

OFFICE OF THE DISTRICT JUDGE DHENKANAL**ADVERTISEMENT****Dated the 8th September, 2014**

Application in plain paper in the format given below are invited from the intending candidates for filling up of the following posts under Group-C and D categories in the Judgeship of Dhenkanal as per the Pay scale with usual D.A. and other allowances as admissible by the Government from time to time.

1. Number of Vacancy:

SL. No.	Category	ST	SC	UR	TOTAL
Group C					
1	Junior Clerk/ Copyist	9	1	–	10
2	Junior Typist	2	–	2	4
Group D					
3	Orderly Peon/Office Peon/ Malkhana Guard/ Malkhana Peon/N.W.M-cum-Sweeper/N.W.M./Sweeper	7	2	–	9

Note- The vacancies may increase or decrease. The reservation of vacancies for women will be filled up according to the rules. The District Judge reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge with regard to the result of the examination shall be final.

The last date of receipt of applications is fixed to 25.9.2014. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by Registered post/ Speed Post/ By way of dropping the same in the box physically available in the Civil Courts premises at Dhenkanal during the Office hours on the working days only. The applications received there after shall be summarily rejected.

Details of Advertisement, Application form, eligibility criteria, Scheme of Examination along with detailed Syllabus etc. are available in the District Court Website <http://ecourts.gov.in/odisha/Dhenkanaldc> .

2. Eligibility Criteria:-

(I) The candidate willing to apply for the post of Junior Clerk/Copyist, Junior Typist must:-

- a) be a citizen of India
- b) have passed at least +2 Exam, conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- c) have at least Passed Diploma in Computer Application from a recognized institute.
- d) be over 18 years and below 32 years of age as on 25.09.2014. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance, with the provisions of the relevant Acts, Rules, Orders or instructions of the government for the time being in force.
- e) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- f) be of good character.
- g) be of sound health, good physique and free from organic defects or bodily infirmity.
- h) have not more than one spouse living if married.
- i) have passed Type Writing Test from a recognized Institute having typing speed of 40 words per minute in case of Junior Typist.

(II) The candidate willing to apply for the Group-D post must:-

- a) have passed Class-VIII Examination in any of the recognized educational institution.
- b) not be below the age of 18 years and above 37 years of age as on 25.09.2014.
- c) be of good conduct, sound health, good physique, active habits and free from communicable diseases.
- d) be of good character.
- e) have Elementary knowledge in Odia and English Language.
- f) not have more than one spouse living, if married.

3. Fee for examination for Group-C:-

The Group-C candidate shall have to pay Rs. 100/- as examination fees in shape of Treasury Challan. The fees should be credited under the Head of Account **“0070-Other Administrative Services-01-Administration of Justice-501- Services and Service fees-**

9904650- Law Department-9916730-Examination Fess for Recruitment Conducted by Orissa District & Subordinate Courts” No application shall be considered unless it is accompanied by a Challan showing payment of the examination fees.

The S.C. and ST. candidates for the posts of Group-C and Group-D are exempted from payment of the examination fees.

The candidate desirous of sitting for the examination shall submit an application to the District Judge, Dhenkanal in the format given below duly filled in by his/her own hand writing. The candidates who are in Govt. employment are required to apply through proper channel.

NOTE: The applications if found defective / incomplete in any respect shall be summarily rejected.

4. Subject of Examination:-

(I) There shall be an examination on the following subjects for the post of JR. CLERKS/COPYISTS:-

Subjects	Marks	Duration of Test.
English	100	2 hrs
Arithmetic	100	1 hrs
General knowledge	100	1 hrs
Computer Science test (Practical)	100	1 hrs
Viva-voce test	45	As would be decided at the time of interview.

- *Only Successful candidate in the written examination shall be called for Computer Science Test (Practical) and the candidates qualified in the said practical test shall be called for Viva-Voce for the post of Junior Clerk / Copyist.*

(II) There shall be an examination on the following subjects for the post of JUNIOR TYPIST:-

Subjects	Marks	Duration of Test.
English	100	2 hrs
Type writing Test	50	10 minutes
Computer Science test (Practical)	100	1 hrs
Viva-voce test	35	As would be decided at the time of interview.

- *Only Successful candidate in written qualifying examination shall be called for Typewriting Test for Junior Typist. Candidates selected in the type writing test shall be called for Computer Science Test (Practical) and the candidates qualified in the said practical test shall be called for Viva-Voce. Qualifying candidates are required to bring their own typewriters.*

(III) There shall be an examination on the following subject for the Group- D Posts:-

Subjects	Marks	Duration of Test.
Written Test on Elementary Knowledge in Odia and English.	60	As would be decided by the Recruitment Committee.
Viva-Voce Test	40	-Do-

5. SYLLABUS:-

(I) FOR GROUP-C POST (JR. CLERKS/COPYISTS):-

- a) ENGLISH:-An Essay, a letter or application, an odia passage to be translated into English, one English passage to be translated into Oriya and a summary of one English passage.
- b) ARITHMETIC:-Vulgar fraction & decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and compound practice, Percentage, Profit and loss, Mixtures, Partnership, averages, rates and taxes, insurance, square and cubit measure, problems on time and work and on time and distance.
- c) GENERAL KNOWLEDGE: - Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.
- d) COMPUTER SCIENCE TEST (PRACTICAL):- Test formatting of the Paragraph, Insertion of Table, Skill to Print and Save File Transfer, Web site Searching / Browsing and down loading E-Mail, use of Pen drive and other Soft ware etc. and programs of accounting.
- e) VIVA VOCE: - Candidates alertness, general outlook and potential qualities.

