

**OFFICE OF THE DISTRICT JUDGE: PURI.**

**ADVERTISEMENT.**

**Dated, Puri the 12<sup>th</sup> May, 2016.**

Applications in the prescribed format given below are invited for filling up the following posts of Jr. Clerk-cum-Copyists, Jr. Typists, Jr. Stenographers and Salaried Amin in the judgeship of Puri in the Scale of Pay mentioned below against each post with usual D.A. and other allowances as admissible by the Govt. from time to time. All the posts carry regular scale of pay subject to result of W.P. (C) No. 1273/2014.

Sl. No.	Categories	Scale of Pay & Grade Pay	UR	SC	ST	SEBC	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person.
1	Jr. Clerk-cum-Copyist	Rs. 5200-20,200/- & Rs. 1900/-	7	4	11	8	30	(The vacancy reserved for P.H./Ex-Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
2	Jr. Typist	Rs. 5200-20,200/- & Rs. 1900/-	4	1	~	~	5	
3	Jr. Stenographer	Rs. 5200-20,200/- & Rs. 2400/-	2	2	3	3	10	
4	Salaried Amin	Rs. 5200-20,200/- & Rs. 2000/-	~	~	1	~	1	

*Out of the above vacancies, 33% of the posts are reserved for Women candidates subject to availability in each category. Reservation in respect of Physically handicapped/Ex-servicemen/Sports persons shall be as per rule.*

**The number of posts advertised in each cadre may increase or decrease subject to opening of new Courts.**

**2. Eligibility of the Candidates:-**

**For Jr. Clerk-cum-Copyist/ Jr. Typist/ Grade-III, Stenographer:**

- have passed at least +2 Examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized institute.
- be over 18 years and below 32 years as on **15.6.2016**; 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 Oriya and have passed a test in Oriya equivalent to the M.E. standard;
- (e) be of good character.
- (f) be of sound health, good physic and free from organic defects or bodily infirmity.
- (g) have not more than one spouse living, if married and
- (h) for the post of Jr. Typist the candidate shall possess a minimum speed of 40 words in typewriting per minute.
- (ix) for the post of Jr. Stenographer the candidate shall possess a minimum speed of 80 words in short-hand and 40 words in English typewriting per minute.

**For Salaried Amin:**

- (i) must be a citizen of India.
- (ii) must have passed +2 or equivalent Examination from a recognized Board /University and have passed Revenue Inspector Training from a recognized Board/University/Institution.
- (iii) must possess computer knowledge ( D.C.A.) or equivalent.
- (iv) be over 18 years and below 32 years as on **15.6.20016**, 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.
- (v) be able to speak, read and write Oriya/English.
- (vi) be of good character.
- (vii) be of sound health, good physic and free from organic defects or bodily infirmity.
- (viii) have not more than one spouse living, if married.
- (ix) must be knowing Cycling and Swimming.
- (x) must be not less than 160 cm ( 155 cm in case of candidates belonging to S.C./S.T.) in height and 80 cm round the chest and for woman 150 cm ( 145 cm in case of S.C./S.T.) in height.

The candidates who qualify in the test of physical fitness as per item No. (ix & x) shall be eligible to appear in the written test.

**3. Fee for examination: -**

The candidates are required to deposit fees of Rs.100/- in shape of the treasury Challan under the head **0070-other administrative services-01-administration of Justice-501-Services & Service fees-9904650 – Law Deptt. -9916730** – Examination Fees for recruitment conducted by Orissa District & Subordinate Courts along with their application form.

The S.C. & S.T. candidates are exempted from payment of examination fees.

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



below. The candidates who are in Government employment are required to apply through proper channel.

