

OFFICE OF THE DISTRICT & SESSIONS JUDGE: ANGUL.

RECRUITMENT YEAR 2024-25

Advertisement No.03 dated 11.06.2024

Last date for receipt of Application-11.07.2024(05.00 P.M.)

1. Applications in plain paper in the format (Form-A) given below are invited from the eligible candidates for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III in the Judgeship of Angul in the Scale of pay Rs. 19,900/- to Rs. 63,200/-(Level 4), Rs. 19,900/- to Rs. 63,200/-(Level 4) & Rs. 25,500/- to Rs. 81,100/-(Level 7) respectively as per ORSP Rule, 2017 per month with usual DA and other allowances as admissible to the Government from time to time (*subject to the result of WP (C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack*).

Sl. No.	Posts	U.R.	S.T.	S.C.	S.E.B.C	Total
1	Jr. Clerk-cum-Copyist (Rs. 19,900/- to Rs.63,200/-) in Level-4	04 (W-02)	04 (W-02)	02 (W-01)	-	10
2	Stenographer Grade-III (Rs. 25,500/- to Rs.81,100/-) in Level-7	01	03 (W-01)	01	-	05
3	Jr. Typist (Rs. 19,900/- to Rs.63,200/-) in Level-4	-	02 (W-01)	01	-	03
4	Salaried Amin (Rs.21,700- 69,100) in Level-5	-	01	-	-	01

NOTE:-

- A. The number of above vacancies in different cadre and category of posts may increase or decrease. The reservation of vacancies for Ex-Serviceman, Person with Disabilities and Sports persons shall be filled up according to the existing rules. The District Judge, Angul reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Angul as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

2. Eligibility of candidate for Junior Clerk –cum-Copyist, Junior Typist and Stenographer Grade III.

A candidate in order to be eligible for the above posts, He/She:-

- (a) Shall be a citizen of India.
- (b) Must have passed at least +3 examination or equivalent examination of a recognized University, as the case may be.
- (c) Must have at least passed Diploma in Computer Application from a recognized institute.
- (d) Must be over 18 years and below 32 years of age as on 11.07.2024 provided that, the upper age limit is relaxed by 5 years in case of **SC/ST/SEBC/Women candidates** & in respect of PWD candidates and Ex-serviceman candidates shall be relaxed in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions, for the time being in force, issued in that behalf by the Government.
- Date of birth entered in the High School Certificate or equivalent certificate by the concerned Board/ Council will only be accepted by the District Recruitment Committee.*
- (e) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (f) Must be of good character.
- (g) Must be of sound health, good physique and free from organic defects or bodily infirmity.
- (h) Must not have more than one spouse living, if married.

- (i) For the post of Junior Typist, the candidate shall possess a minimum speed of 40 (Forty) words in type writing per minute.
- (j) For the post of Stenographer Grade III, the candidate shall possess minimum speed of 80 (Eighty) words in short hand and 40 (Forty) words in type writing per minute.
- (k) Government Servants, whether Temporary or Permanent, are eligible to apply, provided that they possess the requisite Qualification and are within the prescribed age-limit as provided under Para 2 (d) of the Advertisement. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No objection Certificate" and same shall be submitted along with the application.
- (l) Must have passed the matriculation examination or equivalent examination of a recognized Board for the post of Salaried Amin
- (m) Must have passed Revenue Inspector Training for the post of Salaried Amin.
- (n) Must have possessed knowledge in Computer Operation for the post of Salaried Amin.

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

3. Process of Selection.

Selection to the post shall be through a written competitive examination followed by computer test and Viva-voce test. The scheme of such examination is mentioned herein below.

A. Scheme of Examination for the post of JUNIOR CLERK –CUM-COPYIST.

There shall be an examination on the following subjects for the post of Junior Clerk-cum-Copyist.

	Subject	Marks	Duration
Written Test consisting of			
Part –I	English	100	2 Hours
	Arithmetic	100	1 Hours
	General Knowledge	100	1 Hours
Part-II	Computer Science Test (Practical)	100	1 Hours
	Viva Voce Test	45	

Only successful candidates in the written examination shall be called for Computer Science Practical test and the candidates selected in the computer Science Practical test shall be called for Viva Voce Test.

B. Details of Syllabus for each subject shall be as follows.

I) 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 Odia passage to be translated into English (15 Marks).
- (d) One English Passage to be translated into Odia (15 Marks).
- (e) Summary of one English Passage (20 Marks).

