

OFFICE OF THE DISTRICT JUDGE: BARGARH

ADVERTISEMENT No.02 of 2021

Dated 07.06.2021

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Jr. Clerk-Cum-Copyist/ Jr. Typist and Stenographer Grade-III in the Judgeship of Bargarh in the pay scale as mentioned against each. Such appointment in regular pay scale shall be subjected to the result of W.P.(C) No.1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

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

Sl. No	Name of the post	Scale of pay and Grade Pay	General (UR)	Reserved for			Total
				SC	ST	SEBC	
1	Junior Clerk -cum- Copyist	Pay Matrix Rs.19,900/- at level-4	06	00	08*	00	14
2	Junior Typist	Pay Matrix Rs.19,900/- at level-4	02	00	03	00	05
3	Stenographer Grade-III	Pay Matrix Rs.25,500/- at level-7	03	00	02*	00	05

(*) Includes 04 backlog vacancies.

(**) Includes 02 backlog vacancies.

Reservation of vacancies for women candidates, Ex-Service Men, Sports persons and Physically Handicapped persons shall be made in accordance with the provisions made under relevant Rules.

The post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III are to be filled up on regular basis in accordance

with the provision contained in "The Orissa District & Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule-2008 and as amended in Amendment Rules, 2010" subject to the result of W. P. (C) No.1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.

The District Judge, Bargarh reserves the right to cancel the recruitment process at any time without prior notice.

GENERAL CONDITIONS OF ELIGIBILITY:-

A candidate in order to be eligible for the above post must:

- a) have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognised Council/ Board or University as the case may be;
- b) have passed at least Diploma in Computer Application from a recognised institute;
- c) be over 18 years and below 32 years of age for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III, on the last date fixed for receipt of applications (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);
- d) be able to speak, read and write Oriya and have passed at least a test in Oriya equivalent to the M.E. Standard;
- e) be of good character;
- f) be of sound health, good physique and free from organic defects or bodily infirmity;
- g) not have more than one spouse living, if married;
- h) be a citizen of India
- i) 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".

j) have paid the fees prescribed for the examination. (The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.)

1(A): For the post of Junior Typist -the candidate must have knowledge in Type writing with a speed of 40 words per minute in English.

(B): For the post of Stenographer Grade-III -the candidate must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute.

FEE FOR EXAMINATION:

The candidates are required to deposit fees of Rs.100/- (Rupees one hundred) only in the shape of Treasury Challan under the head "0070- Other Administrative Services-01- Administration of Justice -501- Services and Service fees - 9904650- Law Department-9916730 - Examination fees for Recruitment conducted by Orissa District & Subordinate Courts" and to submit the original copy of Challan along with their application forms.

The Scheduled Caste and Scheduled Tribe candidates are exempted from payment of such examination fees.

The candidates are required to submit their applications being duly filled in and signed by them furnishing the required particulars as per the format given below.

LAST DATE OF RECEIPT OF APPLICATION

The applications along with required documents and Self-attested copies of certificates must reach the Office of the District Judge, Bargarh on or before 09.07.2021 through registered post/ speed post.

The candidates may also submit their duly filled in application forms by hand in the "Application Drop Box" kept in the office of the Registrar, Civil Courts, Bargarh.

Applications received in the office after the last date by any means shall be summarily rejected.

THE SCHEME OF EXAMINATION

FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:

	Subject	Marks	Duration of Examination.
Part-I	Written test consisting of;		
	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	--

FOR THE POST OF JR. TYPIST :

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Type writing Test	50	--
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce	35	--

FOR THE POST OF STENOGRAPHER GRADE-III :

	Subject	Marks	Duration of Examination.
I	English (qualifying in nature)	100	2 hours
II	Shorthand and typing Test	50	
III	Computer Science Test (Practical)	100	1 hour
IV	Viva-voce	35	

SELECTION PROCEDURE

FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST

The candidates selected in the written test shall be called for computer practical test and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

FOR THE POSTS OF JUNIOR TYPIST

The candidates selected in the written test shall be called for type writing test. The candidates selected in type writing test shall be called for

computer practical test, and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

FOR THE POSTS OF STENOGRAPHER GRADE-III

The candidates selected in the written test shall be called for shorthand and type writing test. The candidates selected in shorthand and type writing test shall be called for computer practical test and the candidates selected in computer practical test shall be called for viva-voce test, as per the relevant Rules.

The qualifying candidates are required to bring their own type writer machine.

N.B.- No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 (Amendment Rule-2010) to shortlist the same. The decision of the committee in this regard shall be final in all respect.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- i) Copy of self attested certificates and mark sheets of H.S.C and +2 examinations or equivalent thereto of recognised Board, Council or University, showing the date of birth of the candidate.

N.B. Candidates who have not been awarded with percentage of marks, but with only Grade Marks, should along with their application, produced the conversion certificate from the concerned Board/ Council/University as the case may be indicating the actual equivalent percentage of marks 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)

- ii) Copy of self attested certificate of Diploma in Computer Application.
- iii) Copy of self attested caste Certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/Schedule Tribe and SEBC categories with signature of the candidate thereon.
- iv) Two original character certificates issued by two gazetted officers.
- v) Treasury challan in original showing deposit of Rs. 100/- towards examination fee. (SC/ST candidates are exempted from this deposit)
- vi) Three self attested passport size recent photographs (one is to be affixed in the application on the space provided for.
- vii) Three self addressed envelopes each affixing postage stamps of Rs. 30/- (Rupees Thirty)
- viii) One declaration regarding marital status showing to have one spouse living, if married.
- ix) Self attested copy of Employment Exchange Registration card (if any)
- x) Self attested copy of Type writing certificate issued by a recognised institution (for Junior Typist)
- xi) Self attested copy of short hand & type writing certificate from a recognised institution (for Stenographer Grade-III)
- xii) Self attested copy of medical certificate issued by competent Medical Authority/Board in case of physically/ orthopedically handicapped candidates.

N.B:-

- (i) Application should be submitted for the post, mentioning the name of the post clearly (in capital letters duly underlined) on the top of the envelope.
- (ii) Non-compliance of any of the requirements mentioned in the notice shall entail in outright rejection of his/her application.

Application if found defective 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 District Recruitment Committee reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Service) Rules- 2008 and amendment Rules thereof.
- iv) Separate applications should be submitted to each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelop.
- v) The candidates may also visit District Court website **<https://districts.ecourts.gov.in/bargarh>** for their information.

BY ORDER



REGISTRAR,
CIVIL COURTS, BARGARH

FORMAT FOR APPLICATION

(See Para 2A of Appendix 'A')

APPLICATION FOR THE POST OF _____

Self attested recent passport size photograph

1. Name of the Candidate:
(in capital letters)
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital status (Married/Unmarried):
5. Permanent Address with Mobile No.:
(in capital letters)
6. Present Address with Mobile No.:
(in capital letters)
7. (a) Date of Birth:
(b) Age as on 09.07.2021 :
8. Educational Qualification (Attach attested copies of Certificates)

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade/ Division	Percentage of mark secured
H.S.C					
+2 Arts/ Commerce/ Science					
Diploma/ Degree in Computer Science					

9. Category (SC/ST/SEBC/GENERAL/ SPORTS PERSONS/ EX-SERVICE MAN)

(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 Practitioner/ Sarpanch etc; (Mention name, designation of the officers)
15. Details of treasury challan with No. and date.

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 amendment rule-2010 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