

**OFFICE OF THE DISTRICT JUDGE: SUNDARGARH****ADVERTISEMENT**

Dated Sundargarh, the 8<sup>th</sup> September, 2014.

Applications in the prescribed format given below are invited from the desirous candidates both female and male for recruitment and for drawing up of a merit list for filling up of vacancies for the following posts of **Junior Clerks-cum-Copyist and Junior Typist (Group-‘C’)** in the pay scale of Rs. 5200/- to Rs. 20,200/- with grade pay of Rs. 1900/- per month with usual D.A. and other allowances as admissible by the Government of Odisha from time to time, for the post of **Jr. Stenographers/Grade-III steno(Group-‘C’)** in the pay scale of Rs.5200/- to Rs.20,200/- with grade pay of Rs.2400/- per month with usual D.A. and other allowances as admissible by the Government from time to time for the post of **Salaried Amin(Group-‘C’)** in the scale of pay of Rs.5200-20,200/- with Grade Pay of Rs.2,000/- per month respectively in the Judgeship of Sundargarh with usual DA and other allowances as admissible by the Government of Odisha from time to time and for the following **post of peons(Group-‘D’)** (against expected vacancies on the event of opening of New Courts) in the pay scale of Rs. 4,750/- to Rs. 14,680/- with grade pay of Rs. 1,500/- per month with usual D.A. & other allowances as admissibly by the Government of Odisha from time to time. The details of the various category of posts, mode of selection, mode of applying for the posts and other terms and conditions are detailed below which may be downloaded by the intending candidates for applying:-

**VACANCY POSITION FOR DIFFERENT POSTS UNDER DIFFERENT GROUPS****Group-‘C’ Posts –**

(Reservation for Women candidates in each category is as per ORV. Rules)

Serial No.	Cadres of post	Category wise breakup				Total
		Scheduled Caste	Scheduled Tribe	S.E.B.C.	Un reserved	
01	Jr. Clerk-cum-Copyists	02 (Two)	04 (Four)	03 (Three)	06 (Six)	15 (Fifteen)
02	Junior Typists	01 (One)	01 (One)	01(One)	01 (One)	04 (Four)
03	Junior Stenographers/ Grade- III, Stenographers	02 (Two)	01 (One)	01 (One)	01 (One)	05 (Five)
04	Salaried Amin	--	--	--	01(One)	01(One)

**Group-‘D’ posts –**

Serial No.	Cadres of post	Category wise breakup				Total
		Scheduled Caste	Scheduled Tribe	S.E.B.C.	Un reserved	
01	Peons	01(One)	01(One)	** (Nil)	01(One)	03 (Three)

## 1. **ELIGIBILITY CRITERIA AND CONDITIONS FOR THE POSTS :**

### **A. For the post of Junior Clerk-cum-Copyists: (Group-C)**

A Candidate in order to be eligible for these post(s) shall fulfil the following criteria / conditions.

- a) Must have passed at least +2 certificate examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognised Council / Board or University as the case may be.
- b) Must have passed at least Diploma in Computer Application from a recognised institute.
- c) Must be over 18 years of age and below 32 years of age on the last date fixed for receipt of applications (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).
- d) Must be able to speak, read and write Oriya and **must have passed at least a test in 'Oriya' equivalent to M.E. Standard.**
- e) Must be of good character.
- f) Must be of sound health, good physique and free from any organic defects or bodily infirmities.
- g) Must not have more than one spouse living, if married.
- h) Must have paid the fees prescribed (mentioned at serial No. 2 below) for the examination.
- i) Must be a citizen of India.

### **B. For the post of Junior Typists (Group-C)**

For these posts the criteria and conditions are same as above **and in addition to that the candidates applying for this posts must have the knowledge of Type writing with a minimum speed of 40 words per minutes in English.** The candidates applying for this posts are to appear a written examination in English which is qualifying in nature as prescribed for the post of Junior Clerk-cum-Copyist mentioned under the heading of Scheme of Examination below.

### **C. For the post of Junior Stenographers (Group-C)**

For these posts the criteria and conditions are same as above. The candidates applying for this posts are to appear a written examination in English which is qualifying in nature as prescribed for the post of Junior Clerk-cum-Copyist as mentioned under the heading of Scheme of Examination below. **Besides the qualifying tests in English the candidates shall appear a test in short hand and type writing. For Shorthand the minimum speed is required 80 words per minutes and for type writing the minimum speed is 40 words per minutes.**

**D. For the post of Salaried Amin (Group-C)**

- a) The candidate must have passed the matriculation examination or equivalent examination of a recognized board.
- b) Have passed the Revenue Inspector Training from a recognize Institute.
- c) Not below the age of 18 years of age and above 32 years of age as on 10.09.2014 subject to relaxation of upper age limit wherever applicable as per relevant act or rule.
- d) Be of good character.
- e) Be of good conduct, sound health, good physique, active habits and free from communicable diseases.
- f) Not have more than one spouse living, if married.

**E. For the post of Peon (Group-D)**

The candidates applying for this post are required to fulfil the following criteria and conditions

- a) He shall have passed atleast class-VIII examinations.
- b) Shall not be less than 18 years of age and more than 37 years of age as on 10.09.2014.
- c) Must have elementary knowledge in English and Odia.
- d) Must be of good conduct and character.
- e) Must be in state of good state of health and mind.
- f) Must not have more than one spouse living, if married.
- g) Must be a citizen of India.

**2. FEES FOR EXAMINATION :**

The candidates applying for the above mentioned posts, except for the post of peons Group-D(peons) and candidates belonging to Scheduled Tribe and Scheduled Caste Communities, are required to deposit a fees of rupees 100/- only (One Hundred) in the shape of Government Treasury Challan under the head ***“0070- other administrative services-01- Administration of Justice – 501- Services and Service fees -0010- charges for service provided -02177- examination fees for Recruitment conducted by Orissa District and Subordinate Courts”*** and shall file the same along with their respective application forms along with other documents which are mentioned at serial no 4 below.

**(Note:- The candidates applying for the post of peons Group-‘D’ and the candidates belonging to Scheduled Caste and Scheduled Tribe Communities, for Group-‘C’ posts are exempted from paying the above mentioned fees).**

### 3. THE SCHEME OF EXAMINATION :

#### a) For the post of Jr. Clerks-cum-Copyist as follows:

	Subject	Marks	Duration of Test	Minimum pass Marks/Qualifying Marks
Part-I	English Arithmetics General knowledge	100 100 100	02 hours. 01 hour. 01 hour.	Minimum 35 Marks in each subject.
Part-II	Computer Science (Practical)	100	01 hour.	Minimum 50 Marks. (For SC/ST- 40 Marks)
Part-III	Viva-voce test	45	---	-----

#### b) For the post of Junior Typist and Junior Stenographer / Grade – III Stenographer

The candidates applying for these posts are required to appear a written test in English only of 100 marks, which is qualifying in nature. After being qualified in the test in English the candidates for Junior Stenographers are to appear the stenography test where in a dictation of a passage of 400 words in English is to be taken in 5 minutes and after taking the dictation the candidate is to type out the same within 10 minutes. The candidate applying for the post of Junior Typists on qualifying the English Test as above shall be given a written passage in English Language on 400 words which she/he shall type out within 10 minutes.

On qualifying the respective tests for the respective categories of candidates they are to appear computer science test (practical) of 100 marks.

#### c) For the posts of Salaried Amin(Group-C)

Examination	Subject	Marks	Duration of Test
I	Arithmetic	50 Marks	1 hour.
	Technical Knowledge in Survey and settlement	50 Marks	1 hour.
II	Viva-Voce	20 Marks	--

#### d) For the posts of Peons (Group-D)

The candidates applying for the post are to appear a written test of 60 marks in both English and Odia Language of 8<sup>th</sup> Standard. The candidate qualifying in the written test shall be called for viva-voce test carrying 40 marks.

**[ THE DATES OF THE WRITTEN TESTS, PRACTICAL TEST AND VIVA-VOCE TEST  
SHALL BE INTIMATED LATER ]**

The candidates are required to submit their applications as per the formats given below duly filled in and signed by their own hands furnishing the required particulars as per the requirements given below in Column No-4. The candidates who are already in Government employment are required to apply through proper channel.

**4. THE FOLLOWING DOCUMENTS MUST ACCOMPANY WITH THE APPLICATION FORM(S) AND NOTHING MORE. (OTHER CERTIFICATES IF ANY ARE TO BE PRODUCED DURING VIVA-VOCE TEST, IF SELECTED FOR THE INTERVIEW).**

- i) Self attested copy of certificate(s) and mark sheets of H.S.C. and +2 examinations or equivalent thereto of a recognised Board, Council or University, showing **the date of birth of the candidate, applying for Group-C posts.**

**In case of Group-D posts** the candidate is to attach certificate from her/his last School / Institute studied upto Class-VIII and the certificate(s) must show the date of birth of the candidate or a birth certificate issued by competent authority.

- ii) Self attested copy of the certificate(s) in Computer Application from a recognised Institute / Board / Council / University. **(For GROUP-‘C’ only)..**
- iii) Self attested copy of caste certificate in case of reserved category candidates. **(Both GROUP-‘C’ & GROUP- ‘D’).**
- iv) Two character certificates issued by two Gazetted Officers persons of Repute. **(Both GROUP-‘C’ & GROUP- ‘D’).**
- v) Three self signed recent passport size photograph. **(Both GROUP-‘C’ & GROUP- ‘D’).**
- vi) Two self addressed envelopes each affixing postage stamps of **Rs. 22/-** on each. **(Both GROUP-‘C’ & GROUP-‘D’).**
- vii) Treasury challan (for Group-‘C’ posts) in original showing the deposit of Rs. 100/- towards examination fee. **(SC/ST candidates and the candidates applying for the post of peons are exempted).**
- viii) Attested copy of type writing and stenography certificate **(as the case may be)** issued by a recognised institution **(for Junior Typist and Junior Stenographers only).**
- ix) Copy of self attested certificate of Revenue Inspector Training**(for the post of Salaried Amin).**
- x) The candidates who possesses the certificate of work experience in settlement and Consolidation Organisation granted by Settlement officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training shall also furnish the documents in support of the same **(For the post of Salaried Amin).**

**Important Note :- Any application not accompanying with any of the above document(s) and / or material(s) shall make the application as incomplete and shall be rejected.**

**5. (A) THE CANDIDATES ARE REQUIRED TO MENTION THE TYPE OF POST AND THE CATEGORY OF POST APPLYING FOR, ON HER/HIS RESPECTIVE APPLICATION(S) AS WELL AS ON THE ENVELOP CARRYING THE APPLICATION, ONE ENVELOP MUST CARRY ONLY ONE APPLICATION ALONG WITH ITS ANNEXTURES AS PER COLUMN NO-4 ABOVE.**

**(B) THE CANDIDATES ARE REQUIRED TO SUBMIT SEPARATE APPLICATION FOR EACH POST UNDER EACH CATEGORY IF PREFER TO APPLY FOR MORE THAN ONE POST AND EACH OF SUCH APPLICATION MUST ACCOMPANY WITH THE DOCUMENT(S) / MATERIAL(S) AS MENTION AT SERIAL NO. 4 ABOVE.**

**6. LAST DATE FOR SUBMISSION OF APPLICATIONS –**

The applications along with the required documents shall send to **The Registrar, Civil Courts, Sundargarh, At/Po. Sundargarh, Pin: 770001, District. Sundargarh** on or before 09.10.2014. Applications receive after the above date shall not be considered.

In case of receipt of large number of applications the authority reserve the right to short list the candidates in accordance with the Rules contained in **ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008 (AMENDMENT RULE-2010).**

**7. MODE OF SUBMISSION OF APPLICATIONS:**

The candidates shall send their application with the address mentioned at Sl.No.6 above duly filed in and shall accompany with the required document(s) / material(s) as mentioned at serial No. 4 above by closed sealed evolved through register post or speed post only. No other mode of submission even direct deposit of the application in this office shall be entertain.

**WARNING :- Non-compliance of any of the requirements mentioned in this advertisement shall entail rejection of his / her application. Any application if found defective / incomplete in any respect shall summararily be rejected.**

**CANVANCING AND / OR INFLUENCING IN ANY FORM BEFORE OR DURING OR AFTER THE RECRUITMENT PROCESS IN ANY MANNER WHATSOEVER EITHER DIRECTLY OR INDIRECTLY SHALL AMOUNT TO CANCELLATION OF THE CANDIDATURE.**

8. IN CASE OF RECEIPT OF LARGE NUMBER OF APPLICATIONS, FOR SHORT LISTING OF THE CANDIDATES, THE DISTRICT RECRUITMENT COMMITTEE, JUDGESHIP OF SUNDARGARH IS EMPOWERED WITH RULE-7 OF THE ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008 (AMENDMENT RULE-2010) TO FIX THE CRITERIA

N.B. FOR ANY OTHER CLARIFICATION, ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008 (AMENDMENT RULE-2010) MAY BE REFERRED.

