

(A) JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Test.
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 Junior Clerk/Copyist.

4(a). 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 :**
- An essay to be written in English.
 - A letter or application to be written in English.
 - One Oriya passage to be translated into English.
 - One English passage to be translated into Oriya.
 - 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, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work and on 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 candidate 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 candidate's alertness, general outlook and potential qualities.

(B) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test.
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. The candidates are required to bring their **own Type Writers** during Type writing Test.

4(b). DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST :

- i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.
- ii) Skill Test : For the post of Typist, a candidate shall be given a written passage containing **400** (Four hundred) words in English language, which he/she shall reproduce in type script in **10** (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

(C) STENOGRAPHER GRADE-III			
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. The candidates are required to bring their **own Type Writers** during Type writing Test.

4(c). DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III :

- i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.
- ii) Skill Test : For the post of Stenographer Grade-III, a candidate shall be dictated a passage of **400** (Four hundred) words in English language in **five (5)** minutes, which shall be taken in Shorthand on Shorthand note sheet supplied by the Examiner **Ten (10)** minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

(D) Salaried Amin			
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	---

4(d). DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN :

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

- i) **English** (qualifying in nature) is same as detailed above for the post of Junior Clerk/Copyist.
- ii) **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 on time and distance.

- iii) **Technical knowledge in Survey and Settlement** : Candidate should have sound knowledge in Survey & Settlement.

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.

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 **22.08.2022**. 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 by **5.00 P.M. on or before 22.08.2022** positively. 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 summarily 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 Junior Clerk-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 made final in every respect. Candidates shall be short listed in the ratio of 1:20 on the basis of category wise advertised vacancy as per rule according to the marks in a descending order to appear in the written examination.
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/Official Website of District Court, Ganjam.
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.