

OFFICE OF THE DISTRICT JUDGE, MALKANGIRI.**ADVERTISEMENT NO. 01/2024**Dated the 16th day of June, 2024

Last date of Receipt of Applications : 18.07.2024

Applications in the prescribed format are invited from the intending candidates for filling up of the following posts of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Grade-III in the Judgeship of Malkangiri in the regular pay scale as mentioned in the following table against each post with usual D.A. and other allowances, as admissible to them from time to time by the Government of Odisha. The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (**Consolidated till latest amendment dated 29.02.2024**) shall govern these appointments and shall be subject to the result of W.P.(C) No. 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	UR	SEBC	ST	SC	TOTAL
01.	Junior Clerk-cum-Copyist	Rs.19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	1	2	2 (W-1)	1	6
02.	Stenographer Grade-III	Rs.25,500-81,100/- in Level-7 of Pay Matrix of ORSP Rules, 2017	-	2 (W-1)	1(W)	1	4
03.	Junior Typist	Rs.19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	-	-	2 (W-1)	-	2
		Total	1	4	5	2	12

NOTE: Reservation of vacancies for Ex-Service men, Sports person and Persons with Disability (PwD) shall be made in accordance with the provisions made under the relevant rules. The number of above vacancies in different categories of the posts may increase or decrease. The authority reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge as to the method of recruitment and result of examination shall be final.

1. ELIGIBILITY OF THE CANDIDATES :**1.1 For the post of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer-Gr.III**

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

- shall be a Citizen of India.
- shall have passed at least +3 examination or such other qualification as are 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 and below 32 years of age as on 18.07.2024;
Provided that the upper age limit in respect of reserved category of candidates referred to in Rule-5 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto shall be relaxed in accordance with the provisions of the Act, Rules, Orders or instructions, 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 defects or bodily infirmity;
- h) shall not have more than one spouse living, if married;
- i) shall have possessed a minimum speed of 40 words per minute in **type writing on computer** (for the post of Jr. Typist), and a minimum speed of 80 words in shorthand and 40 words in **typewriting per minute on computer** (for the post of Stenographer Gr.III).

N.B.:

- i. Separate application forms should be submitted for each cadre of post mentioning the name of the post clearly (in **CAPITAL letters**) on the top of the application and envelope. However, if a candidate is shortlisted for more than one cadre of post, he/she shall be allowed to appear/sit only for one cadre of post in the Written Examination of his/her choice.
- ii. The applicant shall indicate specifically for which category of the post he/she is applying. If there is no such indication in the application, it will be treated that he/she has applied under Un-Reserved (UR) category for the said post.
- iii. The applications, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
- iv. The candidates who are in Government employment are required to submit the "No Objection Certificate" issued by their employer.
- v. In case of receipt of large number of applications, 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 and Conditions of Service) Rules, 2008 and Amendments made thereto.
- vi. The District Recruitment Committee has the right to reject any application at any time without assigning any reasons thereof and without prior notice.

2. FEES FOR EXAMINATION :

No examination fees is required to be paid by candidates of any category.

3. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES :**

- i. Copy of self-attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet.
- ii. Copy of self-attested certificate showing passing of +2 or equivalent examination and mark sheet
- iii. Copy of self-attested certificate showing passing of +3 or equivalent examination and mark sheet
- iv. Copy of self-attested certificate showing passing of at least Diploma in Computer Application from a recognized Institute.
- v. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (**only for the post of Jr. Typist**).
- vi. Copy of self-attested certificate showing successful completion of Stenography course from a recognized Institute (**only for the post of Stenographer Gr-III**).
- vii. Copy of self attested certificate showing passing of Odia at least M.E standard from a recognized institute in case of candidates having no Odia subject in their study curriculum,
- viii. Two original character certificates issued by two different Gazetted officers/ Medical Practitioners or Sarpanch (mentioning the name and designation of the officer).
- ix. Three Self-signed recent passport size photographs (**one is to be affixed in the application form in the space provided**).
- x. Two self-addressed envelopes of size 23 x 10 cms with postage stamps worth of Rs.41/- (Rupees forty one) only affixed on each,
- xi. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging S.C. /S.T./S.E.B.C. Categories.
- xii. Copy of self-attested Valid Employment Exchange Registration Card if any.
- xiii. Copy of self attested disability certificate for Persons with Disability (PwD) issued by competent authority showing percentage (%) of disability.
- xiv. Copy of self-attested Certificate/ Identity Card of Sports Person.
- xv. Discharge certificate issued by the Commanding Officer of the Unit last served if claims reservation under Ex-Servicemen category. He/She must submit an affidavit that he/she has not been appointed against any Civil Post after Military Service, wherever applicable.
- xvi. In case of married person, a self declaration to the effect that he/she is having not more than one spouse living.
- xvii. Copy of self-attested "**Conversion Certificate**" for the candidates who are awarded with "**Grade marks**" instead of "**Percentage of marks**".

