

OFFICE OF THE DISTRICT JUDGE, NUAPADA.

Dated, Nuapada the 24th day of June, 2024

Advertisement No. 01 of 2024

Last date of receipt of application 24.07.2024 (5.00 P.M.)

Applications in the prescribed format are invited from intending candidates for filling up the following posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin** in the Judgeship of Nuapada in the following Scale of Pay with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. The appointment and regular Scale of Pay prescribed against each post shall be 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)	02 (W-1)	01	01	03 (W-1)	07
Junior Typist	Rs. 19,900-63,200/- (Level-4 of the Pay Matrix)	--	--	--	02	02
Stenographer Grade-III	Rs. 25,500-81,100/- (Level-7 of the Pay Matrix)	01	--	01 (W-1)	02	04
Salaried Amin	Rs. 21,700-69,100/- (Level-5 of the Pay Matrix)	01	--	--	--	01

Note:

- The number of posts as indicated above may increase or decrease.
- 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.
- In the event of non-availability or availability of insufficient number of eligible women candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.

- (d) The vacancy includes backlog vacancy in respect of different categories of posts.
- (e) Reservations of vacancies for women, sports persons, Ex-servicemen and Persons with Disability shall be made in accordance with the provisions made under relevant Rules, Orders or instructions issued in that behalf by the State Government from time to time.
- (f) 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 & Amended up to 2024.
- (g) The Recruitment Committee reserves the right to revoke the Advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- (h) The decision of the Recruitment Committee 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) shall be a citizen of India.
- (ii) shall have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.
- (iii) shall have passed at least Diploma in Computer Application from a recognized Institute.
- (iv) shall be over 18 (Eighteen) years and below 32 (ThirtyTwo) years of age as on last date fixed for receipt of applications i.e. **24.07.2024**, 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.

(Date of Birth entered in the High School Certificate or equivalent certificate by the concerned Board/Council will only be accepted by the District Recruitment Committee)

- (v) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (vi) shall be of good character,
- (vii) shall be of sound health, good physique and free from organic defects or bodily infirmity.

- (viii) shall not have more than one spouse living, if married.
- (ix) shall have possessed a minimum speed of 40 words per minute in English Type Writing (for the post of Junior Typist),
- (x) shall 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).

(N.B: The typewriting test for the post of Junior Typist and Stenographer Grade-III shall be done through Computer System in English language only)

- (xi) There should not be any criminal proceeding pending against him/her.
- (xii) 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*".

(B) Eligibility of the Candidates for the post of Salaried Amin

- (xii) The Candidate shall have passed the matriculation examination or equivalent examination of a recognized Board; and
- (xiii) shall have passed the Revenue Inspector Training.

In addition to the above criteria, he shall fulfill all the criteria mentioned in Para "1 (A)" except (ii).

2. Fee for examination

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

3. SCHEME OF EXAMINATION

(A) For the post of Junior Clerk-cum-Copyist

	Subject	Marks	Duration of Examination
Part-I Written Examination	(a) English	100	2 hours
	(b) Arithmetic	100	1 hour
	(c) General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	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 Computer Science (practical) Test shall be eligible for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

3(a). Detail syllabus for the post of Junior Clerk-cum-Copyist :-

(i) English

- (a) An essay to be written in English (30 marks)
- (b) A letter or an application to be written in English (20 marks)
- (c) An Odia passage to be translated into English (15 marks)
- (d) An English passage to be translated into Odia (15 marks)
- (e) Summary of one English passage (20 marks)

[Note- The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.]

(ii) Arithmetic

Vulgar fractions and Decimals, HCF & LCM, Simple and Compound interest, Simple and Compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, Rate and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

[Note- Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.]

(iii) General Knowledge

Knowledge of current events and such other matters of everyday observations 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 email, use of pen-drive and other software etc. and programmes of accounting.

(v) Viva-voce Test

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

3 (B) For the post of Junior Typist

	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English	100	2 hours
Part-II	Typewriting Test (through Computer System)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The successful candidates in written qualifying examination shall be called for Typewriting Test. Candidates selected in the Typewriting 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.

3(b). 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-cum-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.

(iii) **Computer Science Test (Practical)** is same as detailed above for the post of Junior Clerk-cum-Copyist.

(iv) Viva-voce Test

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

3 (C) For Stenographer Grade-III

	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English	100	2 hours
Part-II	Shorthand & Typewriting Test	50	15 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The successful candidates in written qualifying examination shall be called for Typewriting & Shorthand Test for the post of Stenographer Grade-III. Candidates selected in the Typewriting & 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.

3(c). Detail syllabus for the post of Junior Stenographer Grade-III:-

(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-cum-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 be taken 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 Typewriting Test in case of Stenographer Grade-III shall be held through Computer System.

(iii) **Computer Science Test (Practical)** is same as detailed above for the post of Junior Clerk-cum-Copyist.

