

OFFICE OF THE DISTRICT JUDGE, NAYAGARH

Advertisement No. 2 of 2017

Applications are invited in the prescribed format from intending candidates for filling up of the following Group "C" vacant posts in the Judgeship of Nayagarh.

Sl. No.	Name of the Post	Scale of pay & Grade Pay	General (Un-reserved)	RESERVED FOR			TOTAL
				S.C.	S.T.	S.E.B.C.	
1	Stenographer Grade-III	Rs.5200-20200/- & Rs.2400/-	01	---	01*	---	02
2	Junior Clerk-cum-Copyist	Rs.5200-20200/- & Rs.1900/-	05	03	09**	---	17
3	Junior Typist	Rs.5200-20200/- & Rs.1900/-	01	01	02*	---	04

(*) Backlog vacancy.

(**) Includes 7 backlog vacancies.

(The number of above vacancies in different categories of posts may increase or decrease.)

The above vacancies are to be filled up subject to reservation for women candidates and Physically Handicapped / Sports Person / Ex-serviceman as per Rule in force.

The posts are to be filled up on regular basis in accordance with the provisions contained in "The Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and as amended in amendment Rules, 2010" subject to the result of W.P.(C) No. 1273 of 2014.

1. (A) ELIGIBILITY OF THE CANDIDATES

A candidate in order to be eligible for the above posts must-

- i. be a citizen of India
- ii. 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 from a recognized Council, Board or University, as the case may be;
- iii. have at least passed Diploma in Computer Application from a recognized institute;
- iv. be over 18 years and below 32 years of age on the last date fixed for receipt of applications i.e. **10.08.2017**.
Provided that, the upper age-limit in respect of women and reserved categories shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective categories.
- v. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- vi. be of good character;
- vii. be of sound health, good physique and free from organic defects or bodily infirmity;
- viii. have not more than one spouse living, if married;
- ix. possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute for the post of Stenographer Grade-III;
- x. possess minimum speed of 40 words per minute in Typewriting for the post of Jr. Typist;
- xi. have no criminal antecedent on the date of application.

(2) **FEEES OF EXAMINATION & MODE OF PAYMENT**

The candidates are required to deposit fees of Rs.100/- (Rupees One Hundred only) in Govt. Treasury 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 & Subordinate Courts” and to submit the deposit Challan in original along with their applications. *The S.C / S.T candidates are exempted from payment of the examination fees.* Fees so deposited are non-refundable.

(3) **SCHEME OF EXAMINATION**

(A) **For the Post of STENOGRAPHER GRADE-III and JUNIOR TYPIST**

	<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
(i)	English (qualifying in nature)	100	2 hours
(ii)	a. Shorthand & Typewriting (for Stenographers)	50	15 min.
	b. Typewriting Test (for Typists)	50	10min.
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	

(B) **For the post of JUNIOR CLERK-cum-COPYIST**

	<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
(i)	a. English	100	2 hours
	b. Arithmetic	100	1 hour
	c. General Knowledge	100	1 hour
(ii)	Computer Science Test (Practical)	100	1 hour
(iii)	Viva-Voce	45	

(4) **SYLLABUS FOR THE EXAMINATION**

(a) **For Written Examination & Practical Tests**

Subject	For Junior Clerk-cum-Copyist		For Stenographer Grade-III and Junior Typist	
ENGLISH	i. An essay to be written in English	30 marks	i. An essay to be written in English	30 marks
	ii. A letter or application to be written in English	20 marks	ii. A letter or application to be written in English	20 marks
	iii. One Odia passage to be translated into English	15 marks	iii. One Odia passage to be translated into English	15 marks
	iv. One English passage to be translated into Odia	15 marks	iv. One English passage to be translated into Odia	15 marks
	v. Summary of one English passage	20 marks	v. Summary of one English passage	20 marks
	Note: The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.		Note: The standard required of candidate shall be equal to that of +2 certificate examination conducted by the Council of Higher Secondary Education, Odisha.	
ARITHMETIC	Vulgar Fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple & Compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time & Work and on Time & Distance. NOTE: – Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.		Not required to appear the examination in the subject	
GENERAL KNOWLEDGE	Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.		Not required to appear the examination in the subject	
SHORTHAND & TYPEWRITING TEST (Practical)	Not required to appear the practical test.		For Stenographer Grade -III Shorthand & Typewriting Test. A passage of 400 words in English language shall be dictated in 5 minutes, which shall be taken in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes.	
			For Junior Typist – Typewriting Test A written passage containing 400 words in English language shall be given, which shall be	

Computer Science Test (Practical)	To test the proficiency of the candidate relating to matters like “test formatting of paragraphs, insertion of table, skill to print and save, file transfer, web-site searching/browsing and downloading e-mail, use of pen drive and other software etc. and programme of accounting.	reproduced in Type script in 10 minutes. To test the proficiency of the candidate relating to matters like “test formatting of paragraphs, insertion of table, skill to print and save, file transfer, web-site searching/browsing and downloading e-mail, use of pen drive and other software etc. and programme of accounting.
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(b) **VIVA-VOCE TEST**

To test and assess suitability of a candidate for the post with particular reference to alertness, general outlook and potential qualities.

(5) **MANNER OF SELECTION OF CANDIDATES**

(i) After receipt of applications for recruitment examination, the applications shall be scrutinized. Out of the valid applications, career merit lists shall be prepared separately for general and reserved categories according to the descending order of total of percentage of marks in H.S.C. Examination and +2 examination or their equivalent examinations.