4. **SCHEME OF EXAMINATION :**

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

(A) For the post of Jr. Clerk-cum-Copyist

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

Selected numbers of successful candidates in the written test shall be called for the Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist as per rules.

Detail Syllabus For The Post Of Junior Clerk-cum-Copyist :

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

I. English :

- An essay to be written in English – 30 Marks.
- A letter or application to be written in English – 20 Marks.
- One Odia passage to be translated into English – 15 Marks.
- One English passage to be translated into Odia – 15 Marks.
- 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,
- H.C.F. and L.C.M.,
- Simple and Compound Interest,
- Simple and Compound practice,
- percentage, profit and loss, Mixtures, Partnership, Average,
- Rates 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 observation 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, web-site searching/browsing and downloading, e-mail, use of pen-drive and other software etc. and programmes of accounting.”

V. 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) FOR THE POST OF STENOGRAPHER GRADE-III:

Examination	Subject	Marks	Duration of Test
PART-I	English (Qualifying in nature)	100	2 hours
PART-II	Shorthand & Type Writing Test (through computer)	50	5+10=15 minutes
PART-III	Computer Science (Practical)	100	1 hour
PART-IV	Viva Voce Test	35	-

Selected numbers of successful candidates in the written test shall be called for the Shorthand and Type writing Test for the post of Stenographer Grade-III. The candidates selected in Shorthand and Type writing test shall be called for Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Stenographer Grade-III as per rules.

DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III

I. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

II **Shorthand & Type Writing Test for the post of Stenographer Gr.III**

A candidate shall be dictated a passage of 400 words in English language in 5 minutes, which he/she shall take in shorthand on shorthand note sheet supplied by the Examiner and shall reproduce such shorthand text of 400 words by typing (**on Computer**) in 10 minutes.

III. **Computer Science Test (Practical)**

Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

IV. **Viva-voce:** 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.

(C) FOR THE POST OF JUNIOR TYPIST

Examination	Subject	Marks	Duration of Test
PART-I	English (Qualifying in nature)	100	2 hours
PART-II	Type Writing Test (through computer)	50	10 minutes
PART-III	Computer Science Test	100	1 hour

	(Practical)		
PART-IV	Viva Voce Test	35	-

Selected numbers of successful candidates in the written test shall be called for the Type writing Test for the post of Jr. Typist. The candidates selected in Type writing test shall be called for Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Jr. Typist as per rules.

DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST:

I. English: (Qualifying in nature)

Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

II. Type Writing Test for the post of Jr. Typist

A candidate shall be given a written passage containing 400 words in English language which he/she shall reproduce by typing (**on Computer**) in 10 minutes.

III. Computer Science Test (Practical)

Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

IV. Viva-voce

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.

5. LAST DATE OF RECEIPT OF APPLICATION FORMS:

The last date of receipt of application forms is fixed on **18.07.2024** within 05:00 P.M positively. 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 **Registrar, Civil Courts, Malkangiri-764045**. The applicants may also drop their application forms in the "Drop Box" kept in the **Office of the Registrar, Civil Courts, Malkangiri** during the office hours of the working days till 5 P.M. of 18.07.2024. The Applications received beyond the above date and time shall not be entertained.

6. GENERAL INFORMATION:

- i. The candidates are required to submit their duly filled in and signed applications furnishing the required particulars as per the prescribed format in Form-A (Annexure-I).
- ii. No T.A. /D.A. will be allowed to the candidates for attending the recruitment examination.
- iii. The candidates need not submit their original testimonials (except the Character certificates & Marital Declaration Certificate) with their application.
- iv. The original testimonials shall be produced by the candidates at the time of appearing in the Viva-voce Test for due verification.

- v. Application received in Incomplete/Incorrect manner or other than the prescribed format shall not be entertained and will be summarily rejected without assigning any reasons.
- vi. Canvassing in any form shall be disqualification of the candidature.
- vii. The date of examination shall be intimated to the eligible candidates in due course of time which shall also be available in the below noted website.
- viii. For application form and detail information, please visit the website:
<https://malkangiri.ecourts.gov.in>
- ix. Candidates are advised to visit the above website regularly for latest update.