

# OFFICE OF THE DISTRICT JUDGE, DEOGARH

## ADVERTISEMENT

**No. 01 of 2024,**

**Dated: 24.05.2024**

Applications in the prescribed format, given below, are invited from the intending candidates for filling up of the following posts of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer Gr.-III in the Judgeship of Deogarh in the pay scale as mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY-WISE VACANCY							
POSITION							
Sl. No.	Cadre of posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	SC	ST	SEBC	Total
1.	Jr. Clerk-cum-Copyist	Rs. 19,900-63,200 at Level-4	01	01	02	-	04
2.	Jr. Typist	Rs. 19,900-63,200 at Level-4	-	01	01	-	02
3.	Stenographer Gr.-III	Rs. 25,500-81,100 at Level-7	-	01	-	-	01
<b>TOTAL</b>			<b>01</b>	<b>03</b>	<b>03</b>	<b>-</b>	<b>07</b>

Number of Posts advertised above in each cadre may vary without notice. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for sports person, ex-servicemen and persons with disability (PwD) shall be made in accordance with the provisions made under relevant rules.

## 1. Eligibility of Candidate:

### Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer-Gr.III

A candidate, in order to be eligible for the above posts, shall:-

- a. be a Citizen of India.
- b. have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University as the case may be;
- c. have at least passed Diploma in Computer Application from a recognized institute;
- d. be over 18 years and below 32 years of age on the last date fixed for receipt of applications i.e. **26.06.2024**;

Provided that the upper age limit in respect of reserved categories of candidates referred to in Rule-5 of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto shall be relaxed in accordance with the provisions of the Act, Rules, Orders or instructions, for the time being in force for the respective reserved categories.

- e. be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the 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 type writing in English (for the post of Jr. Typist), and a minimum speed of 80 words in shorthand and 40 words in type writing per minutes in English (for the post of Stenographer Gr.III).

#### **N.B:**

- i. Separate application should be submitted for each cadre of post. However, if a candidate is shortlisted for more than one cadre of post, he/she shall be allowed to appear/sit only for one cadre of post in the Written Examination of his/her own choice.
- ii. The candidates are required to submit their applications being duly filled in and signed by them after furnishing the required particulars as per the format given.
- iii. The candidates who are in Government employment are required to submit the "No Objection Certificate" issued by the employer at the time of submission of application form.
- iv. Non compliance of any other requirement mentioned in the advertisement shall entail rejection of his/her application.
- v. The envelope containing the application should be superscribed with "APPLICATION FOR THE POST OF \_\_\_\_\_".
- vi. In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto.
- vii. Candidates who have not been awarded percentage of marks, but only "Grade Marks", they should submit a valid **Conversion of Percentage Certificate**.

## 2. Process of Selection & Scheme of Examination:

### (A) For the post of Jr. Clerk-cum-Copyist

Examination	Subject.	Marks.	Duration of Test
PART-I	Paper-I	English	100 Marks
	Paper-II	Arithmetic	100 Marks
	Paper-III	General Knowledge	100 Marks
PART-II	-	Computer Science Test (Practical)	100 Marks
PART-III	-	Viva Voce Test	45 Marks

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Computer Science (Practical) test as per rule 7 (3) of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto and the candidates qualified in the said practical test shall be called for Viva-Voce Test.

**Syllabus for Examination:** The detail syllabus for each subject of the written test 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 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

- a. Vulgar fractions and decimals,
- b. HCF and LCM,
- c. Simple and compound interest,
- d. Simple and compound practice,
- e. Percentages, profit & loss, mixtures, partnership, average,
- f. Rates and taxes, Insurance, Square and cubic measures,
- g. Problems on time & work and on time & distance.

**NOTE-I:- Problems more easily solvable by algebraically methods need not be required to solve arithmetically.**

- III. **General Knowledge:** Knowledge of current events and such other matters of everyday 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 matters like text 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.
- V. **Viva-voce:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**(B) For the post of Jr. Typist:**

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Type Writing Test (through Computer)	50 Marks	10 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting Test for Junior Typist as per rule 7 (3) of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto. Candidates selected in the type writing test shall be called for the Computer Science (Practical) test and the candidates qualified in the said practical test shall be called for Viva-Voce Test.

**Syllabus for Examination:** The detail syllabus for each subject of the written test shall be as follows:

- I. **English (Qualifying in nature)**
  - (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. **Type Writing Test:** Candidates shall be given a written passage containing 400 words in English language, which he/she shall reproduce by typing **through Computer System** in 10 minutes.
- III. **Computer Science Test (Practical):** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, 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.
- IV. **Viva-voce:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**(C) For the post of Stenographer Gr-III**

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Shorthand & Type Writing Test (through Computer)	50 Marks	15 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting & Shorthand Test for

the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand test shall be called for Computer Science (Practical) test as per rule 7 (3) of Odisha District and Civil Court's Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto and the candidates qualified in the said practical test shall be called for Viva-Voce Test.

**Syllabus for Examination:** Written test consisting of:

- I. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist and Junior Typist.
- II. **Shorthand & Type Writing Test for the post of Stenographer Gr.III** - A candidate shall be dictated a passage of 400 words in English language in 5 minutes, which he/she shall take in shorthand on shorthand note sheet supplied by the Examiner. Candidate shall reproduce such shorthand text of 400 words in type script **through Computer System** in 10 minutes.
- III. **Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist and Junior Typist.
- IV. **Viva-voce:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**NOTE-II:**

- (a) The standard required of a candidate shall be equal to that of +3 Examinations conducted by a recognized University.
- (b) The candidate shall answer the questions in English unless otherwise directed.
- (c) The date of Written Test shall be intimated individually by post and notified through District Court's Website.

**3. Last date of receipt of Applications:**

Applications along with self attested copies of following documents must reach to the Office of the District Judge, Deogarh in the following address:

To, "The District Judge, Deogarh, At-District Court Complex, Purunagarh, PO-Purunagarh, District- Deogarh, Odisha, Pin-768119" on or before **05 P.M. of 26.06.2024** positively by **Speed/Registered Post** or in the **Drop Box** kept in front of the Administrative Office, 2<sup>nd</sup> Floor, District Court Complex, Purunagarh, Deogarh. The application received after the last date and also received otherwise except the above noted modes shall not be entertained and be summarily rejected.

**4. List of documents to be submitted by the Candidates:**

- i. Copy of self-attested certificates with mark sheets of H.S.C., +2 and +3 Examinations or equivalent Examinations of a recognized Board, Council and University as the case may be.
- ii. Copy of self-attested certificate of Diploma in Computer Application issued by a recognized Institute or equivalent.
- iii. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (for the post of Jr. Typist) having minimum speed of 40 words per minute in type writing in English.
- iv. Copy of self-attested certificate showing successful completion of Stenography course from a recognized Institute (for the post of Stenographer Gr-III) having

minimum speed of 80 words per minute in short hand and 40 words per minute in type writing in English.

- v. Two original character certificates issued by two different Gazetted officers/ Medical Practitioners or Sarpanch (mentioning the name and designation of the officer).
- vi. Two Self-signed (to be signed on the lower portion of front side) recent passport size colour photographs of the applicant excluding that affixed on the application form (Total 03 nos.).
- vii. Two self-addressed envelopes duly stamped worth Rs. 30/- on each.
- viii. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T./S.E.B.C. Categories.
- ix. Copy of self-attested Valid Employment Exchange Registration Card, if any.
- x. Copy of self attested disability certificate for Persons with Disability (PwD) issued by competent authority showing percentage (%) of disability.
- xi. Copy of self-attested Certificate/ Identity Card of Sports Person.
- xii. Discharge certificate issued by the Commanding Officer of the Unit last served if claims reservation under Ex-Servicemen category. He/She must submit an affidavit that he/she has not been appointed against any Civil Post after Military Service, wherever applicable.
- xiii. In case of married person, a self declaration to the effect that he/she is having not more than one spouse living.
- xiv. Copy of self-attested Conversion of Percentage Certificate (applicable for candidates having their results in CGPA/GPA). But where total mark and mark secured in the particular examination is available in the mark sheet itself, no conversion of percentage certificate is necessary & the percentage shall be calculated on the basis of mark sheet.
- xv. If Oriya was not a subject in matric/ +2/ +3, then a certificate issued by appropriate authority showing passing in Oriya equivalent to the M.E. standard be submitted along with the application form.

**5. General Information:**

- i. No T.A. /D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials (except the Character certificates & Marital Declaration Certificate) with their application, which are to be produced at the time of Viva-voce Test. The date of examination shall be intimated to the eligible candidates in due course of time which shall also be available in the below noted website.
- ii. Application received in Incomplete/Incorrect manner or Other than the prescribed format shall not be entertained and will be summarily rejected without assigning any reasons.
- iii. Canvassing in any form shall be disqualification of the candidature.
- iv. For application form and detail information, please visit the website:

**<https://deogarh.dcourts.gov.in>**

Candidates are advised to visit the above website regularly for latest update.

**Sd/-**

**District Judge, Deogarh**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

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. (a) Date of Birth :

D	D	M	M	YEAR		

( b) Age (as on 26.06.2024): \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

8. Educational Qualification: (Attach self attested copies of certificates in support of Qualification)

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Total mark	Mark secured	% of mark secured
H.S.C					
+2 Arts/ Commerce /Science					
+3 Arts/ Commerce/ Science or equivalent					
Diploma in Computer Science					

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 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 two Gazetted officer/ medical practitioner/Sarpanch etc (mention name, designation of the officers):

(i)

(ii)

### 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) Rules, 2008 and amendments made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**Place:**

**Full Signature of the Candidate**

**Date:**