

**OFFICE OF THE DISTRICT JUDGE, SONEPUR**  
**ADVERTISEMENT, 2016**

Dated Sonapur the 22<sup>nd</sup> October, 2016

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	12	02	03	07	24	Rs. 5200-20200/- G.P. Rs. 1900/-
2	Junior Typist	03	01	01	01	06	Rs. 5200-20200/- G.P. Rs. 1900/-
3	Stenographer Grade-III	03	01	01	02	07	Rs. 5200-20200/- G.P. Rs. 2400/-
4	Salaried Amin	01	-	-	-	01	Rs.5200-20200/- G.P. Rs.2200/-

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

. Reservation In respect of physically handicapped persons / Ex-Service Man / Sports Persons /women shall be as per rule.

Note:- 1. The advertisement is made for filling of the posts of existing vacancies including anticipated vacancies of 14 numbers of Jr. Clerk/Copyist, 03 numbers of Jr. Typist and 03 number 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 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.

- 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.

**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.

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 in Govt. employment are required to apply through proper channel with a “**No objection Certificate.**”

**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.**

(i)	<u>Written Test consisting of</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 Stenographer Grade-III/Junior Typist.****Written Test consisting of**

(i)	English (qualifying in nature)	100 marks	2 hour
(ii)	(a) Shorthand & Typing (for Stenographer)	50 marks	15 minutes
	(b) Type writing Test (for Typist)	50 marks	10 minutes
(iii)	Computer Science Test (Practical)	100 marks	1 hour
(iv)	Viva Voce Test	35 marks	

**For Salaried Amin****Scheme of Examination :**

(i)	<u>Written Test consisting of</u>		
	(a) English (qualifying in nature)	100 marks	2 hour
	(b) Arithmetic	50 marks	1/2 hour
(ii)	Technical knowledge in Survey & Settlement.	50 marks	1/2 hour
(iii)	Viva Voce Test	20 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. to 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 (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva Voce Test.
- c) The candidates who would appear for typewriting Test shall be 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 :**

Applications along with required documents and attested copies of certificates must reach the office of the District Judge, Sonapur, Po/ District- **Subarnapur**, 767017 by 16.11.2016, **5 PM** and application 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.
  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.

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**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. 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.

**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.

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

**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 16.11.2016):
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 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.

Date

Signature of the Candidate.