

OFFICE OF THE DISTRICT JUDGE: BARGARH

ADVERTISEMENT No.01 of 2024

Dated 04.06.2024

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of **Jr. Clerk-Cum-Copyist, Jr. Typist, Stenographer Grade-III** and **Salaried Amin** in the Judgeship of Bargarh in the pay scale as mentioned against each. 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 decision of the District Judge, Bargarh as to the result of the Examination shall be final and in no case shall liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

DETAILS OF THE POSTS ADVERTISED FOR

Sl. No	Name of the post	Scale of pay as per Pay Matrix of ORSP, 2017	UR	ST	SC	SEBC	Total
1	Junior Clerk-cum-Copyist	Rs.19,900/- to 63,200/- in (Level-4)	5 (W-2)	0	01	0	6
2	Junior Typist	Rs.19,900/- to 63,200/- in (Level-4)	0	1	0	0	1
3	Stenographer Grade-III	Rs.25,500/- to 81,100/- (Level-7)	0	1	1	0	2
4	Salaried Amin	Rs.21,700/- to 69,100/- (Level-5)	0	1	0	0	1

Note. -W indicates number of posts kept reserved for women candidates in respective categories.

Reservation of vacancies for Ex-Service Men, Sports persons and Physically Handicapped persons shall be made in accordance with the provisions made under relevant Rules.

The post of Junior Clerk-cum-Copyist, Jr. Typist, Stenographer Grade-III and Salaried Amin are to be filled up on regular basis in accordance with the provision contained in 'The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule-2008 as amended in Amendment Rules, 2010 and Amendment Rules, 2023 & 2024' **subject to the result of W. P. (C) No.1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.**

GENERAL CONDITIONS OF ELIGIBILITY:-

A candidate in order to be eligible for the post of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Gr.III must:

- a) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university;
- b) have passed at least Diploma in Computer Application from a recognised institute;
- c) be over 18 years and below 32 years of age for the post of Junior Clerk-cum-Copyist, Jr. Typist and 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);
- d) be able to speak, read and write Oriya and have passed at least 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) not have more than one spouse living, if married;
- h) be a citizen of India

- i) 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".

For the post of Junior Typist

The candidate must have knowledge in typewriting in English through Computer System with a speed of 40 words per minute.

For the post of Stenographer Grade-III-

The candidate must have knowledge in shorthand with a speed of 80 words per minute and typewriting in English through Computer System with a speed of 40 words per minute.

General Conditions of Eligibility for the post of Salaried Amin,

A candidate in order to be eligible for the post of Salaried Amin must;

- i. have passed the matriculation examination or equivalent examination of a recognized Board.
- ii. have passed the Revenue Inspector Training from Government/ Recognized Institution.
- iii. be over 18 years and below 32 years of age 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);
- iv. be able to speak, read and write Oriya and must have passed at least a test in Odia equivalent to the M.E. standard.
- v. be of good character
- vi. be of sound health, good physique and free from organic defects or physical infirmity,
- vii. not have more than one spouse living, if married.
- viii. be a citizen of India
- ix. 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".

FEE FOR EXAMINATION:

No fee is required for the examination.

LAST DATE OF RECEIPT OF APPLICATION

The applications along with required documents and Self-attested copies of certificates must reach the Office of the District Judge, Bargarh on or before **04.07.2024** through registered post/ speed post.

The candidates can also submit their duly filled in application forms by hand in the "Application Drop Box" kept in the office of the Registrar, Civil Courts, Bargarh.

Applications received in the office after the last date by any means shall be summarily rejected.

THE SCHEME OF EXAMINATION

FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:

	Subject	Marks	Duration of Examination.
Part-I	Written test consisting of;		
	English	100	2 hours
	Arithmetic	100	1 hour
	General knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-voce test	45	--

FOR THE POST OF JUNIOR TYPIST:

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Typewriting Test through Computer system	50	Typewriting-10 minutes
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce test	35	

FOR THE POST OF STENOGRAPHER GRADE-III:

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Shorthand and typewriting Test through Computer system	50	Dictation-5 minutes Typewriting-10 minutes
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce test	35	

FOR THE POST OF SALARIED AMIN:

	Subject	Marks	Duration of Examination.
Written Test	English	100	2 hours
	Arithmetic	100	1 hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1/2 hour
Practical	Technical Knowledge in Survey and Settlement (Practical)	50	1/2 hour
Viva-Voce test		45	

DETAILS OF SYLLABUS FOR THE POST OF Jr. CLERK-CUM-COPYIST, Jr. TYPIST AND STENOGRAPHER GR.III :-

(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

Note- The standard required of a candidate for the post of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Gr.III shall be equal to that of +3 examination conducted by a recognized University.

- (ii) Arithmetic (only for Jr. Clerk-cum-Copyist)-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, Rate and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.**

Note- Problems more easily solvable by algebraically methods need not be required to solve arithmetically

- (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, website searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.
- (iv) **General Knowledge (only for Jr. Clerk-cum-Copyist)**- 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.

SYLLABUS FOR THE EXAMINATION FOR THE POST OF SALARIED AMIN

- (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

Note: The standard required of candidate shall be equal to that of HSC Examination conducted by a recognized Board.

- (ii) **Arithmetic (Written)**- Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and Compound interest, simple and Compound Practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

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

- (iii) **Technical knowledge in survey and settlement** – Theory & Practical in Field Measurement.
- (iv) **Viva-voce test**- To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

SELECTION PROCEDURE

FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST

The candidates selected in the written 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.

