

OFFICE OF THE DISTRICT JUDGE, KALAHANDI BHAWANIPATNA

Dated, Bhawanipatna this the 30th day of July, 2022

ADVERTISEMENT

Advertisement No. 2/2022

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerk, Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin in the scale of pay mentioned against each posts on regular basis *subject to the result of W.P. (C) No.1273/2014* pending before the Hon'ble High Court of Orissa, Cuttack. The recruitment for the post of Junior Clerk, copyist, Junior Typist, Stenographer Grade-III and Salaried Amin shall be made in accordance with the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010.

| Sl. No. | Category of posts | UR | U.R (W) | ST | ST (W) | SC | SC (W) | SEBC | SEBC (W) | Total |
|---------|---|----|---------|----|--------|----|--------|------|----------|-------|
| 1 | Jr. Clerk Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017) | 05 | 01 | 04 | 03 | 0 | 0 | 0 | 0 | 13 |
| 2 | Jr. Typist Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017) | 01 | 0 | 0 | 0 | 01 | 01 | 0 | 0 | 03 |
| 3 | Copyist Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017) | 01 | 0 | 01 | 0 | 0 | 0 | 0 | 0 | 02 |
| 4 | Stenographer Grade-III Rs.25,500-81,100/- (Level-7 of the Pay Matrix of the ORSP Rules, 2017) | 02 | 01 | 02 | 01 | 0 | 01 | 0 | 0 | 07 |
| 5 | Salaried Amin Rs.21,700-69,100/- (Level-5 of the Pay Matrix of the ORSP Rules, 2017) | 01 | 0 | 01 | 0 | 0 | 0 | 0 | 0 | 02 |

- Out of the vacancies mentioned above, candidates belonging to person with disability (PwD) when selected as per the reservation provided for them shall be adjusted against the category to which they belong.
- In the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- The exchange of reservation between SC & ST shall not be considered.
- The number of posts as indicated above may increase or decrease.
- The vacancy includes backlog vacancy in respect of different categories of posts.
- Reservations of vacancies for women, sports persons and ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant Rules.

- (g) The undersigned reserved the right to cancel the Recruitment process at any time without prior notice.
- (h) The decision of the District Judge, Kalahandi as regards the result of examination shall be final and in no case shall be liable to be challenged.

1. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III.

- (i) shall 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/University, as the case may be.
- (ii) shall be a citizen of India,
- (iii) shall have passed at least Diploma in Computer Application from a recognized Institute.
- (iv) shall be over 18 (Eighteen) years and below 38 (Thirty-Eight) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 30.08.2022 (As per Hon'ble Court's letter No.11635(30) dated 28.07.2022). Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- (v) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (vi) shall be of good character.
- (vii) shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (viii) shall not have more than one spouse living, if married,
- (ix) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English.
- (x) A candidate for the post of Junior Typist shall possess minimum speed of 40 words in typewriting per minute in English.

ELIGIBILITY OF THE CANDIDATES FOR THE POSTS OF SALARIED AMIN:-

- (i) shall have passed the matriculation examination or equivalent examination of a recognized Board.
- (ii) shall have passed Revenue Inspector Training.
- (iii) shall be over 18 (Eighteen) years and below 38 (Thirty-Eight) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 30.08.2022 (As per Hon'ble Court's letter No.11635(30) dated 28.07.2022). Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- (iv) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (v) shall be of good character.
- (vi) shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (vii) shall not have more than one spouse living, if married.
- (viii) shall have knowledge on computer application.

FEES FOR EXAMINATION :-

The candidates for all the above posts are required to deposit fees of Rs. 100/- (one hundred) only in shape of Treasury Chalan under the Head "0070-other administrative services-01-administration of Justice-501-services and service fees-0010-charges for service provided-02177-examination fees for recruitment conducted by Orissa District & Subordinate Courts" and to submit the original copy of chalan along with their application forms.

The candidates belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

The candidates are required to submit their application being duly filled in and signed in their own hands furnishing the required particulars as per the format. **The candidates who are in Government Service are required to apply through proper channel.**

LAST DATE OF RECEIPT OF APPLICATIONS:

The application along with the required documents and self attested copies of certificates addressed to the District Judge, Kalahandi Bhawanipatna must reach the office of the District Judge, Kalahandi Bhawanipatna on or before 30.08.2022 either in person during office hours on each working day or by registered post. Applications received in the office after the last date shall be summarily rejected.

