

**OFFICE OF THE DISTRICT JUDGE, BALANGIR.**

**ADVERTISEMENT No. 01 of 2024.**

**Dated, Balangir the 23<sup>rd</sup> day of May, 2024**

Applications In the prescribed format are invited from the intending candidates for filling up the posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin** under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts 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 as amended in 2010 and 2023" along with the scheme of examination framed by the District Recruitment Committee, Balangir in respect of the post of Salaried Amin.

<b>Sl. No.</b>	<b>Name of post</b>	<b>Scale of Pay</b>	<b>Un-Reserved</b>	<b>S.E.B.C.</b>	<b>S.C.</b>	<b>S.T.</b>	<b>Total</b>
1	Junior Clerk-cum-Copyist	Rs. 19900-63,200/- Level-4	06	02 (W)	04 (W-2)	12 (W-4)	<b>24</b>
2	Junior Typist	Rs. 19900-63,200/- Level-4	01	-	-	-	<b>01</b>
3	Stenographer Grade-III	Rs. 25500-81,100/- Level-7	03	-	-	03 (W-1)	<b>06</b>
4	Salaried Amin	Rs. 21700-69,100/- Level-5	-	-	-	1	<b>01</b>

**NB:** a. *The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice.*

b. *In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.*

c. *The reservation for Person with Disability (PwD)/Ex. Servicemen/Sportsmen shall be made in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.*

**I. Eligibility Criteria of the candidates for the posts of Junior Clerk-Copyist, Junior Typist and Stenographer Grade-III:**

- a) Must have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
- b) Must have at least passed Diploma in Computer Application/ Science from a recognized institute.
- c) Must be over 18 years and below 32 years of age on the last date i.e 24.6.2024 fixed for receipt of applications by the District Recruitment Committee.

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) Be able to speak, read and write Oriya and have passed in a test in Oriya equivalent to the M.E. standard:
- e) Be of good character:
- f) Be of sound health, good physique and free from organic defects or bodily infirmity:
- g) Have not more than one spouse living, if married:
- h) For the post of **Stenographers Grade -III**, the candidate shall possess a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.
- i) For the post of **Junior Typists**, the candidate shall possess a minimum speed of 40 words in Typewriting per minute.

***NB: The Typewriting test for the post of Junior Typist & Stenographer Grade-III shall be done through Computer System in English language only.***

**II. Eligibility Criteria for direct recruitment for the post of Salaried Amin :**

- a) 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 provisions of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories.
- b) Must have passed the matriculation examination or equivalent examination from a recognized Board and must possess knowledge in Computer Operation.
- c) Must have passed the Revenue Inspector Training from a recognized Institute.
- d) Must be of good character.
- e) Must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity.
- f) Have not more than one spouse living; if married.
- g) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E standard.

**III. No examination fee is required to be paid by the candidate. The candidates are required to submit their applications duly filled in with full signature by their own hands, furnishing the required particulars as per the format given below. The candidates who are in Government Service are required to apply through proper channel.**

#### **IV. Scheme of Examination**

##### **(A) For the Post of Junior Clerk-cum-Copyist:-**

- (i) **Written Test consisting of**
- |                       |           |         |
|-----------------------|-----------|---------|
| (a) English           | 100 marks | 2 hours |
| (b) Arithmetic        | 100 marks | 1 hour  |
| (c) General Knowledge | 100 marks | 1 hour  |
- (ii) Computer Science Test (Practical) 100 marks 1 hour
- (iii) Viva Voce Test 45 marks

##### **(B) For the Post of Stenographer Grade-III / Junior Typist.**

###### **Written Test consisting of**

- |   |           |            |
|---|-----------|------------|
| (i) English (qualifying in nature)                  | 100 marks | 2 hours    |
| (ii) (a) Shorthand & Typing Test (for Stenographer) | 50 marks  | 15 minutes |
| (b) Type writing Test (for Typist)                  | 50 marks  | 10 minutes |
| (iii) Computer Science Test (Practical)             | 100 marks | 1 hour     |
| (iv) Viva Voce Test                                 | 35 marks  |            |

##### **(C) For the Post of Salaried Amin.**

<b>Examination</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
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 mentioned in part-I of the Scheme, shall be eligible to appear in the Skill test in Computer Application & Survey Practical Test (Part-II). The candidates who secure minimum 50% of mark in each subject in Part-II shall be eligible for Viva-Voce test (Part-III).**

