

## OFFICE OF THE DISTRICT JUDGE, KENDRAPARA

Dated, Kendrapara the 8<sup>th</sup> day of September, 2017

### ADVERTISEMENT

Advertisement No. 1/2017

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerk, Copyist, Junior Typist in the pay scale of **Rs.5200/- -Rs.20,200/- with grade pay of Rs.1900/-** per month, Stenographer Grade-III in the pay scale of **Rs 5200/- Rs.20,200/- with grade pay of Rs. 2400/-** per month and for the post of Salaried Amin in the pay scale of **Rs.5200/--Rs.20,200/- with Grade Pay of Rs.2000/-**. The recruitment for the post of Group 'C' shall be made in accordance with the Orissa District & Sub-ordinate courts non-judicial staff services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010 subject to the result of W.P ( C ) No.1273 of 2014.

The decision of the District Judge, Kendrapara as to the result of the Examination shall be final.

Sl. No	Category of posts	Un reserved	S.C	S.T.	S.E.B.C.	Total
1	Junior Clerk cum Copyists	4	1	2	1	8
2	Junior Typist	1	-	2	-	3*
3	Stenographer Gr.III	1	1	1	-	3*
4	Salaried Amin	1	-	-	-	1

\*1(One) post in each cadre of Junior typist and Stenographer Grade -III is rolled over /Backlog vacancies.

(The number of vacancies in different categories of posts may increase or decrease in future).

The above vacancies are to be filled up subject to reservation for woman candidates and Physically Handicapped persons/Ex-Service-men/Sports persons shall be as per Rule in force.

### ELIGIBILITIES OF THE CANDIDATES

#### FOR THE POSTS OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III:-

- (a) Must have passed at least +2 examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized council/Board or University, as the case may be.
- (b) Must have passed at least Diploma in Computer Application from a recognized institute.

- (C) Must be over 18 years and below 32 years of age as on the last date fixed for receipt of application by the District Recruitment Committee. The upper age limit is relaxable up-to 5 years in case of S.C., S.T., S.E.B.C. and women & up-to 10 years in case of physically handicapped candidates. (Provided that the upper age limit in respect of other reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or Instructions for the time being in force).
- (d) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in shorthand and 40 words in Typewriting per minute in English.
- (e) A candidate for the post of Junior Typist shall possess a minimum speed of 40 words in Typewriting per minute in English.
- (f) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard.
- (g) Be of good character.
- (h) Be of sound health, good physique and free from organic defects or bodily infirmity.
- (i) Have not more than one spouse living, if married.

**FOR THE POST OF SALARIED AMIN :-**

1. The candidate must have passed the matriculation examination or equivalent examination of a recognized board.
2. Have passed the Revenue Inspector Training from a recognize Institute.
3. Not Below the age of 18 years of age and above 32 years of age as on as on the last date fixed for receipt of application by the District Recruitment Committee. The upper age limit is relaxable up-to 5 years in case of S.C., S.T., S.E.B.C. and women & up-to 10 years in case of physically handicapped candidates. (Provided that the upper age limit in respect of other reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or Instructions for the time being in force).
4. Be of good Character.
5. Be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in service.
6. Have not more than one spouse living, if married.

**FEES FOR EXAMINATION :-**

The candidates are required to deposit fees of Rs.100/-(one hundred) only in shape of Treasury Challan under the Head **"0070-Other Administrative Services-01-Administration of Justice-501-Services and Services fees-9904650-Law Department-9916730-Examination fees** for Recruitment conducted by Orissa District and Subordinate Courts" and to submit the original copy of challan along with their application forms.

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required to submit their application being duly filed in and signed 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.

**LAST DATE FOR RECEIPT OF APPLICATIONS :-**

The application along with the required documents and self attested copies of certificates addressed to the District Judge, Kendrapara must reach the Office of the District Judge, Kendrapara-754211 on or before **14.10.2017** either in person during office hours on each working day or by Registered post. Applications received in the office after the last date shall be summarily rejected.

- N.B.:- (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope alongwith relevant documents and Treasury challan.
- (ii) Non compliance of any of the requirements shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect shall be summarily rejected.
- (iii) In case of receipt of large number of applications the authority reserves 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 and amendment Rules,2010.
- (iv) Candidates are required to mention contact number and e-mail i.d. (if any).
- (v) Candidates who have not been awarded with 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 (the conversion certificate can also be produced by availing the same on downloading process).
- (vi) For Details : Log on <http://ecourts.gov.in/odisha/kendrapara> or <http://www.kendrapara.nic.in> for a copy of the advertisement.

**SCHEME OF EXAMINATION FOR THE POSTS OF JUNIOR CLERK CUM COPYIST**

	Subject	Marks	Duration of test
Part-1	English	100	2 hours
	Arithmetic	100	2 hours
	General Knowledge	100	1 hour
Part-II	Computer Science (Practical)	100	1 hour
	Viva-voce	45	

**SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER-GRADE-III  
AND JUNIOR TYPISTS**

	Subject	Marks	Duration of test
Part-1	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test (for stenographers Gr-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
	Type writing test (for Typists)	50	10 minutes
Part-II	Computer Science (Practical)	100	1 hour
	Viva-voce	35	

Only successful candidates in the written examinations shall be called for the test of Computer Science (Practical) and the candidates qualifying in the said practical test shall be eligible for Viva-Voce. The candidates who appear for the type test shall bring their own type-writer machine.

