

## OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA

Dated, Baripada this the 27<sup>th</sup> day of July, 2022

### ADVERTISEMENT NO – 01/2022

Applications in plain paper in the Form-A given below are invited for filling up the following posts of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist in the Judgeship of Mayurbhanj in the Scale of Pay as per First Schedule of Pay Matrix of ORSP Rules, 2017 of Rs.19900-63200/- (Rs.19900, Level-4, Cell-1), Rs.25500-81100/- (Rs.25500, Level-7, Cell-1) and Rs.19900-63200/- (Rs.19900, Level-4, Cell-1) per month respectively with usual D.A and other allowances as admissible by the Government from time to time, **subject to the result of W.P.(C) No. 1273 of 2014.**

Sl	Category/ Posts	Scale of Pay	UR	ST	SC	SEBC	Total	PH/Ex-Serviceman/ Sports Person
1	Junior Clerk-cum-Copyist	Rs.19,900 to 63,200/-	11	6	4	3	24	The vacancy reserved for Woman/ P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong
2	Grade-III Stenographer	Rs.25,500 to 81,100/-	4	2	1	-	7	
3	Junior Typist	Rs.19,900 to 63,200/-	4	-	1	-	5	

The number of above vacancies in different categories of posts may increase or decrease. Reservation in respect of Woman, Sports Persons, Ex-Serviceman and Physically Handicapped Persons shall be made in accordance with the provisions made under relevant Rules, Orders or Instructions issued in that behalf by the Government from time to time.

As per Resolution No. 18442-SC.2R/1-31/96 of G.A. Department, Government of Odisha dated 26.06.1996, in the event of non-availability or availability of insufficient number of eligible women candidates belonging to a particular category, the remaining vacancies shall be filled by the male candidates of that category.

#### **1. Eligibility of Candidates :**

- The candidate must be a citizen of India.
- The candidate shall be over 18 years and below 38 years of age on the last date fixed for receipt of applications by the District Recruitment Committee. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- The candidate shall be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- The candidate shall be of good character, be of sound health, good physique and free from organic defects or bodily infirmity, and have not more than one spouse living, if married.

## **2. Required Qualification :**

### **(a) Junior Clerk-cum-Copyist :**

- i. The candidate shall 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;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.

### **(b) Grade-III Stenographer :**

- i. The candidate shall 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;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 80 words in short hand and 40 words in type writing per minute.

### **(c) Junior Typist :**

- i. The candidate shall 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;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 40 words in type writing per minute.

## **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 & Sub-Ordinate Courts”** along with their application forms.

**The candidates under S.C./S.T. categories and the person with disability not less than 40% are exempted from payment of examination fees.**

#### 4. **Scheme of Examination:**

##### **(a). Scheme of Examination for Junior Clerk-cum-Copyist:**

(i) Written Test consisting of :		
(a) English	100 Marks	2 hours
(b) Arithmetic	100 Marks	1 hour
(c) General Knowledge	100 Marks	1 hour
(ii) Computer Science (Practical Test)	100 Marks	1 hour
(iii) Viva Voce Test	45 Marks	--

##### **(b). Scheme of Examination for Grade–III Stenographer:**

(i) English (Written Test, Qualifying in nature)	100 Marks	2 hours
(ii) Shorthand & Type Writing Test	50 Marks	15 Mins
(iii) Computer Science (Practical Test)	100 Marks	1 hour
(iv) Viva Voce Test	35 Marks	--

##### **(c). Scheme of Examination for Junior Typist:**

(i) English (Written Test, Qualifying in nature)	100 Marks	2 hours
(ii) Type Writing Test	50 Marks	10 Mins
(iii) Computer Science (Practical Test)	100 Marks	1 hour
(iv) Viva Voce Test	35 Marks	--

The date of examination for the Shorthand and Type Writing Test, Computer Science Practical Tests and Viva- Voce Test for the qualifying candidates of all categories of posts will be intimated later.

The candidates qualified in the written test shall be called for shorthand and type writing test. The candidates qualified in shorthand and type writing test shall be called for Computer Science Practical Test and the candidates qualified in Computer Science Practical Test shall be called for Viva-Voce Test, as per the rule.

The qualified candidates are required to bring their own Typewriter machine for Shorthand & Typewriting Test (for Grade-III Stenographer and Junior Typist candidates).

**The date of written tests for the post of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist will be intimated later.**

As per the proviso of Rule-7, Clause-6 of 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, the Select List in respect of posts advertised

shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier (as amended in 2010).

**5. Last date of receipt of Application:**

Applications along with required documents and self attested copies of certificates must reach by **5.00 P.M. on 26.08.2022 (Friday)** to the undersigned. Applications received in office after the mentioned last date & time shall be summarily rejected. In case of receipt of large number of applications for all the posts, the authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinates Courts Non-Judicial Staff Services (Method of Recruitment and condition of service) Rules, 2008 and as amended in Amendment Rules 2010, subject to the result of W.P.(C) No. 1273/2014.

**6. List of documents to be submitted by the Candidates:**

- a. Self attested copies of Certificate of H.S.C. or equivalent examination from a recognized Board or University with Mark Sheet.
- b. Self attested copies of certificates of +2 Examination or equivalent Examination of a recognized council, Board or University with Mark Sheet.
- c. Self attested copy of Certificate of Diploma in Computer Application from a registered institute.
- d. Self attested copies of Short Hand Certificate (in case of the candidates applying for Grade-III Stenographer only).
- e. Self attested copies of Typewriting Certificate (in case of the candidates applying for Grade-III Stenographer/ Junior Typist).
- f. Original Treasury Challan showing deposit of fee for recruitment examination, other than the candidates belong S.C./S.T. category and Physically Disable with not less than 40% disability.
- g. Self attested copy of Caste Certificate if belongs to S.C./S.T./S.E.B.C.
- h. Self attested copy of Medical Certificate issued by the Competent Medical Authority/ Board in case Physically/ Orthopedically Handicapped.
- i. Self attested copy of Certificates/ Identity Cards in case of Ex-Serviceman/ Sports persons.
- j. Two Self addressed envelopes, each affixed with adequate postage stamps.
- k. Two Character Certificates issued by two different gazetted officers/medical practitioner/Sarpanch etc.

- l. One self attested recent passport size photograph should be pasted on the Application form in the appropriate box and another two self attested passport size photographs should be submitted with the Form.
- m. Separate applications for more than one post are to be filed by the candidates.
- n. Self attested copy of Certificate showing passing of Odia as a subject equivalent to M.E. Standard.

**7. Submission of the Application Form :**

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 Form-A given below.

The candidates are required to mention the Post Name and Category in **CAPITAL LETTERS** on the top of the envelopes containing their applications.

The candidates who are in Government service 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 applications, if found defective/ incomplete in any respect shall be summarily rejected.

The Application should be sent to the **DISTRICT JUDGE, MAYURBHANJ, AT/PO- BARIPADA, DIST- MAYURBHANJ, ODISHA, PIN- 757001** through Post/Private Courier. The candidates may also drop their Application form in the **Application Drop Box** kept in the Office of the District & Sessions Judge, Mayurbhanj on or before the **Last Date** as mentioned above.

Sd/-  
**District Judge-cum- Chairman,  
District Recruitment Committee,  
Mayurbhanj, Baripada.**

**FORM – A**  
**FORMAT OF APPLICATION**  
[See Para 2A of Appendix A]

**POST APPLIED FOR :** \_\_\_\_\_

Self Attested Passport size Photograph
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1. Name of the Candidate (Capital Letters) : \_\_\_\_\_
2. Father's/ Husband's Name : \_\_\_\_\_
3. Sex (Male/Female) : \_\_\_\_\_
4. Marital Status (Married/Un-married) : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. Present Address : \_\_\_\_\_  
\_\_\_\_\_
7. (a) Date of Birth : \_\_\_\_\_
- (b) Age as on **26.08.2022** : \_\_\_\_\_
8. Email ID : \_\_\_\_\_
9. Mobile Number : \_\_\_\_\_

10. Educational Qualification: (Attach attested copies):.

Name of the Examination passed	Name of the Board/ University	Year of Passing	Aggregate of Marks Secured	Grade/ Division	Percentage of Marks Secured
H.S.C.					
+2 Arts/ Commerce/ Science					
Diploma in Computer Science					
Others					

11. Category (SC/ ST/ SEBC/ Gen/ Sports Person/ Ex-Serviceman). (Attach supporting documents issued by the competent authority.) : \_\_\_\_\_
12. Whether Physically/ Orthopedically handicapped. (If yes, attach supporting Medical Certificate issued by the Competent Medical Authority/ Board.) : \_\_\_\_\_

13. Religion : \_\_\_\_\_
14. Nationality : \_\_\_\_\_
15. Employment Exchange Registration Number. : \_\_\_\_\_
16. Attach two Character Certificate issued by : i. \_\_\_\_\_  
two different Gazetted Officers/ Medical \_\_\_\_\_  
Practitioner/ Sarpanch etc. (Mention \_\_\_\_\_  
Name, Designation of the officers) ii. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Details of Treasury Challan with Number & 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 as amended in Amendment Rules 2010, subject to the result of W.P.(C) No. 1273/2014, and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**Date :**

**Place :**

**Signature of the Candidate**