

Techno  
Dinakar  
REC  
13/1  
GMP

No.01/Rect./2019

**ADVERTISEMENT**

**Dated, the 30<sup>th</sup> day of September, 2019**

**Last date for receipt of applications dtd. 05.11.2019.**

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III, Salaried Amin with usual D.A. and other allowances as admissible from time to time by the Government of Orissa. Applicability of Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 to these appointments and regular scale of pay prescribed against each post shall be subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

**CATEGORY-WISE VACANCY POSITION.**

Sl. No	Categories of posts	Scale of pay	UR	SC	ST	SEBC	Total.	Physically handicapped / Ex. service man/ Sports person.
<b>GROUP- C</b>								
1	Jr. Clerk/ Copyist.	₹ 19900-63200 in Level 4 of Pay Matrix of ORSP Rules, 2017 (PB-1 -5200-20200/- + G.P. 1900/-)	06	07	28	03	44	(The vacancy reserved for women , PWD/Ex. Servicemen/ Sports Person is inclusive of vacancy of respective category to which they belong)
2	Jr. Typist.	₹ 19900-63200 in Level 4 of Pay Matrix of ORSP Rules, 2017 (PB-1 -5200-20200/- + G.P. 1900/-)	07	01	08	02	18	
3	Stenographer Grade-III	₹, 25500-81100 in Level-7 of Pay Matrix of ORSP Rules, 2017 ( PB-1-5200-20200/- + G.P. 2400/-)	02	--	06	01	09	
4	Salaried Amin.	₹ 21700-69100/- in Level-5 of Pay Matrix of ORSP Rules, 2017 ( PB-1 -5200-20200/- + G.P. 2000/-)	--	--	01	--	01	

**NOTE.:** *The number of above vacancies in different categories of the post may increase or decrease. The reservation for Women, Person with disabilities/ Ex-Servicemen/ Sports person shall be in accordance with the orders/rules issued from time to time.*

1. The vacancies in all cadres against S.T. categories of posts advertised above include backlog vacancies.
2. Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

3. As per Resolution No. 18442-SC.2R/1-31/96 of General Administration Department, Govt. of Odisha dated 26.06.1996, in the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
4. The District Recruitment Committee has got right to revoke the advertisement / cancel the recruitment process /cancel any application without assigning any reason thereof at any time without prior notice.
5. 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 as amended in Amendment Rules 2010 & Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 subject to the final result of W.P.(C ) No. 1273 of 2014 pending before the Hon'ble Orissa High Court.
6. The decision of the District Judge as to the result of examination shall be final and in no case shall be liable to be challenged.

## 1 ELIGIBILITY OF THE CANDIDATES:

### 1.1 FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST/ JUNIOR TYPIST/STENOGRAPHER GR.-III

**A Candidate, in order to be eligible for any of the above posts,**

- a) shall be a citizen of India.
- b) 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.
- c) shall have at least passed Diploma in Computer Application from a recognized institute.
- d) shall be over 18 years of age and below 32 years of age **as on 05.11.2019**. Provided that the upper age limit is relaxable by 5 years in case of SC/ ST/ SEBC/ Women Candidates and 10 years in case of Physically Handicapped candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed forces from the present age, the resultant age should not exceed 32 years.
- e) shall be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard.
- f) shall be of good character.
- g) shall be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease.
- h) shall not have more than one spouse living, if married.
- i) He/She must have registered his / her name in an Employment Exchange.
- j) There should not be any criminal proceeding pending against him / her.
- k) Must have possessed a minimum speed of 40 words per minute in English Type Writing (**For the post of Junior Typist**)
- l) must have possessed a minimum speed of 80 words in shorthand and 40 words in English Type Writing per minute (**For the post of Stenographer Grade-III**)
- m) Candidates working either under State or Central Government, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "**No Objection Certificate**".

