

**OFFICE OF THE DISTRICT JUDGE, ANGUL
RECRUITMENT YEAR: 2016-17**

ADVERTISEMENT

Application in plain paper in the format given below are invited from the eligible candidates for filling up the following posts of Junior Clerk / Copyists, Jr. Typists & Stenographer Grade-III in the Judgeship of Angul in the scale of pay of Rs. 5200-20,200 with Grade Pay of Rs. 1900/-, Rs. 5200-20200 with Grade Pay of Rs. 1900/- & Rs. 5200-20,200 with Grade Pay of Rs. 2400/- respectively per month with usual DA and other allowances as admissible to the Government servants from time to time.

Sl. No.	Posts	U.R.	S.C.	S.T.	S.E.B.C.	Total
1	Jr. Clerk/ Copyist	05	02	09	01	17
2	Jr. Typists	01	01	01	-	03
3.	Stenographer(Grade III)	01	-	01	-	02

Notes:

- The Number of above vacancies in different cadre and category of posts may increase or decrease. The Vacancy in the cadre of Jr. Clerk/Copyist, Jr. Typist & Stenographer Grade-III includes backlog vacancies. The reservation of vacancies for women, ex-servicemen, physically handicapped and sportspersons will be filled up according to the rules. The District Judge, Angul reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Angul as to the result of the Examination shall be final and in no case, shall be liable to be challenged.*
- The advertisement is made for filling of the posts of existing vacancies including anticipated vacancies of 9 numbers of Jr. Clerk/Copyist, 2 number of typist and 1 number of Stenographer Grade-III for the establishment of the proposed courts. Therefore, the anticipated vacancies can be filled up subject to establishment of proposed courts during the recruitment year.*
- The applicability of Odisha Group "C" & Group "D" posts (contractual appointment) Rules, 2013 for the subordinate judiciary of the state is now subjudice before the Hon'ble Court in judicial side vide W.P (C) No. 1273/2014. Therefore, the base level post advertised for Junior Clerk-cum-Copyist, Jr. Typist & Stenographer Grade-III are to be made on "regular basis" in accordance with the provisions content in Orissa District Subordinate Courts Non Judicial Staff Services (method of recruitment and condition of service) Rules, 2008 and amended Rules 2010 subject to the result of W.P (C) No.1273/2014.*

2. Eligibility of Candidate:

For Jr. Clerk & Copyist, Jr. Typist & Stenographer Grade-III

A Candidate: -

- In order to be eligible for the above posts shall be a citizen of India.
- Must have passed at least +2 examination conducted by the council constituted under Sec.3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized council, Board or University, as the case may be.
- Must have at least passed Diploma in Computer Application from a recognized Institute.
- Must be over 18 years and below 32 years of age as on **30.09.2016**. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions made under relevant Acts, Rules, Orders or instructions issued in that behalf by the Government from time to time.
- Must be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- Must be of good character.
- Must be of sound health, good physical and free from organic defects or bodily infirmity.

- (h) Must not have more than one spouse living, if married;
- (i) Must have paid the fees prescribed for the examination as set forth.
- (j) For the post of Typist, the candidate shall possess a minimum speed of 40 words in type writing per minute.
- (k) For the post of Stenographer, the candidate shall possess minimum speed of 80 words in short hand and 40 words in type writing per minute.
- (l) Candidates desire to apply under sports quota should hold the identity card as sports person issued by Govt. from time to time.

3. Fee 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 -9904650- Law Department-9916730-Examination fees for Recruitment conducted by Orissa District and Subordinate Courts**”.

The S.C. and S.T. candidates are exempted from payment of examination fees. The candidates are required to submit their applications being duly filed in and signed by their own hands furnishing the required particulars, as per the format given below. The candidates, who are in Govt. employment, are eligible 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. Process of Selection

Selection to the post shall be through a written competitive examination followed by computer test and Viva Voce examination. The scheme of such examination is mentioned herein below:

(a) Scheme of Examination for the post of Jr. Clerk & Copyist

There shall be an examination on the following subjects for the post of Jr. Clerks& Copyists

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

Only successful candidates in the Part-I examination 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.

5. Details of syllabus for each subject shall be as follows:

- (i) **English:**
 - (a) An essay to be written in English 30 Marks
 - (b) A letter of application to be written in English 20 Marks
 - (c) One Odiya passage to be translated in to English 15 Marks
 - (d) One English passage to be translated in to Odiya 15 Marks
 - (e) Summary of one English passage 20 Marks
- (ii) **Arithmetic:** Vulgar fraction 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.
- (iii) **General Knowledge:** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.
- (iv) **Computer Science (Practical):** To test the proficiency of 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.

(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.

