

# OFFICE OF THE DISTRICT JUDGE, NUAPADA

## Advertisement

No. 01 of 2023

Dated, Nuapada the 24<sup>th</sup> day of July, 2023

Applications in the prescribed format annexed in a separate sheet vide Form 'A' given below, are invited from the desirous candidates for recruitment to the following posts under Group-"C" Cadre, carrying scale of pay as mentioned against each category of posts.

The appointment to the posts of Junior Clerk-cum-Copyist / Junior Typist / Stenographer Grade-III shall be made on regular basis in the Scale of Pay as mentioned against each post with usual D.A. and other allowances as admissible to the State Government employees from time to time in accordance with the provisions contained in the "the Orissa District & Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008 and Amended Rules 2010 & 2023 and subject to the result of W.P.(C) No. 1273 /2014 of the Hon'ble High Court of Orissa, Cuttack.

Name of the Post	Scale of Pay	UR	SEBC	SC	ST	Total
Junior Clerk-cum-Copyist	Rs. 19,900-63,200/- (Level-4 of the Pay Matrix)	1	3 (1 post reserved for women)	1	2	7
Junior Typist	Rs. 19,900-63,200/- (Level-4 of the Pay Matrix)	1	--	--	2	3
Stenographer Grade-III	Rs. 25,500-81,100/- (Level-7 of the Pay Matrix)	--	--	--	1	1

Out of the vacancies mentioned above, candidates belonging to Person with Disability (PWD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

- (a) 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 will be filled up by male candidates of that category.
- (b) The exchange of reservation between SC & ST will not be considered.

The number of posts as indicated above may increase or decrease. The vacancy includes backlog vacancy in respect of different categories of posts. Reservations of vacancies for women, sports persons, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant Rules. The undersigned reserved the right to cancel the Recruitment process at any time without prior notice. The decision of the undersigned as regards the result of examination shall be final and in no case shall be liable to be challenged.

1. **Eligibility of the candidates:-**

(A) **The candidate for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III**

- (i) must have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.
- (ii) must have passed at least Diploma in Computer Application from a recognized Institute.
- (iii) must be over 18 (Eighteen) years and below 38 (Thirty Eight) years of age as on last date fixed for receipt of applications i.e. **24.08.2023** (as per Hon'ble Court's letter No. 2626 (30)LVII-02/2021, dated 18.02.2022) 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.
- (iv) must be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (v) must be of good character,
- (vi) must be of sound health, good physique and free from organic defects or bodily infirmity,
- (vii) must not have more than one spouse living, if married,
- (viii) must have possessed a minimum speed of 40 words per minute in typewriting (for the post of Junior Typist),

- (ix) must have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute (for the post of Stenographer Grade-III).
- (x) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate”.

## 2. Fees For Examination

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

## 3. Scheme of Examination

### (A) For Junior Clerk-cum-Copyist

#### Written Test

<u>Sl. No.</u>	<u>Subject</u>	<u>Maximum marks</u>	<u>Duration of examination</u>
1.	English	100	2 hours
2.	Arithmetic	100	1 hour
3.	General Knowledge	100	1 hour
<b><u>Practical Skill Test</u></b>			
4.	Computer Science Test (Practical)	100	1 hour
<b><u>Viva-voce</u></b>			
5.	Viva-voce Test	45	--

Only successful candidates in the written examination shall be called for the test of Computer Science (practical) and the candidates qualified in Computer Science (practical) Test shall be eligible for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

### (B) For Junior Typist

#### Written Test

<u>Sl. No.</u>	<u>Subject</u>	<u>Maximum marks</u>	<u>Duration of examination</u>
1.	English	100	2 hours
<b><u>Type Writing Test</u></b>			
2.	Type Test (Shall be given a written passage containing 400 words in English Language, which shall reproduce by typing through Computer System in 10 minutes)	50	10 minutes
<b><u>Practical Skill Test</u></b>			
3.	Computer Science Test (Practical)	100	1 hour
<b><u>Viva-voce</u></b>			
4.	Viva-voce Test	35	--

Only successful candidates in written examination shall be called for typewriting test. Candidates qualified in the Typewriting test shall be called for Computer Science Test (practical) and the candidates qualified in the Computer Science Test (practical) shall be eligible for Viva-voce Test.