**NOTE:-** *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 shall be summarily rejected.*

**4. The Scheme of Examination:-**

**For the posts of Jr. Clerk-cum-Copyist runs as follows:-**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	English	100	2 hrs.
	Arithmetic	100	1 hr.
	General Knowledge	100	1 hr.
Part-II	Computer Science (Practical)	100	~
Part-III	Viva –Voce	45	~

**For the posts of Jr. Typist:-**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	English (Qualifying in nature)	100	2 hrs.
Part-II	Type-writing test.	50	~
Part-III	Computer Science Test (Practical)	100	1 hrs.
Part-IV	Viva –Voce test.	35	~

**For the posts of Jr. Stenographer:-**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	English (Qualifying in nature)	100	2 hrs.
Part-II	Shorthand & Typing test.	50	~
Part-III	Computer Science Test (Practical)	100	~
Part-IV	Viva –Voce test.	35	~

**For the posts of Salaried Amin:-**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	Arithmetic	100	1 hrs.
	Computer (Written Test)	50	½ hr.
	Computer (Practical Test)	50	½ hr.
	Handwriting in Oriya	50	½ hr.
Part-II	Viva –Voce	20	~

**The date of written test shall be intimated later on.**

**Last date of Receipt of Application:-**

Applications along with required documents and **Self-attested** copies of certificates must reach this office by **15.6.2016** through registered post or the sealed box provided in the office of the Registrar, Civil Courts, Puri and application received in the office after the last date shall be summarily rejected.

5. 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 condition of service ) Rules, 2008.


6. **List of documents to be submitted by the candidates for the post of Jr. Clerk-cum-Copyist/ Jr. Typist/Jr. Stenographer -**

- i) Two attested pass port size photographs.
- ii) Certificates from H.S.C to onwards.
- iii) Mark Sheets from H.S.C. to onwards.
- iv) Certificate of Diploma in Computer Application (DCA).
- v) Caste Certificate.
- vi) Physical Handicapped Certificate in case of Physically Handicapped Person.
- vii) Sports Identity Card in case of Sportsmen.
- viii) One Self addressed envelope with adequate postal stamp.
- ix) Copy of deposit Challan of Rs. 100/- in original.

**List of documents to be submitted by the candidates for the post of Salaried Amin**

- i) Two attested pass port size photographs.
- ii) Certificates from H.S.C to onwards.
- iii) Mark Sheets from H.S.C. to onwards.
- iv) Certificate of Revenue Inspector Training.
- v) Caste Certificate
- vi) One Self addressed envelope with adequate postal stamp.
- vii) Copy of Treasury Challan of Rs. 100/- in original.
- viii) Two character certificates.
- ix) The candidate, who possesses the certificate of work experience in settlement or Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same.

The candidates are required to mention the *category of the post in bold letters on the top of their respective application* and *top of the envelopes* containing their applications.

  
District Judge, Puri. 12-5-16



**FORMAT OF APPLICATION**

(FOR THE POST OF JR. CLERK-CUM-COPYIST, JR. TYPISTS, JR. STENOGRAPHER)

1. Name of the Candidate: (in Block letters)
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 15.6.2016):
8. Educational Qualification: (Attach self attested copies)

Self attested passport size photograph
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Days	Months	Years
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Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	Percentage of marks secured
H.S.C.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):  
(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.:
14. Attach two Character Certificates issued by two Gazetted Officer / Medical Practitioner / Sarpanch etc.  
(Mention the name & designation of the officers):
15. Details of Treasury Challan with No. & Date:

**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 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.**

## **FORMAT OF APPLICATION**

**(FOR THE POST OF SALARIED AMIN)**

1. Name of the Candidate: (in Block letters)
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 15.6.2016):
8. Educational Qualification: (Attach self attested copies)

Self attested  
passport size  
photograph

Days	Months	Years
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Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	Percentage of marks secured
H.S.C.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					
Revenue Inspector Training					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):  
(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.:
14. Attach two Character Certificates issued by two Gazetted Officer / Medical Practitioner / Sarpanch etc.  
(Mention the name & designation of the officers):
15. Details of Treasury Challan with No. & Date:
16. Experience (if any) :

### **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 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.**