- N.B. (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope along with relevant documents and Treasury Chalan.
- (ii) Non compliance of any requirements shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect shall be summarily rejected.
- (iii) In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Sub-Ordinate Courts non-judicial staff services (Method of Recruitment and Conditions of Service) Rule-2008 and amendment Rules-2010.
- (iv) Candidates are required to mention their whatsapp contact number and e-mail i.d. (if any) on the envelope.

2. Scheme of Examination

(A) For Junior Clerk and Copyist.

Written Test

| | Subject | Maximum marks | Duration of examinations |
|------------------------------------|-----------------------------------|---------------|--------------------------|
| Part-I | English | 100 | 2 hours |
| | Arithmetic | 100 | 1 hour |
| | General Knowledge | 100 | 1 hour |
| <u>Practical Skill Test</u> | | | |
| Part-II | Computer Science Test (Practical) | 100 | 1 hour |
| <u>Viva-voce</u> | | | |
| Part-III | Viva-voce Test | 45 | -- |

Only successful candidates in the written examination shall be called for, for the Computer Science Test (practical) and the candidates qualified in Computer Science Test (practical) shall be eligible for Viva-voce Test for the post of Junior Clerk & Copyist.

| (A) For Stenographer Grade-III and Junior Typist | | | |
|---|---|---------------|---|
| Written Test | | | |
| | Subject | Maximum marks | Duration of examination |
| Part-I | English (Qualifying in nature) | 100 | 2 hours |
| | Shorthand and Typewriting Test (For Stenographers Grade-III) | 50 | 15 minutes (5 minutes for taking dictation of 400 words in shorthand and 10 minutes for typing) |
| | Typewriting Test (For Typists) | 50 | 10 minutes (400 words) |
| Part-II | Computer Science Test (Practical) | 100 | 1 hour |
| | Viva-voce Test | 35 | -- |

Only successful candidates in the written examination shall be called for, for Shorthand and Typewriting Test for the Stenographer Grade-III candidates and Typewriting Test for the post of Junior Typist. The successful candidates in the Shorthand and Typewriting/Typewriting Test shall be called for Computer Science Test (Practical). The candidates qualified in Computer Science Test (practical) shall be eligible for Viva-voce Test for the post of Stenographer Grade-III and Junior Typist.

SCHEME OF EXAMINATION FOR THE POST OF SALARIED AMIN

| Sl. No. | Subject | Maximum marks | Duration of examination |
|----------|---|---------------|-------------------------|
| Part-I | Arithmetic (10 th standard) | 100 | 1 hour |
| | Technical Knowledge in Survey and Settlement | 100 | 1 hour |
| | English | 50 | 1 hour |
| | Handwriting in Odia | 50 | 1 hour |
| Part-II | Computer Science Test (Practical) | 50 | 30 minutes |
| Part-III | Viva-voce | 30 | -- |

Only successful candidates in the Part-I examinations shall be called for Computer Science Test (practical) and the candidates qualified in the Computer Science Test (Practical) shall be called for Viva-voce.

Syllabus for each subject of the written test shall be as follows:-

1. ENGLISH:-

- An essay to be written in English;
- A letter or an application to be written in English;
- One Odia passage to be translated into English;
- One English passage to be translated into Odia;
- Summary of one English passage.

2. ARITHMETIC:

Vulgar fractions and decimals, H.C.F. & L.C.M, Simple and Compound Interest, Simple and Compound Practice, Percentage, Profit and Loss, Mixture, Partnership,

Average Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time and Work and on Time and Distance.

3. GENERAL KNOWLEDGE:

Knowledge of Current events and such other matters of everyday observation and experience as may be expected from an educated person.

4. COMPUTER SCIENCE TEST PRACTICAL:

To test the proficiency of the candidates relating to matters like Text 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. 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.

The candidates who appear for the type test shall bring their own type-writer machine.

- **No T.A/D.A. is admissible to the candidates.**

3. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POSTS OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III.

- (i) Copies of self-attested H.S.C. examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copies of self-attested +2 examination certificate conducted by the Council constituted U/s. 3 of the Odisha Higher Secondary Act, 1982, or equivalent examination of recognized Council, Board or University as the case may be.
- (iii) Copy of self-attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute.
- (iv) Copy of self attested mark sheet of the H.S.C. examination or any equivalent examination.
- (v) Copy of self attested mark sheet of the +2 examination or any equivalent examination.
- (vi) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (vii) Two character certificates in original issued by two different Gazetted Officers/ Medical Practitioner/Sarapanch etc. (The names and designation of the issuing Authority are to be mentioned.)
- (viii) Treasury chalan in original showing to have deposited a sum of Rs. 100/- (one hundred) only in the appropriate head.
- (ix) Two nos. of self addressed envelopes duly affixed with adequate postage stamps.
- (x) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (xi) Copy of self-attested caste certificate issued by the competent authority (for SC/ST and SEBC candidates).

