

# OFFICE OF THE DISTRICT JUDGE, SAMBALPUR.

**ADVERTISEMENT No.1/,**  
Dated, Sambalpur the 4<sup>th</sup> day of July, 2022.

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Typist and Stenographer Grade-III** in the Scale of Pay of **Rs.19,900/- to Rs.63,200/-** (Level-4 of Pay Matrix); and **Rs.25,500/- to Rs.81,100/-** (Level-7 of Pay Matrix), of the 1<sup>st</sup> Schedule of ORSP Rules, 2017, respectively, with usual DA and other Allowances, as admissible to the State Government employees from time to time. Applicability of the Odisha Group "C" and Group "D" Posts (Contractual Appointment) Rules, 2013 to these appointments and regular Scale of Pay prescribed for each post shall be **subject to result of WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.

Sl. No.	Categories of Posts	UR	ST	SC	SEBC	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	Junior Typist	01	--	01	01	03	The vacancy reserved for Physically Handicapped/ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong.
2	Stenographer Grade-III	01	02	--	01	04	

**(The number of vacancies in different categories of posts may increase or decrease)**

- N.B.:-** (i) 33% intra-reservation will be made for women candidates, subject to availability.
- (ii) 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.
- (iii) 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 and Amendment Rules, 2010, subject to the result of **WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.
- (iv) The decision of the District Judge, Sambalpur as to the result of examination shall be final and in no case shall be liable to be challenged.

## **2. Eligibility of the Candidates:**

A candidate, in order to be eligible for the posts, shall –

- (a) be a citizen of India;
- (b) have passed at least +2 examination conducted by the Council constituted under Sec.3 of the Odisha Higher Secondary Education Act, 1982 or

equivalent examination of 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) not be below 18 years and not above 38 years of age (**As per Notification No.771, dated 11.1.2022 of the General Administration and Public Grievance Department, Government of Odisha**) as on the last date fixed for receipt of the applications i.e. **DT.04.08.2022**;
- 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.
- (e) be able to speak, read and write Odia and has passed a Test in Odia equivalent to 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 per minute in Typewriting in English(**For the post of Junior Typist**);
  - (j) have possessed a minimum speed of 80 words in Shorthand and 40 words in Typewriting, in English per minute(**For the post of Stenographer Grade-III**).

### 3. Fee for the Examination:

The 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 & Service Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by the Orissa District and Subordinate Courts”**. The SC & ST candidates are exempted from payment of Examination Fees.

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 given below. The candidates, who are in Government employment, are required to apply through proper channel.

**Note:-** 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. No TA/DA will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of *Viva-voce* Test.

#### **4. Scheme of Examination:**

There shall be an examination on the following subjects for the posts of Junior Typist and Stenographer Grade-III:-

<b>(a)</b>	<b><u>Junior Typist</u></b>	<b><u>Subjects</u></b>	<b><u>Marks</u></b>	<b><u>Duration of Tests</u></b>
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Typewriting Test	50 marks	--
	Part-III	Computer Science Test (Practical)	100 marks	--
	Part-IV	Viva voce Test	35 marks	--

**Typewriting Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own Typewriters.**

<b>(b)</b>	<b><u>Stenographer Grade-III</u></b>	<b><u>Subjects</u></b>	<b><u>Marks</u></b>	<b><u>Duration of Tests</u></b>
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Shorthand & Typewriting Tests	50 marks	--
	Part-III	Computer Science Test (Practical)	100 marks	--
	Part-IV	Viva voce Test	35 marks	--

**Shorthand & Typewriting Tests will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own Typewriters.**

The syllabus for the examination is as provided in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendment Rules, 2010.

5. **Last Date of Receipt of Applications:**

Applications along with the required documents and self-attested copies of certificates duly signed by the candidates only be sent by **Registered Post/Speed Post** so as to reach the Office of the **District Judge, Sambalpur latest by 5.00 P.M. of dt.04.08.2022** positively. The applications received beyond the last date shall be summarily rejected.

