

**OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI**

*Dated, Phulbani the 9th of September, 2016*

**ADVERTISEMENT**

Applications in the prescribed format are invited from intending candidates for filling up the posts of Junior Clerk, Junior Typist and Stenographer, Grade-III with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court communicated vide Memo No.9159 (24), 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*. 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.

Name of Post	Scale of pay	S.C.		S.T.		S.E.B.C.		U.R.		Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Junior Clerk	PB-1, Rs.5200-20200/- with GP	--	--	3	3	1	--	7	4	18
Junior Typist	Rs.1900/-	--	1	1	1	--	--	2	1	6
Stenographer, Grade-III	PB-1, Rs.5200-20200/- with GP	--	--	1	1	--	--	3	1	6
	Rs.2400/-									
	<b>Grand Total</b>	--	<b>1</b>	<b>5</b>	<b>5</b>	<b>1</b>	--	<b>12</b>	<b>6</b>	<b>30</b>

(The number of above vacancies in different categories of the post may increase or decrease. The (reservation for physically handicapped/Ex-Servicemen/Sportsperson shall be in accordance with the orders/rules issued from time to time).

Other conditions of service shall be guided by the relevant provisions of *Orissa District and (Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008* & Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 *subject to the final result in of W.P.(C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court*

**1. ELIGIBILITY OF THE CANDIDATE:**

- a. The candidate shall be a citizen of India and shall have at least passed +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 cases may be.
- b. Must have at least passed Diploma in Computer Application (DCA) from a recognized Institute.
- c. Shall be over 18 years and below 32 years of age as on **31.08.2016**. The upper age limit is relaxable by 5(five) years in case of SC, ST, SEBC and Women candidates and 10 (ten) years in case of Physically Handicapped candidates.
- 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 organic or bodily infirmity.
- g. Has not more than one spouse living, if married.
- h. For the post of Junior Typist the candidates shall possess a minimum speed of 40 words in English Typewriting per minute.
- i. For the Post of Stenographer, Grade-III Candidate shall have to possess a minimum speed of 80 words in shorthand and 40 words in English Typewriting per minute.

## 2. **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-0010-Charges for Service provided-02177-Examination Fees for Recruitment conducted by Orissa District and Subordinate Courts"*** along with their application forms.

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 hand furnishing the required particulars as per the format given below. The Candidates who are already in Government employment are required to apply through proper channel.

**NOTE: Non-compliance of any of the requirements mentioned in the notice shall entail summary rejection of his/her application. The application if found defective/ incomplete in any respect, shall be summarily rejected.**

## 3. **PROCESS OF SELECTION :-**

Selection to the posts shall be through a written competitive examination followed by computer test and viva voce examination. The scheme of such examination is mentioned herein below:

### A. **THE SCHEME OF XAMINATION:**

#### a. *For the posts of Junior Clerks:-*

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	English	100	2hrs.
	Arithmetic	100	1hr
	General Knowledge	100	1hr
Part-II	Computer Sciences (Practical)	100	1hr
Part-III	Via-Voce	45	-

#### b. *For the post of Junior Typist/Stenographer, Grade-III:-*

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	English (qualifying in nature)	100	2hrs
(ii)(a)	Short-hand & Typewriting Test (For Stenographer)	50	30 Minutes
(ii)(b)	Type writing Test(For Typist)	50	30 Minutes
(iii)	Computer Science (Practical)	100	1hr
(iv)	Viva-Voce	35	--

The candidates selected in the written tests shall be called for Computer Practical Test and the candidate selected in Computer Practical Test shall be called for viva-voce test.

A Candidate for the post of Stenographer, Grade-III shall be dictated a passage of 400 words in English in 5 minutes, which shall be taken in short hand on shorthand note sheet supplied by the examiner. He shall reproduce such short hand text of 400 words in type script in 10 minutes.

For the post of Junior Typist / Stenographer, Grade-III there will be separate test in type writing and shorthand respectively and such tests will be held after publication of the results of written test and the qualifying candidates are required to bring their own type writer machine.

The dates of written test shall be intimated individually by post as well as through District Court's website "<http://ecourts.gov.in/odisha/kandhamaldc>".

**B. 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 **5.00 P.M on 07.10.2016** either in person during office hours on working days or by post. Applications received in the office after the due date & time shall be summarily rejected.

In case of receipt of large number of applications, the authority reserves the right to shortlist 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 suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final.

**C. 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 H.S.C. and +2 Examinations or equivalent thereto of recognized Board, Council or University.
- (iii) Self attested copy of Certificate of Diploma in Computer Application.
- (iv) Self attested copy of Caste Certificate in case of Reserved Category.
- (v) Two Character Certificates in original issued by two Gazetted Officers.
- (vi) Two self addressed envelopes affixing postage stamp of Rs.5/- on each.
- (vii) Treasury Challan in original showing deposit of Rs.100/- towards examination fee.
- (viii) Attested copy of Shorthand/Type writing Certificate issued by recognized institution (for Stenographer, Grade-III / Junior Typist).

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

The candidates desirous of applying for more than one category of posts, are required to submit separate applications for each category of post furnishing relevant documents and Treasury Challan therewith.

For details, visit "<http://ecourts.gov.in/odisha/kandhamaldc>".

**BY ORDER OF DISTRICT JUDGE,**

**Sd/-  
Registrar,  
Civil Courts, Phulbani.**

**(FORM-A)**  
**FORMAT OF APPLICATION**  
[See Para 2A of Appendix 'A']

1. Name of the Candidate:
2. Father's /Husband's Name:
3. Sex (Male/Female) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth : (Age as on 31.08.2016): \_\_\_\_\_
8. Educational Qualification (Attach attested Copies of Certificates):

Self attested  
passport size  
photograph

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/ Com. / Sc.					
Diploma in Comp. Science					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Service Man)  
(Strike out which is not applicable and attach the supporting documents issued by the authority)
10. Whether Physically/ Orthopedically Handicapped:  
(If yes, attach supporting medical certificate issued by the Competent Medical Authority/ Board)
11. Religion:
12. Nationality:
13. Employment Exchange Registration No:
14. Attach two Character Certificate issued by two Gazetted officers/ medical practitioners/Sarpanch etc. (mention name, designation of the officers):
15. Details of Treasury Challan with No. and Date:
16. (a) Mobile No. (b) Email Id:

**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 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 summary rejection of my candidature.

Place:

Date:

*(Signature of the Candidate)*

**OFFICE OF THE DISTRICT JUDGE, KANDHAMAL,  
PHULBANI-762001**

**Advertisement No.01 dated 09.09.2016**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the post of Junior Clerk / Junior Typist / Stenographer, Grade-III of Office of the District Judge, Kandhamal, Phulbani.

Name of Post	Scale of pay	S.C.		S.T.		S.E.B.C.		U.R.		Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Junior Clerk	PB-1, Rs.5200-	--	--	3	3	1	--	7	4	18
Junior Typist	20200/- with GP Rs.1900/-	--	1	1	1	--	--	2	1	6
Stenographer, Grade-III	PB-1, Rs.5200- 20200/- with GP Rs.2400/-	--	--	1	1	--	--	3	1	6
<b>Grand Total</b>		<b>--</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>--</b>	<b>12</b>	<b>6</b>	<b>30</b>

For details visit the District Court's website <http://ecourts.gov.in/odisha/kandhamalcd>.

Last date for receipt of application :- **07.10.2016**

BY ORDER OF DISTRICT JUDGE,

Sd/-  
Registrar,  
Civil Courts, Phulbani.