**SCHEME OF EXAMINATION FOR THE POSTS OF SALARIED AMIN**

Sl. No.	Subject	Mark	Duration of test
PART- I	English (qualifying in nature)	50	1 hour
	Arithmetic	50	1 hour
	Technical Knowledge in Survey and Settlement	100	1 hour
PART- II	Viva-Voce Test	30	--

Only Successful candidates in the Part-I examinations shall be called for to appear in the Viva-Voce.

No T.A/D.A. is admissible to the candidates

**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) An Odia passage is to be translated into English
- (d) An English passage is to be translated into Odia
- (e) Summary of one English passage.

(ii) Arithmetic

Vulgar fractions and Decimals, HCF & LCM, 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. In case of Salaried Amin, the questions shall be metric label.

(iii) General Knowledge

Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.

(iv) Computer Science Test

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.

(v) Viva-voce Test

To test and access the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FOR THE POSTS OF JUNIOR CLERK-cum-COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III.

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth.
- (b) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized council, Board or University, as the case may be.
- (c) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (d) Copy of Self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (e) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (f) Two Character Certificates issued by two gazetted officers/ medical practitioners/ Sarpanch .
- (g) Treasury Challan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.
- (h) Three Passport size recent photographs self attested.(One is to be affixed in the application on the space provided)
- (i) Two Nos. of self addressed envelopes duly affixed with adequate postal Stamp.
- (j) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (k) Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute
- (l) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Typist)
- (m) Self attested copy of recent Caste Certificate issued by the appropriate Authority in respect of Candidates claiming to be Scheduled Caste/ Scheduled Tribe and SEBC categories.
- (n) Self attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidates only.
- (o) Self attested certificate/Identity Card of Sports person and Ex-Serviceman.
- (p) Self-attested Conduct and Character Certificate issued by the appropriate Authority of the Institution, the Candidate last attended.

DOCUMENTS TO BE ENCLOSED BY THE CANDIDATES FOR THE POST OF SALARIED AMIN :-

1. Self attested copy of Higher Secondary School Certificate Examination or its equivalent from any recognized School, Board or Institution Certificate showing proof of age with mark sheet.
2. Self attested copy of mark sheet of the Higher Secondary School Certificate Examination.
3. Treasury Challan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.(except SC & ST Candidates).
4. Two Character Certificates issued by two gazetted officers/ medical practitioners/ Sarpanch.
5. Treasury Challan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.
6. Three Passport size recent photographs self attested.(One is to be affixed in the application on the space provided)
7. Two Nos. of self addressed envelopes duly affixed with adequate postal Stamp.
8. One declaration regarding marital status showing to have not more than one spouse living, if married.
9. Self attested copy of recent Caste Certificate (for reserve category candidates only).
10. Self attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidates only.
11. Self attested certificate/Identity Card of Sports person and Ex-Serviceman.
12. Self attested copy of Certificate of Revenue Inspector Training.
13. The candidate, who possesses the certificate of work experience in settlement and Consolidation Organization 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.
14. Candidates already in Government service shall have to produce "No objection Certificate"/"Letter of permission" from competent authority.
15. Copy of Self-attested Conduct and Character Certificate issued by the appropriate Authority of the Institution, the Candidate last attended.

. The candidates are required to superscribe the category of the post for which they have applied in capital letters on the top of their respective applications and on the top of the envelopes containing applications. Date of examination shall be intimated to the eligible candidates of all categories of posts in due time.

Sd/-

District Judge-cum-Chairman,  
District Recruitment committee,  
Kendrapara

**FORM-A FORMAT OF APPLICATION****(See para 2A of Appendix-A)**

APPLICATION FOR THE POST OF \_\_\_\_\_

1. Name of the Candidate: \_\_\_\_\_ Self Attested
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 -----) Year ----Month----Day---  
Email ID \_\_\_\_\_ Contact No \_\_\_\_\_
8. Educational Qualification:  
(Attach attested copies of certificate in support of qualification)

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					
+2Arts/Commerce /Science					
Diploma in Computer Science.					

