

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

No.02/Rect./2024

**ADVERTISEMENT**Dated, Kendrapara the 15<sup>th</sup> day of May, 2024**Last date for receipt of Application Forms:- 17.06.2024**

Applications in the prescribed format are invited from the intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Junior Typist and Salaried Amin in the judgeship of Kendrapara in the regular pay scale as stated in the following table with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in the year 2010 & the year 2023) shall govern these appointments and shall be subject to the result of **Suo Motu WP (C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.

**CATEGORY-WISE VACANCY POSITION**

Sl. No.	Name of the post	Scale of Pay	Category				Total No. of posts	Physically handicapped/ Ex-Serviceman/ Sports persons
			SC	ST	SEBC	UR		
1	Junior Clerk-cum-Copyist	Rs.19,900-Rs.63,200/- under Level-4 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules, 2017	01	01	01	03	06	The vacancy reserved for women/ person with disability (PWD)/ Ex-Serviceman/ Sports person is inclusive of vacancy of the respective category to which they belong
2	Junior Typist	Rs.19,900-Rs.63,200/- under Level-4 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules, 2017	01	-	-	-	01	
3	Salaried Amin	Rs.21,700-Rs.69,100/- under Level-5 of the pay matrix given in the 1 <sup>st</sup> schedule of the O.R.S.P. Rules,2017	-	01	-	-	01	

**NOTE:** The number of above vacancies in different categories of the posts may increase or decrease. The reservation for Women, Person with Disabilities/ Ex-Servicemen/ Sports person shall be in accordance with the orders/rules issued by the Government of Odisha/ other competent authority from time to time.

1. The applicant shall indicate specifically for which category of the post he/she is applying. If there is no such indication in the application, it will be treated that he/she has applied under Un-Reserved (UR) category for the said post.
2. Out of the vacancies mentioned above, the candidates belonging to persons with disability (PWD) as per the reservation provided for them, shall be adjusted against the category to which they belong.
3. As per Resolution No.18442-SC.2R/1-31/96, dated 26.06.1996 of the General Administration Department, Government of Odisha, in the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of that category.
4. The District Recruitment Committee has the right to revoke the advertisement/ cancel the recruitment process/ reject any application at any time without assigning any reasons thereof and without prior notice.

5. Other conditions of service shall be governed under the relevant provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in the year 2010 & the year 2023) subject to the final result of **Suo Motu WP (C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.
6. **The decision of the District Judge as to the method of recruitment and result of examination shall be final and in no case shall be liable to be challenged.**

### **ELIGIBILITY OF THE CANDIDATES**

#### **1.1 FOR THE POST OF JUNIOR CLERK-CUM-COPYIST/ JUNIOR TYPIST**

**A candidate, in order to be eligible for any of the above post,**

- (a) shall be a citizen of India;
- (b) shall have passed at least +3 Examination or such other Examination equivalent to +3 Examination from a recognized University;
- (c) shall have at least passed Diploma in Computer Application from a recognized institute;
- (d) **shall be over 18 years of age and below 32 years of age as on 15.05.2024.** 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 issued by the competent authority/ Government for the time being in force, for the respective reserved categories;
- (e) shall be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard;
- (f) shall be of good character;
- (g) shall be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease;
- (h) shall not have more than one spouse living, if married;
- (i) shall have no criminal proceeding pending against him/her.

**A candidate applying for the post of Junior Typist apart from the above eligibility must possess a minimum speed of 40 words per minute in English Type writing (on Computer).**

The candidates working either under State Government or Central Government, whether temporary or permanent, are eligible to apply, if they possess the requisite eligibilities. They must inform in writing to their respective Heads of Office before submitting their applications for this recruitment and obtain "**No Objection Certificate**".

#### **1.2 FOR THE POST OF SALARIED AMIN**

**The candidate must fulfill the criteria Nos.(a), (d), (e), (f), (g), (h) & (i) as stated above, and the candidate shall,**

- (i) have passed the matriculation examination or equivalent examination conducted by a recognized Board; and
- (ii) have passed the Revenue Inspector Training.

The candidates working either under State Government or Central Government, whether temporary or permanent, are eligible to apply, if they possess the requisite eligibilities as stated above. They must inform in writing to their respective Heads of Office before submitting their applications for this recruitment and obtain "**No Objection Certificate**".

**FEES FOR EXAMINATION**

No examination fees is required to be paid by the candidates.

**LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES**

The candidates are required to submit their duly filled-in and signed application forms and furnish the required particulars as per the **Form-A** and **ANNEXURE-I** along with the following documents.

1. Copy of self-attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet;
2. Copy of self-attested certificates showing passing of +2 or equivalent examination and mark sheet (**Not for the post of Salaried Amin**);
3. Copy of self-attested certificates showing passing of +3 or equivalent examination and mark sheet (**Not for the post of Salaried Amin**);
4. Copy of self-attested certificate showing passing of at least Diploma in Computer Application from a recognized institute (**Not for the post of Salaried Amin**);
5. Copy of self-attested certificate showing successful completion of English Typewriting from a recognized institute (**only for the post of Junior Typist**);
6. Copy of self-attested certificate showing passing of Revenue Inspector Training (**only for the post of Salaried Amin**);
7. The candidates possessing other qualification/experience may furnish necessary documents/certificates along with the documents which are mandatory as stated above;
8. Copy of self-attested certificate showing passing of Odia at least ME Standard from a recognized institute in case of candidates having no Odia subject in their study curriculum;
9. Copy of self attested valid Employment Exchange Registration Card (if any);
10. **Two** original Character Certificates, issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of Officers);
11. **Three** self-signed recent passport size photographs (one is to be affixed in the application form);
12. **Three** self-addressed envelopes with postage stamp of Rs.30/- (Rupees thirty only) affixed on each for despatch of call letters by **REGISTERED POST**;
13. Copy of self attested Caste Certificate, issued by the competent authority in case of candidates belonging to SC/ST/SEBC categories;
14. Copy of self-attested Disability Certificate for physically challenged persons issued by the competent authority showing percentage of disability;
15. Copy of self attested Certificate /Identity card of Sports person and Ex-Serviceman;
16. Self-attested copy of '**Conversion Certificate**' for the candidates who are awarded with Grade marks instead of Percentage of marks;
17. The candidates, who have got married, have to submit a self declaration that he/she has not more than one spouse living.

**SCHEME OF EXAMINATION**

There shall be an examination on the following subjects for the posts noted against each:-

<b>JUNIOR CLERK-CUM-COPYIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>(i)</b>	<b>Written Test consisting of:</b>		
	(a) English	100	2 hours
	(b) Arithmetic	100	1 hour
	(c) General Knowledge	100	1 hour
<b>(ii)</b>	Computer Science Test (Practical)	100	1 hour
<b>(iii)</b>	Viva-Voce Test	45	-

The successful candidates in the written test shall be called for the Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

**DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST**

Syllabus for each subject of the written test shall be as follows:-

**ENGLISH:**

- |  |            |
|--|------------|
| (a) An essay to be written in English.               | (30 marks) |
| (b) A letter or application to be written in English | (20 marks) |
| (c) An Odia passage is to be translated into English | (15 marks) |
| (d) An English passage is to be translated into Odia | (15 marks) |
| (e) Summary of one English passage.                  | (20 marks) |

**Note:- The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.**

**ARITHMETIC:**

Vulgar fractions and Decimals, H.C.F. & 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.

**GENERAL KNOWLEDGE:**

Knowledge of current events and such other matters of every day observations 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 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".

**VIVA-VOCE TEST:**

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.

<b>JUNIOR TYPIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>(i)</b>	English (qualifying in nature)	100	2 hours
<b>(ii)</b>	Type Writing Test	50	10 minutes
<b>(iii)</b>	Computer Science Test (Practical)	100	1 hour
<b>(iv)</b>	Viva-Voce Test	35	-

The successful candidates in the written test shall be called for Type Writing Tests for the post of Junior Typist. The candidates selected in Type Writing Tests shall be called for Computer Science Test (Practical) and the candidates getting qualified in the said practical test shall be called for Viva-voce Test.

**The Typewriting Test in case of Junior Typist shall be held through Computer System.**

**DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST**

The detail syllabus for each subject of the written test shall be as follows:-

- 'English' is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- For the post of Junior Typist, a candidate shall be given a written passage containing 400 words in English language. The candidates shall reproduce by typing through Computer System in 10(ten) minutes.
- 'Computer Science Test (Practical)' is same as detailed above for the post of Junior Clerk-cum-Copyist.