Any dispute relating to this advertisement and its contents shall be subject to the Jurisdiction of the Civil Courts, Sundargarh, District-Sundargarh.

BY ORDER



REGISTRAR,  
CIVIL COURTS, SUNDARGARH.

**FORMAT OF APPLICATION**  
**[THE ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES**  
**(METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008**  
**(AMENDMENT RULE-2010)]**  
**(FOR THE POST OF GROUP 'C' EMPLOYEES: JR. CLERK-CUM-COPIST/JUNIOR**  
**TYPISTS/JUNIOR STENOGRAPHERS/GRADE-III, STENOGRAPHERS)**

(See Para 2A of Appendix 'A' )

1. Name of the Candidate :  
(in capital letters)
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married/Unmarried):
5. Permanent Address :
6. Present Address :  
(in capital letters)

Self attested  
recent passport  
size photograph

7. Date of Birth :
8. Educational Qualification (Attach attested copies of Certificates):

Name of the Examination passed	Name of the Board / University	Year of passing	Aggregate marks secured	Grade/ Division	Percentage of mark secured
H.S.C.					
+2 Arts / Commerce / Science					
Diploma / Degree in Computer Science					

9. Category (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN)  
(Strike out which is not applicable attach the supporting documents issued by the Authority).
10. Whether physically / orthopedically handicapped  
(if yes, attach supporting medical certificate by the Competent Medical Authority / Board).
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any)
14. Attach two character Certificate issued by two gazetted officers / Medical Practitioner / Sarpanch etc.
15. Details of treasury challan with Number and date.

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Subordinate Courts non judicial staff services (Method of Recruitment and conditions of service) Rules, 2008 amendment rule-2010 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  
Mobile No./e-mail-id.(if any):



**FORMAT OF APPLICATION**  
**[THE ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES**  
**(METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES -2008**  
**(AMENDMENT RULE-2010)]**

**(FOR THE POST OF GROUP 'D' EMPLOYEES : PEON)**

Self attested  
recent passport  
size photograph

1. Name of the Candidate :  
(in capital letters)
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married/Unmarried)
5. Permanent Address :
6. Present Address :  
(in capital letters)
7. Date of Birth (age as on-09.10.14):
8. Educational Qualification (Attach attested copies of Certificates):
9. Category (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN)  
(*Strike out which is not applicable attach the supporting documents issued by the Authority*).
10. Whether physically / orthopedically handicapped  
(*if yes, attach supporting medical certificate by the Competent Medical Authority / Board*).
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any)
14. If any relative is serving in Judicial Department, and if so, mention the name and post holding.
15. Mention any extracurricular activities and experience in any field, if any:

**DECLARATION**

I do hereby solemnly affirm and state that the facts stated above are true to the best of my knowledge and belief.

Signature of the candidate  
Mobile No./e-mail-id.(if any):

## FORMAT OF APPLICATION

### (FOR THE POST OF SALARIED AMIN)

1. Name of the Candidate :  
(in capital letters)
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married/Unmarried):
5. Permanent Address :
6. Present Address :  
(in capital letters)
7. Date of Birth :
8. Educational Qualification (Attach attested copies of Certificates):

Name of the Examination passed	Name of the Board / University	Year of passing	Aggregate marks secured	Grade/ Division	Percentage of mark secured
H.S.C.					
+2 Arts / Commerce / Science					
Diploma / Degree in Computer Science					
R.I Training					

9. Category (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN)  
(Strike out which is not applicable attach the supporting documents issued by the Authority).
10. Whether physically / orthopedically handicapped  
(if yes, attach supporting medical certificate by the Competent Medical Authority / Board).
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any)
14. Attach two character Certificate issued by two gazetted officers / Medical Practitioner / Sarpanch etc.
15. Details of treasury challan with Number and date.

### DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Subordinate Courts non judicial staff services (Method of Recruitment and conditions of service) Rules, 2008 amendment rule-2010 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  
Mobile No./e-mail-id.(if any):

BY ORDER

 08.09.14

REGISTRAR,  
CIVIL COURTS, SUNDARGARH.