

**ADVERTISEMENT**

***Dated, the 18<sup>th</sup> day of May, 2024***

***Last date for receipt of applications: Dtd.20.06.2024***

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. These appointments and regular scale of pay prescribed against each post shall be subject to the result of **W.P.(C) No. 1273 of 2014** pending before the Hon'ble High Court of Orissa, Cuttack.

**CATEGORY-WISE VACANCY POSITION**

Sl. No.	Cadre of post (Group-C)	Scale of pay	UR	SEBC	SCH. CASTE		SCH. TRIBE		Total
					Male	Female	Male	Female	
1	Junior Clerk-cum-Copyist	Rs. 19900-63200 in Level-4 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 1900/-)	08	01		02	14	06	<b>31</b>
2	Stenographer Grade-III	Rs. 25500-81100 in Level-7 of Pay Matrix of ORSP Rules, 2017 (Rs. 5200-20200/- + G.P. 2400/-)	03	01			02	01	<b>07</b>
3	Junior Typist	Rs. 19900-63200 in Level-4 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 1900/-)					01		<b>01</b>

(\*) The vacancy reserved for Women, P.W.D./ Sports Person / Ex-Serviceman is inclusive of vacancy of respective category to which they belong.

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

1. The applicant shall indicate/clarify specifically for which category of vacant post he/she is applying, if there is no such indication in the application, it will be treated that, he/she has applied in the Un-reserved category (UR) of that post.
2. The vacancies in all cadres against Scheduled Tribe (ST) categories of posts advertised above include backlog vacancies.
3. 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.
4. The Recruitment Committee has got right to revoke the advertisement / cancel the recruitment process / cancel any application without assigning any reason thereof at any time without prior notice.

5. Other conditions of service shall be guided by the relevant provisions of ***Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules thereto)*** subject to the final result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble Orissa High Court.
6. ***The decision of the District Judge as to the result of examination shall be final and in no case shall be liable to be challenged.***

**1. ELIGIBILITY OF THE CANDIDATES :**

**1.1 FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST / STENOGRAPHER GR.-III / JUNIOR TYPIST :**

**A Candidate, in order to be eligible for any of the above posts,**

- a) Shall be a citizen of India.
- b) Shall have passed at least +3 Examination or such other qualification equivalent to +3 Examination of 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 20.06.2024**. 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) He/ She must have registered his / her name in an Employment Exchange.
- j) There should not be any criminal proceeding pending against him / her.
- k) Must have possessed a minimum speed of **40** words per minute in English Type Writing (**For the post of Junior Typist**)
- l) Must have possessed a minimum speed of **80** words in shorthand and 40 words in English Type Writing per minute (**For the post of Stenographer Grade-III**)
- m) Candidates working either under State or Central Government, 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 fees is required to be paid by the candidates.

### 3. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE :

The candidate is required to submit his / her applications being duly filled in and signed by his / her own hand furnishing the required particulars as per the **Format - A** and **ANNEXURE – I** along with the following documents.

The candidates who are in Govt. employment are required to apply through proper channel and submit their self attested copy of “**No objection certificate**” from their employer.

- 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
- 3 Copy of Self attested Certificates showing passing of + 3 or equivalent examination and Mark sheet
- 4 Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute.
- 5 Copy of Self attested certificate showing successful completion of Stenography course (Shorthand & English Type writing) from a recognized institute. **(For the post of Stenographer Grade-III)**
- 6 Copy of self attested certificate showing successful completion of English Type Writing Course from a recognized institute. **(For the post of Jr. Typist.)**
- 7 Copy of self attested certificate showing to have passed Odia at least M.E. Standard from a recognized Institute.
- 8 **Two** original Character Certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mentioning the name and designation of officers)
- 9 **Five** Self signed recent passport size photographs (One is to be affixed in the application form)
- 10 **Three** Self addressed envelopes with postage stamp of **Rs.30/- (Rupees thirty) affixed on each** for despatch of call letters by **REGISTERED POST**.
- 11 Copy of Self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC / ST/ SEBC categories.
- 12 Copy of self attested disability certificate for physically Challenged persons issued by the competent authority showing percentage of disability.
- 13 Copy of self attested certificate / identity card of sports person and Ex-Serviceman.
- 14 Copy of self attested Valid Employment Exchange Registration Card.
- 15 Self attested copy of ‘**conversion certificate**’ for the candidates **who awarded with Grade marks instead of Percentage of marks.**
- 16 The candidates, who got married, have to submit a self declaration certificate that he/she has not more than one spouse living.

