

OFFICE OF THE DISTRICT JUDGE, SONEPUR
ADVERTISEMENT, 2017

Dated Sonapur the 29th August, 2017

Applications in plain paper in the format given below are invited for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III & Salaried Amin in the Judgeship of Sonapur in the pay structures as mentioned against each.

| Sl.No. | Category | Un-Reserved | S.E.B.C. | S.C. | S.T. | Total | Scale of Pay |
|--------|------------------------|-------------|----------|------|------|-------|-------------------------------------|
| 1 | Junior Clerk-Copyist | 04 | 03 | 04 | 09 | 20 | Rs. 5200-20200/- G.P. Rs. 1900/- |
| 2 | Junior Typist | 00 | 01 | 01 | 01 | 03 | Rs. 5200-20200/- G.P. Rs. 1900/- |
| 3 | Stenographer Grade-III | 04 | 01 | 01 | 02 | 08 | Rs. 5200-20200/- G.P. Rs. 2400/- |
| 4 | Salaried Amin | 01 | - | - | - | 01 | Rs.5200-20200/- G.P. Rs.2000/- |

(The number of posts in each category may increase or decrease)

Reservation of vacancies in respect of physically handicapped persons / Ex-Service Men / Sports Persons /women shall be made in accordance with the provision made under relevant Rules. The District Judge, Sonapur reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Sonapur, as to the result of the examination, shall be final and in no case, shall be liable to be challenged.

Note:- 1. The advertisement is made for filling of the posts of existing vacancies including anticipated vacancies of 12 numbers of Jr. Clerk-cum-Copyist, 02 numbers of Jr. Typist and 03 numbers 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.

2. 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 the candidates
for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Gr.III

- a) Must 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 of a recognized Council, Board or University as the case may be.
- b) Must have at least passed Diploma in Computer Application from a recognized institute.
- c) Must be over 18 years and below 32 years of age on the last date fixed, i.e. 22.09.2017. He or she must have been born not earlier than 22.09.1985 and not later than 22.09.1999.

Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions, for the time being in force.

- d) Must be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard :
- e) Must be of good character :
- f) Must be of sound health, good physique and free from organic defects or bodily infirmity :
- g) Must have not more than one spouse living, if married :
- h) For the post of Stenographer Grade-III the candidates shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute. Such minimum qualification for candidates for the post of Typist shall be 40 words per minute in Typewriting in English.

Eligibility of the candidates for the post of Salaried Amin

- a) Must have passed the matriculation examination or equivalent examination of a recognized board.
- b) Have passed the Revenue Inspector Training from a recognized institution.
- c) Must be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard :
- d) Must be of good character :
- e) Must be of sound health, good physique and free from organic defects or bodily infirmity :
- f) Must have not more than one spouse living, if married :
- g) Must be over 18 years and below 32 years of age on the last date fixed for receipt of application.

Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions, for the time being in force.

N.B. Government servant whether temporary or permanent, are eligible to apply provided that they possess the requisite qualifications and are within the prescribe age limit. They must inform their respective Heads of office in writing regarding submission of their application for this recruitment of Group-'C' post and obtain "No Objection Certificate".

3. Fee for Examination :

The candidates are required to deposit fees of Rs. 100/- (Rupees 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." Candidates belonging to Scheduled Caste or Scheduled Tribe are exempted from payment of examination fees.

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. Scheme of Examination :**For Junior Clerk-Copyist.**

| <u>(i) Written Test consisting of</u> | <u>Maximum Marks</u> | |
|--|----------------------|--------|
| (a) English | 100 marks | 2 hour |
| (b) Arithmetic | 100 marks | 1 hour |
| (c) General Knowledge | 100 marks | 1 hour |
| (ii) Computer Science Test (Practical) | 100 marks | 1 hour |
| (iii) Viva Voce Test | 45 marks | -- |

For Junior Typist.

| <u>Written Test consisting of</u> | | |
|--|-----------|------------|
| (i) English (qualifying in nature) | 100 marks | 2 hours |
| (ii) Type writing Test (400 words in English Language) | 50 marks | 10 minutes |
| (iii) Computer Science Test (Practical) | 100 marks | 1 hour |
| (iv) Viva Voce Test | 35 marks | -- |

For Stenographer Grade-III**Written Test consisting of**

| | | | |
|-------|--|-----------|------------|
| (i) | English (qualifying in nature) | 100 marks | 2 hours |
| (ii) | Short hand test : | 50 marks | |
| | (a) Dictation of 400 words in English Language | | 05 minutes |
| | (b) To reproduce the same in type script: | | 10 minutes |
| (iii) | Computer Science Test(Practical) | 100 marks | 1 hour |
| (iv) | Viva Voce Test | 35 marks | -- |

