

## OFFICE OF THE DISTRICT JUDGE, NABARANGPUR.

Dated: Nabarangpur, this the 7<sup>th</sup> day of July, 2023.

### ADVERTISEMENT

Applications in the prescribed format given below are invited from the intending candidates for filling up of the following Group-“C” posts in the Judgeship of Nabarangpur under Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and amendments made thereto and subject to result of W.P.(C) No.1273/2014 of the Hon’ble High Court of Orissa.

Sl. No.	Name of the Post	Group	Level as per Pay Matrix under ORSP Rules, 2017	CATEGORY				Total
				Unreserved	S.T.	S.C.	SEBC	
1	Stenographer Grade-III	C	Level-7 (Rs.25500-81100)	1	2 (W-1)	-	-	3 (W-1)
2	Jr. Clerk-cum-Copyist	C	Level-4 (Rs.19900-63200)	3 (W-1)	4 (W-1)	3 (W-1)	1	11 (W-3)
3	Jr. Typist	C	Level-4 (Rs.19900-63200)	1 (W-1)	2 (W-1)	-	-	3 (W-2)

The number of posts in each cadre may increase or decrease. The Letter ‘W’ stands for Woman and in the event of non-availability or availability of insufficient number of eligible woman candidate belonging to any particular category, the vacancy or as the case may be, the remaining vacancies shall be filled up by male candidate of that category. Reservation in respect of Physically Handicapped persons/Ex-Servicemen/Sports persons shall be as per rule.

#### 2. ELIGIBILITY OF THE CANDIDATE:

- I. The candidate -
  - (a) shall be a citizen of India and shall have passed at least +3 examination or such other qualification equivalent to +3 examination of a recognized university.
  - (b) shall have at least passed Diploma in Computer Application from a recognized Institute;
  - (c) must be over 18 years and below 38 years of age as on **11.08.2023**, provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
  - (d) shall be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard;
  - (e) shall be of good character;
  - (f) shall be of sound health, good physique and free from any organic or bodily infirmity;
  - (g) should not have more than one spouse living, if married;
  - (h) should have registered his/her name in an employment exchange,
  - (i) should not have any criminal proceeding pending against him/her.
- II. For the post of Junior Typists, the candidates must have knowledge of type writing and shall possess a minimum speed of 40 words per minute in English language. He shall be given a written passage containing 400 words in English Language, which he shall reproduce by typing through Computer System in 10 minutes.
- III. For the post of Stenographers Grade-III the Candidate shall have knowledge of shorthand and have to possess a minimum speed of 80 words in shorthand and 40 words per minute in English Typewriting. The Type writing Test shall be held through Computer System.

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 given below. The Candidates who are already in Government service are required to apply through proper channel.

**NOTE :** Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original educational testimonials with their applications, which are to be produced at the time of Viva-Voce Test. If any documents filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.

**3. THE SCHEME OF EXAMINATION:**

*(A) For the post of Jr. Clerk-cum-Copyist: -*

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Tests</i>
Part-I	English	100	2 hrs.
	Arithmetic	100	1 hr.
	General knowledge	100	1 hr.
Part-II	Computer Science Test (Practical)	100	-
Part-III	Viva-Voce	45	-

*(B) For the post of Jr. Typist/Jr. Stenographer (Gr-III): -*

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Tests</i>
Part-I	English (qualifying in nature)	100	2 hrs.
Part-II(a)	Short-hand & Typewriting Test (For Stenographer)	50	15 minutes
Part-II(b)	Type writing Test (For Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	-
Part-IV	Viva-Voce	35	-

The candidates who have qualified in the written test, shall be called for Computer Science (Practical) and shorthand/type writing tests as the case may be, the candidates selected in the practical tests shall be called for viva voce test. The typewriting test shall be held through Computer System.

The date of examination shall be intimated to the eligible candidates in due time.

**4. LAST DATE OF RECEIPT OF APPLICATIONS:**

Applications along with required documents and **self-attested copies** of Certificates, Mark Sheets and other particulars, as the case may be, must reach the Office of the undersigned by **11.08.2023** either in person during office hours on each working day or by registered/ speed post. Applications received in the office after the last date shall be summarily rejected.

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

**FORM-A**  
**FORMAT OF APPLICATION**  
**(FOR THE POST OF STENOGRAPHER GR-III/  
JR. CLERK-CUM-COPYIST/JR. TYPIST)**

Self-attested  
passport Size  
photograph

**POST APPLIED FOR:**

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried):
5. Permanent Address:  
(in Block Letters with Pin Code Number)
6. Present Address:
7. Date of Birth:  
(in figures and words)  
Age as on **11.08.2023**:

8. Educational Qualification: (Attach self-attested copies of certificate in support of qualification).

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

9. 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)
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 Officers/Medical practitioners/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 and Civil Courts' 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.

Place:

Date:

List of enclosures:

**Signature of the Candidate.**

6. **List of documents to be submitted by the candidates along with their application.**

- (i) Two self-signed recent passport size photographs, one of such photographs shall be pasted on the application form in the space provided for it.
- (ii) Self-attested copies of certificates and mark sheets of educational qualification i.e. H.S.C., +2 and +3 Examination.
- (iii) Self-attested copy of Certificate and Marksheet of Diploma in Computer Application.
- (iv) Self-attested copy of Caste Certificate in case of Reserved Category.
- (v) Attested copy of Medical Certificate issued by the competent Medical Authority/ Board in case of Physically/Orthopedically Handicapped person.
- (vi) Two original Character Certificates issued by two Gazetted Officers/Medical Practitioner/Sarpanch etc.
- (vii) Two self-addressed envelopes properly stamped for despatch of call letters by **Regd. Post.**
- (viii) Self-attested copy of Employment Exchange Registration Number.
- (ix) Self-attested copy of Shorthand/Type writing Certificate issued by a recognized institution (for Jr. Stenographer (Gr-III)/Jr. Typist).

The Candidates are required to mention the category of the post in **bold letters** with underline on the top of their respective applications and on the top of the envelope containing their applications.

The Candidates are required to submit separate applications for each category of post applied for furnishing relevant documents therewith.

Sd/-

**Dist. Judge-cum-Chairman,  
Dist. Recruitment Committee,  
Nabarangpur.**

Memo No. 5598(7)/2023

Date: 7<sup>th</sup> day of July, 2023

Copy forwarded to:

1. All the Courts of the Judgeship of Nabarangpur.
2. The Collector/Superintendent of Police/D.I.P.R.O./District Employment Officer, Nabarangpur for information and necessary action. They are requested to display the advertisement in their respective Notice Boards for wide publicity.
3. Copy to the System Assistant, District Court, Nabarangpur for uploading the same in the District Court website.
4. Copy to District Court Notice Board.

07-07-23  
Registrar,

Civil Courts, Nabarangpur.