OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.

Dated Jeypore, the 1st day of August, 2016.

ADVERTISEMENT

Applications in the prescribed format are invited from the desirous candidates for filling up of the posts in the cadre of Junior Clerk-cum-Copyist and Junior Typist in the scale of pay of Rs. 5,200/- to Rs.20,200/- and Grade Pay of Rs. 1,900/- per month, in the Cadre of Grade-III Stenographer in the scale of pay of Rs.5,200/- to Rs.20,200/- and Grade Pay of Rs.2,400/- per month and in the cadre of Salaried Amin, in the scale of pay of Rs.5,200/- to Rs.20,200/- and Grade Pay Rs.2,200/- per month in the Judgeship of Koraput on regular basis subject to final result in W.P.(C) 1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.

Cadre of posts.	Unreserved	S.E.B.C	S.C.	S.T.	Total
Junior Clerk-cum- Copyist	08	02	03	12	25
Grade-III Stenographer	03	01	01	03	08
Junior Typist	02	01	-	01	04
Salaried Amin	**01**	**-**	**-**	**-**	**01**

(The vacancies in different categories of the Post may increase or decrease)

Out of the above 33% of total posts in each category are reserved for women candidates. Reservation for each category of posts in respect of physically handicapped persons / Ex-service-men / Sports persons shall be as per Rules.

The vacancies reserved for physically handicapped, Ex-Serviceman, Sports person is inclusive of vacancy of respective category to which they belong.

Other conditions of service shall be guided by the relevant provisions of Orissa District and Subordinate Court's Non-Judicial Staff services (Method of Recruitment and conditions of Service) Rules, 2008 (as amended in 2010).

1. ELIGIBILITIES OF THE CANDIDATE.

a) Have passed at least +2 Examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination of a recognized Council / Board or University as the case may be;

b) have passed at least Diploma in Computer Application from a recognized Institute.

c) be over 18 years and below 32 years of age, on the last date fixed for receipt of applications i.e. 01.09.2016, provided that, the upper age limit in respect of S.C, S.T, S.E.B.C., Women, Sports Person, Ex-Service Men and Physically Handicapped Person shall be in accordance with the provisions made under relevant Rules, orders or instructions issued in that behalf by the Government from time to time.

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 and;
h) have paid the fees prescribed for the examination as set forth in Appendix 'A'.

1.(A): For the post of Grade-III Stenographer the candidate shall have to possess a minimum speed of 80 words in short hand and 40 words per minute in English Type writing.

(B): For the post of Junior Typist, the candidate shall have to possess a minimum Speed of 40 words per minute in English Type writing.

(C): For the post of Salaried Amin,
(i) the candidate must be knowing Cycling / Driving of two wheeler vehicle;
(ii) the candidate must have passed the Revenue Inspector Training from Government / Recognized Institution.

2. FEES FOR EXAMINATION

The candidates are required to deposit fees of Rs.100/- (one hundred) only in shape of Treasury Challan under the Head ***"0070-other Administrative services-01-Administration of Justice-501-services and service fees-0010-Charges for Service provided-02177-Examination Fees for Recruitment conducted by Orissa District & Subordinate Courts"*** and to submit the original copy of challan along with their application forms.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such Examination fees.

3. PROCESS OF SELECTION.

Selection to the posts shall be through a written competitive examination followed by Computer Test and Viva Voce Examination. The scheme of such examination is mentioned herein below:

3.A. Scheme of Examination (for the posts of Junior Clerk-cum-Copyist)

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hours
	General knowledge	100	1 hour
Part-II	Computer Science (Practical)	100	1 hour
	Viva-Voce	45	

Only successful candidates in the Part-I examinations 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.

4. DETAILS OF SYLLABUS FOR EACH SUBJECT IS 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 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.

(ii) Arithmetic: Vulgar fractions and decimals, H.C.F. and L.C.M. simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

(iii) Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like test formatting of the paragraph, 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.

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

(v) Viva Voce test: To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities. (as amended in 2010).

For the post of Grade-III Stenographer.

4.(I) Scheme of Examination for the Post of Grade-III Stenographer

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test for Stenographer	50	15 minutes.
Part-II	Computer science test (Practical)	100	1 hour
	Viva-Voce	35	

Details of Syllabus:

Written Test consisting of:

(a) English: (Qualifying in nature): Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

(b) The standard shall be equal to that of +2 Certificate Examinations conducted by the Council of higher Secondary Education, Orissa.

(c) Other conditions as applicable to the written test for Junior Clerk-cum-copyists shall also apply;

(d) Syllabus for Computer Science test (Practical) and Viva-Voce test is the same as detailed above for the post of Junior Clerk-cum-Copyist.

(e) The provisions of Sub Rule-3 of Rule-7 shall apply in drawing the merit list after written test in English and in calling for the candidates for shorthand and type writing test in case of Grade-III Stenographers. The candidates selected in the aforesaid test as applicable to the Grade-III Stenographer shall be called for computer science test (Practical) and the candidates selected in computer science test (Practical) shall be called for viva voce test.

