

**OFFICE OF THE DISTRICT JUDGE, GAJAPATI, PARALAKHEMUNDI**  
**ADVERTISEMENT**

DATED. 15<sup>th</sup> May, 2014.

Applications in the prescribed format given below are invited for filling up of the following Group "C" & Group "D" governed under the Odisha Group-C and Group-D posts (Contractual Appointment) Rules-2013.

Sl. No	Name of the Post.	Group	Scale of pay & Grade Pay	CATEGORY				Total
				Un-reserved	S.C.	S.T.	S.E.B.C	
1	Stenographer Grade-III	C	Rs.5200-20200/- & Rs.2400/-	-	-	01	-	01
2	Junior Typist	C	Rs.5200-20200/- & Rs.1900/-	-	01	01	-	02
3	Junior Clerk	C	Rs.5200-20200/- & Rs.1900/-	03	02	02	03	10
4	Process Server	D	Rs.5200-20200/- & Rs.1800/-	01	01	01	01	04
5	Peon	D	Rs.4750-14680/- & Rs.1500/-	06	03	03	04	16

**The reservation for Women / Physically Handicapped/ Ex-serviceman / Sports Person is as per rule.**

[The number of posts in each cadre may increase or decrease in future.]

**2. ELIGIBILITIES OF THE CANDIDATES FOR THE POST OF STENOGRAPHER GRADE-III :-**

- a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent education from a recognised Council/ Board / University, as the case may be.
- b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.
- c) Must be over 18 years and below 32 years of age as on 01.06.2014. (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions of the Government of Odisha for the time being in force).
- d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.
- e) Must be of good character.
- f) Be of sound health good physique and free from organic defects or bodily infirmity.
- g) He or She must have not more than one spouse living, if married.
- h) The Candidate must have passed Stenography and Typing from a registered institute and should have shorthand with a speed of 80 words per minute and typing speed of 40 words per minute.
- i) He / She should have registered his / her name in an employment exchange.
- j) There should not be any criminal proceeding pending against him.

**3. ELIGIBILITIES OF THE CANDIDATES FOR THE POST OF JUNIOR TYPIST:-**

- a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent education from a recognised Council/ Board / University, as the case may be.

- b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.
- c) Must be over 18 years and below 32 years of age as on 01.06.2014. (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).
- d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.
- e) Must be of good character.
- f) Be of sound health good physique and free from organic defects or bodily infirmity.
- g) He or She must have not more than one spouse living, if married.
- h) The Candidate must have passed typing from a registered institute and should have typing speed of 40 words per minute.
- i) He / She should have registered his / her name in an employment exchange.
- J) There should not be any criminal proceeding pending against him.

**4. ELIGIBILITIES OF THE CANDIDATES FOR THE POST OF JUNIOR CLERK:-**

- a) Must have passed at least +2 examination conducted by the Council of Higher Secondary Education Orissa or equivalent education from a recognised Council/ Board / University, as the case may be.
- b) Must have passed at least Diploma in Computer Application (DCA) or equivalent from a recognised institution.
- c) Must be over 18 years and below 32 years of age as on 01.06.2014. (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).
- d) Must be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.
- e) Must be of good character.
- f) Be of sound health good physique and free from organic defects or bodily infirmity.
- g) He or She must have not more than one spouse living, if married.
- h) He / She should have registered his / her name in an employment exchange.
- i) There should not be any criminal proceeding pending against him.

**5. ELIGIBILITIES OF THE CANDIDATES FOR THE POST OF PROCESS SERVER:-**

- a) He must have passed class VIII<sup>th</sup>.
- b) Must be over 18 years and below 32 years of age as on 01.06.2014. (Provided that the upper age limit in respect of reserved categories of the candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).
- c) He must be of good conduct, sound health, good physique, active habits and free from any communicable diseases.
- d) Be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.
- e) He must have not more than one spouse living, if married.
- f) There should not be any criminal proceeding pending against him.
- g) He should have registered his name in an employment exchange.

**6. ELIGIBILITIES OF THE CANDIDATES FOR THE POST OF PEON:-**

- a) He must have passed class VII<sup>th</sup>.
- b) Must be over 18 years and below 32 years of age as on 01.06.2014. (Provided that the upper age limit in respect of reserved categories of the candidates shall be

relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force).

- c) He must be of good conduct, sound health, good physique, active habits and free from any communicable diseases.
- d) Be able to speak, read and write Odia and have passed the test in Odia language equivalent to the M.E. standard.
- e) He must have not more than one spouse living, if married.
- f) There should not be any criminal proceeding pending against him.
- g) He should have registered his name in an employment exchange.

**7. FEES OF EXAMINATION: -**

The candidates except Group-D candidates, are required to deposit fees of Rs.100/- (Rupees One Hundred) only in shape of Treasury Challan under the Head **“0070-other administrative services-01-administration of justice-501-services and service fees- 0010- charges for service provided- 02177- examination fees for recruitment conducted by Orissa District & Subordinate Courts”** and to submit original copy of Challan along with their application forms.

- N.B:**
- 1. The S.C / S.T candidates are exempted from payment of the examination fees.
  - 2. **Peon and Process Server are exempted from paying any fees**
  - 3. The candidates are required to submit their application being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The candidates who are in Government Service / Public under takings are required to apply through proper channel only.