9. Category :( S.C./S.T./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 officers/ medical practitioners/ Sarpanch etc. (mention name, designation of the officers):
15. 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 with Amendment Rules 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

**FORMAT OF APPLICATION FOR THE POST OF SALARIED AMIN**

APPLICATION FOR THE POST OF \_\_\_\_\_

1. Name of the Candidate
2. Father's Name
3. Sex (Male /Female)
4. Marital Status (Married /Unmarried)
5. Permanent Address:
6. Present Address:
7. Date of Birth: (Age as on ) Year ----Month----Day---  
Email Id Contact No
8. Educational Qualification:

Self Attested

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Aggregate of marks secured	Grade Division (if any)	% of marks secured

9. Category :( S.C./S.T./SEBC/GEN/Sports person/Ex-serviceman)  
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. R.I Training :
11. Religion:
12. Nationality:
13. Employment Exchange Registration No:
14. Attach two Character Certificates issued by two Gazetted officers/ medical practitioners/ Sarpanch etc. (mention name, designation of the officers):
15. Details of Treasury Challan with No. and Date:

**DECLARATION**

I do hereby solemnly affirm and state that the statements made above are true and correct to the best of my knowledge and belief and based on record

Signature of the Candidate



**CRITERIA FOR RE-EMPLOYMENT OF RETIRED SALARIED AMIN**

The re-employment of retired Salaried Amin for a period of one year or till appointment of a regular Amin whichever is earlier, is Governed by the Govt.of Odisha. G.A Department Resolution No.23750/Gen dated 27.08.2014 for engagement of retired Government Servants which is attached. Last date for submission of Applications is **14.10.2017**.

Sd/-  
District Judge-cum-Chairman,  
District Recruitment committee,  
Kendrapara

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GAD-SC-REMP-0002-2014\_23750/Gen  
Government of Odisha  
General Administration Department  
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RESOLUTION

Bhubaneswar, dated the 27<sup>th</sup> August 2014

Sub:- Comprehensive Guidelines relating to engagement of retired Government servants.

The engagement of retired officers is at present being governed by the guidelines issued by the government in General Administration Department Resolution No. 19637/Gen. dt. 30.06.1999. According to these stipulations no proposal for re-engagement of any retiring/ retired functionary shall be considered in any circumstances except in certain specified cases as laid down in the said Resolution. The situation, in the meantime has undergone a drastic change. On account of delayed recruitment for various unavoidable reasons most of the government establishments have inordinate workload on the remaining staff. On the basis of the above consideration certain Departments of Government have obtained orders of the government in the past to engage retired government servants temporarily on contractual basis for different spells with different remuneration and terms and conditions on obtaining concurrence of Finance Department wherein the prescribed upper age limit for engagement was not uniform.

After careful consideration of the above situation and with a view to ensure a uniform principle it has been decided by the Government that the Departments of Government, while taking decisions for engagement of retired persons having professional excellence in government assignments, shall follow the following principles to engage the retired government servants on contractual basis.

**1. Applicability:-**

These guidelines shall apply to officers to be re-employed to such posts/services as may be decided by the Government from time to time.

**2. Eligibility Conditions:-**

- (i) Officers who have retired from Government service on attaining the age of superannuation and below the age of sixty five years having good service records and are physically fit shall be eligible to be considered for re-employment.

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- (ii) Officers against whom departmental proceedings or criminal cases are contemplated/ pending or who have been penalized for misconduct during the period of preceding five years will not be eligible for consideration.

### 3. Selection Process:-

- (i) Selection of persons will be made through open advertisement.
- (ii) There shall be a Selection Committee as may be decided by the appointing authority for the post/ posts required to be filled up by re-employment.

### 4. Tenure, Terms and Conditions:-

- (i) The re-employment shall be made initially for a period of two years and can be extended for subsequent period of two years with spells of one year each subject to satisfactory performance up to a total period of four years not beyond the age of sixty-five years of age in any case or till the posts are filled up by regular process whichever is earlier.

- ✓ (ii) Re-employed-officers will be entitled to pay and other allowances as determined by the Administrative Department/Appointing Authority with the concurrence of the Finance Department.

- (iii) Re-employed officers shall be governed by the provisions of Odisha Government Servants' Conduct Rules, 1957 and shall be liable to be proceeded against for their misconduct, omissions and commissions as per the provisions under the Odisha Pension Rules, 1992.

- (iv) The re-employment can be terminated at any time by the respective appointing authority due to unsatisfactory performance of any of the re-employed officer by giving one month notice. On the contrary if any re-employed officer desires to resign he shall do so by giving one month's written notice to the competent authority.

### 5. Retention of Government Quarters:-

As provided in the Resolution No 19637/ Genl dated 30.06.1999, during the period of the contract appointment the appointee may be accommodated in Government Quarters, subject to the availability, provided he pays normal rent as applicable to a Government servant occupying Government accommodation.



6. Overriding effect:- The provisions of this resolution will supersede all previous executive instructions of the Government pertaining to re-employment of retired persons.

This Resolution shall come to force with effect from the date of publication in Odisha Gazette.

*ORDER : Ordered that the Resolution be published in the extraordinary issue of the Odisha Gazette. Ordered also that copies of the Resolution be forwarded to all Departments of Government / all Heads of Departments / all Collectors / Registrar, Odisha High Court / Registrar, Odisha Administrative Tribunal / Special Secretary, Odisha Public Service Commission / Secretary, Odisha Staff Selection Commission/ Secretary, Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar.*

By order of the Governor

*N. Chandra*  
Special Secretary to Government.