

**NOTE :**

- I. The application, if found defective/incomplete in any respect shall be summarily rejected.
- II. In case of receipt of large number of applications for each category for the post of Junior Clerk-cum-Copyist/Junior Typist/Junior Stenographer (Gr.-III)/Salaried Amin, the authority reserves the right to short list the candidates up to 20 times of the actual vacancies in each category on the basis of career mark and they shall be called to appear at the written test in accordance with the rules contained in the Odisha District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service), Rule, 2008.
- III. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination.
- IV. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test. If any document filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.

**2. Scheme of Examination :-**

- a) There shall be written test on the following subjects for the posts of **Jr. Clerk-cum-Copyist** only :

	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
<b>Part-I</b>	English	<b>100</b>	2 hour
	Arithmetic	<b>100</b>	1 hour
	General Knowledge	<b>100</b>	1 hour
<b>Part-II</b>	Computer Science (Practical)	<b>100</b>	-
<b>Part-III</b>	Viva-voce Test	<b>45</b>	-

- b) There shall be written test on the following subjects for the posts of **Jr. Stenographer (Grade-III) and Jr. Typist** shall be as follows :-

	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
<b>Part-I</b>	English (qualifying in nature)	<b>100</b>	2 hours.
<b>Part-II (Skill Test)</b>	(a) Short hand and typing (For <b>Stenographer</b> )	<b>50</b>	-
	(b) Type writing test (for <b>Typist</b> )	<b>50</b>	-
<b>Part-III (Practical)</b>	Computer Science Test	<b>100</b>	-
<b>Part-IV</b>	Viva voce Test	<b>35</b>	-

For the post of Typist there will be a separate test in Type writing and in case of Stenographer Grade-III, there will be separate test in Shorthand and Typewriting and such Typewriting and Shorthand test will be held after publication of the result of written test and the candidates qualified in the written test are required to bring their own Typewriter machine. The date of such test will be intimated later on.

The date of examination for Computer Science (Practical) and Viva-Voce Test for qualifying candidates of Jr. Clerk-cum-Copyist, Jr. Stenographer (Gr.-III) and Jr. Typist will be intimated later on.

c) There shall be written test on the following subjects for the posts of Salaried Amin

Examination.	Subject	Marks	Duration of Test
Part-I	English	100	2 hours.
	Arithmetic	100	1 hour
Part-II (Practical)	Technical Knowledge in Survey & Settlement.	100	-
Part-III	Viva-voce	35	--

**NOTE:-**

- I. Those candidates for the post of Jr. Clerk – cum – copyist, who will secure 35% mark in each of the paper of Written Test, shall be eligible for Computer Science Test (Practical). The candidates for the post of Jr. Stenographer (Gr.-III) and Jr. Typist, who will secure 35% mark in the written test (i.e qualifying in nature), shall be eligible for Computer Science Test (Practical). The candidates for the post of Salaried Amin, who will secure shall be 35% mark in each paper of the written test, shall be eligible for Practical Test. The candidates up to 10 times of vacancy in each category shall be called for Computer Science Test (Practical), Shorthand and Typewriting test as the case may be and the candidates selected in such practical test shall be called for Viva-voce test as per the rules of Orissa District and Sub-ordinate Courts Non Judicial Staff Services (Method of Recruitment and Conditions of Service) (amendment) Rules, 2010.
- II. The cut off mark for qualifying the Computer Science Test (Practical) shall be 50% in case of General candidates and candidate belonging to SEBC categories and 40% in case of SC/ST candidates.

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

**3. Last date of receipt of application :- 14-11-2019**

Applications along with required documents and self 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, Bhadrak** by **5 P.M.** positively on the last date. The applications received beyond that date shall be summarily rejected.

**4. Application Fee :-**

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”** and to enclose the deposit challan in original along with their applications form. The S.C. & S.T. candidates are exempted from payment of Examination Fees.

## **5. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES :-**

- I. Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (Except SC & ST Candidates ) ( For Jr. Clerks-cum-Copyists/Jr. Stenographer (Gr.-III)/ Jr. Typist and Salaried Amin)
- II. Self Attested copies of certificates of +2 Examination or equivalent Examination of a recognized council, Board or University as the case may be with mark sheet (for the post of Junior Clerk/Copyist, Junior Stenographer (Grade-III) & Junior Typist )
- III. Self Attested copies of certificates of H.S.C. or equivalent Examination from a recognized Board or University with mark sheet. (for the post of Junior Clerk/Copyist, Junior Stenographer (Grade-III) Junior Typist and Salaried Amin)
- IV. Self Attested copies of Certificate of Diploma in Computer Application from a recognized institute (for the post of Junior Clerk/Copyist, Junior Stenographer (Grade-III) & Junior Typist )
- V. Self Attested copy of Caste Certificate issued by the competent authority in case of candidates belonging to S.C./S.T./S.E.B.C. categories.
- VI. Self Attested copy of technical type writing certificate in case of candidate for Typist and Stenographers.
- VII. Self Attested copy of Short hand certificate in case of Stenographer.
- VIII. Self Attested copy of certificate of Revenue Inspector Training for the post of Salaried Amin.
- IX. The Candidate for the post of Salaried Amin who possesses the certificate of work experience in Settlement and Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same .
- X. Self Attested copy of Medical certificate issued by the Competent Medical Authority/Board in case of Physically /Orthopedically Handicapped person.
- XI. Two self addressed postal envelopes of size 5"X12" with affixing postal stamps of value for **Registered Post** on each.
- XII. Self Attested copy of Employment Exchange registration Card.
- XIII. Two character certificates issued by two gazetted Officers/Medical practitioner/Sarpanch etc.
- XIV. Three self attested copies of recent pass port size colour photographs out of which one should be affixed on the Application form on the space provided.
- XV. Self Attested Copy of Certificate / Identity Card of Sports person/ Ex-Serviceman.
- XVI. Separate applications for more than one post are to be filed by the candidates.
- XVII. Self attested copy of **conversion certificate** from the candidates who awarded with the Grade marks instead of percentage mark.

**Non compliance of any of the requirements mentioned in this advertisement shall entail rejection of application.**

## **6. DETAILED SYLLABUS:-**

The detailed Syllabus for each subject of the written test shall 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, Percentage, Profit and Loss, Mixtures, Partnership, Averages, 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, email, use of pen-drive and other software etc and programmes of accounting".

- **VIVA VOCE**

The object of the viva voce test is to assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

  
District & Sessions Judge-Cum-Chairman,  
District Recruitment Committee, Bhadrak.