

OFFICE OF THE DISTRICT JUDGE: JAGATSINGHPUR**ADVERTISEMENT****Dated, Jagatsinghpur, the 22th day of August, 2019**

Applications are invited from the desirous candidates in the prescribed format given below for filling up of the following Group-C posts i.e. Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer, Grade-III and Driver in the judgeship of Jagatsinghpur in the scale of pay as mentioned against each post with usual D.A. and other allowances as admissible to the State Govt. employees from time to time. All the posts carry regular scale of pay subject to the result of WP(C) Case No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The District Judge, Jagatsinghpur reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Jagatsinghpur as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Category Wise Vacancy Position

Sl. No.	Name of the Post	Level & Cell of Pay Matrix and Scale of Pay	UR		SEBC		SC		ST		Total
			M	W	M	W	M	W	M	W	
1	Jr. Clerk-Cum-Copyist	Level-4, Cell-1, (Rs.19,900/--63,200/-)	2	2	0	0	1	1	1		7
2	Jr. Typist	Level-4, Cell-1, (Rs.19,900/--63,200/-)	0	0	1	0	0	0	0	0	1
3	Stenographer, Grade-III	Level-7, Cell-1, (Rs. 25,500/--81,100/-)	1	1	1	0	1	0	1	0	5
4	Driver	Level-4, Cell-1, (Rs.19,900/--63,200/-)	1	0	0	0	0	0	0	0	1

NOTE: 1. The reservation in respect of Physical Handicapped persons/Ex-service men/Sports Person shall be as per rule.

2. The number of posts advertise in each cadre may increase or decrease as per the discretion of the District Recruitment Committee.

1. **Eligibilities of the Candidates:-**

(i) For the post of Jr. Clerk-cum-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 Section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from 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 the last date fixed for receipt of application i.e. 21.09.2019. (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Acts, Rules, Orders or instructions for the time being in force for their respective reserved categories);
- 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 of sound health, good physique and free from organic defects or bodily infirmity;
- h) must have not more than one spouse living, if married,
- i) must have possessed a minimum speed of 40 words in typewriting per minute in English(for the post of Junior Typist).
- j) must have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English(for the post of Stenographer, Grade-III).
- k) pay the prescribed fees for the examination;
- l) must have registered his/her name in an employment exchange;
- m) must have not any criminal proceeding pending against him/her.

(ii) For the post of Driver :

A candidate in order to be eligible for the above post shall:

- (i) be a citizen of India.
- (ii) have attained the age of twenty one years and must not be above the age of thirty two years:
provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories.
- (iii) be able to read, write and speak Odia ; and have-
 - (a) Passed Middle School examination with Odia as a language subject; or
 - (b) Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - (c) Passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by Government or the Central Government; or
 - (d) Passed a test in Odia language in Middle English School Standard conducted by the Government in School & Mass Education Department.
- (iv) have passed Higher Secondary School Certificate examination (10+2) or its equivalent from any recognised School, Board or Institution and have possessed-
 - (a) a valid driving Licence for Light Motor Vehicle;
 - (b) knowledge of motor mechanism; and
 - (c) experience of driving a motor car for at least three years
- (v) not have more than one spouse living, if married:
Provide that the Government may, if satisfied that such marriage is permissible under the personal law application to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointment to the service.
- (viii) have not any criminal proceeding pending against him/her.

2. **Fees for Examination:** The Candidates are required to deposit fees of Rs. 100/- (One hundred) only in shape of the treasury challan under the head "0070-other administrative services-01-Administration of Justice-501-Services & Service fees-9904650-Law Department - 9916730- Examination fees for recruitment conducted by Orissa District & Subordinate Courts" and to submit the original copy of challan along with their application forms. The S.C. & S.T. candidates are exempted from payment of examination fees.

The candidates are required to submit their application duly filled in and signed by their own handwriting and furnish the required particulars as per the format below. The Candidates who are already in Govt Service are required to apply through Proper Channel.

3. **Last date for receipt of Application:-**

The application with the required documents and self attested copies of certificates must reach the **OFFICE OF THE DISTRICT JUDGE, JAGATSINGHPUR, PIN-754103 on or before 21.09.2019** positively either by post or in person during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

4. **Scheme of Examination.-** There shall be examination on the following subject

For the post of Jr. Clerks-cum-Copyist:-

	Subject	Marks	Duration of Test.
Part-I	English	100	2 hrs.
	Arithmetic	100	1hr.
	Gen. Knowledge	100	1 hr.
Part-II	Computer Science Test (Practical)	100	1 hr.
Part-III	Viva-Voce Test	45	

- Only 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 Junior Clerk-cum-Copyist.

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

(i). **English :**

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

(ii). **Arithmetic :** - Vulgar fractions and decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and Compound practice, Percentage, Profits and Loss, Mixtures, Partnership, Average, Rates 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 everyday observations and experience as may be expected from an educated person.

(iv). **Computer Science Test (Practical)** : - To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, 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** :- To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

For the post of Jr. Typist & Stenographer, Grade-III:-

	Subject	Marks	Duration of Test.
Part-I	English (Qualifying nature)	100	2 hrs.
Part-II	Type-Writing Test for Jr. Typist	50	10 Minutes
	Shorthand & Type-Writing Test for Stenographer, Grade-III	50	15 Minutes
Part-III	Computer Science Test (Practical)	100	1 hr.
Part-IV	Viva-Voce Test	35	

• Only Successful candidates in part-I examination shall be called for the test of Type-writing for Jr. Typist and Shorthand & Type-Writing Test for Stenographer, Grade-III. There will be a separate test in shorthand and type writing test for the post of Stenographer, Grade-III and Type-writing test for Jr. Typist. They should bring their own type writer machine with them. Candidates selected in part-II 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.