### 4. SCHEME OF EXAMINATION.

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

(A) JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Test.
1	English	100	2 hours.
2	Arithmetic	100	1 hour.
3	General Knowledge	100	1 hour
4	Computer Science Test (Practical)	100	1 hour
5	Viva-Voce Test	45	--

The successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for viva-voce test for the post of Junior Clerk/Copyist.

**4(a). DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST :**

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

- ENGLISH :**
- An essay to be written in English.
  - A letter or application to be written in English.
  - One Oriya passage to be translated into English.
  - One English passage to be translated into oriya.
  - Summary of one English passage.

**ARITHMETIC :** Vulgar fractions and 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 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 observation 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 paragraphs, 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 :** To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

<b>(B) STENOGRAPHER GRADE-III</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test.</b>
1	English (qualifying in nature)	100	2 hours.
2	Short hand and Type Writing Test (Type writing Test through computer system)	50	15 minutes.
3	Computer Science Test (Practical)	100	1 hour.
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing and Shorthand test for the post of Stenographer Grade-III. Candidates selected in the Type writing and Shorthand test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

**4(b). DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III :**

- Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.

- ii) Skill Test : A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes. The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

(C) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test (Through computer system)	50	10 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

**4(c). DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST :**

- i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.
- ii) Skill Test : A candidate for the post of Junior Typist shall be given a written passage containing 400 words in English language, which he shall reproduce by typing through Computer System in 10 minutes.
- iv) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

***The date of Written Tests for the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist will be intimated later on.***

**LAST DATE OF RECEIPT OF APPLICATION :**

The last date of receipt of applications is fixed on **20.06.2024**. 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, Ganjam, Berhampur by **5.00 P.M. on or before 20.06.2024** positively. Applicants may also drop their applications in the **Drop Box** kept inside the Court Campus, Civil Court, Berhampur within the said time and date. **The applications received thereafter shall be summarily rejected.**

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below:

1. The Candidates are required to submit their applications duly filled in and signed in full by their own hands furnishing the required particulars as per the prescribed format in **Form-A** and **Annexure-I** as given below. The candidate 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 should be submitted for each post mentioning the name of post clearly (in **CAPITAL letters** with underline) on the Top of the application and Envelope. All copies of testimonials shall be signed by the candidates.
3. The application, 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/ Stenographer Grade-III / Junior Typists the Authority **reserves right to short list 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 (Amendment Rules thereto)**. The District Recruitment Committee is otherwise 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 made final in every respect. Candidates shall be short listed in the ratio of 1:20 on the basis of category wise advertised vacancy as per rule according to the marks in a descending order to appear in the written examination.
5. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
6. The date of examination shall be intimated to the eligible candidates in due time by registered post/Official Website of District Court, Ganjam.
7. The intending candidates applying for different posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Civil Court premises at Berhampur during office hours on the working days only.
8. Written Examination for all posts of this advertisement shall be held on a same day. **While a candidate may apply for more than one post, he /she can appear in the examination for one post only as per his /her choice.**
9. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
10. 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 (the conversion certificate can also be produced by availing the same on downloading process).
11. Caste Certificate, Odia Test Pass Certificate, PWD Certificate and Discharge Certificate of Ex-service man must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
12. Any form of canvassing by the applicant shall entail rejection of the application.
13. For details, please visit the website <https://ganjam.dcourts.gov.in/> and the Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules thereto).

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

*Sd/- R. Chowdhury*  
District Judge,  
Ganjam, Berhampur.

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

[See Para 2A of Appendix A]

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

Self-attested  
Passport  
size  
photograph

1. **Name of the Candidate** (in block letter) :
2. **Father's/Husband's Name** :
3. **Sex** (Male / Female) :
4. **Marital Status** (Married/ Unmarried) :
5. **Permanent Address:**
  
6. **Present Address** :  
(along with Mob. No. & e-mail ID)
7. **Date of Birth:**  
Age (as on **20.06.2024**) : ..... Years ..... Months ..... Days
8. **Educational Qualification** (Attach attested copies thereof)

Name of the Examination passed	Name of the Board/ University	Year of Passing	Total Marks of the Examination	Aggregate of marks secured	Grade/ Division	% of Marks Secured.
1	2	3		4	5	6
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science of 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** (Yes / No).....  
(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 Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules thereto 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**

**List of Enclosures:** (Mention it in chronological manner):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Full Signature of the Candidate**  
**Date:**



**ANNEXURE – I**

**SELF-DECLARATION FOR AUTHENTICATION OF CERTIFICATE**

I, .....

son/daughter/wife of Shri/Smt. .... age ..... years,  
resident of .....

District .....,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, I shall be personally held responsible for any criminal action under Section 406/419/420/466/468/471 I.P.C. 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 :**