

**OFFICE OF THE DISTRICT JUDGE: DEOGARH**  
**Dated, Deogarh, the 25<sup>th</sup> day of September, 2019**  
**Advertisement No. 01/2019**

**ADVERTISEMENT**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of the Junior Clerks-cum-Copyists and the Junior Typist in the scale of pay of Rs. 19,900/- to Rs. 63,200/- under Level-4 and Stenographer Grade-III in the scale of pay of Rs. 25,500/- to Rs. 81,100/- under Level-07 of the ORSP Rules 2017 with usual D.A. & allowances as admissible by the Government from time to time.

**NUMBER OF VACANCIES TO BE FILLED UP BY WAY OF RECRUITMENT EXAMINATION.**

<b>Number of Vacancies</b>										
Sl. No.	Name of the Post	U.R		S.T		S.C		SEBC		TOTAL
		Backlog	Current	Backlog	Current	Backlog	Current	Backlog	Current	
1	Jr. Clerk-cum-Copyist	--		03 (02-W)	--	01(W)	01(W)	--	--	05
2	Jr. Typist	--	--	01	--	--	--	--	--	01
3	Stenographer Grade-III	--	01	01	--	--	01	--	--	03

1. The posts of Junior Clerks-cum-Copyists, Junior Typist and Stenographer Grade-III are to be filled up in accordance with the provision contained in **The Orissa District & Subordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule-2008** and as amended in **Amendment Rules, 2010** subject to the result of **W. P. (C) No.1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.**

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

//2//

3. The number of above vacancies in different categories of Post may increase or decrease basing upon the changing circumstances. The District Judge, Deogarh reserves the right to cancel the recruitment process at any time without prior notice & without assigning any reasons.

**GENERAL CONDITIONS OF ELIGIBILITY:-**

4. A candidate in order to be eligible for the above post shall-
- 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 from a recognized Council, Board or University, as the case may be;
  - b) have at least passed 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 by the District Recruitment Committee, provided that, the upper age limit in respect of reserved categories of candidates 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;
  - d) be able to speak, read and write Odia and have passed at least a test in Odia 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;
  - j) have paid the fees prescribed for the examination, provided that the candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from payment of fees for the recruitment examination;
  - k) for the post of Junior Typist, the candidate must have knowledge in Type writing with a speed of 40 words per minute in English;

- l) for the post of Stenographer Grade-III, the candidate must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute;

**FEE FOR EXAMINATION:**

5. The candidates are required to deposit fees of Rs.100/- (Rupees one hundred) only in the shape of Treasury Challan under the head- **0070- Other Administrative Services-01- Administration of Justice -501- Services and Service fees - 9904650- Law Department-9916730 - 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.

The candidates are required to submit their applications being duly filled in and signed by them furnishing the required particulars as per the format given below.

**LAST DATE OF RECEIPT OF APPLICATION**

6. The applications along with required documents and Self-attested copies of certificates (original certificates and marks sheets must not be submitted with application, if wrongly submitted no one shall be responsible for missing of the same) must reach the Office of the District Judge, Deogarh in the address **“District Judge, Deogarh, At/P.O./District-Deogarh, PIN- 768108”** on or before **25.10.2019** through **registered post/ speed post**. Applicants desirous to submit the Application in the Office of District Judge, Deogarh **may drop his/her Application in the Box meant for the purpose kept near Nizarat Section of Civil Courts, Deogarh in any working day within the Office hours**. Applications received in the office after 5.00 P.M. of the last date fixed for receipt of the application (i.e. **25.10.2019**) by any means shall be summarily rejected.

**N.B. :-**

- (i) Application should be submitted for the post, super scribing the name of the post clearly (in capital letters duly underlined) on the top of the envelope.
- (ii) Non-compliance of any of the requirements mentioned in the advertisement shall entail in outright rejection of his/her application. Application if found defective and/ or incomplete in any respect and received after the last date, shall be summarily rejected.
- iii) 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.

//4//

- iv) The candidates need not submit their original testimonials 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.

**THE SCHEME OF THE RECRUITMENT EXAMINATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Examination.</b>
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	--

The successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said Practical test shall be eligible for viva-voce test for the post of Jr. Clerk-cum-Copyist.

**DETAILS OF SYLLABUS FOR THE POST OF JUNIOR CLERKS-CUM-COPYISTS AS FOLLOWS:—**

7. The details 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 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 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 be solved arithmetically.

**(iii) COMPUTER SCIENCE (PRACTICAL)-**

To test the proficiency of the candidate relating to matters like “test formatting of paragraph, insertion of table, skill to print & save, file transfer, website searching/browsing & downloading e-mail, use of Pen drive & other software etc. & 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-**

To test and assess suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook and potential qualities.