- (xii) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PWD) candidates.)
- (xiii) Copy of self-attested certificate/Identity Card of Sports Persons/ Ex-serviceman.
- (xiv) Self-attested copy of Shorthand and Typewriting certificate issued by a recognized institute (for the post of Stenographer Grade-III only).
- (xv) Self-attested copy of Typewriting certificate issued by a recognized institute (for the post of Junior Typist only).

4. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POSTS OF SALARIED AMIN.

- (i) Copies of self-attested H.S.C. examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copy of self-attested certificate showing to have passed Revenue Inspector Training.
- (iii) Copy of self attested mark sheet of the H.S.C. examination or any equivalent examination.
- (iv) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (v) Two character certificates in original issued by two different Gazetted Officers/ Medical Practitioner/ Sarapanch etc. (The names and designation of the issuing Authority are to be mentioned.)
- (vi) Treasury chalan in original showing to have deposited a sum of Rs. 100/- (one hundred) only in the appropriate head.
- (vii) Two nos. of self addressed envelopes duly affixed with adequate postage stamps.
- (viii) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (ix) Copy of self-attested caste certificate issued by the competent authority (for SC/ST and SEBC candidates).
- (x) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PwD) candidates.)
- (xi) Copy of self-attested certificate/Identity Card of Sports Persons/ Ex-serviceman.

The candidates are required to superscribe the category of the post for which they have applied in capital letters on the top of their respective applications and on the top of the envelopes containing applications.

Date of examination shall be intimated to the eligible candidates of all categories of posts in due time.

Sd/-

(Sri D.R.Kanungo)

District Judge-cum-Chairman,
District Recruitment Committee,
Kalahandi Bhawanipatna

FORM- A
FORMAT OF APPLICATION
(See para-2A of Appendix A)

POST APPLIED FOR.....

1. Name of the Candidate (in Capital Letters) :
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status (Married / Unmarried) :
5. Permanent Address :
6. Present Address including contact number and e-mail i.d., if any.
7. Date of Birth _____ Age as on 30.08.2022: Year _____ Month _____ Day _____
8. Educational Qualification
(Attach self attested copies of certificates in support of qualification)

Paste your recent self attested (on the front side) Passport size photograph.

| 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 | | | | | |
| Revenue Inspector Training Certificate (For the post of Salaried Amin) | | | | | |

9. Category : (SC/ST/SEBC/GENERAL/SPORTS PERSONS/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 certificate issued by the Competent Authority/ Board) :
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any) :
14. Two Character Certificates issued by two Gazetted Officers/Medical Practitioners/ Sarpanch etc. (Mention name, designation of the officers)
15. Details of Treasury Challan with Number and Date :

Signature of the candidate

Declaration

I do hereby solemnly affirm and state that, I am aware about the provisions of the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Services) Rules, 2008 & Amendment Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date :

Place:

Signature of the Candidate

Memo No. ⁽⁴²⁾ 6426 / Date 30.07.2022

Copy forwarded to the Collector & District Magistrate, Kalahandi/Superintendent of Police, Kalahandi Bhawanipatna with a request to display the same in their office Notice Board.

Copy forwarded to the SDJM, Dharamgarh/JMFC, Jaipatna/JMFC, M.Rampur/JMFC, Koksara/JMFC, Th.Rampur/JMFC, Kesinga/Nyayadhikari, Gram Nyayalaya, Junagarh with a request to display the advertisement in the Notice Boards of their Courts.

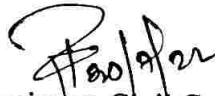
Copy forwarded to the District Employment Officer, Kalahandi, Bhawanipatna with a request to impress upon the eligible candidates to apply as per the advertisement.

Copy forwarded to the D.I.O. (N.I.C.), Bhawanipatna with a request to upload the advertisement in the Kalahandi District Website.

Copy forwarded to the System Officer, Bhawanipatna with a direction to upload the advertisement in the District Court web-site.

Copy forwarded to all the Registrar, Civil Courts of all the Judgeships of Odisha with a request to display the advertisement in their office Notice Boards.

Copy to District Court Notice Board.


Registrar, Civil Courts
Kalahandi, Bhawanipatna