(iv) **Viva-voce Test**

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

3 (D) For the Post of Salaried Amin

Sl. No.	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English	100	2 hours
	Arithmetic	100	1 hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical Knowledge in Survey and Settlement (Practical)	50	1 hour
Part-III	Computer Science Test (Practical)	50	30 minutes
Part-IV	Viva-voce Test	30	--

The successful candidates in written qualifying examination shall be called for test of Technical Knowledge in Survey and Settlement (Practical). Candidates selected in Technical Knowledge in Survey and Settlement (Practical) 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.

3(d). Detail syllabus for each subject of the written test shall be as follows :-

(i) English

- (a) An essay to be written in English (30 marks)
- (b) A letter or an application to be written in English (20 marks)
- (c) An Odia passage to be translated into English (15 marks)
- (d) An English passage to be translated into Odia (15 marks)
- (e) Summary of one English passage (20 marks)

[Note- The required standard of candidates shall be equal to that of H.S.C. examination conducted by a recognized Board.]

(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 of HSC level.

(iii) Technical Knowledge in Survey and Settlement (theory) :

The candidates should have sound knowledge in Survey and Settlement.

(iv) Technical Knowledge in Survey and Settlement (practical) :

The candidates should have sound knowledge in Field measurement.

(v) 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 email, use of pen-drive and other software etc. and programmes of accounting.

(vi) Viva-voce Test

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

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 addressing to the District Judge, Nuapada by Regd. Post / Speed Post so as to reach in the office of the District Judge, Nuapada positively by **5.00 P.M.** on or before **24.07.2024**. Applicants may also drop their applications in the **Drop Box** kept inside the Court premises of Civil Courts, Nuapada within the said

time and date. The applications received beyond the date and time shall not be entertained.

List of documents to be submitted by the candidates along with their applications:

a) For the posts of Junior Clerk-cum-Copyist, Jr. Typist and Stenographer, Grade-III:

- i. The candidates are to affix one self signed recent passport size photograph in the application form and attach three more self signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph;
- ii. Self attested copies of certificates & mark sheets of H.S.C., +2 and +3 examination or equivalent thereto of recognized Board, Council and University respectively;
- iii. CGPA/GPA to Percentage Conversion Certificate for respective H.S.C./+2/+3 examination, if the results are in CGPA/GPA. Candidates who have not been awarded percentage of marks, but only "GRADE MARKS" should along with their applications produce the Conversion Certificate from the concerned Board, Council or University indicating the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.
- iv. Self attested copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;
- v. Self attested copy of certificate showing to have passed Odia at least M.E Standard from a recognized institution in case of candidates having no Odia subject in their study curriculum;
- vi. Self attested copy of Caste Certificate issued by the appropriate authority in case of SC/ST candidates;
- vii. Self attested copy of SEBC certificate issued by the appropriate authority in case of candidates claiming under such category (other than Creamy Layer) must have been issued within 3(three) years as on the date of application;
- viii. OBC certificates will not be accepted in lieu of SEBC certificates and candidates submitting OBC certificate are liable for rejection;

- ix. Self attested copy of Medical Certificate or Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD);
- x. Copy of Sports Identity Card in case of Sports Man duly attested by a Gazetted Officer;
- xi. Copy of Ex-Service man identity card in case of Ex-Service man duly attested by a Gazetted Officer;
- xii. Self attested copy of Employment Registration Card, if any;
- xiii. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.; (The names and designation of the issuing authority are to be mentioned in the application form).
- xiv. Two self-addressed envelopes of size 23 x 10 cms affixed with postage stamp of Rs.42/- (Rupees forty-two) on each for dispatching of call letters by Regd. Post/Speed Post;
- xv. Self attested copy of Typewriting Certificate issued from a recognized institution (for Junior Typist);
- xvi. Self attested copy of Shorthand & Typewriting Certificate(s) issued from a recognized institution (for Stenographer Grade-III);
- xvii. The candidates who are married have to submit a self declaration certificate that he/she has not more than one spouse living;
- xviii. Self-attested copy of “**No Objection Certificate**” in case of candidates working in Government/Semi Government Organizations /Autonomous Bodies/Educational Institutions/Public Undertakings;
- xix. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

b) For the posts of Salaried Amin:

- i. The candidates are to affix one self signed recent passport size photograph in the application form and attach three more self signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph.
- ii. Self attested copies of certificates of H.S.C. examination and the candidates not having Odia as a subject in HSC level, have to

- submit copy of certificate of passing Odia equivalent to the M.E. standard.
- iii. Self attested copies of mark sheet of H.S.C. examination.
 - iv. Self attested copy of Certificate of Revenue Inspector Training.
 - v. CGPA/GPA to Percentage Conversion Certificate for H.S.C. examination, if the results are in CGPA/GPA. Candidates who have not been awarded percentage of marks but only "GRADE MARKS" should along with their applications produce the Conversion Certificate from the concerned Board indicating the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.
 - vi. Self attested copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;
 - vii. Self attested copy of Caste Certificate issued by the appropriate authority in case of SC/ST candidates;
 - viii. Self attested copy of SEBC certificate issued by the appropriate authority in case of candidates claiming under such category (other than Creamy Layer) must have been issued within 3(three) years as on the date of application;
 - ix. OBC certificates will not be accepted in lieu of SEBC certificates and candidates submitting OBC certificate are liable for rejection;
 - x. Self attested copy of Medical Certificate or Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD);
 - xi. Copy of Sports Identity Card in case of Sports Man duly attested by a Gazetted Officer;
 - xii. Copy of Ex-Service man identity card in case of Ex-Service man duly attested by a Gazetted Officer;
 - xiii. Self attested copy of Employment Registration Card, if any;
 - xiv. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.; (The names and designation of the issuing Authority are to be mentioned in the application form).
 - xv. Two self-addressed envelopes of size 23 x 10 cms affixed with postage stamp of Rs.42/- (Rupees forty-two) on each for dispatching of call letters by Regd. Post/Speed Post;

