

OFFICE OF THE DISTRICT & SESSIONS JUDGE: ANGUL.
RECRUITMENT YEAR 2019-20
ADVERTISEMENT

Application in plain paper in the format given below are invited from the eligible candidate for filling up the following posts of Junior Clerk/ Copyist, Jr. Typists & Stenographer Grade-III in the Judgeship of Angul in Scale of pay Rs 19,900/-63,200/-(Level 4), Rs. 25,500/- 81,100/-(Level 7) respectively as per ORSP Rule, 2017 per month with usual DA and other allowances as admissible to the Government from time to time.

Sl. No	Posts	U.R.		S.C.		S.T.		S.E.B.C.		TOTAL POST
		Male	Female	Male	Female	Male	Female	Male	Female	
1.	Jr.Clerk-cum-Copyist Level 4 Rs 19,900/- 63,200/-	09	03	01	01	06	02	02	-	24
2.	Stenographer Grade-III Level 7 25,500/- 81,100/-	01	01	01	-	01	01	-	-	05
3.	Jr. Typist Level 4 Rs 19,900/- 63,200/-	02	01	01	01	02	01	01	01	10
Total		11	05	03	02	09	05	03	01	39

Note:

- The number of above vacancies in different cadre and category of posts may increase or decrease. The reservation of vacancies for ex-Serviceman, Physically handicapped and sports persons 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 decisions 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 applicability of Odisha Group "C" and Group "D" posts (contractual appointment) Rules 2013 for the subordinate Judiciary of the state is now sub-judice before the Hon'ble Court in the Judicial side vide WP (C) No., 1273/2014. Therefore, the base level post advertised for Junior clerk -cum-copyist, Junior Typist and 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) Rule, 2008 and amended Rules 2010 subject to the result of WP (C) No. 1273/2014

2. Eligibility of candidate for Junior Clerk -cum-Copyist, Junior Typist and Stenographer Grade III.

A candidate:-

- In order to be eligible for the above posts shall be a citizen of India.

- (b) 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.
- (c) Must have at least passed Diploma in Computer Application from a recognized institute.
- (d) Must be over 18 years and below 32 years of age as on 26.08.2019 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.
- (e) Must be able to speak read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (f) Must be of good character.
- (g) Must be 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 Junior Typist, the candidate shall possess a minimum speed of 40 words in type writing per minutes.
- (k) For the post of Stenographer Grade III, the candidate shall possess minimum speed of 80 words in short hand and 40 words in type writing per minute.
- (l) Candidate desire to apply under sports quota should hold the identity card as sports person issued by Government 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 SC and ST 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 Government 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.

3. 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 Junior Clerk & Copyist.

There shall be an examination on the following subjects for the post of Junior Clerks & Copyist.

	Subject	Mark	Duration
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 written 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.

4. 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 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 fraction and decimals, HCF and LCM, Simple and compound interest, simple and compound practice, percentages, profits and loss, mixture, 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.

5. Scheme of Examination for the post of Junior Typist and Stenographer Grade-III.

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

	Subject	Mark	Duration
Part -I	English (Written, Qualifying in nature) (for both Jr.Typist and Stenographer Grade-III)	100	2 Hours
	Type Test for Typist	50	10 Minutes
	Short hand & Type Test for Stenographer	50	15 Minutes
Part-II	Computer Science (Practical) (for both Jr.Typist and Stenographer Grade-III)	100	
	Viva Voce (for both Jr. Typist and Stenographer Grade-III)	35	

For the post of Junior 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 and shorthand test will be held after publication of written test and the qualifying candidates are required to bring their own Type writer Machine. The date of such test will be intimated to the candidates in due Course.

NB: The syllabus for written examination will be of same for English subject, as it is for the post of Junior Clerk-cum-Copyist mentioned above.

6. 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 **26.08.2019** 05.00 PM, positively. The application received after due date and time shall be summarily rejected.

7. 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 SC & ST 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 short hand Course from recognized Institute. (For the post of Stenographer Grade-III)
- VI. Copy of self attested certificate showing successful completion of Type Writing Course from recognized Institute. (For the post of Junior Typist)
- VII. Two character Certificate issued by two different Gazetted Officer/ Medical Practitioners/ Sarpanch etc. (Mention name and designation of the Officer)
- VIII. Two self signed recent passport size photograph of the applicant excluding that affixed on the application.
- IX. Two self addressed envelope duly stamped of Rs. 30/- on each for dispatch of all letters by Registered post.
- X. Copy of self attested caste certificates issued by the Competent Authority in case of candidates belonging to any reserved categories, i.e. SC/ST/ SEBC etc.
- XI. Copy of self attested disability certificates for physical handicapped persons issued by Competent Authority showing percentage of disability.
- XII. Copy of self attested of identity card of Sports person and Ex-service Man issued by the Competent Authority.
- XIII. The candidate may submit his/her Mobile No. and e-Mail address, if any.

NB:-

1. The candidates are required to submit their application 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 Government Employment are required to apply through proper channel.
2. Separate application should be submitted for each post mentioning the name of the post clearly (in capital letter with underline) on the top of the envelope. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective/in complete 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 large number of applications for the post of Junior 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 & Condition of Service) Rule 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 o the eligible candidates in due time.
6. Applicants are advised to visit the District Court, Angul website i.e. <http://ecourts.gov.in/odisha/anguldc> from time to time for updates regarding the recruitment process and notifications.

Sd/-
District Judge-cum-Chairman
District Recruitment Committee
Angul.

