (Practical)' is same as detailed above for the post of Junior Clerk-cum-Copyist.

<b>(c) JUNIOR TYPIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	English (qualifying in nature)	100	2 hours
(ii)	Type Writing Test	50	15 minutes
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	--

The successful candidates in the written test shall be called for Type Writing Tests for the post of Junior Typist. The candidates selected in Type Writing Tests shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test. **The qualifying candidates are required to bring their own Typewriting Machines during Typewriting Test for the post of Junior Typist.**

#### **DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST**

The detail syllabus for each subject of the Tests shall be as follows:-

- (a) 'English' is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- (b) For the post of Junior Typist, a candidate shall be given a written passage of 400 words in English language, which he/she shall reproduce in Type script in 10 (ten) minutes.
- (c) 'Computer Science Test (Practical)' is same as detailed above for the post of Junior Clerk-cum-Copyist.

### **LAST DATE OF RECEIPT OF APPLICATION FORMS**

The last date of receipt of application forms is fixed on **01.10.2021**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by **Registered Post/Speed Post** so as to reach the Office of the **District Judge, Civil Courts, Kendrapara, PIN-754211** on or before **5.00 P.M. of 01.10.2021** positively and the applicants may also drop their application forms in the **Drop Box** kept inside the **Civil Courts premises, Kendrapara during office hours on the working days within the said date and time**. The application forms received thereafter shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications by following the guidelines as enumerated below:-

- 1.** The candidates are required to submit their applications duly filled in and signed in full by their own hands furnishing the required particulars as per the prescribed format in Form-A and Annexure-I as given below. The candidates shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper channel. **Application received without full signature of the applicant will be rejected.**
- 2.** Separate application forms should be submitted for each post mentioning the name of the post clearly (in **CAPITAL letters** with underline) on the Top of the Application and Envelope. All copies of testimonials shall be signed by the candidates.
- 3.** The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
- 4.** In case of receipt of large number of applications for the post of Junior Clerk-cum-Copyist/ Stenographer Grade-III/Junior Typist, the Authority reserves the right to **shortlist** the candidates in accordance with Rules contained in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as

amended in the Amendment Rules, 2010 and otherwise the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be made final in every respect.

5. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
6. The date of examination shall be intimated to the eligible candidates in due time by Registered Post/District Court website.
7. The intending candidates applying for different posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Civil Courts premises at Kendrapara during Office hours only on the working days, which fall in between the date of advertisement and the last date of receipt of the application forms (both the dates are inclusive).
8. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
9. Caste Certificate, Odia Pass Test Certificate, PWD Certificate and Discharge Certificate of Ex-service man must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
10. Any form of canvassing by the applicants shall entail rejection of their application forms.

**For details, a candidate may visit the following websites:**

**[www.districts.ecourts.gov.in/Kendrapara](http://www.districts.ecourts.gov.in/Kendrapara) and [www.Kendrapara.nic.in](http://www.Kendrapara.nic.in)**

The candidates are advised to regularly visit the above websites for further updates.

Sd/-

**DISTRICT JUDGE-CUM-CHAIRMAN,  
DISTRICT RECRUITMENT COMMITTEE  
KENDRAPARA.**



**ANNEXURE-I****SELF-DECLARATION FOR AUTHENTICATION OF CERTIFICATE**

I, \_\_\_\_\_,  
 son/daughter/wife of Sri/Smt. \_\_\_\_\_,  
 resident of \_\_\_\_\_,  
 District-\_\_\_\_\_, State-\_\_\_\_\_, do hereby declare that  
 the information given above and the documents enclosed herewith containing  
 self-certification is/are genuine and authentic. If any information/document is  
 found false/forged/tampered with, I shall be personally held responsible for any  
 criminal action under Sections 406/419/420/466/468/471 of IPC or any other  
 penal provisions of law and the authentication of the certificate will be treated as  
 cancelled and intimated to all concerned. Also all the benefits availed by me shall  
 be summarily withdrawn.

**Permanent Address:****Full signature of the Applicant**

Date:

Place:

Mobile No.:

e-mail ID:

**Present Address:**

**FORM-A**

[See para 2A of Appendix A]

**FORMAT OF APPLICATION****POST APPLIED FOR :** \_\_\_\_\_

Paste your recent self attested (on the front side) Passport Size Photograph
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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. Date of Birth :  
Age (as on \_\_\_\_\_) : \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ Days
8. Educational Qualification(Attach self-attested copies thereof):

Name of the examination passed	Name of the Board/ Council/ University	Year of passing	Total marks of the examination	Aggregate of marks secured	% of marks secured
H.S.C.					
+2 Arts/Commerce/Science					
Diploma in Computer Science					
Others					

9. Category : (SC/ST/GEN/SEBC/Sports person/Ex-serviceman) :  
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. Whether physically/orthopaedically handicapped :  
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No.(If any) :
14. Attach two Character Certificates (**original**) issued by two Gazetted Officers/ Medical practitioner/ Sarpanch etc. (mention name, designation of the officers)
15. Details of Treasury Challan with No. and Date :
16. (a) Mobile No: (b) Email Id:

**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 and Amendment Rules, 2010 and Odisha Group-C & Group-D posts (Contractual appointment) Rules,2013 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:  
Date :

**Full Signature of the Candidate**