- xvi. The candidates who are married have to submit a self declaration certificate that he/she has not more than one spouse living;
- xvii. Self-attested copy of “**No Objection Certificate**” in case of candidates working in Government/Semi Government Organizations /Autonomous Bodies/Educational Institutions/Public Undertakings;
- xviii. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

The candidates are required to mention the category of the post applied for in **BOLD CAPITAL LETTERS** on the top of their respective applications as well as on the top of the envelope containing their applications and to submit their applications to the address noted below in the following manner.

APPLICATION FOR THE POST OF “ _____ ”	
From _____	To _____
Name: _____	The District Judge, Nuapada
Address: _____	PO/PS- Nuapada
PIN Code: _____	District-Nuapada
Contact No. _____	PIN-766105
E.mail ID _____	

6. **General instructions**

1. The candidates are required to submit their applications duly filled in and signed in full by their own hand 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.

Applications 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 and Amendment up to 2024**. 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 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, Nuapada.
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 Nuapada during office hours on the working days only.
8. Written Examination for all posts of this advertisement shall be held on 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. Any form of canvassing by the applicant shall entail rejection of the application.
11. For details, please visit the website <http://nuapada.dcourts.gov.in>
12. No T.A / D.A will be admissible to the candidates for attending the Recruitment Examination.

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

Sd/- 24.06.2024

District Judge-Cum-Chairman,
District Recruitment Committee,
Nuapada

FORM - A

FORMAT OF APPLICATION

[See Para 2A of Appendix 'A']

Self attested
passport
size
photograph

POST APPLIED FOR.....

1. Name of the Candidate (In Block Letters) :
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 as per Christian Era _____ Age as on 24.07.2024 _____
8. Educational Qualification (Attach attested copies of certificates)

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 or equivalent					
+3 Arts/Commerce/ Science or equivalent					
Diploma in Computer Science					
Revenue Inspector Training Certificate (For the post of Salaried Amin)					

9. Category : (SC/ST/SEBC/GEN/Sports persons/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 Certificate 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) :

Declaration

I do hereby solemnly affirm and state that, I am aware about the provisions of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & Amended up-to 2024 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:
Place:

Signature of the candidate

Memo No. 3818(45) Date 24.06.2024

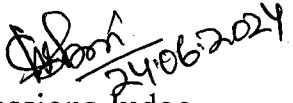
Copy forwarded to the Registrar, Civil Courts, Angul/ Balangir/ Balasore/ Bargarh/ Bhadrak/ Boudh/ Cuttack/ Deogarh/ Dhenkanal/ Gajapati/ Ganjam/ Jagatsinghpur/ Jajpur/ Jharsuguda/ Kalahandi/ Kandhamal/ Kendrapada/ Keonjhar/ Khurdha/ Koraput/ Malkangiri/ Mayurbhanj/ Nabarangpur/ Nayagarh/ Puri/ Rayagada/ Sambalpur/ Subarnapur/ Sundargarh for favour of kind information and with a request to display the advertisement No.01 dtd.24.06.2024 in the notice board of their District Court Complex as well as the outlying Court Complex for information of all.

Copy forwarded to the A.D.J., Nuapada / C.J.M., Nuapada / Assistant Sessions Judge-cum-Registrar, Civil Courts, Nuapada / Judge in charge, Process Establishment Section, Nuapada / Civil Judge (Senior Division) (Women's Court), Nuapada/ Civil Judge (Senior Division), Nuapada / Civil Judge (Senior Division), Khariar / S.D.J.M., Nuapada / J.M.F.C., Khariar / Nyayadhikari, Gram Nyayalaya-cum-J.M.F.C., Komna / J.M.F.C., Sinapali / J.M.F.C., Boden / J.M.F.C., Nuapada for favour of their information and necessary action.

Copy forwarded to the Collector & District Magistrate, Nuapada for favour of information and necessary action.

Copy forwarded to the System Assistant, Nuapada with a direction to ensure timely and correct up-loading of the advertisement in the District Court web-site <http://districts.ecourts.gov.in/nuapada> and also <https://nuapada.nic.in> so also to ensure timely and correct publication of the brief advertisement (annexed herewith) in the Daily Newspapers namely "the Samaj" and "the Sambad".

Copy to the Notice Board of the Office of District & Sessions Judge, Nuapada for the information of all.


Assistant Sessions Judge
-cum-Registrar, Civil Courts,
Nuapada