

OFFICE OF THE DISTRICT JUDGE: JAGATSINGHPUR**ADVERTISEMENT****No. 02/2024****Dated, Jagatsinghpur, the 19th day of June, 2024**

Applications in the prescribed format given below are invited from the desirous candidates for filling up of the following posts under Group-“C” cadre i.e. Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Driver in the Judgeship of Jagatsinghpur.

The appointment to the posts under Group-“C” cadre shall be made on regular basis in the scale of pay/pay matrix level as mentioned against each post with usual D.A. and other allowances as admissible to the State Govt. employees from time to time in accordance to the provisions contained in the “**Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment & Conditions of Service) Amendment Rules, 2024 (Amended vide Law Dept. Notification No. 440 dated 29.02.2024)**”. All the posts carrying regular scale of pay/pay matrix level are **subject to the result of WP(C) Case No. 1273/2014 pending before the Hon’ble High Court of Orissa, Cuttack.**

The District Judge, Jagatsinghpur reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Jagatsinghpur as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Category Wise Vacancies

Sl. No.	Name of the Post	Level of Pay Matrix and Scale of Pay	UR		SEBC		SC		ST		Total
			M	W	M	W	M	W	M	W	
1	Junior Clerk-Cum- Copyist	Level-4, (Rs.19,900-63,200/-)	7	2	2	0	0	0	0	1*	12
2	Junior Typist	Level-4, (Rs.19,900-63,200/-)	1	0	0	0	0	0	0	0	1
3	Stenographer Grade-III	Level-7, (Rs. 25,500-81,100/-)	0	0	0	0	0	0	0	1*	1
4	Driver	Level-4, (Rs.19,900-63,200/-)	1	0	0	0	0	0	0	0	1

(* mark indicates backlog vacancy)

N.B: The number of above vacancies in different categories of the post may increase or decrease as per the discretion of the District Recruitment Committee.

The reservation in respect of Physical Handicapped Persons/Ex-service men/Sports Person shall be made as per the relevant laws and rules.

1. **Eligibilities of the Candidates:-**

For the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III:

- Be a citizen of India.
- Have passed at least +3 examination or such other qualifications as are equivalent to +3 examination of a recognized university.
- Have at least passed Diploma in Computer Application from a recognized institute.
- Be over 18 years and below 32 years of age as on **01.05.2024**. Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Acts, Rules, Orders or instructions for the time being in force for their respective reserved categories.
- Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- Be of good character.
- Be of sound health, good physique and free from organic defects or bodily infirmity.
- Have not more than one spouse living, if married.
- Have possessed a minimum speed of 40 words in typewriting per minute in English (for the post of Junior Typist).

- j) Have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English(**for the post of Stenographer Grade-III**).
- k) Have not any criminal proceeding pending against him/her.
- l) If a Government Servant, whether temporary or permanent can be eligible to apply provided that he/she must have possessed the requisite qualification and shall produce "**No Objection Certificate**" issued from his/her Heads of Office at the time of Document verification/ Viva-voce Test.

For the post of Driver:

- a) Be a citizen of India.
- b) Have attained the age of twenty one years and must not be above the age of thirty two years as **on 01.05.2024**;
Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Acts, Rules, Orders or instructions for the time being in force for their respective reserved categories.
- c) Be able to read, write and speak Odia and have-
 - i. passed Middle School examination with Odia as a language subject; or
 - ii. passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
 - iii. passed in Odia as language subject in the final examination of Class VII from a school or educational institute recognized by Government or the Central Government; or
 - iv. passed a test in Odia language in Middle English School Standard conducted by the Government in School & Mass Education Department.
- d) Have passed Higher Secondary School Certificate examination (10+2) or its equivalent from any recognised School, Board or Institution and have possessed-
 - i. A valid driving Licence for Light Motor Vehicle;
 - ii. Knowledge of motor mechanism; and
 - iii. Experience of driving a motor car for at least three years.
- e) Not have more than one spouse living, if married;
Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- f) Be a good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.
- g) Have not any criminal proceeding pending against him/her.

2. **Fees for Examination:-**

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

3. **Last date for receipt of Application:-**

The candidates are required to submit their application dully filled in and signed by their own hand and furnish the required particulars in the prescribed format (**FORM-A**) along with requisites. The Candidates who are already in Government Service are required to apply through Proper Channel.

The application with the required documents and self attested copies of certificates must reach the office of the District Judge, Jagatsinghpur to the address "**Registrar, Civil Courts, Jagatsinghpur At- Charchika Bazar, Po/Dist-Jagatsinghpur, Pin-754103**" on or before **18.07.2024 by 5.00 P.M** positively either by post or in person during Office hours on each working day. Applications received in the Office after the last date by any means shall be summarily rejected.

4. **Scheme of Examination:-**

There shall be examination on the following subject:

For the post of Junior Clerk-cum-Copyist:-

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

• The candidates selected in the Part-I Test (Written Test) shall be called for the Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test for the post of Junior Clerk-cum-Copyist.