**FOR THE POST OF JR. TYPIST :**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Examination.</b>
Part-I	English (qualifying in nature)	100	2 hours
Part-II	Type writing Test	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce	35	--

The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

The qualifying candidates are required to bring their own Type Writers during Type writing test.

**DETAILS OF SYLLABUS FOR JUNIOR TYPIST AS FOLLOWS:—**

8. The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Typist, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and Copyist.

**FOR THE POST OF STENOGRAPHER GRADE-III :**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Examination.</b>
Part-I	English (qualifying in nature)	100	2 hours
Part-II	Shorthand & Type writing Test	50	15 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce	35	--

The successful candidates in written qualifying examination shall be called for Type Writing & shorthand test for the post of Stenographer Grade-III. The candidates selected in the aforesaid test shall be called for Computer Science test (Practical). The candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

The qualifying candidates are required to bring their own Type Writers during Type writing test.

**DETAILS OF SYLLABUS FOR STENOGRAPHER GRADE-III AS FOLLOWS:—**

9. The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Stenographer Grade-III, a candidate shall be dictated a passage containing 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the Examiner. He/ She shall reproduced such short-hand text of 400 words in type script in 10 (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and copyist.

**N.B.-** No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 (Amendment Rule-2010) to shortlist the same in the ratio of 1:20 times of actual vacancy in each category shall be called to appear in the written test.

Considering the marks secured in written test one merit list for general candidates & separate merit list for each of the reserved categories shall be prepared & candidates up to 10 (Ten) times of vacancies in each categories shall be called for Computer Science Test (Practical), Shorthand & Type Writing Test as the case may be, & the candidates selected in such practical test shall be called for Viva-Voce Test.

The decision of the committee in this regard shall be final in all respect.

**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION**

- i) Copy of self attested H.S.C Examination Certificate or any equivalent certificate in support of date of birth.
- ii) Copy of self attested +2 Examination Certificate conducted by the Council constituted under Section- 03 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council, Board or University, as the case may be.
- iii) Copy of self attested Mark Sheet of the H.S.C. Examination or any equivalent examination.
- iv) Copy of self attested Mark Sheet of the +2 Examination or any equivalent examination.

**N.B.: Candidates who have not been awarded with percentage of marks, but with only Grade Marks, should along with their application, produced 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).**

- v) Copy of self attested certificate of Diploma in Computer Application from recognized Institute.
- vi) Two original character certificates issued by two Gazetted officers/ Medical Practitioners/ Sarapanch etc.
- vii) 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.

//8//

- viii) Treasury challan in original showing deposit of Rs. 100/- towards examination fee. (SC/ST candidates are exempted from this deposit)
- ix) Three self attested passport size recent photographs. (one is to be affixed in the application on the space provided for)
- x) Two self addressed envelopes each affixing postage stamps of Rs. 30/- (Rupees Thirty).
- xi) One declaration regarding marital status showing to have one spouse living, if married.
- xii) Self attested copy of Employment Exchange Registration card. (if any)
- xiii) Self attested copy of Type writing certificate issued by a recognized institution. (for Junior Typist)
- xiv) Self attested copy of short hand & type writing certificate from a recognized institution (for Stenographer Grade-III)
- xv) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.
- xvi) Copy of self attested Certificate/Identity Card of Sport persons & Ex-Service Men in support of their claim.
- xvii) Copy of self attested document showing to have at least passed, a test in Odia, equivalent to M.E. standard.

**N.B:-**

The candidates may also visit District Court website (<http://districts.ecourts.gov.in/deogarh>) and District NIC website (<http://deogarh.nic.in>) for their information & to obtain details information about Application Form, Syllabus for Recruitment Examination & other particulars.

**Sd/-  
DISTRICT JUDGE,  
DEOGARH  
25.09.2019**

//9//

**FORMAT OF APPLICATION**

**(See Para 2A of Appendix 'A')**

**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 25.10.2019)
8. Educational Qualification (Attach attested copies of certificates in support of qualification)

Self attested passport Size Photograph
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<b>Name of the Examination Passed</b>	<b>Name of the Board/ University</b>	<b>Year of Passing</b>	<b>Aggregate of marks secured</b>	<b>Grade/ Division (if any)</b>	<b>% of marks secured</b>
<b>H.S.C</b>					
<b>+2 Arts/ Commerce/ Science</b>					
<b>Diploma in Computer Science</b>					

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 :

**//10//**

13. Employment Exchange Registration No. (if any) :
14. Attach two Character certificates issued by two Gazetted Officers / Medical Practitioner /Sarapanch, etc. (mention name, designation of the officers ):
15. Details of Treasury Challan with No. and Date. :
- 16.** (a) Mobile No.                      (b) E-Mail ID

**DECLARATION**

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