6. Scheme of examination for the post of Junior Typist & Stenographer-Grade-III

There shall be an examination on the following subjects for the post of Jr. Typist & Stenographer Grade-III

	Subject	Marks	Duration of test
Part-I	English (Written, qualifying in nature)	100	2 Hours
	Type Test for Typist	50	10 Minutes
	Shorthand & Type Test for Stenographer	50	15 Minutes
Part-II	Computer Science (Practical)	100	
	Viva Voce Test	35	-

For the post of Jr. Typist there will be a separate test in type writing and in case of Stenographer, there will be separate test in Short hand and typewriting and such type writing & shorthand test will be held after publication of the result of written test and the qualifying candidates are required to bring their own Typewriter machine. The date of such test will be intimated to the candidates in due course.

7. Last Date of Receipt of Application:

Application along with the required documents and attested copies of certificates duly signed by the candidates shall reach the **office of the District Judge, Angul by Date 30.09.2016, 5 PM** positively. The application received beyond that date and time shall be summarily rejected.

8. List of documents to be submitted by the candidates along with their applications, are as follows:

- i. Treasury Challan in original showing deposits of examination fee of Rs.100/- under the proper head of account (except S.C & S.T Candidates).
- ii. Copy of self attested Board or equivalent certificate showing proof of age with mark sheet.
- iii. Copy of self attested certificates showing passing of +2 or equivalent exam with mark sheet.
- iv. Copy of self attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute.
- v. Copy of self attested certificate showing successful completion of Shorthand Course from recognized Institute. (For the post of Stenographer Grade-III)
- vi. Copy of self attested certificate showing successful completion of Typewriting Course from recognized Institute. (For the post of Jr. Typist)
- vii. Two Character Certificate issued by two Gazetted Officer/ Medical Practitioners/ Sarapanch etc. (Mention name and designation of the Officer)
- ix. Two self signed recent passport size photographs of the applicant excluding that affixed on the application.
- x. Two self addressed envelope duly stamped of Rs.30/- on each for dispatch of all letters by Registered post/ Speed Post.
- xi. Copy of self attested caste certificate issued by the Competent Authority in case of candidates belonging to SC/ST/SEBC categories.
- xii. Copy of self attested disability certificates for physical handicapped persons issued by Competent Authority showing percentage of disability.
- xiii. Copy of self attested Certificate/ identity card of Sports Person and Ex-Serviceman.
- xiv. The Candidate may submit his mobile number and e-mail address, if any.

N.B:

1. **The candidates are required to submit their applications dully filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form-A given below. The candidates who are in Govt. employment are required to apply through proper channel.**
2. **Separate application should be for each post mentioning the name of the post clearly (in capital letter with underline) on the top of the envelop. All copies of testimonials shall be signed by the candidates.**

3. The application, if found defective/ incomplete in any respect of non-compliance of the any of the requirements mention in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications for the post of Jr. Clerk-cum-Copyist the authority reserves right to shortlist the candidates in accordance with the Rules contained in the Orissa District & Subordinate Court's Non Judicial Staff Services (Method of Recruitment & Conditions of Service) Rules 2008 (as amended from time to time) and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.
5. No TA/DA 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. Date of examination shall be intimated to the eligible candidates in due time.
6. Other conditions of service shall be guided by the relevant provisions of Orissa and Subordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.
7. For details please visit the website <http://ecourts.gov.in/odisha/anguldc> & www.angul.nic.in

Sd/- Sri R.K. Panda
District Judge-cum-Chairman,
District Recruitment Committee,
Angul.

FORM-A

FORMAT OF APPLICATION

POST APPLIED FOR: _____

Paste your recent self attested passport size photograph

1. Name of the candidate:
(BLOCK LETTERS)
2. Father's/ Husband Name:
3. Sex(Male/Female):
4. Marital Status (Married/ Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth as per Christian era: Age (as on 30.09.2016) _____
8. Educational Qualification (Attached copies thereof):

NAME OF THE EXAMINATION PASSED	NAME OF THE BOARD/COUNCIL UNIVERSITY	YEAR OF PASSING	TOTAL MARK OF EXAMINATION	AGGREGATE MARK SECURED	GRADE / DIVISION	% OF MARK SECURED
(1)	(2)	(3)	(4)	(5)	(6)	(7)
H.S.C						
+2 ARTS/ COMMERCE/ SCIENCE						
Diploma in Computer Science						

9. Category: (S.C/S.T./S.E.B.C/ GEN./Sports Person/ Ex-Serviceman):
(Strikeout which is not applicable and mention which is applicable and attach the supporting certificate/ 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. Attached two Character Certificates issued by two Gazetted Officer / Medical Practitioner/ Sarpanch etc. (mention name designation of the officers):
15. Details of Treasury Challan with No. & Date:

Signature of the Candidate

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010), and the statement made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Signature of the Candidate