

OFFICE OF THE DISTRICT JUDGE, BALASORE

ADVERTISEMENT No. 374 /

Dated, Balasore the 4th day of September, 2018.

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk/Copyist, Junior Stenographer (Stenographer- Gr.-III) & Junior Grade Typist**. All the posts carry regular scale of pay subject to the result of the Writ petition in W.P. (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

Sl. No.	Categories of posts	Pay Scale	SC	ST	SEBC	UR	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	2	3	4	5	6	7	8	9
01	Junior Clerk / Copyist	<u>Level-4</u> Rs.19,900- 63,200/-	-	04	-	14	18	(The vacancy reserved for P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong)
02	Junior Stenographer	<u>Level-7</u> Rs.25,500- 81,100/-	01	03	02	-	06	
03	Junior Grade Typist	<u>Level-4</u> Rs.19,900- 63,200/-	-	01	-	02	03	

N.B.:- 33% intra-reservation will be made for women candidates, subject to availability.
(The number of vacancies in different categories of posts may increase or decrease)

2. Eligibility of the Candidates:

A candidate, in order to be eligible for the posts, shall:-

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be (for the post of Jr. Clerk/ Copyist, Jr. Stenographer & Jr. Gr. Typist);

- (c) have at least passed Diploma in Computer Application from a recognized Institute (for the posts of Jr. Clerk/ Copyist, Jr. Stenographer & Jr. Gr. Typist);
- (d) not be below 18 years and above 32 years of age as on the last date fixed for receipt of applications i.e. **01.10.2018**.

Provided that the upper age limit is relax able by 5 years in case of S.C. / S.T. / S.E.B.C. and women candidates & 10 years in case of Physically Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years.

- (e) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (f) be of good character;
- (g) be of sound health, good physique and free from organic defects or bodily infirmity;
- (h) have not more than one spouse living, if married;
- (i) have possessed a minimum speed of 40 words per minute in Type-writing in English (for the post of Jr. Gr. Typists);
- (j) have passed a minimum speed of 80 words in shorthand and 40 words in type-writing in English per minute (for the post of Jr. Stenographer).

3. Fee for the Examination:

The candidates are required to deposit examination fee of **Rs. 100/- (Rupees one hundred) only** by Treasury Chalan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services & Service Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by the Odisha District and Sub-Ordinate Courts”**. The S.C. & S.T. Candidates are exempted from payment of examination fee.

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 prescribed format given below. The candidates who are in Govt. employment are required to apply through proper channel.

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. No T.A. / D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

4. Scheme of Examination:

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Jr. Steno & Jr. Gr. Typist.

(a)	<u>Jr. Clerk/ Copyist:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I -	English	100 marks	02 hours
		Arithmetic	100 marks	01 hour
		Gen. Knowledge	100 marks	01 hour
	Part-II -	Computer Science Test (Practical)	100 marks	--
	Part-III -	Viva Voce Test	45 marks	--
(b)	<u>Jr. Gr. Typist:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I -	English	100 marks	02 hours
	Part-II -	Type Test	50 marks	--
	Part-III -	Computer Science Test (Practical)	100 marks	--
	Part-IV -	Viva Voce Test	35 marks	--

Typewriting Test will be held after publication of result of Written Test and the qualifying candidates are required to bring their own type-writers.

(c)	<u>Junior Stenographer:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I -	English	100 marks	02 hours
	Part-II -	Short Hand & Type Test	50 marks	--
	Part-III -	Computer Science Test (Practical)	100 marks	--
	Part-IV -	Viva Voce Test	35 marks	--

The Short-hand & Type Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own type-writers.

Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/Speed Post so as to reach the **Office of the District Judge, Balasore- 756001** by **5.00 P.M. on 01.10.2018** positively. The applications received beyond that date shall be summarily rejected.

5. In case of receipt of large number of applications in different categories of posts so advertised, the authority reserves right to short list the candidates in accordance with the rules contained in the Odisha District & Sub-Ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
6. **The list of documents to be submitted by the candidates along with their applications is as follows:**
 - (i) Treasury Chalan in original showing deposit of examination fee of Rs. 100/- under the proper head of account (except S.C. & S.T. candidates).
 - (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer.
 - (iii) Self attested photocopies of Board Certificate or equivalent certificate showing proof of age with mark sheet and of certificates showing passing of +2 or equivalent examination and mark sheet.

- (iv) Self attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
- (v) Self attested photocopies of certificates showing successful completion of Shorthand & Type-writing course in English from a recognized Institute for the post of Jr. Stenographers.
- (vi) Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute for the post of Jr. Gr. Typist.
- (vii) Self attested photocopy of certificate showing successful completion of D.C.A. course from a recognized Institute for the post of Jr. Clerk/ Copyist, Jr. Stenographer and Jr. Gr. Typist.
- (viii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped and Ex-Serviceman.
- (ix) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (x) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (xi) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
- (xii) Self-declaration for Authentication of Certificate (Annexure-I)

N.B. - All copies of testimonials shall also be signed by the candidates. The candidates are required to mention the category of posts, which they apply for in capital letters on the top of their respective applications and on the top of the envelope containing their applications.

12/04/09/18

DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT RECRUITMENT COMMITTEE,
BALASORE.

Annexure - I**Self-declaration for Authentication of Certificate**

I, _____, son/ daughter
of _____, age _____ years, resident
of _____

District-_____, Odisha, hereby declare that the
information given above and the documents enclosed herewith containing self-
certification is/are genuine and authentic. If any information/document is found
false / forged / tempered, I shall personally remain responsible for any criminal
action U/s.406/419/420/466/468/471 IPC or any other penal provisions of law and
the authentication of the certificate will be treated as cancelled and intimated to all
concerned. Also all the benefits availed by me shall be summarily withdrawn.

Permanent Address: -

Signature of the applicant

Date: -

Place: -

Mobile No.-

E-mail ID.-

Present Address: -

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/ Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth:
8. Age as on **01.10.2018** :
9. Educational Qualification (Attach attested copies of)

Affix self signed
recent colour
passport size
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
+2 Arts/Commerce/ Science						
Diploma in Computer Science						

10. Category: (S.C./ S.T./ S.E.B.C./U.R./ Sports Person/ Ex- Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
11. Whether physically/ orthopedically handicapped:
(If yes attach supporting medical certificates issued by the competent Medical Authority/Board)
12. Religion:
13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers):
16. Details of Treasury Chalan with No. & Date:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District & Sub-Ordinate 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.

APPLICANT