II) Arithmetic: Vulgar fraction and decimals, HCF and LCM, Simple and compound interest, simple and compound practice, percentages, profit and loss, mixtures, partnership, average, Rate and taxes, Insurance, square and cubic measures, problems on time and work and on time and distance.

Note- Problems more easily solvable by algebraical methods need not be solved arithmetically.

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

IV) Computer Science (Practical): To test the proficiency of candidate relating to matters like test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/ browsing and downloading e-Mail, use of pen drive and other software, etc and programmes of accounting.

B. Scheme of Examination for the post of Junior Typist and Stenographer Grade-III.

There shall be an examination on the following subjects for the post of Junior Typist & Stenographer Grade-III.

	Subject	Marks	Duration
Written Test			
Part-I	English (Qualifying in nature) (for both Jr. Typist and Stenographer Grade-III)	100	2 Hours
	Practical Test (Stenography Test and Type Writing Test)		
	Type writing Test for Jr. Typist	50	10 Minutes
	Short hand & Type writing Test for Stenographer Grade-III.	50	15 Minutes
Part-II	Computer Science Test (Practical) (for both Jr. Typist and Stenographer Grade-III)	100	1 Hours
	Viva Voce Test (for both Jr. Typist and Stenographer Grade-III)	35	

For the post of Junior Typist, there will be a separate test in type writing and in case of Stenographer Grade-III, there will be a separate test in Short hand and typewriting and such type writing and shorthand test will be held after publication of written test. The date of such test will be intimated to the candidates in due course.

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

NB:- The syllabus for written examination for the post of Junior Typist and Stenographer Grade-III will be same for English subject, as it is for the post of Junior Clerk-cum-Copyist mentioned above.

C. Scheme of Examination for the post of Salaried Amin.

There shall be an examination on the following subjects for the post of Salaried Amin.

	Subject	Marks	Duration
Part-I	English	100 Marks	2 hours
	Arithmetic	100 Marks	1 hours
	Technical knowledge in Survey & Settlement (Theory)	50 Marks	Half an hour
Part-II	Technical knowledge in Survey & Settlement (Practical)	50 marks	Half an hour
Part-III	Viva-voce Test	25 Marks	--

NB: The candidates for the post of Salaried Amin, who secure minimum 35% of marks in each subject in the Written Test i.e. in the subject mentioned in Part-I of the Scheme shall be eligible to appear in the Part-II examination. The Candidates who secure minimum 50% marks in the Part-II examination shall be eligible to appear in the Part-III.

C (1). DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN:**English:**

- i. An essay to be written in English-30 marks
- ii. A letter or application to be written in English-20 marks
- iii. One Oriya passage to be translated into English-25 marks
- iv. One English passage to be translated into Oriya-25 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, Averages, Rates and taxes, Insurance, square and cubic Measures, Problems on time and work and on time and distance.

D. Manner of Selection of candidates.

- i) After receipt of applications for the recruitment examination, career Merit lists for the General and Reserved category according to the descending order of total percentage of marks in H.S.C examination, +2 & +3 examination or of equivalent examinations shall be prepared.
- ii) From each category of career merit list, candidates up to **twenty times** of actual vacancy in each category shall be called to appear at the written test.
- iii) Considering the marks secured in the written test, one merit list for the general candidates and separate merit list for each of the reserved categories shall be prepared and the candidates up to **ten times** of vacancy in each category shall be called for Computer Science Test (Practical), short hand and type writing test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.

4. Last date of receipt of Application.

The last date of receipt of application is fixed on **11.07.2024 05.00 P.M.** Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall reach the **OFFICE OF THE DISTRICT JUDGE, ANGUL, ODISHA, PIN-759122** by **05.00 PM on or before 11.07.2024 positively either in person during Office hour on each working day or by speed post/Registered post.** The application received after due date & time i.e. **05.00 PM of 11.07.2024** shall be summarily rejected.

