

## OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI

*Dated, Phulbani the 8<sup>th</sup> of November, 2017*

### Advertisement No. 1 of 2017

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerks/Junior Typist/Salaried Amin in the following scale of pay 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 Posts	Scale of Pay as per 7 <sup>th</sup> Pay Commission	UR	SC	ST	SEBC	Total
Junior Clerk	Rs.19,900-63,200/- (Level-4 of the Pay Matrix)	10 (3 for Women)	5 (2 for Women)	2 (1 for Women)	2 (1 for Women)	19
Junior Typist	Rs.19,900-63,200/- (Level-4 of the Pay Matrix)	2 (1 for Women)	--	2 (1 for Women)	--	4
Salaried Amin	Rs.21,700-69,100/- (Level-5 of the Pay Matrix)	1	--	--	--	1
<b>Total</b>		<b>13</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>24</b>

(The number of vacancies and category of posts 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 W.P.(C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court.

#### **I. ELIGIBILITY OF THE CANDIDATE:**

##### **(i) For the post of Junior Clerk & Junior Typist:**

- The candidate shall be a citizen of India and must at least have 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.
- Must at least have passed Diploma in Computer Application (DCA) from a recognized Institute.
- Must be over 18 years and below 32 years of age as on **02.12.2017**, provided that 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. Must 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.

**(ii) For the post of Salaried Amin:**

A candidate in order to be eligible for the post of Salaried Amin must fulfill criteria as in (b) to (g) above and shall

- a. be a citizen of India;
- b. have passed the matriculation or equivalent examination from a recognized board; and
- c. have passed the Revenue Inspector (RI) Training from a recognized institution.

**II. 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 duly filled in applications and signed by their own hand 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.**

**III. PROCESS OF SELECTION:**

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

**A. THE SCHEME OF EXAMINATION:**

**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 Science (Practical)	100	1hr
Part-III	Viva-Voce	45	-

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.

**b. For the post of Junior Typist:**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
Part-I	English (qualifying in nature)	100	2hr
Part-II	Type writing Test for Junior Typist	50	10 Minutes
Part-III	Computer Science (Practical)	100	1hr
Part-IV	Viva-Voce	35	--

The candidates selected in the written test shall be called for Typewriting Test containing a passage of 400 words in English in 10 minutes. The candidate selected in Typewriting test shall be called for Computer Science (Practical) Test and the candidate selected in the Computer Science (Practical) Test shall be called for Viva-Voce Test. Candidates attending Typewriting Test are required to bring their own typewriter machine.

**c. For the post of Salaried Amin:-**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part-I	English	100	2hrs.
	Arithmetic	100	1hr
	Technical knowledge in Survey and Settlement (Theory)	50	30 minutes
Part-II	Technical knowledge in Survey and Settlement (Practical)	50	30 minutes
Part-III	Computer Science (Practical)	50	30 Minutes
Part-IV	Viva-Voce	35	-

The successful candidates in Part-I examination shall be called for the Part-II examination. Successful candidates of the Part-II examination shall be called for Part-III & Part-IV examinations.

The date(s) of written test shall be intimated individually by post and notified 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 02.12.2017** during office hours on all working days either in person 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 sort 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 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 applications.**

1. Three self signed recent passport size photographs.
2. Self attested copies of certificates and mark sheets of H.S.C. and +2 Examinations or equivalent thereto of recognized Board, Council or University.
3. Self attested copy of Certificate of Diploma in Computer Application from a recognized institution.
4. Self attested copy of Caste Certificate in case of Reserved Category.
5. Two Character Certificates in original issued by two Gazetted Officers.
6. Two self addressed envelopes each affixed with postage stamp of Rs.5/-.
7. Treasury Challan in original showing deposit of Rs.100/-towards examination fee.
8. Self attested copy of Typewriting Certificate issued from a recognized institution (for Junior Typist).
9. Self attested copy of Revenue Inspector Certificate issued from a recognized institution (for Salaried Amin).
10. Self attested copy of Employment Card, if any.
11. Marriage declaration, if married.

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 THE DISTRICT JUDGE,  
Sd/-  
Registrar,  
Civil Courts, Phulbani.**

**(FORM-A)**  
**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/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth: \_\_\_\_\_ Age as on **02.12.2017** : \_\_\_\_\_
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					
Revenue Inspector Training (for Salaried Amin)					

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 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:
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)*