For Salaried Amin**Written Test consisting of**

| | | | |
|-------|---|-----------|---------|
| (i) | English | 50 marks | 1 hour |
| (ii) | Arithmetic | 50 marks | 1 hour |
| (iii) | Technical knowledge in Survey & Settlement. | 100 marks | 2 hours |
| (iv) | (a) Survey Practical | 25 marks | |
| | (b) Viva Voce Test | 25 marks | |

Note:

- a) The standard required of the candidate shall be equal to that of +2 Certificate Examination conducted by the Council of higher Secondary Education, Odisha
- b) The candidates, who have qualified in the written test i. e. who have secured 35% of marks, shall be called to the Shorthand & Typewriting test in case of stenographer Grade-III and the typewriting test in case of Jr. Typist. The candidates selected in the aforesaid test as applicable to Stenographer Grade-III and Jr. Typist shall be called for the test of Computer Science Test (Practical) and the candidates selected in the Computer Science Test (Practical) shall be called for Viva Voce Test.
- c) The candidates who would appear for typewriting Test shall bring their own Typewriter machine.

The date of written tests for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III, and Salaried Amin will be intimated later on.

Last date of receipt of application is fixed to 26.09.2017 by 5 P.M. :

Applications in prescribed format duly filled in and signed by the applicant along with required documents and self attested copies of certificates shall be sent by the candidates by Regd. Post/Speed Post/Dropping the same in the box physically available in the office of the Registrar, Civil Courts, Sonepur at Sonepur during office hours in the working day only and applications received in the office, after the last date & time, shall be summarily rejected. In case of receipt of large number of applications for the posts advertised, the Authority reserves the right to short list the candidates in accordance with Rules contained in the "Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008".

5. Candidates are required to submit the list of documents:**For the posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Gr.III**

- a. The application must be accompanied with attested copies of :-
 1. certificate of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be with mark sheet.
 2. certificate of H.S.C. or equivalent examination of a recognized Board or University with mark sheet.

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3. certificate & mark sheet relating to Diploma in Computer Application from a recognized institute.
4. technical certificate in respect of the post of Junior Stenographer and Typist.
5. caste certificate.
6. Employment Exchange Registration certificate.
7. medical certificates issued by the Competent Medical Authority/ Board in respect of Phy. Handicapped candidates.
8. Original Treasury Challan.
9. One Declaration regarding marital status showing to him one spouse living, if married.
10. two self address postal envelopes duly stamped.
11. two attested recent passport size photographs
12. two Character Certificates issued by two Gazetted Officer/medical practitioner/ Sarpanch etc.

Candidates are required to submit the list of documents for the Post of Salaried Amin

The application must be accompanied with attested copies of:-

1. Certificate of H.S.C. or equivalent Examination from a recognized Board or University with mark sheet.
2. Certificate of Revenue Inspector Training .
3. The candidate who possess the Certificate of work experience in Settlement and 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.
4. Original Treasury Challan
5. Caste Certificate
6. Employment Exchange Registration Certificate.
7. Medical certificates issued by the Competent Medical Authority/ Board in respect of Phy. Handicapped candidates.
8. One Declaration regarding marital status showing to him one spouse living, if married.
9. Two self address postal envelopes duly stamped.
10. Two attested recent passport size photographs
11. Two Character Certificates issued by two Gazetted Officer/medical practitioner/ Sarpanch etc.

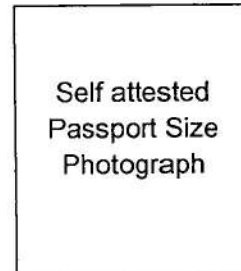
6. The candidates are required to mention the category of the post in bold letters on the top of their respective applications and top of the envelopes containing their applications.

For details, please visit our official website, i.e. www.ecourts.gov.in/odisha/Subarnapurdc.

Sd/- S.K.Pani
District Judge,
Sonepur

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 22.09.2017):
8. Educational Qualification : (Attach attested copies of



| Name of the examination passed | Name of the Board/ University | Year of passing | Aggregate of 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. :
14. Attach two Character Certificates issued by two gazette officer/medical practitioner/Sarpanch etc. (mention name, designation of the officers) :
15. Details of Treasury Chalan with No and 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.

Date

Signature of the Candidate.