5. List of documents to be submitted by the candidates along with their applications are as follows.

- I. Self-attested copy of 10th Board or equivalent certificate showing proof of age and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III, Jr. Typist & Salaried Amin)
- II. Self-attested copy of certificates showing passing of +2 or equivalent examination and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- III. Self-attested copy of certificates showing passing of +3 examination and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- IV. Self-attested copy of certificate showing to have passed at least Diploma in Computer application issued by a recognized institute. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- V. Self-attested copy of certificate showing successful completion of short hand Course (Stenography & Type writing Certificate) from a recognized Institute. (For the post of Stenographer Grade-III)
- VI. Self-attested copy of certificate showing successful completion of Type Writing Course from a recognized Institute. (For the post of Junior Typist)
- VII. Two character Certificates issued by two different Gazetted Officers/ Medical Practitioners/ Sarpanch etc. **in original.** (Mention name and designation of the Officers) (For Jr. Clerk-cum-Copyist, Stenographer Grade-III, Jr. Typist & Salaried Amin)
- VIII. Two self-signed recent passport size photographs of the applicant excluding that affixed in the given box on the application form. (In total 3 nos.)(For Jr. Clerk-cum-Copyist, Stenographer Grade-III, Jr. Typist & Salaried Amin)

- IX. Two self-addressed envelopes duly stamped of **Rs. 50/-** on each for dispatch of all letters by Registered Post/Speed Post. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III, Jr. Typist & Salaried Amin)
- X. a) Candidates belonging to S.T./ S.C/ S.E.B.C Category of Odisha **by birth** are required to submit the self-attested copy of the relevant caste Certificate as mentioned in their application form and issued by the competent Authority in the prescribed form. Candidates of S.E.B.C. Category (other than Creamy Layer) must submit the self-attested copy of caste Certificate issued by the Competent Authority within the last Three years by the closing date for submission of the Application form.
- b) The SEBC Certificate which is more than 03 years old by the last date of submission of application form is liable for rejection.
- c) Women candidates belonging to S.C/S.T/ S.E.B.C categories are required to submit Caste Certificates by birth showing "daughter of.....". Caste Certificates by virtue of marriage (i.e. showing "wife of") will not be accepted.
- d) OBC CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATE AND CANDIDATES SUBMITTING O.B.C. CERTIFICATES ARE LIABLE FOR REJECTION.**
- e) The exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- XI. Self-attested copy of disability certificate for Person with Disabilities issued by Competent Authority showing percentage of disability, if the candidate claims reservation under such category.
- XII. Self-attested copy of identity Card as Sports Person, issued by the Director of Sports, Odisha, if the candidate claims reservation under such category.
- XIII. Discharge Certificate issued by the Commanding Officer of the Unit last served, who claims reservation under Ex-serviceman category. Ex-Serviceman candidates must submit an Affidavit that he has not been appointed against any Civil Post after Military Service, where applicable.
- XIV. Self-attested copy of "**NO OBJECTION CERTIFICATE**" issued by the competent Authority in case the candidate is a Government Servant (Whether Temporary or Permanent).
- XV. **The candidate must submit his/her Mobile No. and e-Mail address in the appropriate space in the application for future communication through e-Mode, if required.**
- XVI. A self-declaration by the candidate to the effect that "He/She has no criminal antecedent".
- XVII. A self-declaration by the candidate to the effect that "He/She has not more than one spouse living, if married".
- XVIII. **Self-attested copy of "Conversion" Certificate for the candidates who have been awarded with Grade Marks instead of percentage of Marks.**
- XIX. **Self attested copy of certificate showing Revenue Inspector Training for the post of Salaried Amin.**

Important instructions to the candidate:

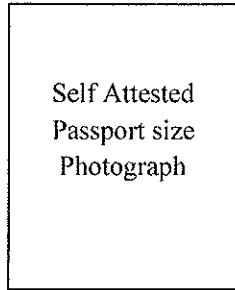
1. The candidates are required to submit their application form dully filled in and signed by their own hand writing by furnishing the required particulars as per the prescribed format in Form-A given below. **Unsigned Applications, if submitted, shall be rejected.**

2. Applicants are advised to indicate/clarify specifically for which category of vacant post he/she is applying. If there is no such indication in the application form, it will be treated that, he/she has applied in the Un-reserved category (UR) of that post. Category of candidate cannot be changed in any circumstances subsequently.
3. The candidates who are in Government employment are required to apply through proper channel and submit their self-attested copy of “No Objection Certificate” issued by their employer along with their application, otherwise the application shall be rejected.
4. 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 at any stage during the recruitment process shall be summarily rejected.
5. While filling up the marks in the application form, the candidate has to mention the actual marks secured by him/her in the H.S.C, +2 or equivalent, +3 Examinations or equivalent (excluding the marks secured in the Extra Optional paper(s)).
6. Every candidate has to mention name of the post clearly (in underlined capital letter) on the top of the envelope.
7. In case a candidate applies for more than one post so advertised, separate application forms should be submitted for each post mentioning the name of the post clearly (in underlined capital letter) on the top of the envelope. In each such separate application form, the candidate must write the other post(s) advertised for which he/she has also applied separately on the bottom of the Form-A of the application form (in underlined capital letter).
8. No TA/DA will be allowed to the candidates for attending the Recruitment Examination.
9. The candidates need not submit their original testimonials/ certificates with their applications (except 5 (VII), (XVI) & (XVII) of the advertisement which are required to submit in original), which are to be produced at the time of Viva-voce Test. Date of Examination shall be intimated to the eligible candidates in due course.
10. The candidates are required to mention on copy of each document “Submitted by me” and put their full signature and date on the same. Documents without self-attestation shall be rejected.
11. Any misrepresentation or suppression of information by the candidate in the application will result in cancellation of his/her candidature.
12. If any document submitted by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made shall be cancelled and appropriate penal action shall be initiated.
13. Applicants are advised to visit the District Court, Angul website i.e. <https://angul.nic.in> & <https://angul.dcourts.gov.in> from time to time for updates regarding the recruitment process and notifications.