The detail syllabus for each subject of the Written Test:-

(i). **English :**

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

Note: The standard shall be equal to that of +3 examination conducted by a recognized University.

(ii). **Arithmetic :** - Vulgar fractions and decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and Compound practice, Percentage, Profits and Loss, Mixtures, Partnership, Average, Rates and taxes, Insurance, Square and cubic measures, problems on time and work and on time and distance.

(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 text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website 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 assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

For the post of Junior Typist & Stenographer Grade-III:-

	Subject	Maximum Marks	Duration of Test.
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Type-Writing Test (for Junior Typist)	50	10 Minutes
	Shorthand & Type-Writing Test (for Stenographer Grade-III)	50	15 Minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce Test	35	

• Only Successful candidates in Part-I Test (Written Test) shall be called for the test of Type-writing for the post of Junior Typist and Shorthand & Type-Writing Test for the post of Stenographer Grade-III. There will be a separate test in shorthand and type writing test for the post of Stenographer Grade-III and Type-writing test for the post of Junior Typist. **The Type-writing Test for the post of Stenographer Grade-III and Junior Typist shall be held through Computer System.** Candidates selected in part-II examination shall be called for the Computer Science Test(Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

• **The detail syllabus for each subject of the Written Test:-**

a. **English (Qualifying in nature) :-**

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

Note: The standard shall be equal to that of +3 examination conducted by a recognized University.

b. **Type-Writing Test:-** For the post of Junior Typist, a candidate shall be given a written passage containing 400 words in English Language, which he/she shall reproduce in type script in 10 minutes.

c. **Shorthand & Type-Writing Test:-** For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand note sheet supplied to him/her and reproduce such shorthand test of 400 words in Type script in 10 minutes.

d. **Computer Science Test (Practical):-** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading e-mail, use of pen drive, and other software etc. and programmes of accounting.

e. **Viva-voce Test:** To test and assess the suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

For the post of Driver:-

	Subject	Maximum Marks	Duration of Test
Part-I	English	50	30 Minutes
	General Knowledge	50	30 Minutes
Part-II	Trade-Test	50	---

• The candidates selected in the Part-I Test (Written Test) shall be called for the Trade Test for the post of Driver.

The detail syllabus for each subject of the Written Test:-

(i). **English :**

Rudimentary 50 marks

ii). **General Knowledge:** - Knowledge relating to Vehicle maintenance, Road safety measures and Traffic signage.

(iii). **Trade Test:** - To demonstrate the Driving Skill of a candidate, his knowledge relating to Traffic Signage, adjustment of Mirror, operation of indicator lights, use of horn etc.

5. The Date of Examination:-

The date of Written Test/ Computer Science Test (Practical)/Trade Test/ Viva-Voce Test shall be intimated individually by post and also notified in the District Court website i.e. <https://jagatsinghpur.dcourts.gov.in>

6. List of documents to be submitted by the candidates along with the application form for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III:-

- i) Copy of self attested H.S.C examination certificate or any equivalent certificate in support of date of birth.
- ii) Copy of self attested mark sheet of the H.S.C examination certificate or any equivalent examination.
- iii) Copy of self attested +2 examination Certificate conducted by the council undersection-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council Board of University as the case may be.
- iv) Copy of self attested mark sheet of the +2 examination certificate or any equivalent examination.
- v) Copy of self attested +3 examination Certificate or such other qualification as are equivalent to +3 examination of a recognized university.
- vi) Copy of self attested mark sheet of the +3 examination or such other qualifications as are equivalent to +3 examination of a recognized university.
- vii) Copy of self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute as applicable for the post applied for.
- viii) Copy of self attested Short-hand & Type-writing certificate issued by a recognized institute (**for the post of Junior Typist/ Stenographer Grade-III**).
- ix) The candidates not having Odia as a subject in HSC level have to submit a copy of self attested certificate showing to have passed a test in Odia equivalent to M.E standard.
- x) Copy of self attested Caste certificate issued by the competent authority (for candidates belonging to SC, ST and SEBC categories)
- xi) **Two Character certificates in original** issued by two different gazetted Officers (Name & Designation of the Issuing authority are to be mentioned along with seal).
- xii) Four self attested passport size recent photographs (one is to be affixed in the application form on the space provided).
- xiii) Two self-addressed envelopes affixing postal stamp of Rs.30/- (Thirty) on each for despatching of call letters by Regd. Post/Speed Post.
- xiv) Copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- xv) Copy of sports Identity card in case of Sports man duly attested by a Gazetted officer.
- xvi) Copy of Ex-Serviceman Identity card in case of Ex-Serviceman duly attested by a Gazetted Officer.
- xvii) Self declaration certificate regarding marital status showing to have one spouse living, if married.

