

OFFICE OF THE DISTRICT JUDGE, DEOGARH

Advertisement

Dated, the 09th day of September 2014

Applications in the prescribed format, given below, are invited from the eligible candidates for filling up of the following posts of Jr. Clerk-cum-Copyist and Jr. Typist as per the Scale of Pay mentioned respectively against each post with usual D.A. and other allowances, as admissible by the State Government from time to time.

Sl. No.	Cadre of posts	Scale of Pay	UR		SC		ST		SEBC		Total
			M	W	M	W	M	W	M	W	
1.	Jr. Clerk-cum-Copyist	Rs. 5200-20,200/- & GP Rs. 1900/-	4	1	1	1	3	1	2	-	13
2.	Jr. Typist	Rs. 5200-20,200/- & GP Rs. 1900/-	1	-	-	-	1	-	-	-	2

* Abbreviation: M-Men, W-Women (The number of posts mentioned above may increase or decrease)

The District Judge, Deogarh reserves the right to cancel the recruitment process at any time without prior notice.

Reservation of vacancies for sports persons, Ex-servicemen and Physically Handicapped persons shall be made in accordance with the provisions made under relevant rules.

1. Eligibility of Candidate:

Jr. Clerk-cum-Copyist & Typist

The candidate should

- be a Citizen of India
- 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;
- have at least passed Diploma in Computer Application from a recognized institute;
- be over 18 years and below 32 years of age as on **01.09.2014**. Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with provisions of the relevant Acts, Rules, Orders or instructions for the time being in force.
- be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. Standard;
- be of good character;
- be of sound health, good physique and free from organic defects or bodily infirmity;
- have not more than one spouse living, if married;
- be having knowledge in type writing with a minimum speed 40 words per minute in English type writing (for the post of Jr. Typist), and
- have paid the fees prescribed for the examination.

2. Fee for Examination

The candidates are required to deposit **Rs. 100/-** in shape of 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"** along with the application form.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of examination fees.

N.B:

- Separate application should be submitted to each post.
- The candidates are required to submit their applications being duly filled in and signed by their own hands after furnishing the required particulars as per the format given.
- The candidates who are in Government employment are required to apply through proper channel.
- Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application.
- The envelope containing the application should be superscribed with **APPLICATION FOR THE POST OF _____**.

3. Last date of receipt of Applications

Applications along with self attested copies of following documents must reach the District Judge, Deogarh, At/P.O./District: Deogarh-768108 on or before **08.10.2014** positively by speed/registered post only. The application received after the last date shall be summarily rejected.

4. List of documents to be submitted by the Candidates:

- Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (**except S.C. & S.T. Candidates**).
- Copy of self-attested Board or equivalent certificate showing proof of age.
- Copy of self-attested certificates with mark sheets of H.S.C. and +2 Examinations or equivalent Examinations of a recognized Board, Council or University as the case may be.
- Copy of self-attested certificate of Diploma in Computer Application issued by a recognized Institute.
- Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (for the post of Jr. Typist).
- Two character certificates issued by the Gazetted officers.
- Two Self-signed recent passport size photographs of the applicant excluding the one affixed on the application.
- Two self-addressed envelopes duly stamped with Rs. 30.
- Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T. /S.E.B.C. Categories.
- Copy of self-attested Employment Exchange Registration Card.
- Copy of self attested disability certificates for Physically Handicapped persons issued by competent authority showing % of disability.
- Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.

5. General Information:

- 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 application, which are to be produced at the time of Viva-voce Test. The date of examination shall be intimated to the eligible candidates in due course of time.
- For application form and detail information, please visit the website: www.deogarh.nic.in, <http://ecourts.gov.in/odisha/deogarh>.

Sd/-
District Judge, Deogarh

OFFICE OF THE DISTRICT JUDGE, DEOGARH

ADVERTIZEMENT

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N.B:

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- iii. The candidates who are in Government employment are required to apply through proper channel.
- iv. Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application.
- v. The envelope containing the application should be superscribed with "APPLICATION FOR THE POST OF _____".
- vi. In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the Orissa District and Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.

3. Scheme of Examination

For the post of Jr. Clerk-cum-Copyist

PART-I: Written Examination consisting of

<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
a. English	100	2 hours
b. Arithmetic	100	1 hour
c. General Knowledge	100	1 hour
PART-II: Computer Science Test (Practical)	100	--
PART-II: Viva-voce Test	45	--

Only 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 for the post of Junior clerk cum- Copyist.

Syllabus for Examination: The detail syllabus for each subject of the written & practical test shall be as follows:

I. 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

II. Arithmetic

- a. Vulgar fractions and decimals,
- b. HCF and LCM,
- c. Simple and compound practice,
- d. Percentage, profit loss, mixtures, partnership, average,
- e. Rates and taxes, Insurance, Square and cubic measures,
- f. Problems on time, work and on time and distance.

III. General Knowledge: Knowledge of current events, and such other matters of everyday observations, and experience.

IV. Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file

transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting, etc.

- V. **Viva-voce:** to test and assess the suitability of a candidate for the post with reference to alertness, outlook, and potential qualities.

For the post of Jr. Typist

PART-I: Written Examination consisting of (Qualifying in nature)

<u>Subject</u>	<u>Marks</u>	<u>Duration</u>
English	100	2 hours
PART-II: Type Test	50	--
PART-III: Computer Science Test (Practical)	100	--
PART-IV: Viva-voce Test	35	--

Only Successful candidates in written qualifying examination shall be called for Typewriting Test for Junior Typist. Candidates selected in the type writing test 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. Qualifying candidates are required to bring their own typewriters.

Syllabus for Examination: The detail syllabus for each subject of the written & practical test shall be as follows:

I. English (Qualifying in nature)

- (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

II. Type Test: Candidates shall be given a written passage containing 400 words in English language, which he/she shall reproduce in type script in 10 minutes.

III. Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting, etc.

IV. Viva-voce: to test and assess the suitability of a candidate for the post with reference to alertness, outlook, and potential qualities.

NOTE:

- (a) The standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa for examination for the post of Jr. Clerk-cum-Copyist & Jr. Typist.
- (b) The candidate shall answer the questions in English unless otherwise directed for examination for the post of Jr. Clerk-cum-Copyist & Jr. Typist.

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- iii. Copy of self-attested certificates with mark sheets of H.S.C. and +2 Examinations or equivalent Examinations of a recognized Board, Council or University as the case may be.
- iv. Copy of self-attested certificate of Diploma in Computer Application issued by a recognized Institute.
- v. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (for the post of Jr. Typist).
- vi. Two character certificates issued by the Gazetted officers.
- vii. Two Self-signed recent passport size photographs of the applicant excluding the one affixed on the application.
- viii. Two self-addressed envelopes duly stamped with Rs. 30.
- ix. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T. /S.E.B.C. Categories.
- x. Copy of self-attested Employment Exchange Registration Card.
- xi. Copy of self attested disability certificates for Physically Handicapped persons issued by competent authority showing % of disability.
- xii. Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.

6. General Information:

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- ii. For application form and detail information, please visit the website: www.deogarh.nic.in, or <http://ecourts.gov.in/odisha/deogarh>.

Sd/-
District Judge, Deogarh

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 (as on 01.09.2014):
8. Educational Qualification: (Attach attested copies of

**Self attested
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
H.S.C					
+2 Arts/ Commerce / Science					
Diploma in Computer Science					
Others (if any)					

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/ Orthopaedically handicapped:
(If yes attach supporting medical certificates 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):
15. Details of Treasury Challan with No and 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 the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate