

## OFFICE OF THE DISTRICT JUDGE, NABARANGPUR.

Dated: Nabarangpur, this the 2<sup>ND</sup> day of June, 2014

### ADVERTISEMENT

Applications in the prescribed format given below are invited from the intending candidates for filling up of the following Group-“C” posts in the Judgeship of Nabarangpur under the Odisha Group-C and Group-D posts (Contractual Appointment) Rules, 2013.

Sl. No.	Name of the Post	Group	Scale of Pay & Grade Pay	CATEGORY				Total
				Unreserved	S.T.	S.C.	SEBC	
1	Stenographer Grade-III	C	₹5200-20200/- & GP ₹2400/-	2	1	1	1	5
2	Jr. Clerk-cum-Copyist	C	₹5200-20200/- & GP ₹1900/-	-	7 (W-3)	5 (W-2)	-	12(W-5)
3	Jr. Typist	C	₹5200-20200/- & GP ₹1900/-	1(W-1)	2 (W-1)	-	2	5 (W-2)

The number of posts in each cadre may increase or decrease. The Letter ‘W’ stands for Woman and in the event of non-availability or availability of insufficient number of eligible woman candidate belonging to any particular community, the vacancy or as the case may be, the remaining vacancies shall be filled up by male candidate of that community. Reservation in respect of Physically Handicapped persons/Ex-Servicemen/Sports persons shall be as per rule.

#### 2. ELIGIBILITY OF THE CANDIDATE :

- (a) The candidate shall be a citizen of India and shall 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 ;
- (b) have at least passed Diploma in Computer Application from a recognized Institute;
- (c) be over 18 years and below 32 years of age as on 15.06.2014, 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, for the respective reserved categories.
- (d) be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard;
- (e) be of good character;
- (f) be of sound health, good physique and free from any organic or bodily infirmity;
- (g) have not more than one spouse living, if married;
- (h) For the post of Junior Typists the candidates must have knowledge of type writing and shall possess a minimum speed of 40 words in English Typewriting per minute.
- (i) For the post of Stenographers Grade-III the Candidate shall have knowledge of shorthand and have to possess a minimum speed of 80 words in shorthand and 40 words in English Typewriting per minute.
- (j) should have registered his/her name in an employment exchange.
- (k) There should not be any criminal proceeding pending against him/her.

### 3. FEES FOR EXAMINATION :

The candidates are required to deposit fees of Rs. 100/- (Rupees One hundred) only in shape of the 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 & Sub-ordinate Courts" and to submit the original copy of Challan along with their application forms. No application shall be considered unless it is accompanied by a challan showing deposit of examination fees.

**The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.**

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 given below. The Candidates who are already in Government service are required to apply through proper channel.

**NOTE :** Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original educational testimonials with their applications, which are to be produced at the time of Viva-Voce Test. If any documents filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.

### 4. THE SCHEME OF EXAMINATION :

(A) For the post of Jr. Clerk-cum-Copyist:-

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

(B) For the post of Jr. Typist/Jr. Stenographer:-

	Subject	Marks	Duration of Tests
Part-I	English (qualifying in nature)	100	2 hrs.
Part-II(a)	Short-hand & Typewriting Test (For Stenographer)	50	15 minutes
Part-II(b)	Type writing Test (For Typist)	50	10 minutes
Part-III	Computer Science (Practical)	100	-
Part-IV	Viva-Voce	35	-

The candidates who have qualified in the written test, shall be called for Computer Science (Practical) and shorthand/type writing tests as the case may be, the candidates selected in the practical tests shall be called for viva voce test. The candidates who would appear for typewriting test shall bring their own typewriter machine.

The date of examination shall be intimated to the eligible candidates in due time.

5. **LAST DATE OF RECEIPT OF APPLICATIONS :**

Applications along with required documents and **self attested copies** of Certificates, Mark Sheets and other particulars, as the case may be, must reach the Office of the undersigned by **10.07.2014** either in person during office hours on each working day or by registered/speed post. Applications received in the office after the last date shall be summarily rejected.

6. 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 & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008. Over and above, the District Recruitment Committee is also competent to adopt the method of processing the applications, the scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be the final and binding in every respect.

7. **List of documents to be submitted by the candidates along with their application.**

- (i) Two self signed recent passport size photographs.
- (ii) Self attested copies of certificates and mark sheets of educational qualification.
- (iii) Self attested copy of Certificate of Diploma in Computer Application.
- (iv) Self attested copy of Caste Certificate in case of Reserved Category.
- (v) Attested copy of Medical Certificate issued by the competent Medical Authority/ Board in case of Physically/Orthopedically Handicapped person.
- (vi) Two original Character Certificates issued by two Gazetted Officers/Medical Practitioner/Sarpanch.
- (vii) Two self-addressed envelopes properly stamped for despatch of call letters by **Regd. Post.**
- (viii) Self-attested copy of Employment Exchange Registration Number.
- (ix) Treasury Challan in original showing deposit of Rs.100/- towards examination fee.
- (x) Attested copy of Shorthand/Type writing Certificate issued by recognized institution (for Jr. Stenographer/Jr. Typist).

The Candidates are required to mention the category of the post in **bold letters** with underline on the top of their respective applications and on the top of the envelope containing their applications.

The Candidates are required to submit separate applications for each category of post applied for furnishing relevant documents and Treasury Challan therewith.

10/7/14  
**DISTRICT JUDGE,  
NABARANGPUR.**

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

Affix Self  
attested  
recent Passport  
Size  
Photograph

**POST APPLIED FOR:**

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried):
5. Permanent Address:  
(in Block Letters with Pin Code Number)
6. Present Address:
7. Date of Birth in Christian Era:  
(in figures and words)  
Age as on 15.6.2014:
8. Educational Qualification: (Attach self attested copies of certificate in support of qualification).

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

9. Category: (S.C./S.T./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/orthopaedically 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 Gazetted Officers/Medical practitioners/Sarpanch etc. (mention name, designation of the officers):
15. Details of Treasury Challan 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.

Place:

Date:

List of enclosures:

**Signature of the Candidate.**