FOR THE POSTS OF JUNIOR TYPIST

The candidates selected in the written test shall be called for Type writing test. The candidates selected in Type writing test through Computer System 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.

FOR THE POSTS OF STENOGRAPHER GRADE-III

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 through Computer System 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.

FOR THE POST OF SALARIED AMIN

1. After receipt of applications for recruitment examination, a career merit list according to descending order of percentage of marks in HSC examination or equivalent examinations shall be prepared.
2. Candidates up to 20 times of actual vacancies shall be called for, to appear in the written examination.
3. The Cut off marks for qualifying in the written test shall be 35 % in each subject.
4. Considering the marks secured in the written test one merit list shall be prepared and candidates up to 10 times of the vacancies shall be called for Technical Knowledge in Survey and Settlement (Practical).

5. The Cut off marks for qualifying in the Technical Knowledge in Survey and Settlement (Practical) shall be 40 % each as the post advertised is reserved for ST category.
6. Those candidates who will qualify in the Technical Knowledge in Survey and Settlement (Practical) shall be called for Viva-Voce Test.
7. On the basis of total marks secured in the written test, practical test and viva-voce test, a final merit list shall be prepared according to descending order and the top most candidate of the merit list shall be selected for filling up of the vacancy.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

For the post of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Gr.III

- i) Copy of self attested certificates and mark sheets of H.S.C, +2 and +3 examinations or equivalent thereto of recognised Board, Council or University, showing the date of birth of the candidate.

N.B. Candidates who have not been awarded with percentage of marks, but with only Grade Marks, should along with their application, produce the conversion certificate from the concerned Board/ Council/University 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)

- ii) Copy of self attested certificate of Diploma in Computer Application.
- iii) Copy of self attested caste Certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/ Schedule Tribe and SEBC categories with signature of the candidate thereon.
- iv) Two original character certificates issued by two gazetted officers.
- v) Three self attested passport size recent photographs (one is to be affixed in the application on the space provided for).
- vii) Three self addressed envelops each affixing postage stamps of Rs.30/- (Rupees Thirty).
- viii) One declaration regarding marital status showing to have not more than one spouse living, if married.
- ix) Self attested copy of Employment Exchange Registration card

- x) Self attested copy of Type writing certificate from a recognised institution (for Jr. Typist).
- xi) Self attested copy of short hand & type writing certificate from a recognised institution (for Stenographer Grade-III).
- xii) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.

For the Post of Salaried Amin

- i) Copy of self attested certificates and mark sheets of H.S.C, examinations or equivalent thereto of recognised Board.
- ii) Copy of self attested caste Certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/ Schedule Tribe and SEBC categories with signature of the candidate thereon.
- iii) Two original character certificates issued by two gazetted officers.
- iv) Three self attested passport size recent photographs (one is to be affixed in the application on the space provided for).
- v) Three self addressed envelopes each affixing postage stamps of Rs.30/- (Rupees Thirty).
- vi) One declaration regarding marital status showing to have not more than one spouse living, if married.
- vii) Self attested copy of Employment Exchange Registration card
- viii) Self attested certificate of Revenue Inspector Training.
- ix) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.

N.B:-

- (i) Candidates are required to submit their applications duly filled in and furnish the required particulars as per the prescribed format in Form-A. Applications received without full signature of the applicant will be summarily rejected. **The candidates are also required to put their full signature in Form-A.**
- (ii) Application should be submitted by mentioning the name of the post applied for clearly (**in capital letters duly underlined**) on the top of the envelope.
- (iii) Non-compliance of any of the requirements mentioned in the notice shall entail in outright rejection of his/her application. Application if

- found defective or incomplete in any respect and received after the last date, shall be summarily rejected.
- (iv) In case of receipt of large number of applications, the District Recruitment Committee reserves the right to short list the candidates in accordance with the Rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules- 2008 and amendment Rules thereof.
- (v) Separate applications should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelop.
- (vi) The date of examination will be intimated to the eligible candidate in due time. The candidates may visit District Court website <https://bargarh.dcourts.gov.in> at regular intervals to ascertain the date of examination.
- (vii) No Travelling allowance is admissible to the candidates.

BY ORDER

REGISTRAR,
CIVIL COURTS, BARGARH
CIVIL COURTS
BARGARH

FORM-A

FORMAT FOR APPLICATION

(See Para 2A of Appendix 'A')

APPLICATION FOR THE POST OF _____

1. Name of the Candidate:
(in capital letters)
2. Father's/Husband's Name:
3. Sex (Male/Female/Other):
4. Marital status (Married/Unmarried):
5. Permanent Address with **Mobile No.:**
(in capital letters)
6. Present Address with **Mobile No.:**
(in capital letters)
7. (a) **Date of Birth:**
(b) **Age as on 04.07.2024:**
8. Educational Qualification (Attach attested copies of

Self attested
recent passport
~~Self attested~~
recent passport
size photograph

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% 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/GENERAL/ SPORTS PERSONS/ EX-SERVICE MAN)
(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. Religion
12. Nationality:
13. Employment Exchange Registration No. :
14. Attach two character certificates issued by two gazetted officers/ Medical Practitioner/ Sarpanch etc; (Mention name, designation of the officers)
15. Valid E-mail 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) Rules, 2008 and Amendment Rules, 2010 & 2023 & 2024 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the candidate