

## OFFICE OF THE DISTRICT JUDGE, JHARSUGUDA

### **Advertisement No.01/2022**

**Dated, Jharsuguda the 5<sup>th</sup> Day of July, 2022**

Applications in the prescribed format 'A' given below, are invited from the desirous candidates for recruitment to the following posts under Group-'C' cadre as per the scale mentioned against each category of post.

N.B:-The applicability of Odisha Group-'C' & Group-'D' posts (contractual appointment) Rules, 2013 for the sub-ordinate judiciary of the State is now sub-judice before the Hon'ble Court in Judicial side vide W.P ( C) No. 1273/2014. Therefore, the appointment to the posts Junior Clerk-cum-Copyist / Junior Typist / Junior Stenographer (Grade-III) shall be made on regular basis against the vacancies of sanctioned posts **subject to the result of W.P (C) No. 1273/2014** pending before the Hon'ble High Court of Orissa.

Sl. No	Categories of post	Scale of pay	UR	SC	ST	SEBC	Physically handicapped / Ex-servicemen/ Sports persons	Total Nos. of Posts
01	Junior Clerk-cum-Copyist	Rs. 19,900/- to 63,200/- (Level-4 of Pay Matrix)	6(W-2)	2(W-1)	3*(W-1)	2(W-1)	As per rule	13
02	Junior Typist	Rs. 19,900/- to 63,200/- (Level-4 of Pay Matrix)	2	1*	-	-	As per rule	3
03	Junior Stenographer (Grade-III)	Rs. 25,500/- to 81,100/- (Level-7 of Pay Matrix)	1	1(W)	1*	-	As per rule	3

\*' Rolled over / backlog vacancies.

'W' Post(s) reserved for woman candidate(s).

- Out of the vacancies mentioned above, candidate belonging to Person with Disability (PWD), when selected as per the reservation provided for him, shall be adjusted against the category to which he/she belongs.
- 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.
- The exchange of reservation between SC & ST will not be considered.

Reservations of vacancies for women, sports persons & ex-serviceman shall be made in accordance with the provisions made under relevant rules. The undersigned reserves the right to cancel the recruitment process at any time

without prior notice. The decision of the undersigned as regards to the result of examination shall be final and in no case shall be liable to be challenged.

**1. Eligibility of the candidates:-**

The candidate

- (i) Must be a citizen of India,
- (ii) Be over 18 years and below 32 years of age for the post of Junior Clerk-cum-Copyist, Junior Typist and Junior Stenographer (Grade-III), on the last date fixed for receipt of applications (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).
- (iii) Must be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E Standard.
- (iv) Must be of good character,
- (v) Must be of sound health, good physique and free from organic defects or bodily infirmity,
- (vi) Must not have more than one spouse living, if married,
- (vii) Must have paid the fees prescribed for the examination. (The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees).
- (viii) Government servants, 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**".
- (ix) Must have passed at least Diploma in Computer Application from a recognized institute.

**2. Educational qualification**

**(A) For the post of Jr. Clerk-cum-Copyist and Jr. Typist :-**

The candidate

- (i) Must have passed at least Intermediate / +2 examination certificate or equivalent certificate conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized council / Board / University, as the case may be.
- (ii) Must have possessed a minimum speed of 40 words per minute in typewriting (for the post of Junior Typist).
- (iii) Must have passed at least Diploma in Computer Application from a recognized institute.

**(B) For the post of Jr. Stenographer (Grade-III) :-**

The candidate

- (i) Must have passed at least Intermediate / +2 examination certificate or equivalent certificate conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized council / Board / University, as the case may be.

- (ii) The candidate must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute.
- (iii) Must have passed at least Diploma in Computer Application from a recognized institute.

**3. Fee for examination:**

Candidates are required to deposit examination fees of Rs.100/- (Rupees one hundred) only by Treasury challan under the head “**0070-Other Administrative Services-01-Administration of Justice-501-Services and Services Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by Orissa District & Sub-Ordinate Courts**” and to submit the original copy of Challan along with their application forms.

