

OFFICE OF THE DISTRICT JUDGE, BOUDH

Dated, the 2nd day of July, 2022.

ADVERTISEMENT NO. 02/2022

Applications in the prescribed format are invited from the intending candidates for filling up of the following posts of Junior Clerk-Cum-Copyist, Junior Typist and Stenographer (Grade-III) in the following scale of pay with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court communicated vide Letter No. 9158(6), dated 17.10.2015 read with the relevant provisions contained in Orissa District & Subordinate Courts Non Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010. Applicability of Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013 to these appointments shall be subject to the result of W.P (C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court, Cuttack. The details are available in our official website [www.districts.ecourts.gov.in/ boudh](http://www.districts.ecourts.gov.in/boudh) and the website of District Information Centre, Boudh such as www.boudh.nic.in. The intending candidates who desire to apply for the post(s) may download the same from the above websites.

Sl. No	Name of the post	Scale of pay	UR	ST	SC	SEBC	Total	Physically handicapped/Ex. Service man/ Sports person
1	Junior Clerk/Copyist	Rs. 19,900-63,200(Level-4 of the pay matrix)	04 (One post is reserved for woman)	01	03 (one post is reserved for woman)	Nil	08	(The vacancy reserved for women/P.H/Ex Servicemen/Sports person is inclusive of vacancy of respective category to which they belong)
2	Junior Typist	Rs. 19,900-63,200/(Level -4 of the pay matrix)	Nil	02 (One post is reserved for woman)	Nil	Nil	02	
3	Stenographer (Grade-III)	Rs. 25,500-81,100/- (Level-7 of the pay matrix)	Nil	Nil	01	Nil	01	

The reservation for Physically Handicapped/Ex-Servicemen/Sports Person shall be in accordance with the Orders/Rules issued from time to time. The vacancies advertised include backlog vacancies.

The decision of the District Judge as to the result of examination shall be final.

The authority reserves the rights to cancel the recruitment process at any time without any prior notice.

1. **ELIGIBILITY OF THE CANDIDATES:**

For Junior Clerks –Cum- Copyists/Junior Typist& Stenographer (Grade-III)

A candidate in order to be eligible for the above posts,

- (a) shall be a citizen of India.
- (b) must have passed at least +2 examination conducted by the Council constituted u/S- 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized Council, Board of University as the case may be.
- (c) must have at least passed Diploma in Computer Application from a recognized institute.
- (d) must not be below 18 years and above 38 years of age as on **02.07.2022**. Provided that the upper age limit is relaxable by 5 years in case of SC/ST/SEBC and Women candidates and 10 years in case of Physically Handicapped candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed Forces from the present age, the resultant age should not exceed 38 years.
- (e) must be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- (f) must be of good character.
- (g) must be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease.
- (h) must not have more than one spouse living, if married.
- (i) must not have been convicted of an offence involving moral turpitude.
- (j) must have possessed a minimum speed of 40 words per minute in type writing (For the post of Junior Typist).
- (k) must have possessed minimum speed of 80 words in shorthand and 40 words in typewriting per minute (for the post of Stenographer (Grade-III)).
- (l) must have practical knowledge in operating computer.

2. **FEES FOR EXAMINATION**

No examination fees shall be collected from any applicant for applying/ appearing in the recruitment test or examination as per Odisha Discontinuance of Payment of application and examination fees for recruitment to different posts and services in the State Government Rules, 2022 notified vide G.A. & P.G. Department Notification No. 9897/Gen, dated 11.04.2022.

3. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES

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-A alongwith the following documents given below. The candidates who are in Government Employment are required to apply through proper channel.

- I. Copy of self attested H.S.C. examination certificates or any equivalent certificates showing proof of age. **(For Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III)).**
- II. Copy of self attested mark sheet of the H.S.C examination or any equivalent examination. **(For Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III)).**
- III. Copy of self attested certificates showing passing of +2 or equivalent examination. **(For Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III)).**
- IV. Copy of self attested mark sheet of the +2 examination or any equivalent examination. **(For Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III)).**
- V. Copy of self attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute. **(For Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III)).**
- VI. Copy of self attested certificate showing successful completion of Type writing course from a recognized institute. **(For the post of Junior Typist).**
- VII. Self attested copy of shorthand and typewriting certificate issued from a recognized institution. **(For the post of Stenographer (Grade-III)).**
- VIII. Two recent character certificate in original issued by two Gazetted Officers/ Medical Practitioner/ Sarpanch etc. **(Mention name & designation of officers).**
- IX. Three self signed recent passport size photographs (one is to be affixed on the application form).
- X. Two self addressed envelopes with postage stamp of Rs. 25/- (Rupees twenty five) affixed on each for dispatch of call letters by registered post.
- XI. Copy of self attested Caste Certificate issued by competent authority in case of candidates belonging to SC/ST/SEBC categories.
- XII. Copy of self attested disability certificate for Physically Handicapped persons issued by the competent authority showing percentage of disability.
- XIII. Copy of self attested certificate/identity card of sports person and Ex-Serviceman.
- XIV. Self attested copy of Employment Exchange Registration Card, if any.
- XV. Self attested copy of Aadhar Card, if any.