<b>SALARIED AMIN</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	English (Qualifying in nature)	100	2 hours
(ii)	Arithmetic	50	30 minutes
(iii)	Technical Knowledge in Survey and settlement (Theory)	50	30 minutes
(iv)	Technical Knowledge in Survey and settlement (Practical)	25	30 minutes
(v)	Viva-Voce Test	25	-

**DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN**

The detail syllabus for each subject of the written test shall be as follows:-

**ENGLISH:**

- An essay to be written in English. (30 marks)
- A letter or application to be written in English (20 marks)
- An Odia passage is to be translated into English (15 marks)
- An English passage is to be translated into Odia (15 marks)
- Summary of one English passage. (20 marks)

**Note:- The standard required of a candidate shall be equal to that of the H.S.C Examination or equivalent examination conducted by a recognized Board**

**ARITHMETIC:**

Vulgar fractions and Decimals, H.C.F. & 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, work and on time and distance.

- 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 and Salaried Amin will be intimated in due course.**

**LAST DATE FOR RECEIPT OF APPLICATION FORMS:-**

The last date of receipt of application forms is **17.06.2024**. 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, Civil Courts, Kendrapara, PIN-754211** on or before **5.00 P.M. of 17.06.2024** positively. The applicants may also drop their application forms in the **Drop Box** kept in the **Civil Courts premises, Kendrapara during the Office hour of the working days till 5.00 P.M. of 17.06.2024**. The application forms received after **5.00 P.M. of 17.06.2024** shall not be entertained.

- The candidates are required to submit their duly filled-in and signed applications furnishing the required particulars as per the prescribed format in Form-A and Annexure-I as given below. The candidates 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 shall be summarily rejected.**

2. Separate application forms should be submitted for each post mentioning the name of the post clearly (in **CAPITAL letters**) on the Top of the Application and Envelope. All copies of testimonials shall be signed by the candidates.
3. The applications, 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 Typist/Salaried Amin, the Committee reserves the right to **shortlist** the candidates in accordance with Rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (**as amended in the year 2010 & the year 2023**). The District Recruitment Committee is also competent to adopt the method of the processing of applications, scrutiny thereof and the conduct of the tests.
5. The date of examination shall be intimated to the eligible candidates in due course by Registered Post or/and through WhatsApp/ e-mail/ Official Website of District Court, Kendrapara.
6. **Candidates applying for more than one post shall be allowed to sit in the examination for one post only as per his/her choice.**
7. **For details, a candidate may visit the following website:**

**<https://kendrapara.dcourts.gov.in/>**

The candidates are advised to visit the above websites regularly for further updates.

Sd/-

**District Judge-cum-Chairman,  
District Recruitment Committee,  
Kendrapara**

**FORM-A**  
**FORMAT OF APPLICATION**  
[See para 2A of Appendix A]

**POST APPLIED FOR :** \_\_\_\_\_

Self attested  
passport size  
photograph

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 (in figures & words) :-
- Age (as on **15.05.2024**) :- \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ Days
8. Educational Qualification (Attach self-attested copies thereof):-

Name of the examination passed	Name of the Board/ Council/ University	Year of Passing	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					
Revenue Inspector Training <b>(For the post of Salaried Amin)</b>					
Any other qualification					

9. Category : (SC/ST/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 / Orthopedically handicapped:  
(If yes, attach supporting medical certificate issued by the competent Medical Authority / Board)
11. Religion :-
12. Nationality :-
13. Employment Exchange Registration No. (if any) :-
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 **(as amended in the year 2010 & the year 2023)** and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :

Date:

**Full Signature of the Candidate**  
Mobile No.  
e-mail ID

**ANNEXURE-1****SELF-DECLARATION FOR AUTHENTICATION OF CERTIFICATE**

I, \_\_\_\_\_,  
son/daughter/wife of Sri/Smt. \_\_\_\_\_, resident of  
\_\_\_\_\_, State- \_\_\_\_\_, do hereby declare that the information given  
above and the documents enclosed herewith containing self-certification is /are genuine and  
authentic. If any information/document is found false/forged/tampered with, I shall be  
personally held responsible for any criminal action under Sections 406/419/420/466/468/471 of  
IPC or any other penal provisions of law and the authentication of the certificate will be treated  
as cancelled and intimated to all concerned. Also all the benefits availed by me shall be  
summarily withdrawn.

**Permanent Address:****Full signature of the Applicant**

Date:

Place:

Mobile No.:

e-mail ID:

**Present Address:**