

OFFICE OF THE DISTRICT JUDGE, BALASORE

ADVERTISEMENT No. 458

Dated, Balasore the 8th day of September, 2015.

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk/Copyist, Junior Stenographer (Stenographer- Gr.-III) & Junior Grade Typist** in the Pay Structures i.e. **P.B.-1 Rs. 5,200-20,200/- & Gr. Pay Rs. 1,900/- & P.B.-1 Rs. 5,200-20,200/- & Gr. Pay Rs. 2,400/-, P.B.-1 Rs. 5,200-20,200/- & Gr. Pay Rs. 1,900/-** respectively with usual D.A. and other allowances as admissible to the State Govt. employees from time to time.

Sl. No.	Categories of posts	SC	ST	U.R.	TOTAL	Physically Handicapped/ Ex-Serviceman/ Sports Person
01	02	03	04	05	06	07
1	Jr. Clerk / Copyist	03	06	11	20	(The vacancy reserved for P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong)
2	Jr. Stenographer	--	02	03	05	
3	Jr. Gr. Typist	--	03	05	08	

N.B.:- 33% intra-reservation will be made for women candidates, subject to availability
(The number of vacancies in different categories of posts may increase or decrease)

2. Eligibility of the Candidates:

A candidate, in order to be eligible for the posts, shall:-

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be (for the post of Jr. Clerk/ Copyist, Jr. Stenographer & Jr. Gr. Typist);
- have at least passed Diploma in Computer Application from a recognized Institute (for the posts of Jr. Clerk/ Copyist, Jr. Stenographer & Jr. Gr. Typist);
- not be below 18 years and above 32 years of age as on the last date fixed for receipt of applications i.e. **05.10.2015**.

Provided that the upper age limit is relaxable by 5 years in case of S.C./ S.T. and women candidates & 10 years in case of Physically Handicapped Candidates. For Ex-Servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years.

- (e) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (f) be of good character;
- (g) be of sound health, good physique and free from organic defects or bodily infirmity;
- (h) have not more than one spouse living, if married;
- (i) have possessed a minimum speed of 40 words per minute in Type-writing in English (for the post of Jr. Gr. Typists);
- (j) have passed a minimum speed of 80 words in shorthand and 40 words in type-writing in English per minute (for the post of Jr. Stenographer)

3. **Fee for the Examination:**

The candidates are required to deposit examination fee of **Rs. 100/- (Rupees one hundred) only** by Treasury Chalan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services & Service Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by the Odisha District and Sub-Ordinate Courts”**. The S.C. & S.T. Candidates are exempted from payment of examination fee.

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 given below. The candidates who are in Govt. employment are required to apply through proper channel.

Note:- Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his/her application. The application, if found defective/ incomplete in any respect shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

4. **Scheme of Examination:**

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Jr. Steno & Jr. Gr. Typist.

(a)	<u>Jr. Clerk/ Copyist:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I -	English	100 marks	02 hours
		Arithmetic	100 marks	01 hour
		Gen. Knowledge	100 marks	01 hour

Part-II -	Computer Science Test (Practical)	100 marks	--
Part-III -	Viva Voce Test	45 marks	--
(b) <u>Jr. Gr. Typist:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
Part-I -	English	100 marks	02 hours
Part-II -	Type Test	50 marks	--
Part-III -	Computer Science Test (Practical)	100 marks	--
Part-IV -	Viva Voce Test	35 marks	--

Typewriting Test will be held after publication of result of Written Test and the qualifying candidates are required to bring their own type-writers.

(c) <u>Junior Stenographer:</u>	<u>Subject</u>	<u>Marks</u>	<u>Duration of Tests</u>
Part-I -	English	100 marks	02 hours
Part-II -	Short Hand & Type Test	50 marks	--
Part-III -	Computer Science Test (Practical)	100 marks	--
Part-IV -	Viva Voce Test	35 marks	--

The Short-hand & Type Test will be held after publication of result of the Written Test.


Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/Speed Post so as to reach the Office of the District Judge, Balasore by **05.10.2015** positively. The applications received beyond that date shall be summarily rejected.

5. In case of receipt of large number of applications, the post of Junior Clerk/ Copyist, the authority reserves right to short list the candidates in accordance with the rules contained in the Odisha District & Sub-Ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
6. The list of documents to be submitted by the candidates along with their applications, is as follows.
 - (i) Treasury Chalan in original showing deposit of examination fee of Rs. 100/- under the proper head of account (except S.C. & S.T. candidates).

- (ii) Two self signed recent passport size photographs of the applicant duly attested by a Gazetted Officer.
- (iii) Attested photocopies of Board Certificate or equivalent certificate showing proof of age with mark sheet and of certificates showing passing of +2 or equivalent exam and mark sheet.
- (iv) Attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
- (v) Attested photocopies of certificates showing successful completion of short hand & Type-writing course in English from a recognized Institute for the post of Jr. Stenographers.
- (vi) Attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute for the post of Jr. Gr. Typist.
- (vii) Attested photocopy of certificate showing successful completion of D.C.A. course from a recognized Institute for the post of Jr. Clerk/ Copyist, Jr. Stenographer and Jr. Gr. Typist.
- (viii) Attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. categories and Physically Handicapped and Ex-Serviceman.
- (ix) Attested photocopy of Identity Card of Sports persons issued by Govt.
- (x) Attested copies of two character certificates issued by the competent authorities.
- (xi) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.

N.B.- All copies of testimonials shall also be signed by the candidates. The candidates are required to mention the category of posts, which they apply for in capital letters on the top of their respective applications and on the top of the envelope containing their applications.


DISTRICT JUDGE,
BALASORE
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FORM-A
FORMAT OF APPLICATION
 [See Para-2A of Appendix-A]

1. Name of the Candidate:
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:
8. Age as on 05.10.2015
9. Educational Qualification (Attach attested copies of)

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03	04	05	06
H.S.C.					
+2 Arts/Commerce/ Science					
Diploma in Computer Science					

10. Category: (S.C./ S.T./ U.R./ Sports Person/ Ex- Serviceman):
 (Strike out which is not applicable and attach the supporting documents issued by the competent authority):
11. Whether physically/ orthopedically handicapped:
 (If yes attach supporting medical certificates issued by the competent Medical Authority/Board)
12. Religion:
13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers):
16. Details of Treasury Chalan with No. & Date:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District & Sub-Ordinate Courts Non-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.

APPLICANT