**(C) For Stenographer Grade-III**  
**Written Test**

<u>Sl. No.</u>	<u>Subject</u>	<u>Maximum marks</u>	<u>Duration of examination</u>
1.	English	100	2 hours
<b><u>Shorthand &amp; Type Writing Test</u></b>			
2.	<b><u>Short-hand Test</u></b> (i) Dictation of 400 words in English language (ii) To reproduce the same through Computer System	50	05 minutes 10 minutes
<b><u>Practical Skill Test</u></b>			
3.	Computer Science Test (Practical)	100	1 hour
<b><u>Viva-voce</u></b>			
4.	Viva-voce Test	35	--

Only successful candidates in the written examination (short listed) shall be called for shorthand and typewriting Test. Candidates qualified in shorthand and typewriting test shall be eligible for Computer Science Test (practical) and candidates qualified in the said practical test shall be eligible for Viva-voce Test.

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

**(i) English**

- (a) An essay to be written in English,
- (b) A letter or an application to be written in English,
- (c) One Oriya passage to be translated into English,
- (d) One English passage to be translated into Oriya,
- (e) Summary of one English passage.

**(ii) 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.

**(iii) General Knowledge**

Knowledge of current events and such other matters of everyday observation and experience as may be expected from an educated person.

**(iv) 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, website searching, browsing and downloading, e-mail, use of pen-drive and other software etc. and programmes of accounting.

**(v) 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.

The date(s) of written test shall be intimated individually by post and notified through District Court’s website <http://districts.ecourts.gov.in/nuapada>.

**5. Last date of receipt of application**

Application along with the required documents and attested copies of certificates duly signed by the candidates shall be sent to the District Judge, Nuapada by **Registered Post / Speed Post only** so as to reach in the office of the District Judge positively on or before **24.08.2023** by **5.00 P.M.** The candidates may also submit their application form on the “Application Drop Box” kept in the gate of the office of the undersigned. The application received beyond the date and time shall be summarily rejected.

**6. Documents to be submitted along with the application**

- (i) Copies of self-attested certificate and mark sheets of educational qualification i.e. H.S.C, +2 and +3 examination or equivalent.
- (ii) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application.
- (iii) Two character certificates in original issued by two different **Gazetted Officers/ Medical Practitioner / Sarpanch etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (iv) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (v) Two self-addressed envelopes each affixed with adequate postage stamp for **Speed Post/Registered Post**.
- (vi) Copy of self-attested caste certificate by birth issued by the competent authority (for SC / ST and SEBC candidates).

- (vii) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PWD) candidates).
- (viii) Copy of self-attested certificate / Identity Card of Sports Persons / Ex-serviceman.
- (ix) Copy of self-attested certificate showing successful completion of shorthand course granted by a recognized Institute (for the candidate for the post of Stenographer Grade-III).
- (x) Copy of self-attested certificate showing to have successfully completed the typewriting course granted by a recognized institute (for the candidates for the post of Junior Typist).
- (xi) Declaration regarding not more than one spouse living, if married.
- (xii) Undertaking to the effect that no Criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

NB:- (1) Candidates who have not been awarded percentage of marks, but only "Grade Marks" should along with their application, produce the conversion certificate from the concerned University/ Councils/ Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected.

(2) The candidates are required to submit their application duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. 'A'. The candidates who are in Government employment are required to apply through proper channel.

(3) Caste Certificate, Odia Test Pass Certificate, Person with Disability Certificate & Discharge Certificate of Ex-serviceman must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

(4) Separate applications are required to be submitted for each post mentioning the name of the post clearly in CAPITAL letters being underlined on the top of the envelope containing the application form and other required documents. All copies of certificates / testimonials shall be signed by the candidate certifying the same to be true copy of document.

(5) The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be rejected summarily.

(6) In case of receipt of large numbers of applications for the posts advertised, the authority reserves the right to short list the candidates as per the provision of rules contained in the Odisha District and Civil Courts' Judicial staff (method of

Recruitment and Conditions of Service) Rules, 2008 and amendment Rule 2010 & 2023 and 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 final in every respect.

(7) No T.A / D.A. will be admissible to the candidates for attending the Recruitment Examination. The originals of the certificates are to be produced by the candidates at the time of viva-voce Test.

BY ORDER

Sd /-

REGISTRAR

CIVIL COURTS, NAUAPADA

**FORM - A**  
**FORMAT OF APPLICATION**

[See Para 2A of Appendix 'A']

**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:

Self attested  
passport  
size  
photograph

6. Present Address:

7. Date of Birth : (as on 24.08.2023) :

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/Commerce/ Science					
+3 Arts/Commerce/ Science or equivalent					
Diploma in Computer Science					

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 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 the 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.

**Signature of the candidate**