(ii) From each category of career merit list, candidates up to 20 times of actual vacancy from each category shall be called to appear at the Written Test.

(iii) Considering the qualifying marks secured in Written Test, one merit list for general candidates and separate merit lists for each of the reserved categories shall be prepared and candidates up to 10 times of vacancies in each category shall be called for Shorthand and Typewriting Test, Computer Science Test (Practical) and Typewriting Test as the case may be.

(iv) The candidates selected in Shorthand & Typewriting Test for the post of Stenographer Grade-III and Typewriting Test for the post of Junior Typist shall be called for Computer Science Test (Practical).

(v) The candidates selected in Computer Science Test (Practical) shall be called for Viva-Voce Test.

(vi) On the basis of marks secured in the Written Test, Computer Science Test (Practical) and the Viva-Voce Test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter, separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for the post of Junior Clerk-cum-Copyist.

For the posts of Stenographer Grade-III and Junior Typist, as the Written Test in English is qualifying in nature, the merit list shall be prepared in the same manner basing on the marks secured in the Shorthand and Typewriting Test, Computer Science Test (Practical) and Viva-voce Test in case of Stenographer Grade-III and Type Writing Test, Computer Science Test (Practical) and Viva-voce Test in case of Junior Typist.

(vii) The candidates of the merit list of each category prepared according to the descending order shall be selected for filling up the vacancies according to percentage of each category as per the ORV Act.

(6) **MISCELLANEOUS:**

(i) The candidates are required to submit their applications as per the format in as given below being duly filled in their own hand. The candidates who are in Govt. Service / Public Undertakings are required to apply through proper channel.

(ii) Non-compliance of any of the requirements mentioned in the notice of advertisement shall entail rejection of his/her application. The application, if found defective / incomplete in any respect shall be summarily rejected.

(iii) Any form of canvassing by the applicant shall entail rejection of the application.

(iv) The competitive examination shall be conducted by the District Recruitment Committee. The date & place of the examinations (Written & Practical Test, Computer Science Test and Viva-Voce Test) will be intimated to the shortlisted / qualified candidates accordingly.

(v) Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.

(vi) The name of the candidate who does not accept a post of Junior Clerk-cum-Copyist, Junior Typist or Stenographer Grade-III when so offered, shall be removed from the merit list.

(vii) If any document filed by the candidate is found subsequently to have been obtained fraudulently the appointment, if made, shall be cancelled.

(viii) The decision of the District Judge as to the result of the examination shall be final.

(7) **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 **District Judge, Nayagarh, Odisha - 752069 by 5 P.M on or before**

10.08.2017 either in person during office hours on each working day 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 Rule contained in **The District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended up to date)**. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test.

(8) **LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION.**

- (i) Original Treasury Challan showing to have deposited a sum of Rs.100/- (Rupees One Hundred) only in the appropriate Head of Account (except SC & ST candidates).
- (ii) Self attested copies of 3 recent Pass-port size Photographs. (Attestation be made on the front side of the photograph and out of 3 such photographs, one attested photo be pasted in the application form on the space provided for).
- (iii) Self attested copy of **certificate and Mark sheet** of H.S.C. Examination or equivalent thereto of recognized Board, Council or University.
- (iv) Self attested copy of **certificate and Mark sheet** of +2 Examination or equivalent thereto of recognized Board, Council or University.
- (v) Self attested copy of Certificate of Diploma in Computer Application.
- (vi) Self attested copy of Caste Certificate (in case of SC, ST & SEBC) issued by the appropriate authority.
- (vii) Two Character Certificates in original issued by 2 different officers i.e. any Gazetted Officer/Medical Practitioner/Sarapanch etc. (Mention name, designation of the officers).
- (viii) Two self-addressed envelopes affixed with postal stamps of Rs. 25/-(twenty-five) each.
- (ix) Self attested copy of Type Writing Certificate issued by recognized institution for **Junior Typist**.
- (x) Self attested copy of Shorthand & Type Writing Certificate issued by recognized institution for **Stenographer Grade-III**.
- (xi) Self attested copy of Medical Certificate showing the percentage of disability issued by the competent authority in case of the candidates under "Persons with Disabilities".
- (xii) A self declaration to the effect that he/she has no criminal antecedent.
- (xiii) A self declaration to the effect that he/she has no more than one spouse living, if married.

The candidates are required to mention the name of the post applied for in **CAPITAL LETTERS** on the top of their respective application and the top of the envelope containing their application.

Log on <http://www.ecourts.gov.in/odisha/nayagarh> or <http://www.nayagarh.nic.in> for a copy of this advertisement and updates in this regard from time to time.

Sd/-
District Judge, Nayagarh

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III,
JUNIOR CLERK-cum-COPYIST AND JUNIOR TYPIST**

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 **10.08.2017**: ____ Years __ Months __ Days.
8. Educational Qualification (Attach self-attested copies of certificates and mark sheets):

*Paste your
recent
passport size
photograph.*

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
High School Certificate					
+2 Arts/ Commerce / Science					
Diploma in Computer Science					

9. Category (SC/ST/SEBC/UR/Sports Person/Ex-Service Man):
(Attach self attested copy of supporting document issued by the competent 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 Name and Registration No., if any:
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 number and date, wherever applicable:
16. Mobile Number:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as amended as per amendment Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

(Full Signature of the Candidate)