• **Detail syllabus :**

Written test consisting of :

a. **English (Qualifying in nature)** :- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

b. **Type-Writing Test** :-For the post of Jr. Typist, a candidate shall be given a written passage containing 400 words in English Language, which he/she shall reproduce in type script in 10 minutes.

c. **Shorthand & Type-Writing Test:** For the post of Stenographer, Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand note sheet supplied to him/her and reproduce such shorthand test of 400 words in Type script in 10 minutes.

c. **Computer Science Test (Practical):-** Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

d. **Viva-voce:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

For the post of Driver:-

- (a) There shall be a Written examination and Trade Test by the Board duly constituted in terms of provisions of rule contemplated under, "The Orissa Government Drivers(Light Motor Vehicle) Group-'C' (Method of Recruitment and conditions of service) Rules, 2013".
- (b) The date on which and the place(s) at which the examination are to be held shall be fixed by the Board.
- (c) The standard, Syllabus and subjects of examination shall be as may be decided by the Board.

5. **The date of Examination:-** It shall be intimated to the eligible candidates in due time.

6. List of documents to be submitted by the candidates along with the application:-

- i) Copy of self attested H.S.C examination certificate or any equivalent certificates in support of date of birth.
- ii) Copy of self attested +2 examination Certificate conducted by the council undersection-3 of the Orissa Higher Secondary education Act, 1982 or equivalent examination of recognized Council Board of University as the case may be.
- iii) Copy of self attested certificate showing to have passed at least Diploma in Computer Application issued by recognized institute as applicable for the post applied for.
- iv) Copy of self attested mark sheet of the H.S.C examination certificate or any equivalent examination.
- (v) Copy of self attested mark sheet of the +2 examination certificate or any equivalent examination.
- (vi) Copy of self attested conduct and character certificate issued by the appropriate authority of the institution, the conduct certificate of the candidates last attended.
- (vii) Treasury Challan in original showing to have deposited a sum of Rs. 100/- (One hundred) only in appropriate head.
- (viii) Two self attested passport size recent photographs (one is to be affixed in the application form on the space provided).
- (ix) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.
- (x) One declaration regarding marital status showing to have one spouse living, if married.
- (xi) Copy of self attested Short-hand & Type-writing certificate issued by a recognized institute. (for the post of Jr. Typist/ Stenographer, Grade-III)
- (xiii) Copy of self attested Caste certificate issued by the appropriate authority in respect of candidates belonging to Schedule Caste, Schedule Tribe and SEBC categories with signature of the candidates thereon.

- (xiv) Copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xv) Copy of sports Identity card in case of Sports man duly attested by a Gazetted officer.
- (xvi) Copy of Ex-Serviceman Identity card in case of Ex-Serviceman duly attested by a Gazetted Officer.
- (xvii) Copy of self-attested L.M.V Driving License (for the post of Driver)
- (xviii) Copy of experience certificate regarding Driving (for the post of Driver).
- (xix) A self declaration showing that he/she has no criminal antecedent.

N.B:-

1. 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 prescribed format . The candidates who are in Govt. employment are required to apply through proper channel. They shall have to produce "No Objection Certificate"/ "Letter of permission" from the competent authority at the time of viva-voice.

2. The candidates desires for applying more than one post are required to submit separate applications.

3. The application, if found defective/incomplete in any respect shall be summarily rejected. Further, non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application..

4. In case of receipt of large number of applications for the each category of the post the authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and 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 T.A./D.A. will be allowed to the candidates for attending the recruitment examination.


6. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

7. Date of examination shall be intimated to the eligible candidates in due time.

8. The authority reserves all the rights to accept the selection list or may cancelled the same without assigning any reason thereof.

9. For further details Please visit the website :

<https://districts.ecourts.gov.in/jagatsinghapur>


District Judge-cum-Chairman,
District Recruitment Committee, Jagatsinghapur

22/08/2019

FORMAT OF APPLICATION**(FOR THE POST OF JR. CLERK-CUM-COPYIST/JR. TYPIST/STENOGRAPHER, GRADE-III)**

1. Name of the Candidate(In Block Letters):
2. Father's/ Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried):
5. Permanent Address:
6. Present Address;
7. Mobile Number & E-mail Id (if any) :
8. (a) Date of Birth:
(b) Age as on 21.09.2019):
9. Educational Qualification: (Attach attested copies of certificates)

Affix one passport size self attested photograph

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

10. Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (Strike out which is not applicable and attach the supporting documents issued by the competent authority)
11. Whether Physically/Orthopedically handicapped: (If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)
12. Religion:
13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two character Certificates issued by two gazetted officer/medical practitioner/Sarpanch etc. (mention name, designation of the officers):
16. Details of Treasury Challan with No. & 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.

Place:

Date:

Signature of the Candidate

FORMAT OF APPLICATION.**(FOR THE POST OF DRIVER)**

1. Name of the Candidate(In Block Letters):
2. Father's/ Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried):
5. Permanent Address:

Affix one passport
size self attested
photograph

6. Present Address:

7. (a) Date of Birth:
- (b) Age as on 21.09.2019):

8. Mobile Number & E-mail Id (if any) :

9. Educational Qualification:
(Attach attested copies of certificates)

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

10. Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (Strike out which is not applicable and attach the supporting documents issued by the competent authority)

11. Whether Physically/Orthopedically handicapped: (If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)

12. Religion:

13. Nationality:

14. Attach 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:

16. Driving License No., & Date of issue :

17. Certificate of Experience(in years) :

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa Government Drivers(Light Motor Vehicle) Group-"C" (Method of Recruitment and condition of Service) Rules, 2013 and the statement made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Signature of the Candidate