## 1.2. FOR THE POST OF SALARIED AMIN :

The Candidate must fulfill the criteria No.(a), (d), (e), (f), (g), (h), (i), (j), (m) as stated above, and must

- a) have passed the matriculation examination or equivalent examination of a recognized board.
- b) have passed the Revenue Inspector Training.

### FEES FOR EXAMINATION :

The Candidates are required to deposit examination 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 Services fees – 9904650-Law Department – 9916730 - Examination Fees for recruitment conducted by Orissa District and Subordinate Courts**" and to submit the original challan along with application form.

The candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from payment of Examination fees. **Fees so deposited are non-refundable.**

### LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES :

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 **Format - A** and **ANNEXURE – I** along with the following documents.

The candidates who are in Govt. employment are required to apply through proper channel and submit their self attested copy of "**no objection certificate**" from their employer.

- 1 Treasury Challan in original showing deposit of examination fee of Rs. 100/- under the proper head of account (except SC and ST Candidates) (**For Jr. Clerk-cum- Copyist / Jr. Typists/ Stenographer Grade-III / Salaried Amin** )
- 2 Copy of Self attested Board or equivalent certificates showing proof of age and mark sheet (**For Jr. Clerk-cum- Copyist/ Jr. Typist/ Stenographer Gr.-III/ Salaried Amin**)
- 3 Copy of Self attested Certificates showing passing of + 2 or equivalent examination and Mark sheet (**For Jr. Clerk and Copyist , Jr. Typist, Stenographer Grade-III**)
- 4 Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute. (**For Jr. Clerk-cum- Copyist/ Jr. Typist/ Stenographer Grade-III**).
- 5 Copy of Self attested certificate showing successful completion of Stenography course (Shorthand & English Type writing) from a recognized institute.(**For the post of Stenographer Grade-III**)
- 6 Copy of self attested certificate showing successful completion of English Type Writing Course from a recognized institute. (**For the post of Jr. Typist.**)
- 7 Copy of self attested certificate of Revenue Inspector Training (**For the post of Salaried Amin**)
- 8 Copy of self attested certificate showing to have passed Oriya at least M.E. Standard from a recognized Institute.

- 9 **Two** original Character Certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of officers.)
- 10 **Three** Self signed recent passport size photographs (One is to be affixed in the application form)
- 11 **Three** Self addressed envelopes with postage stamp of Rs. 30/- (Rupees thirty) affixed on each for dispatch of call letters by REGISTERED POST.
- 12 Copy of Self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC / ST/ SEBC categories.
- 13 Copy of self attested disability certificate for physically Challenged persons issued by the competent authority showing percentage of disability.
- 14 Copy of self attested certificate / identity card of sports person and Ex-Serviceman.
- 15 Copy of self attested Valid Employment Exchange Registration Card.
- 16 Self attested copy of '**conversion certificate**' for the candidates who awarded with Grade marks instead of Percentage of marks.
- 17 The candidates, who have got married, have to submit a self declaration certificate that he/she has not more than one spouse living.

#### **SCHEME OF EXAMINATION.**

There shall be an examination on the following subjects for the posts noted against each.

#### **GROUP – C POSTS.**

<b>(a) JUNIOR CLERK-CUM-COPYIST.</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test.</b>
1	English	100	2 hours.
2	Arithmetic	100	1 hour.
3	General Knowledge	100	1 hour
4	Computer Science Test (Practical)	100	1 hour
5	Viva-Voce Test	45	--

The successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for viva-voce test for the post of Jr. Clerk and copyist.

#### **DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK CUM COPYIST.**

The detail syllabus for each subject of the written test shall be as follows.

#### **ENGLISH.**

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

**ARITHMETIC.**

Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and compound interest , simple and compound practice, percentage, profit and loss, Mixtures, Partnership, Average Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work, and time and distance.

**GENERAL KNOWLEDGE.**

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

**COMPUTER SCIENCE TEST (PRACTICAL)**

To test the proficiency of the candidates relating to matters like "Test formatting of the 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 programmes of accounting".