**N.B.:-** In case of receipt of large number of applications for the respective posts advertised, the Authority reserves the right to shortlist the candidates in accordance with the provisions contained in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendment Rules, 2010.

6. **List of Documents to be Submitted:**

The candidates are required to submit the following documents along with their applications:-

- (i) Treasury Challan **in original** showing deposit of Examination Fees of Rs.100/- under the proper Head of Account (**SC & ST candidates are not required to submit Treasury Challans**).
- (ii) Four self-attested recent passport size photographs of the applicant (affix one passport size photograph on the application at the space provided for and attach the rest three photographs with the application).
- (iii) Self-attested photocopies of the Certificate of HSC Examination or equivalent Certificate showing proof of age along with the Mark-sheet.
- (iv) Self-attested photocopies of Certificate showing passing of +2 or equivalent Examination along with Mark-sheet.
- (v) Self-attested photocopies of Certificates of higher educational qualifications, if any, along with Mark-sheets.
- (vi) Self-attested photocopy of Certificate showing successful completion of Diploma in Computer Application course from a recognized Institute.
- (vii) Self-attested photocopy of Certificate showing successful completion of Typewriting course in English from a recognized Institute (**For the post of Junior Typist**).
- (viii) Self-attested photocopy(ies) of Certificate(s) showing successful completion of Shorthand & Typewriting courses in English from a recognized Institute (**For the post of Stenographer Grade-III**).
- (ix) Self-attested photocopies of Caste Certificates issued by competent Authority in case of candidates belonging to SC/ST/SEBC categories.

- (x) Self-attested photocopies of Certificates issued by competent Authority in case of candidates belonging to Physically Handicapped/Ex-Serviceman.
- (xi) Self-attested photocopy of Identity Card of Sports person issued by Government.
- (xii) Two Character Certificates **in original** issued by the competent Authorities.
- (xiii) Two self-addressed envelopes adequately stamped (at least Rs.30/-) for despatch of Call Letters by Registered Post.
- (xiv) Self-declaration by the candidate to the effect that he/she has got one spouse living, if married.
- (xv) The candidates, who have been awarded with “Grade” but not with “Percentage of 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 will be rejected (the Conversion Certificate can be submitted by obtaining the same through downloading process).

**N.B.:-**

- (a) The candidates are required to submit separate applications for separate posts.
- (b) If a candidate applies under Reserve Category and failed to file the Caste Certificate, then he/she will be treated under Unreserved Category.
- (c) The candidates are required to mention the **Category of Posts**, which they apply for, in **CAPITAL LETTERS** on the top of their respective applications.
- (d) The candidates are required to mention the **Category of Posts**, which they apply for, in **CAPITAL LETTERS** on the top of the envelopes containing their applications.
- (e) **For detailed Advertisement, the candidates may visit the following websites:-**
  - (i) **Sambalpur District Court:** [www.districts.ecourts.gov.in/sambalpur](http://www.districts.ecourts.gov.in/sambalpur)
  - (ii) **NIC, Sambalpur :** [www.sambalpur.nic.in](http://www.sambalpur.nic.in)
- (f) **The candidates may regularly visit the website of Sambalpur District Court i.e. [www.districts.ecourts.gov.in/sambalpur](http://www.districts.ecourts.gov.in/sambalpur), for further updates, if any, during the recruitment process.**

Sd/- 4.7.2022  
**DISTRICT JUDGE,  
 SAMBALPUR.**

**(FORM-A)**  
**FORMAT OF APPLICATION**  
 [See Para 2A of Appendix 'A']

Paste recent self-attested (on the front side) Passport Size Photograph

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. Date of Birth :
- Age (as on 4.8.2022) : \_\_\_\_\_ 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	Grade/ Division	% of marks secured
H.S.C.						
+2 Arts/Commerce/Science						
Diploma in Computer Science						

9. Category : (UR/ST/SC/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 issued by competent Authority :
15. Details of Treasury Challan with No. and Date :
16. (a) Mobile Number :  
(b) E.mail ID :

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010, and the 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**