7. List of documents to be submitted by the candidates along with the application form for the post of Driver:-

- i) Copy of self attested H.S.C examination certificate or any equivalent certificate in support of date of birth.
- ii) Copy of self attested mark sheet of the H.S.C examination certificate or any equivalent examination.
- iii) The candidates not having Odia as a subject in HSC level have to submit a copy of self attested certificate showing to have passed a test in Odia equivalent to M.E standard.
- iv) Copy of self attested Higher Secondary School Certificate (10+2) or its equivalent examination Certificate of a recognised School, Board or Institution.
- v) Copy of self attested mark sheet of the Higher Secondary School Certificate (10+2) or its equivalent examination.
- vi) Copy of self attested L.M.V Driving License.
- vii) Copy of experience certificate regarding Driving.
- viii) Copy of self attested Caste certificate issued by the competent authority (for candidates belonging to SC, ST and SEBC categories).
- ix) **Two Character certificates in original** issued by two different gazetted Officers (Name & Designation of the Issuing authority are to be mentioned along with seal).
- x) Three self attested passport size recent photographs (one is to be affixed in the application form on the space provided).
- xi) Two self-addressed envelopes affixing postal stamp of Rs.30/- (Thirty) on each for despatching of call letters by Regd. Post/Speed Post.
- xii) Copy of sports Identity card in case of Sports man duly attested by a Gazetted officer.
- xiii) Copy of Ex-Serviceman Identity card in case of Ex-Serviceman duly attested by a Gazetted Officer.
- xiv) Self declaration certificate regarding marital status showing to have one spouse living, if married.

N.B:-

1. The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format. The candidates who are in Govt. Service are required to apply through proper channel. They shall have to produce **"No Objection Certificate"/ "Letter of permission"** from the competent authority at the time of viva-voce.
2. The candidates have to mention the name of the post for which he/she is applying **on the top of the Envelope** as well as **on the top of the Application form** in CAPITAL LETTER.
3. The candidates desirous to apply for more than one post are required to submit separate applications along with the relevant documents and he/she can appear in the examination for one post only as per his/her choice.
4. Candidates who have not been awarded percentage of marks but only "Grade Marks/CGPA" should produce the **"Conversion Certificate"** from the concerned Boards/Councils as the case may be indicating the actual equivalent percentage of mark 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 from the website of the Boards/Councils).
5. The application, if found defective/incomplete in any respect at any stage during the Recruitment process shall be summarily rejected. Further, non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of the application.
6. In case of receipt of large number of applications for the each category of the post the authority reserves the right to shortlist the candidates in accordance with the rules contained in the **"Odisha District and Civil Courts' Judicial Staff Services (Method of**

Recruitment & Conditions of Service) Amendment Rules, 2024 (Amended vide Law Dept. Notification No. 440 dated 29.02.2024)” and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the District Recruitment Committee in this regard shall be final in every respect.

7. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination.
8. The candidates need not to submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
9. Date of examination shall be intimated to the eligible candidates in due time.
10. The authority reserves all the rights to accept the selection list or may cancel the same without assigning any reason thereof.
11. The applicants are advised to visit the District Court, Jagatsinghpur website i.e. <https://jagatsinghpur.dcourts.gov.in> from time to time for updates regarding the recruitment process and notifications.

Sd/-Shri A.K.Chandan
District Judge-cum-Chairman,
District Recruitment Committee, Jagatsinghpur

FORM-A
FORMAT OF APPLICATION
(FOR THE POST OF JUNIOR CLERK-CUM-COPYIST/JUNIOR TYPIST/STENOGRAPHER GRADE-III)

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:

Self attested
passport size
photograph

6. Present Address:

Mobile Number:

E-mail Id :

7. (a) Date of Birth(DD/MM/YYYY):
(b) Age as on 01.05.2024:years.....months.....days

8. Educational Qualification: (Attach self attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total marks	Aggregate of marks secured	Grade/ Division	Percentage of marks secured
H.S.C.						
+2 Arts/Commerce / Science or equivalent						
+3 Arts/Commerce / Science or equivalent						
Diploma in Computer Science						

9. Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (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 Number(if any):

14. Attach two character Certificates issued by two different 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 Orissa District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules 2010, 2023 & 2024 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Signature of the Candidate

FORM-A
FORMAT OF APPLICATION
(FOR THE POST OF DRIVER)

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:

Self attested
passport size
photograph

6. Present Address:

Mobile Number:

E-mail Id :

7. (a) Date of Birth(DD/MM/YYYY):
(b) Age as on 01.05.2024:years.....months.....days
8. Educational Qualification: (Attach self attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total marks	Aggregate of marks secured	Grade/ Division	Percentage of marks secured
H.S.C.						
+2 Arts/Commerce / Science or equivalent						

9. Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (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. Attach two character Certificates issued by two different gazetted officer/medical practitioner/ Sarpanch etc. (mention name, designation of the officers):

14. Driving License No., Date of issue:

15. Certificate of Experience (in years):

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules 2010, 2023 & 2024 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Signature of the Candidate