#### **V. Syllabus for the Examination:-**

- (i) **For the post of Junior Clerk-cum-copyist, Junior Typist, Stenographer Grade-III is as provided in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments thereto.**

**(ii) For the post of Salaried Amin:-**

**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.

**The date of written tests for all the posts will be intimated later on through post and through District Court's website "<https://balangir.dcourts.gov.in>"**

**VI. Last date of receipt of application:**

The envelope containing applications in (Form-A) along with required documents shall be sent to the **District Judge, Balangir At-Civil Courts, Balangir (Patnagarh Road), Po/Dist-Balangir, Pin-767001** through Registered Post/ Speed Post only or may be dropped in the box kept inside the Civil Court Campus, Balangir in between 10.00 A.M. to 5.00 P.M. on working days. The applications must reach in the address mentioned above on or before **24.6.2024 by 5.00 P.M.** Applications received after the above date & time and through any other mode shall not be considered. In case of

receipt of large number of applications advertised for the posts of Junior Clerk-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin, the District Recruitment Committee reserves the right to short list the candidates in accordance with the Rules contained in “Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amendment Rules, 2010 and 2023”.

**VII. Candidates applying for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III are required to submit the following documents along with the application form.**

- i. Self attested copies of certificate and mark sheet of +3 examination or such other qualification as are equivalent to +3 examination of a recognized University. Candidates who have not been awarded of marks, but only "Grade Marks", they along with their application should submit the conversion certificate from the concerned Board/Council/University as the case may be.
- ii. Self attested copies of certificate and mark sheet of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be.
- iii. Self attested copies of certificate and mark sheet of H.S.C. or equivalent examination of a recognized Board or University.
- iv. Self attested copies of certificate and mark sheet relating to Diploma in Computer Application/Science from a recognized institute.
- v. Self attested copy of technical certificate issued by a recognized institution in respect of the post of Stenographer Grade-III and Junior Typist.
- vi. Self attested copy of Medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically/ orthopedically handicapped candidate only.
- vii. Self attested copy of Caste certificate in case of reserved category.
- viii. Self attested copy of Employment Exchange Registration certificate.
- ix. One self declaration with signature regarding marital status showing to have one spouse living, if married.
- x. Two self-address postal envelopes duly stamped.
- xi. Two self attested recent passport size photographs
- xii. Two recent original Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.

**VIII. Candidates for the post of Salaried Amin are required to submit the following documents along with the application form:**

- i. Self-attested copy of H.S.C. Examination Certificate or any equivalent certificates.
- ii. Self-attested copy of certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.

- iii. Self-attested copy of mark sheet of the H.S.C. Examination or equivalent examination.
- iv. Self-attested copy of Employment Exchange registration card.
- v. Three Self-attested Passport size recent photographs and one is to be affixed in the application on the space provided.
- vi. Two Self-addressed envelopes with adequate postal stamp.
- vii. One self declaration regarding marital status showing to have one spouse living, if married.
- viii. Self attested copy of Caste certificate in case of reserved category.
- ix. Self-attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- x. Two recent Character Certificates in original issued by separate Gazetted Officers/Medical Practitioners/Sarpanch etc.
- xi. Self-attested copy of Revenue Inspector training certificate.
- xii. Self-attested copy of Odia pass certificate (In case candidate does not pass Odia subject in course of study).
- xiii. Self attested copy of certificate claiming under special reserved category.

**IX.** The candidates are required to mention the name of the post in **bold letters** on the top of their respective applications and on the top of the envelopes containing their applications.

**X.** The candidates are required to submit separate application for each category of post applied for with relevant documents.

**N.B.** 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. 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. **The candidates are advised to visit the website of District Court, Balangir "<https://balangir.dcourts.gov.in>" regularly for latest update.**

**Sd/- Dr.P.M.Samal**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee,**  
**Balangir.**

**APPLICATION FOR THE POST OF : \_\_\_\_\_**

**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 24.6.2024:
8. Educational Qualification: (Attach attested copies of

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/ Science/ Commerce					
+3 Arts/ Science/ Commerce or equivalent					
Revenue Inspector Training					
Diploma in Computer Science					

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.**