

OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No. 01 of 2024, dated 24.06.2024

ADVERTISEMENT

Applications in the prescribed format are invited from the intending candidates for filling up the following vacant posts i.e. Jr. Clerk-cum-Copyist, Jr. Typist and Jr. Stenographer in the Judgeship of Keonjhar in the Pay Matrix of Rs.19,900 - 63,200, Rs.19,900 - 63,200 and Rs.25,500 - 81,100 respectively with usual D.A. and other allowances as admissible by the Government from time to time.

Sl. No.	Categories of Post	Total number of vacancies to be filled up	UR	SEBC	S.C.	S.T.
1	Junior Clerk-cum-Copyist	11	05(2 post for women)	02	01	03(1 post for women)
2	Junior Typist	01	01	-	-	-
3.	Stenographer Grade-III (Jr. Stenographer)	04	01	-	01	02

The number of above vacancies in different categories of post may increase or decrease.

The Decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Physically Handicapped persons/ Ex-Serviceman/ Sports persons is made as per Rule.

The aforesaid vacant posts are to be filled up on regular basis in accordance with the provisions contained in "The Orissa District & Civil Courts' Judicial Staff Services (Method of recruitment and Condition of Service) Rules, 2008. **Subject to the Result of W.P.(C) No.1273 of 2014. Pending before the Hon'ble High court of Orissa, Cuttack.**

I. ELIGIBILITIES OF THE CANDIDATES:-

For the Post of Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer.

- (i) Must be a citizen of India.
- (ii) Must have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognised University.
- (iii) Must have passed at least in Diploma of Computer Application from a recognized institution.
- (iv) Must be over 18 years and below 32 years of age on the last date fixed for receipt of application 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 for the time being in force, for the respective reserved categories).

- (v) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) Be of good character.
- (vii) Be of sound health, good physique and free from organic defects or bodily infirmity; and
- (viii) Shall not have more than one spouse living, if married.
- (ix) Have no Criminal antecedent on the date of application.
- (x) For the Post of Junior Typist, the criteria/ conditions are as above and in addition to that, he must have knowledge of Type Writing with a speed of 40 words per minute in English through Computer System.
- (xi) For the Post of Stenographer Grade-III(Jr. Stenographer), the criteria/ conditions are as above and in addition to that, he must have possessed minimum speed of 80 words per minute in shorthand and minimum speeds of 40 words per minute in English Type Writing through Computer System.
- (xii) Candidates working either under State or Central Govt., whether temporary or permanent, are eligible to apply provided that, they possess the requisite Qualification and are within prescribed age limit. They must inform their respective Heads of Office in writing regarding submission of their application for this recruitment and obtained **“No Objection Certificate”** and their application must be submitted through proper channel.

II. FEES FOR EXAMINATION

The candidates are exempted from payment of Examination fees for this year.

III. LAST DATE FOR RECEIPT OF APPLICATIONS

The application along with the required documents and self attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **24.07.2024** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected. The Applications received shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjhar, Dist: Keonjhar, Pin: 758001.**

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.**
- (ii) Non-compliance of any of the requirements mentioned in the Advertisement notice shall entail rejection of his/ her application. The application, if found defective and/ or incomplete in any respect and received after the last date, 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 "The Orissa District & Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008.

IV. SCHEME OF EXAMINATION

FOR THE POST OF JUNIOR CLERK-CUM-COPYIST

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

N.B.: Only successful candidates in the Part-I examinations 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.

FOR THE POST OF JUNIOR TYPIST

	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100	02 hours
Part-II	Type Writing Test	50	10 Minutes
Part-III	Computer Science(Practical) Test	100	01 hour
Part-IV	Viva Voce	35	

N.B.: Only successful candidates in the Part-I examinations shall be called for the Test of Type writing, Computer Science (Practical) and Viva-Voce. The type writing test in case of Junior Typist shall be held through computer system.

FOR THE POST OF STENOGRAPHER GRADE-III (JUNIOR STENOGRAPHER)

	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100	02 hours
Part-II	Shorthand & Type Test	50	15 Minutes
Part-III	Computer Science(Practical) Test	100	01 hour
Part-IV	Viva Voce	35	

N.B.: Only successful candidates in the Part-I examinations shall be called for the Shorthand & Type writing test, Computer Science (Practical) Test and Viva-

Voce Test. The type writing test in case of Stenographer Grade-III shall be held through computer system.

The syllabus of the Examination is as provided in ***“The Orissa District & Civil Courts’ Judicial Staff Services (Method of recruitment and Condition of Service) Rules, 2008.***

No Travelling allowance is admissible to the candidates.

Date of examination shall be intimated to the eligible candidates through Letter, Office Notice Board and District Court Website.

V. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

For the Post of Jr. Clerk-Cum-Copyist, Jr. Typist and Jr. Stenographer

- (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 +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.
- (iii) Copy of self-attested +3 examination certificate or such other qualification as are equivalent +3 examination of a recognised University.
- (iv) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (v) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (vi) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vii) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination.
- (viii) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name & designation of the Officer).
- (ix) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (x) Two self-addressed envelopes affixing postal stamp of Rs.30-/ (Thirty) on each for despatch of call letters.
- (xi) One declaration regarding marital status showing to have one spouse living, if married.
- (xii) Copy of self attested valid Employment Exchange Registration card.

- (xiii) Copy of self-attested Typewriting Certificate issued by a recognized institute [for the post of Junior Typist].
- (xiv) Copy of self-attested copy of Shorthand & Typewriting Certificate issued by a recognized institute [for the post of Stenographer Grade-III (Jr. Stenographer)].
- (xv) Self declaration showing that he/ she has no criminal antecedent.
- (xvi) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to SC/ ST/ SEBC categories with signature of the candidates thereon.
- (xvii) A 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.
- (xviii) Copy of self-attested document showing to have at least passed a test in Odia equivalent to M.E. standard, who have passed 10th Board Examination in the medium other than Odia.
- (xix) Candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their application, submit the conversion certificate from the concerned University/ Council/Board 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).

Sd/-
District Judge-Cum-Chairman,
District Recruitment Committee, Keonjhar
24.06.2024

FORM-A

FORMAT OF APPLICATION

(See para 2A of Appendix A)

APPLICATION FOR THE POST OF

Self attested
recent 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 :

7. (a) Date of Birth. :
(b) Age (As on i.e 24.07.2024) :Years.....MonthsDays.

8. Educational Qualification(Attach attested copies of Certificate in support of qualifications)

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Total Marks	Aggregate of mark Secured	Grade/ Division	% of Marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science						
Diploma in Computer Science						
Any other higher examination						
Typewriting						
Shorthand & Typewriting						

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. (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 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 the Orissa District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

SIGNATURE OF THE CANDIDATE