(f) As written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub Rule-4 and 5 of Rule-7 on the basis of aggregate of marks obtained in short hand and type writing test, computer science test (Practical) and viva voce.

4.(A)(1) A candidate for the posts of Grade-III Stenographer shall possess minimum speed of 80 words in short hand and 40 words in typewriting per minute.

A candidate for the post of Grade-III Stenographer shall be dictated a passage of 400 words in English language in 5 minutes, which he / she shall take in short hand note sheet supplied by the examiner. He / she shall reproduce such shorthand text of 400 words in Type script in 10 minutes.

4.(A)(2) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes.

The dates of written test shall be intimated individually by post.

For the post of Junior Typist.

4.(II) Scheme of Examination for the Post of Junior Typist.

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
	Type test in English	50	10 minutes.
	Computer science test (Practical)	100	1 hour
Part-II	Viva-Voce	35	

4.(III) For the post of Salaried Amin.

Scheme of Examination for the Post of Salaried Amin.

	Subject	Marks	Duration of test.
Part-I	Arithmetic	50	30 minutes
	Technical Knowledge in Survey and Settlement (Theory)	50	30 minutes
Part-II	Technical Knowledge in Survey and Settlement (Practical)	25	30 minutes
	Viva Voce Test	25	

N.B: The candidates who secure minimum 35% of marks in each subject, in the Written Test i.e. in the subjects mentioned in the Part-I of the scheme shall be eligible to appear in the Technical Knowledge in Survey and Settlement (Practical Test) and Viva Voce Test.

List of Documents to be submitted along with the application

i) Self attested copies of certificates with mark sheets of H.S.C. and + 2 examination or equivalent examination of a recognized Board for the post of Junior Clerk-cum-Copyist, Grade-III Stenographer and Junior Typist. Self attested copies of certificates with mark sheet of Matriculation Examination of any equivalent examination of a recognized Board for the post of Salaried Amin only.

ii) Self attested copy of the certificate with mark sheet of Diploma in Computer Application.

iii) Self attested copy of caste certificate (in case of reserved categories), if any;

iv) Self attested copies of Short hand / Type writing Certificate issued by recognized institution, (for the Grade-III Stenographer & Typist).

v) Original Treasury Challan showing deposit of Rs.100/- towards examination fees.

vi) Two Character certificates in original from two Gazetted Officers.

vii) Two attested Passport size photographs (one is to be affixed in the application on the space provided)

viii) Two self addressed envelopes (stamped with Rs. 25/- each) of size 23 x 10 cms.

ix) Self attested certificate of Revenue Inspector Training for the post of Salaried Amin only.

N:B:- (i) The candidates are required to submit their applications being duly filled in and signed by their own hands. Applications should be submitted mentioning the name of the post clearly in capital letters in the application as well as on the top of the envelope. The candidates who are in Government Service are required to apply through their Head of Office.

(ii) The application if found defective / in-complete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected

(iii) No application shall be entertained prior to publication of Advertisement or receipt after the last date fixed.

(iv) In case of receipt of large number of applications the Authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Subordinate Courts Non-Judicial staff Services (Method of Recruitment and conditions of Services) Rules, 2008 as amended 2010. Over and above, the District Recruitment Committee is competent to adopt the method of processing the applications for scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.

(v) No T.A. & D.A. 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 in respect of successful candidates.

LAST DATE OF RECEIPT OF APPLICATIONS.

Application along with required documents as the case may be must reach in the Office of the District Judge, Koraput-Jeypore on or before **01.09.2016** by Registered Post / Speed Post only. No other mode of submission of applications shall be entertained.

The date of Written Examination shall be intimated individually to the eligible candidates later on**.**

The details of advertisement may also available in the District Court website;

1. **Website URL: www.ecourts.gov.in/odisha/koraputdc**
2. **www.ecourts.govt.in/india/odisha/koraput/recruitment**

1.8.16

District Judge,
Koraput-Jeypore.

(FORM-A)

FORMAT OF APPLICATION

(Para-2A of Appendix-'A')

Self attested pass port size Photograph.

APPLICATION FOR THE POST OF_____

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 01.09.16)
8. Educational qualification (Attach attested copies of Certificates)

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/Commerce/ Science					
Diploma in computer Science					
Revenue Inspector Training.					

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 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. Attach two character certificates :-
    (issued by two gazette Officers / Sarpanch etc.
    (mention name, designation of the Officers)
15. Original Treasury Challan No. and date.
16. E-mail I.D. / Mobile Number, if any; :-

DECLARATION

I do hereby solemnly affirm and state that, I am aware about the provisions of Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and amended Rules, 2010. The statements made above are true and correct to the best of my knowledge and belief.

(Signature of the Candidate)