Sd/-
District Judge-cum-Chairman,
District Recruitment Committee,
Angul.

Form-A
FORMAT OF APPLICATION
[See Para 2A of Appendix 'A']

POST APPLIED FOR:- _____



Self Attested
Passport size
Photograph

1. **Name of the candidate:**
(In Block Letter)
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 **11.07.2024**): _____ years _____ months _____ days.

8. **Educational Qualification (attached attested Copies of Certificates in support of Qualification)**

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Total Marks in the examination (excluding the full marks in the extra optional paper(s), if applicable)	Aggregate of Marks Secured (excluding the marks secured in the extra optional paper(s), if applicable)	Grade/ Division	% of Marks Secured
H.S.C						
+2 Arts/ Science/ Commerce.						
+3 Arts/Science/ Commerce or equivalent						
Diploma in Computer Science.						
Revenue Inspector Training (For the post of Salaried Amin)						

9. **Category (SC/ ST/ SEBC/GEN/ Sports Person/ Ex-Serviceman):**

(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 Certificate issued by the competent Medical Authority/ Board)

11. **Whether a Govt. Servant (Temporary or Permanent)? Yes/ No**

(If yes, submit "No Objection Certificate" issued by the Competent Authority.)

12. **Religion:**

13. **Nationality:**

14. **Employment Exchange Registration No.**

15. **Attach two character Certificates issued by two different Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (mention name, designation of the officers)**

16. a) **Mobile No.-**

b) **Email ID-**

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) Rule, 2008 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:

Signature of the Candidate.

***The candidate shall put his/her signature in the given box.**

OFFICE OF THE DISTRICT & SESSIONS JUDGE: ANGUL.

Memo No. 3285(39)// Date.11.06.2024

Copy forwarded to the Registrar, Civil Courts, Balangir/ Balasore/ Bargarh/ Bhadrak/ Boudh/ Cuttack/ Deogarh/ Dhenkanal/ Gajapati/ Ganjam/ Jagatsinghpur/ Jajpur/ Jharsuguda/ Kalahandi/ Kandhamal/ Kendrapada/ Keonjhar/ Khurdha/ Koraput/ Malkangiri/ Mayurbhanj/ Nabarangpur/ Nayagarh/ Nuapada/ Puri/ Rayagada/ Sambalpur/ Subarnapur/ Sundargarh for favour of kind information and with a request to display the advertisement No. 03 dtd. 11.06.2024 in the notice board of their District Court Complex as well as the outlying Court Complex for information of all.

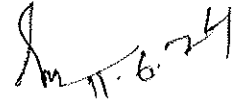
Copy forwarded to the Addl. District & Sessions Judge, Talcher/ Athmallik/ S.D.J.M, Pallahara/ J.M.F.C, Chhendipada/ Banarpal for information and with a request to display the advertisement No. 03 dtd. 11.06.2024 in the Notice Board of their respective Court Complex for information of all.

Copy forwarded to the Collector & District Magistrate, Angul for information and with a request to display the advertisement No. 03 dtd. 11.06.2024 in the notice board for information of general public.

Copy forwarded to the District Employment Officer, Angul for information and with a request to display the advertisement No. 03 dtd. 11.06.2024 in the office notice board for wide circulation.

Copy forwarded to the DIO, NIC, Angul/ System Assistant, Angul for information and with a request to upload the advertisement No. 03 dtd. 11.06.2024 in the District Website and District Court Website for information of general public.

Copy to the District Court Notice Board.



**Registrar,
Civil Courts, Angul**