**VIVA- VOCE :-**

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

<b>(b) JUNIOR TYPIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test.</b>
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test.	50	10 minutes.
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test. **Qualifying candidates are required to bring their own Type Writers during Type writing test.**

**DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST.**

The detail syllabus for each subject of the written test shall be as follows.

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Typist, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and copyist.

<b>(c) STENOGRAPHER GRADE-III</b>			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Short hand and Type Writing Test.	50	15 minutes.
3	Computer Science Test (Practical)	100	1 hour.
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing and Shorthand test for the post of Stenographer Grade-III. Candidates selected in the Type writing and Shorthand test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test. **Qualifying candidates are required to bring their own Type Writers during the Type writing test.**

#### DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III.

The detail syllabus for each subject of the written test shall be as follows.

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in **five** minutes, which shall be taken in Shorthand on Shorthand note sheet supplied by the Examiner. Candidates shall reproduce such shorthand test for 400 words in Type script in **10** minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Jr. Clerk and Copyist.

<b>(d) Salaried Amin.</b>			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Arithmetic	50	½ an hour.
3	Technical knowledge in Survey and Settlement (Theory)	50	½ an hour.
4	Technical knowledge in Survey and Settlement (Practical).	25	½ an hour.
5	Viva-Voce Test	25	---

- i) English (qualifying in nature) is same as detailed above for the post of Jr. Clerk and copyist.
- ii) The candidates who have secured 35% of mark each in Arithmetic & Technical Knowledge in Survey & Settlement (Theory) test are eligible for Technical knowledge in Survey and Settlement (Practical) test and *viva voce* test. On the basis of mark secured in the above tests (excluding English test which is qualifying in nature) a merit list shall be prepared.

**DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN.**

The detail syllabus for the Subject of the written test shall be as follows.

- i) **Arithmetic:** Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and compound interest, simple and compound practice, percentage, profit and loss, Mixtures, Average, Square and Cubic Measures, Problems on time and work, and time and distance.
- ii) Candidate should have sound knowledge in Survey & Settlement.

***The date of Written Tests for the post of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin will be intimated later on.***

**LAST DATE OF RECEIPT OF APPLICATION :**

The last date of receipt of applications is fixed on **05.11.2019**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by Registered Post / Speed post so as to reach the **office of the District Judge Ganjam, Berhampur, Dist. Ganjam, State: Odisha, Pin-760004 by 5.00 P.M. on or before 05.11.2019** positively and the applicants may also drop their applications in the **Drop Box** kept inside the Court Campus, Civil Court, Berhampur within the said time and date. The applications received thereafter shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below:

1. The Candidates are required to submit their applications duly filled in and signed in full by their own hands furnishing the required particulars as per the prescribed format in Form-A and Annexure-I as given below. The candidate shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper Channel.

***Application received without full signature of the applicant will be rejected.***

2. Separate application should be submitted for each post mentioning the name of post clearly (in **CAPITAL letters** with underline) on the Top of the application and Envelope. All copies of testimonials shall be signed by the candidates.
3. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
4. In case of receipt of large number of applications for the Post of Jr. Clerks-cum-Copyist/ Junior Typists/ Stenographer Grade-III / Salaried Amin the Authority reserves right to **short list** the candidates in accordance with Rules contained in the Orissa District & Subordinate Courts Non Judicial Staff Services (Method of Recruitment and conditions of Service ) Rules, 2008 as amended in the Amendment Rules, 2010 and otherwise the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the committee in this regard shall be final in every respect.

5. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
6. The date of examination shall be intimated to the eligible candidates in due time by registered post/District Court web site.
7. The intending candidates applying for different posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Civil Court premises at Berhampur during office hours on the working days only.
8. Written Examination for all posts of this advertisement shall be held on a same day. **While a candidate may apply for more than one post, he /she can appear in the examination for one post only as per his /her choice.**
9. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
10. Candidates who have not been awarded percentage of marks, but only "Grade Marks" should along with their application, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).
11. Caste Certificate, Odia Test Pass Certificate, PWD Certificate & Discharge Certificate of Ex-service man must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
12. Any form of canvassing by the applicant shall entail rejection of the application.
13. For details, please visit the website:

**<http://ecourts.gov.in/odisha/Ganjamdc>**

The candidates are advised to regularly visit the above website for further updates.

SD/-  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Ganjam, Berhampur.

ANNEXURE – I

SELF-DECLARATION FOR AUTHENTICATION OF CERTIFICATE

I, .....  
 son/daughter/wife of Shri/Smt. .... age ..... years,  
 resident of .....  
 District .....,State ..... do 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/tampered, I shall be personally  
 held responsible for any criminal action under Section 406/419/420/466/468/471 I.P.C. 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 :

**Full signature of the Applicant**

Date :

Place :

Mobile No. :

e-mail ID :

Present Address :

**FORM- A**  
**FORMAT OF APPLICATION**

POST APPLIED FOR \_\_\_\_\_

Paste your recent  
self-attested (on  
the front side)  
Passport size  
photograph

1. Name of the Candidate (in block letter) :
2. Father's/Husband's Name :
3. Sex (Male / Female) :
4. Marital Status (Married/ Unmarried) :
5. Permanent Address:
6. Present Address :
7. Mobile Number ( if any ):
8. E-mail Address ( If any):
9. Date of Birth as per Christian era : \_\_\_\_\_  
Age ( as on **05.11.2019** ) : ..... Years ..... Months ..... Days
10. Educational Qualification (Attach self attested copies thereof ):

Name of the Examination passed	Name of the Board/Council/ University	Year of Passing	Total Marks of the examination	Aggregate of Marks secured.	% of Marks Secured.
1	2	3	4	5	6
H.S.C.					
+2 Arts/ Commerce/ Science.					
Diploma in Computer Science					
Others.					

11. Category : (S.C/ S.T./SEBC/Gen/Sports Person/Ex-Serviceman):.....  
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)  
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 (**original**) issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch, etc. ( mention name, designation of the officers):
16. Details of Treasury Chalan with No. and Date.

**DECLARATION.**

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Subordinate Courts' Non- Judicial Staff Services ( Method of Recruitment and Conditions of Service ) Rules, 2008 and 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

Signature of the Candidate:

List of Enclosures: (Mention it in chronological manner):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Signature of the Candidate:**

**Date:**

Memo No. :

7925<sup>(23)</sup> /dtd: 30/9/19**Copy forwarded to the :**

- 1) Collector, Ganjam, Chatrapur with a request to take steps to display the same in his office Notice Board.
- 2) Superintendent of Police, Ganjam, Chatrapur/ Berhampur with a request to take steps to display the same in his office Notice Board.
- 3) The Technical Director, NIC, Office of the RDC (SD) Berhampur for information & necessary action. He is requested to take steps for uploading the advertisement in the NIC Web site for wide publication.
- 4) Judge in-Charge of Nizarat, Civil Courts, Berhampur/ Chatrapur/ Bhanjanagar/ Aska / Patrapur/ Digapahandi/ Sanakhemundi/ Purusottampur/ Khallikote/ Kodala/ Hinjilicut/ Kabisuryanagar/ Seragada/ Sorada /Buguda , for publication of the advertisement in notice board.
- 5) District Informatics Officer, Ganjam, Chatrapur with a request to upload the same in the District website of Ganjam District.
- 6) District Employment Officer, District Employment Exchange, Ganjam, Berhampur/Chhatrapur, with a request to impress upon the eligible candidates to apply as per the advertisement and to circulate the advertisement among the other Employment Exchanges.
- 7) System Officer, District Court, Ganjam, Berhampur for uploading the detail advertisement in the District Court Website forthwith.

61  
30.9.19.  
Registrar,  
Civil Courts, Berhampur.