

OFFICE OF THE DISTRICT JUDGE, BALANGIR.
ADVERTISEMENT No. 1-A of 2023

Dated, Balangir the 16th day of August, 2023

Applications are invited from the intending candidates for filling up the post of Salaried Amin under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against the post per month with usual D.A. and other allowances as admissible from time to time on regular basis in accordance with the provisions contained in "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amendment Rules, 2010 and 2023" and the scheme of examination framed by the District Recruitment Committee, Balangir.

Category	Scale of Pay	Un-Reserved	S.E.B.C.	S.C.	S.T.	Grand Total
Salaried Amin	Rs. 21700-69,100/- Level-5	-	-	-	1	1

N.B.:

- (I) Reservations in respect of P.W.D/Ex-Serviceman/Sports person/Women shall be made in accordance with the provisions made under relevant reservation rules.
- (II) The post advertised is carry forward vacancy.
- (III) The District Judge reserves the right to cancel the recruitment process at any time without assigning any reason thereof.

1. Eligibility Criteria for direct recruitment of the candidates to the post of Salaried Amin :

In order to be eligible for appointment to the post of Salaried Amin by direct recruitment, a candidate must fulfill the following conditions:-

- a) Must be a citizen of India;
- b) Must be 18 year and above and below 38 years of age as on last date receipt of applications under this advertisement.

Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories.

- c) Must have passed the matriculation examination or equivalent examination from a recognized Board and must possess knowledge in Computer Operation.
- d) Must have passed the Revenue Inspector Training from a recognized Institute.
- e) Must be of good character and shall submit two **original** Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.)
- f) Must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity.
- g) Must not have more than one spouse living; if married.
- h) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E standard.

The candidates are required to submit their applications duly filled with signature furnishing the required particulars as per the format given below. The candidates who are in Govt. employment are required to apply through proper channel.

2. Scheme of Examination

Examination	Subject	Marks	Duration
Part-I (Written Test)	General English	50	1 Hour
	Arithmetic	100	1 Hour
	Technical Knowledge in Survey & Settlement (Theory)	50	30 Minutes
	Handwriting in Odia	50	30 Minutes
Part-II (Practical)	Skill test in Computer Application	50	45 Minutes
	Technical Knowledge in Survey & Settlement	50	45 Minutes
Part-III	Viva-Voce Test	35	-

NB: The candidates, who secure minimum 35% of mark in each subject in written examination, i.e., in the subjects mentioned in part-I of the Scheme, shall be eligible to appear in the Skill test in Computer Application & Survey Practical Test. The candidates who secure minimum 50% of mark in each subject i.e Survey Practical Test & Skill test in Computer Application shall be eligible for Viva-Voce test.

The date of written test, skill test in computer application (practical), practical test in (Survey & Settlement), etc will be intimated in time.

DETAILS OF SYLLABUS FOR EACH SUBJECT:-

General English:

- | | | |
|------|--|----------------|
| i. | An essay to be written in English | (1 x 10 Marks) |
| ii. | A letter or application to be written in English | (1 x 10 Marks) |
| iii. | One Odia passage to be translated into English | (1 x 10 Marks) |
| iv. | One English Passage to be translated into Odia | (1 x 10 Marks) |
| v. | Summary of one English passage | (1 x 10 Marks) |

Arithmetic:

Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentages, Profits and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

Technical Knowledge in Survey & Settlement (Theory):

Survey & Settlement.

Handwriting in Odia:

To write an odia passage consisting of 400 words.

Skill test in Computer Application:

To test the proficiency of the candidate relating to matters like "test formatting of the paragraph, 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.

Practical Test (Survey & Settlement):

To test the practical knowledge of candidates in Survey and Settlement.

Viva Voce:

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

3. Last date of receipt of application:

The envelope containing applications in (Form-A) along with required documents shall be sent to the **Registrar, Civil Courts, Balangir, At-Civil Court Balangir (Patnagarh Road), Po/Dist-Balangir, Pin-767001** through Registered Post/ Speed Post or may be dropped in the box kept inside the Civil Court Campus, Balangir in between 10.30 AM to 05.00 PM on working days. The applications must reach in the address mentioned above on or before **18.09.2023 by 05.00 PM**. Applications received after the above date and time shall not be considered.

4. Candidates are required to submit the following documents along with the application form:

- (a) Self-attested copy of H.S.C. Examination Certificate or any equivalent certificates.
- (b) Self-attested copy of certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (c) Self-attested copy of mark sheet of the H.S.C. Examination or equivalent examination.
- (d) Self-attested copy of Employment Exchange registration card.
- (e) Three Self-attested Passport size recent photographs and one is to be affixed in the application on the space provided.
- (f) Two Self-addressed envelopes with adequate postal stamp.
- (g) One self declaration regarding marital status showing to have one spouse living, if married.
- (h) Self-attested copy of Caste Certificate issued by the appropriate authority.
- (i) Self-attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (j) Two Character Certificates in **original** issued by separate Gazetted Officers/Medical Practitioners/Sarpanch etc.
- (k) Self-attested copy of Revenue Inspector training certificate.
- (l) Self-attested copy of Odia pass certificate (In case candidate does not pass Odia subject in course of study).
- (m) Self attested copy of certificate claiming under special reserved category.

- NB:** The candidates selected for viva-voce test shall have to furnish all original certificates at the time of such test failing which he shall be liable to be disqualified.
5. The candidates are required to mention the type of the post (**Salaried Amin**) in bold letters on the top of the envelopes containing their applications.

Note :-

Non compliance of any of the requirements mentioned in the advertisement including non-submission of documents shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected and no correspondence will be entertained in this regard. Any suppression of facts or misleading/misrepresentation of information(s), found at any stage, will amount to either disqualification or cancellation. Any document(s) found false, fabricated or obtained fraudulently, the appointment, if made, shall be cancelled. No T.A/D.A is admissible to the candidates for appearing the examination. The appointment to the posts are subject to the result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

Sd/- Shri L. Jena
District Judge-cum-Chairman,
District Recruitment Committee,
Balangir

APPLICATION FOR THE POST OF SALARIED AMIN

**FORM – A
FORMAT OF APPLICATION**

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 :
Age as on 18.09.2023:
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.					
Diploma in Computer Science					
Revenue Inspector Training					

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/orthopedically 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):

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amendment Rules, 2010 and 2023" 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.