The candidates under S.C & S.T categories of Odisha by birth and person with disability with not less than 40% are exempted from payment of examination fees.

**4. Scheme of Examination:**

**(A) For Junior Clerk-cum-Copyist**

**Written Test**

Sl. No.	Subject	Maximum Marks	Duration of Examination
1.	English	100	2 hours
2.	Arithmetic	100	1 hour
3.	General Knowledge	100	1 hour
4.	Computer Science Test(Practical)	100	1 hour
5.	Viva-Voce Test	45	--

Only successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in Computer Science (Practical) Test shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

**(B) For Junior Typist**

**Written Test**

Sl. No.	Subject	Maximum Marks	Duration of Examination
1.	English	100	2 hours
2.	Type Test (400 words in English language)	50	--
3.	Computer Science Test (Practical)	100	1 1 hour
4.	Viva-Voce Test	35	--

Only successful candidates in written examination shall be called for typewriting test. Candidates selected in the Typewriting test shall be called for Computer Science Test (Practical) and the candidates qualified in

the Computer Science Test (Practical) shall be called for Viva-voce Test. The candidates who will be called for Typewriting Test are required to bring their Typewriter to be used during Typewriting Test.

**(C) For the post of Junior Stenographer (Grade-III)**  
**Written Test**

Sl. No.	Subject	Maximum Marks	Duration of Examination
1.	English	100	2 hours
2.	Shorthand and typing Test	50	--
3.	Computer Science Test (Practical)	100	2 1 hour
4.	Viva-Voce Test	35	--

The candidates selected in the written test shall be called for shorthand and type writing test. The candidates selected in shorthand and type writing test shall be called for computer practical test and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine for typing test for the post of Junior Typist and Junior Stenographer (Grade-III).

**N.B.** - No travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Orissa District & Subordinate Courts No.-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 (Amendment Rule-2010) to shortlist the same. The decision of the Committee in this regard shall be final in all respect.

**Syllabus for each subject of the written test shall be as follows:**

**(i) English**

- (a) An essay to be written in English,
- (b) A letter or an application to be written in English,
- (c) An Odia passage is to be translated into English,
- (d) An English passage is to be translated into Odia,
- (e) Summary of one English passage.

Note: - (a) The Standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa.

(b) The candidate shall answer the questions in English unless otherwise directed.

**(ii) Arithmetic**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound practice, percentage, profit and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time & work and on time and distance.

Note: - Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

**(iii) General Knowledge**

Knowledge of current events and such other matters of every day 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 matter like Text formatting of the paragraphs, insertion of tables, skill to print and save, file transfer, website searching, browsing, 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 reference to alertness, general outlook and potential qualities.

**5. Last Date of Receipt of Application.**

Application along with the required documents and self attested copies of certificates duly signed by the candidates shall be sent to the District Judge, Jharsuguda by Post so as to reach in the Office of the District Judge positively on or before 5.00 P.M on **04.08.2022**. The candidates may also drop their application form in the "Application Drop Box" kept in the Office of the Registrar, Civil Courts, Jharsuguda. The application received beyond the date and time shall be summarily rejected. The candidates are required to mention the name of the post applied for in **CAPITAL LETTERS** on the top of their respective application and the top of the envelope containing their application.

**6. Documents to be submitted along with the application:**

- (i)** Treasury Challan in original showing deposit of Rs.100/- under the proper Head of Account (Candidates belonging to Scheduled Caste/ Scheduled Tribe of odisha by birth and person with Disabilities [whose disability is not less than 40% (forty percent)] only are exempted from the payment of this fee).
- (ii)** Self attested copy of HSC or equivalent **certificate with mark sheet** showing the proof of age.
- (iii)** Self attested copies of certificates and mark sheet showing passing of Intermediate / +2 examination or equivalent or equivalent certificate issued by the concerned Board/Council and mention percentage of marks of +2 examination.
- (iv)** Copy of self attested certificate showing to have passed at least Diploma in Computer Application.

- (v) Two character certificates in original issued by two different **Gazetted Officers/Medical practitioner / Sarpancha etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (vi) Three numbers of self signed recent passport size photographs (excluding the photograph pasted on the Application form).
- (vii) Two self addressed envelopes duly affixed with postage stamp of Rs.22/- on each for despatching of call letters by Regd. Post.
- (viii) Self attested copy of Caste Certificate by birth issued by the competent authority (For SC / ST and SEBC candidates).
- (ix) Self attested copy of Disability Certificate issued by the competent authority (for physically handicapped candidates).
- (x) Self attested copy of Certificate / Identity Card of Sports Persons /Ex-serviceman.
- (xi) Self attested copy of certificate showing to have successfully completed the typewriting course / shorthand course granted by a recognized institute (for the candidates for the post of Junior Typist and Junior Stenographer (Grade-III).
- (xii) A self declaration to the effect that he/she has no more than one spouse living, if married.
- (xiii) A self declaration to the effect that he/she has no criminal antecedent.

**N.B:**

- (1) The Candidates who have not been awarded percentage of marks, but only "Grade Marks" should along with their application, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks 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).
- (2) The candidates are required to submit their application duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. 'A'. The candidates who are in government employment are required to apply through proper channel.
- (3) Caste Certificate, Odia Test Pass Certificate, PWD Certificate & 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.
- (4) Separate applications are required to be submitted for each post mentioning the name of the post clearly in CAPITAL letters being underlined on the top of the envelop which contains the application form and other required documents. All copies of certificates / testimonials shall be signed by the candidate certifying it to be true copy of document.

- (5) The applications, if found defective / incomplete in any respect or non-compliance of any of the requirement mentioned in the advertisement, shall be rejected summarily.
- (6) In case of receipt of large numbers of applications for the posts advertised, the authority reserves the right to short list the candidates as per the provision of rules contained in the Orissa District and Subordinate Courts Non-Judicial Staff (method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rule-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 committee in this regard shall be final in every respect.
- (7) No T.A / D.A will be admissible to the candidates for attending the Recruitment Examination. The originals of the certificates are to be produced by the candidates at the time of viva-voce Test.
- (8) For details please visit our website.

<http://www.districts.ecourts.gov.in/Jharsuguda>

& <https://www.jharsuguda.nic.in>

**Sd/-**

**District Judge-cum-Chairman,  
District Recruitment Committee,  
Jharsuguda.**

**(FORM – A)**  
**FORMAT OF APPLICATION**

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

1. Name of the Candidate  
(In Capital 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 **04.08.2022**)
8. Educational Qualification (Attach self-attested copies of certificates)

Paste your  
self-  
attested  
passport  
size  
photograph

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate marks secured	Grade / Division	% of marks secured
H.S.C					
+2 Arts/Com./ Sc.					
Diploma/Degree in Comp. Science					

9. Category : (SC/ST/SEBC/UR/Sports Persons/Ex-Serviceman):  
(Strike out which is not applicable attach the supporting documents issued by the authority)
10. Whether Physically / Orthopedically Handicapped: (if yes, attach supporting medical certificate issued by the Competent Medical Authority / Board):
11. Religion:
12. Nationality:



13. Employment Exchange Registration No.:

14. Details of Treasury Chalan with Number and Date:

(The original Chalan is to be attached)

15. Two Character Certificates issued by two different gazetted officers / Medical Practitioners / Sarapanch etc. are to be attached (Mention name, designation of the officers).

a.

b.

16. (a) Mobile No.  
(Preferably WhatsApp)

(b) Email Id:

### **Declaration**

I do hereby solemnly affirm and state that, I am aware about the provisions of Orissa District & Sub-ordinate Courts Non-Judicial Staff services (Method of Recruitment and condition of service) Rules, 2008 (Amendment Rule-2010) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

(Signature of the Candidate)