(II) FOR GROUP-C POST (JUNIOR TYPIST):-

- a) ENGLISH: - (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk / Copyist.
- b) TYPE TEST: - For the post of Typist, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes.

- c) COMPUTER SCIENCE TEST (PRACTICAL):- Syllabus is same as detailed above for the post of Junior Clerk / Copyist.
- d) VIVA VOCE: - This test is same as for the post of Junior Clerk / Copyist

(III) FOR GROUP-D POST:-

The Scheme of examination will be intimated to the candidates in due time.

Note I: - The written test for the Group-C and Group- D posts will be intimated to the eligible candidates in due course.

Note II: - The date of examination for Type Writing/ Computer Science (Practical) and Viva Voce Test will be intimated in due course to qualifying candidates.

6. Last date of receipt of Application:-

Applications along with required documents and self attested copies of certificates must reach in the address of District Judge, Dhenkanal, AT/ PO/ Dist-Dhenkanal-759001 by 25.09.2014 positively. Applications received after the due date shall be summarily rejected. In case of receipt of large number of applications the authority reserves right to shortlist the candidates in accordance with the rules contained in the **Orissa District & Sub-ordinates Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 and amendment made therein from time to time.**

7. List of documents to be submitted by the candidates:-

(I) FOR GROUP- C- POST

1. Self attested copies of certificates of +2 Examinations or equivalent Examination of a recognized Council, Board or University as the case may be with mark sheet.
2. Self attested copy of Certificate of H.S.C. / Board (showing Date of birth) with Mark Sheet.
3. Self attested copy of Certificate of Diploma in Computer Application of recognized Institution.

4. Self attested copy of Caste certificate issued by the Competent Authority, in case of ST & SC candidate.
5. Self attested copy of Employment Exchange registration Card.
6. Three copies of recent pass port size photographs (Self attested on the front side) out of which one Photograph is to be pasted in the application form on the space provided and two photographs will be submitted with the application.
7. Two self addressed postal envelopes duly stamped worth Rs.30/- each.
8. Two Character certificates issued by two gazetted officers/medical practitioner/ Sarpanch etc. (Mention name, Designation of the Officer)
9. Treasury Challan in Original showing deposit of examination fees of Rs. 100/- under the proper head of account (except S.C. & S.T. Candidates).
10. Copy of self attested Certificate showing successful completion of Type Writing Course from a recognized Institution (For the post of Junior Typist in addition to other documents mentioned above).

(IV) FOR GROUP- D- POST

1. Copy of self attested certificate in respect of educational qualification and date of birth.
2. Three self attested recent pass port size photographs, one is to be affixed on the application on the space provided.
3. Two self addressed postal envelopes duly stamped worth Rs.30/- each.
4. Self attested copy of Caste certificate issued by the Competent Authority.
5. Two Character Certificates issued by two gazette Officers/ Medical practitioner/ Sarpanch etc. (Mention name, designation of officers).

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FORM-A
FORMAT OF APPLICATION FOR GROUP-C

POST APPLIED FOR _____

Paste your recent
self attested
Passport Size
Photograph.

1. Name of the Candidate (In capital letter):-
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 25.9.2014 _____
8. Educational Qualification (Attach 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					
Diploma in Computer Science					

9. Category (SC/ST):-
(Attach attested copy of certificate issued by the Competent Authority)

10. Religion:-
11. Nationality:-
12. Employment Exchange registration No.:-
13. Attach two character certificates issued by two gazette officers / medical practitioner/ Sarpanch (Mention name, designation of the officer).
14. Details of Treasury Challan with No. and Date:-

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-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

List of Documents

SIGNATURE OF THE CANDIDATE

FORM-B

FORMAT OF APPLICATION FOR GROUP-D

1. Name of the Candidate (In capital letter):-
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 ;(with supporting documents):-
8. Educational Qualification :(Attach attested copy of: Certificate)
9. Category (SC/ST):-
(Attach attested copy of certificate issued by the Competent Authority)
11. Religion:-
12. Nationality:-

Paste your recent
self attested
Passport Size
Photograph.

DECLARATION

I do hereby solemnly affirm that the facts stated above are true to the best of my knowledge and belief and that nothing is false therein. In case any information is found incorrect, my application shall entail rejection.

List of Documents

Signature of the Candidate