Candidates are required to superscribe the name of the post applied for in capital letters on the top of their respective applications and on the top of the envelopes containing applications.

Important Note: Any application not accompanied with any of the above document(s) and for material(s) shall rendered the application incomplete and as such be treated as rejected.

4. SCHEME OF EXAMINATION

After receipt of applications, candidates up to 20 (twenty) times of vacancy of each categories shall be called to be appeared in the written test in descending order on the basis of the marks secured by the candidates in HSC examination and +2 examination or equivalent examination.

(a) JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Examination
1	English	100	2 hours
2	Arithmetic	100	1 hour
3	General Knowledge	100	1 hour
4	Computer Science Test (practical)	100	1 hour
5	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.

DETAIL SYLLABUS (FOR JUNIOR CLERKS-CUM-COPYIST)

The detail syllabus for each subject of the written test shall be as follows;

ENGLISH

- (a) An essay to be written in English.
- (b) A letter or application to be written in English.
- (c) One Odia passage to be translated into English.
- (d) One English passage to be translated into Odia.
- (e) Summary of one English passage.

ARITHMETIC

Vulgar fractions and decimals, H.C.F., L.C.M., simple & compound interest, simple and compound practice, percentage, profit and loss, mixtures, partnership, average rates and taxes, insurance, square and cubic measures, problems on time and work, and time and distance.

GENERAL KNOWLEDGE

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

COMPUTER SCIENCE TEST (PRACTICAL)

To test the proficiency of the candidates relating to matters like "test formatting of the paragraphs, insertion of table, skill to print and save, file transfer, web-site searching/browsing and downloading, e-mail, use of pen-drive and other software etc. and programmes of accounting".

VIVA-VOCE

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

(b) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test	50	10 minutes.
3	Computer Science Test(Practical)	100	1 hour
4	Viva-Voce Test	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. Qualifying candidates are required to bring their own Type Writers during type writing test.

DETAIL SYLLABUS (JUNIOR TYPIST)

The detail 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 Junior Clerk-cum- 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 Junior Clerk –cum- Copyist.

(C) Stenographer (Grade-III)			
Sl. No.	Subject	Marks	Duration of Test
1	English (qualifying in nature)	100	2 hours
2	Shorthand and Typewriting test	50	15 minutes. (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

- (i) English (qualifying in nature) is same as detailed above for the post of Junior Clerk-cum- Copyist.
- (ii) The candidates selected in the written test shall be called for shorthand and typewriting test. The candidates selected in the aforesaid test shall be called for the Test of Computer Science (Practical) and the candidates selected in the Computer Science Test (practical) shall be eligible for viva-voce test. ***The candidates shall bring their own typewriter machine for the type test***

5. **Last date of receipt of application:**

Applications along with the required documents and self attested copies of certificates addressed to **the Registrar, Civil Courts, Boudh, Pin- 762014 must reach on or before 30.07.2022 by Registered post/ Speed Post**. The application also can be submitted in the Drop box of Office provided for the purpose on each working days till **05.00 p.m. on 30.07.2022**. The applications received in the office after the last date shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below;

N.B.

1. The candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format in Form-A as given below. The candidate shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper channel. They shall have to produce "**No Objection Certificate**"/ "**Letter of Permission**" from the competent authority at the time of Viva-Voce.
2. Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the application and envelope. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer (Grade-III), the authority reserves right to short list the candidates in accordance with Rules contained in the Orissa District & Subordinate Courts Non Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & Amended rule, 2010 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. The candidates need not submit their original testimonials with their applications which are to be produced at the time of Viva-Voce Test.
6. The date of examination shall be intimated to the eligible candidates in due time in the District Court website and any other mode as decided by the District Recruitment Committee

7. The intending candidates applying for different posts may also submit their applications by hand i.e. by way of dropping the same in the box available in front of the Office of the Registrar, Civil Courts, Boudh during office hours on the working days only.

8. If the qualifying certificate of any candidate is found to be fake or fraudulent, such candidate, if joined, will be prosecuted accordingly and further his/her appointment shall be terminated at any time.

The candidates are advised to visit the District Court website regularly for further updates.

Sd/-
Sri B.K. Pradhan/02.07.2022
District Judge-Cum-Chairman,
District Recruitment Committee,
Boudh.

FORM-A
FORMAT OF APPLICATION

[See para 2A of Appendix-A]

POST APPLIED FOR _____

Self attested passport size photograph
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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 **02.07.2022**):

8. Educational Qualification (Attach self attested copies of certificates):

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate marks secured	Grade/Division	% of marks secured
H.S.C.					
+2 Arts/Commerce/Science					
Diploma in Computer Science					

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:
13. Employment Exchange Registration No(if any):
14. Attach two character certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.
(mention name, designation of the officers):
15. e-Mail ID/Mobile Number:

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 (Amendment Rules, 2010) and Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 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 summarily rejection of my candidature.

Place: