

OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.

Dated Jeypore, the 25th day of July, 2023.

ADVERTISEMENT NO. 2 of 2023

Applications in the prescribed format are invited from the desirous candidates for filling up of the posts in the cadre of **Junior Clerk-cum-Copyist and Junior Typist** in the Judgeship of Koraput in the pay scale as mentioned against each post with usual D.A. and other allowances as admissible to the State Government employees from time to time. The appointments are on regular basis subject to final result in W.P.(C) 1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Koraput-Jeypore as to the result of the Examination shall be final and in no case shall be liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without prior notice.

CATEGORY WISE VACANCY POSITION										
Cadre of posts.	Scale of pay of the post in ORSP Rules, 2017	UR	UR (W)	S.E.B.C.	S.E.B.C (W)	S.C.	S.C. (W)	S.T.	S.T. (W)	Total
Junior Clerk-cum-Copyist	Pay Matrix Rs.19,900/- to Rs.63,200/- at Level-4	07	01	01	01	-	01	02	01	14
Junior Typist	Pay Matrix Rs.19,900/- to Rs.63,200/- at Level-4	-	-	-	01	-	-	02	01	04

(The vacancies in different categories of the Post may increase or decrease)

Reservation for each category of posts in respect of physically handicapped persons / Ex-service-men / Sports persons shall be as per the governing Rules in force.

Other conditions of service shall be guided by the relevant provisions of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto.

1. ELIGIBILITIES OF THE CANDIDATE.

A candidate in order to eligible for the posts shall;

- a) have passed at least +3 Examination or such other qualification as are equivalent to +3 examination of a recognized University.
- b) have passed at least Diploma in Computer Application from a recognized Institute for the post of Junior Clerk-cum-Copyist and Junior Typist.

c) be over 18 years and below 38 years of age, on the last date fixed for receipt of applications i.e. **28.08.2023**, provided that, the upper age limit in respect of S.C, S.T, S.E.B.C., Women, Sports Person, Ex-Service Men and Physically Handicapped Person shall be in accordance with the provisions made under relevant Rules, orders or instructions issued in that behalf by the Government from time to time.

d) be able to speak, read and write Oriya and have passed in a test in Oriya equivalent to the M.E. standard.

e) be of good character,

f) be of sound health, good physique and free from organic defects or bodily infirmity;

g) have not more than one spouse living, if married,

2. **PROCESS OF SELECTION.**

Selection to the posts shall be through a written competitive examination followed by Computer Test and Viva Voce Examination. The scheme of such examination is mentioned herein below:

3. **Scheme of Examination**
(I) **(for the posts of Junior Clerk-cum-Copyist)**

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hours
	General knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-Voce Test	45	--

Only successful candidates in the Part-I examinations shall be called for Computer Science Practical test and the candidates selected in the Computer Science Practical Test shall be called for Viva-Voce Test.

(II) **(For the post of Junior Typist).**

	Subject	Marks	Duration of test.
<u>Part-I</u>	English (Qualifying in nature)	100	2 hours
Par-II	Type Writing test in English	50	10 minutes.
Part-III	Computer Science Test (Practical)	100	1 hour
<u>Part-IV</u>	Viva-Voce Test	35	----

N.B: The candidates who secure minimum 35% of marks in each subject, in the Written Test i.e. in the subjects mentioned in the Part-I of the scheme shall be

eligible to appear in the Practical Test and the candidates found suitable in the Practical Test will be eligible for the Viva Voce Test.

4. (I) DETAILS OF SYLLABUS FOR EACH
SUBJECT IS AS FOLLOWS: (For Junior Clerk-cum-Copyist)

(i) English:

- (a) An essay to be written in English 30 marks
- (b) A letter or application to be written in English 20 marks
- (c) One Oriya passage to be translated into English 15 marks
- (d) One English passage to be translated into Oriya 15 marks
- (e) Summary of one English passage. 20 marks.

(ii) Arithmetic: Vulgar fractions and decimals, H.C.F. and L.C.M. simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

(iii) Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like test formatting of the paragraph, 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 programmes of accounting.

(iv) General Knowledge: Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) Viva Voce test: To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

(vi) The Standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.

(II) Details of Syllabus (for the post of Junior Typist)

Written Test consisting of:

(a) English: (Qualifying in nature): Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

(b) The Standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.

(c) Other conditions as applicable to the written test for Junior Clerk-cum-copyists shall also apply;

(d) Syllabus for Computer Science test (Practical) and Viva-Voce test is the same as detailed above for the post of Junior Clerk-cum-Copyist.

(e) As written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub Rule-4 and 5 of Rule-7 on the basis of aggregate of marks obtained in short hand and type writing test, computer science test (Practical) and viva voce.

(f) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which the candidate shall reproduce in type through **Computer System** in 10 minutes.

The date of written test shall be intimated individually by post and official Website of the District Court.

List of Documents to be submitted along with the application

- i) Self attested copies of certificates with mark sheets of H.S.C., + 2 and +3 examination or equivalent examination of a recognized Board/University.
- ii) Self attested copy of the certificate with mark sheet of Diploma in Computer Application issued by a recognized Institute.
- iii) Self attested copy of caste certificate (in case of reserved categories).
- iv) Self attested copy of Type writing Certificate issued by recognized institution, (for the post of Junior Typist).
- v) Two Character certificates in original from two Gazetted Officers/Medical Practitioner/Sarpanch etc.
- vi) Two attested Passport size photographs (one is to be affixed in the application on the space provided)
- vii) Two self addressed envelopes (stamped with Rs. 30/- each) of size 23 x 10 cms.
- viii) Document showing passing of Odia as one of subject equivalent to M.E. Standard.
- ix) An undertaking showing to have one spouse living, if married.

N:B:- (i) The candidates are required to submit their applications being duly filled in and signed by their own hands. Applications should be submitted mentioning the name of the post clearly in capital letters in the application as well as on the top of the envelope. The candidates who are in Government Service are required to apply through their respective Head of Offices.

(ii) The application if found defective / in-complete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected

(iii) No application shall be entertained prior to publication of Advertisement or receipt after the last date fixed.

(iv) In case of receipt of large number of applications the Authority reserves the right to short list the candidates in accordance with the Rules

contained in the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto. Over and above, the District Recruitment Committee is competent to adopt the method of processing the applications for scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.

(v) 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 in respect of successful candidates.

LAST DATE OF RECEIPT OF APPLICATIONS.

Application along with required documents as the case may be must reach in the Office of the District Judge, Koraput-Jeypore on or before **28.08.2023** by 5.00 P.M. by Registered Post / Speed Post only/ in the Drop Box provided in the new District Complex, Jeypore. No other mode of submission of applications shall be entertained.

The date of Written Examination shall be intimated individually to the eligible candidates later on.

The details of advertisement may also available in the District Court website;

<https://koraput.dcourts.gov.in/notice-category/recruitments/>

Sd/-

District Judge-cum-Chairman,
District Recruitment Committee,
Koraput-Jeypore.

Memo No. 6348 /2023. Dated: the 25th day of July, 2023.

Copy forwarded to the Addl. District Judge, Koraput/ J.M.F.C., Laxmipur / Kotpad / Borigumma/Dasamantpur/Semiliguda/ Lamtaput at Koraput/Nyayadhikari, Gram Nyayalaya, Semiliguda for their information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

Copy forwarded to the Collector, Koraput/Superintendent of Police, Koraput/Sub Collector, Jeypore/ Sub- Collector, Koraput/District Information and Public Relations Officer, Koraput for favour of kind information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

Copy forwarded to the Officer in Charge, National Informatics Centre, Koraput for favour of kind information with request to upload the advertisement in the Website of the Koraput District.

Copy forwarded to the Employment Officer, District Employment Exchange, Koraput / Employment Officer, Sub-Employment Exchange, Jeypore for information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

Copy to the System Officer, District Court, Koraput-Jeypore for information with a direction to upload the advertisement in the District Court Website.

Copy to Notice Board, District Court, Jeypore.


25.07.23
Registrar,

Civil Courts, Jeypore.

Memo No. 6349 /2023. Dated: the 25th day of July, 2023.

Copy forwarded to the Registrar, Civil Courts, Angul/ Balasore/ Baragarh/ Bhadrak/ Bolangir/ Boudh/ Cuttack/ Dhenkanal/ Deogarh/Gajapati at Paralakhemundi/ Ganjam at Berhampur/ Jajpur/ Jharsuguda/Jagatsingpur/ Kalahandi at Bhawanipatna/ Kandhamala at Phulbani/Kendrapara/Keonjhar/ Khurda at Bhubaneswar/ Mayurbhanj at Baripada/ Malkangiri/ Nabarangpur/ Nayagarh/ Nuapada/Puri/ Rayagada/ Sambalpur/ Sonepur/Sundargarh for favour of kind information. They are requested to please display the copy of Advertisement in their respective notice boards for general information of the public.


25.07.23
Registrar,

Civil Courts, Jeypore.

(FORM-A)
FORMAT OF APPLICATION
(Para-2A of Appendix-'A')

APPLICATION FOR THE POST OF _____

**Self attested
recent pass
port size
Photograph.**

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 as per Christian era:- ;Age(as on 28.08.2023):-
8. Educational qualification (Attach attested copies of Certificates)

Name of the examination passed	Name of the Board /University	Year of passing	Aggregate marks secured	Grade/ Division	% of Marks secured.
H.S.C.					
+2Arts/ Commerce / Science					
+3Arts/ Commerce / Science or equivalent.					
Diploma in Computer Science					

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 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 Registration No. :-
14. Attach two character certificates :-
(issued by two gazetted Officer / Medical Practitioner/ Sarpanch etc.)
(mention name, designation of the Officers)

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Civil Courts' Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and amended thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place: (Signature of the Candidate)

Date: Mobile No.-

List of Enclosures: E mail Id:-