**8. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR TYPIST & STENOGRAPHER GRADE-III SHALL BE AS FOLLOWS: -**

- (i). **Written Test consisting of: -**
- |        |  |             |            |
|--------|--|-------------|------------|
| (a).   | English (qualifying in nature)         | :100 marks  | : 2 hours. |
| (b).   | Shorthand & Typing (for Stenographers) | : 50 marks. | : 15 min.  |
| (C).   | Type Writing Test (for Typists)        | : 50 marks. | : 10 min.  |
| (ii)   | Computer Science (Practical)           | :100 marks  | : 1 hour   |
| (iii). | Viva-voce Test                         | : 35 marks  | : - -      |

**9. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR CLERK SHALL BE AS FOLLOWS: -**

- (i). **Written Test consisting of: -**
- |        |                              |              |            |
|--------|------------------------------|--------------|------------|
| (a).   | English                      | : 100 marks. | : 2 hours. |
| (b).   | Arithmetic                   | : 100 marks. | : 2 hours. |
| (C).   | General Knowledge            | : 100 marks. | : 2 hours. |
| (ii)   | Computer Science (Practical) | : 100 marks  | : 1 hour.  |
| (iii). | Viva-voce Test               | : 45 marks   | : --       |

Details of syllabus for each subject of written test shall be as follows:-

**(a) ENGLISH: (100 MARKS)**

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

NOTE - The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.

**(b) ARITHMETIC: (100 MARKS)**

Vulgar fractions and decimal, H.C.F. and L.C.M. Simple and Compound interest, simple and compound practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, 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.

**(c) General Knowledge: (100 Marks)**

Knowledge of Current events and such other matters of every day observation and experience as may be expected from an educated person.

**(ii) COMPUTER SCIENCE (PRACTICAL)(100 MARKS)**

To test the proficiency of the candidate relating to the matters like “test formatting of paragraphs, insertion of tables, skill to print and save, file transfer, web-site searching/browsing, drawing, e-mail use of pen drive and other software etc, and programmes of accounting.

**(iii) Viva-Voce Test (45 MARKS)**

To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

**Note:**

- a. The standard required of candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.
- b. The candidates, who have qualified in the written test i.e. who have secured 35% of marks, shall be called for typewriting test in case of Typist. The candidates selected in the aforesaid test as applicable to Typist shall be called for the test of Computer Science (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva voce Test.
- c. The Candidates who would appear for the typewriting test shall bring their own typewriter machine.
- d. No T.A is admissible for the candidates appearing the written test/ typewriting test/ computer science (Practical) test / Viva voce, except the candidates belonging to SC/ST category who are called for viva voce test as required under Section 6 of the Orissa reservation of vacancies post & service (for Scheduled Caste & Scheduled Tribes) Rules,1976.
- e. The venue, date & time of examination shall be decided later on by the District Recruitment Committee.

**9. SCHEME OF THE EXAMINATION FOR THE POST OF PROCESS SERVER AND PEON: -**

The Scheme of examination will be decided later on by the District Recruitment Committee.

**10. LAST DATE OF RECEIPT OF APPLICATIONS:-**

The applications along with the required documents and attested copies of certificates must reach the **Office of the District Judge, Gajapati, Paralakhemundi, At /P.O.: Paralakhemundi, District: Gajapati, PIN: 761200** on or before **15.06.2014** either in person during office hours on each working day or by post. Application received in the office after the last date shall be summarily rejected.

**N.B.:-**

- i. Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with under line) on the top of the envelope.
- ii. Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application. The application, if found defective and / or incomplete in any respect and receipt 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 without assigning any reason.

**11. LIST DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POST OF JUNIOR CLERK AND TYPIST: -**

1. Treasury Challan in original showing to have deposited a sum of Rs.100/- (Rupees One Hundred) only in the appropriate Head.
2. Copy of self attested H.S.C examination certificate or its equivalent certificate in support of date of birth.
3. Copy of self attested +2 examination certificate or its equivalent certificate.
4. Copy of self attested mark sheet of H.S.C examination or any equivalent examination.
5. Copy of self attested mark sheet of +2 examination or any equivalent examination.
6. Copy of self attested certificate showing to have passed at least Diploma in Computer Application (DCA).
7. Copy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to S.C / S.T / S.E.B.C Categories with signature of the candidate thereon.
8. Copy of self-attested Shorthand and typing certificate for the post of Stenographer Grade-III, Junior Typist, Junior Clerk issued by a recognised institution.
9. Two Character certificates issued by two Gazetted Officers / Medical Practitioner / Sarpancha etc. (Mention name & Designation of the officers).
10. Two pass port size recent photograph duly attested by a Gazetted Officer (one is to be affixed in the application on the space provided).
11. Two self-addressed envelopes of size 5" X 12" with affixing postal stamps of Rs.30/- (Thirty) on each.
12. A declaration regarding marital status showing to have one spouse living, if married.
13. Copy of medical certificate showing the percentage of disability issued by the appropriate authority in case of the candidates under persons with disabilities.
14. A declaration showing that he/she has no criminal antecedent.

**12. LIST DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POST OF PROCESS SERVER AND PEON: -**

1. Copy of self attested certificate in respect of educational qualification.
2. Treasury Challan in original showing to have deposited a sum of Rs.100/- (Rupees One Hundred) only in the appropriate Head.
3. Two pass port size recent photograph duly attested by a Gazetted Officer (one is to be affixed in the application on the space provided).
4. Two self-addressed envelopes of size 5" X 12" with affixing postal stamps of Rs.30/- (Thirty) on each.
5. A declaration regarding marital status showing to have one spouse living, if married.
6. Copy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to Schedule Caste / Schedule Tribe and S.E.B.C Categories with signature of the candidate thereon.
7. A declaration showing that he/she has no criminal antecedent.

**Note:** Any form of canvassing by the applicant shall entail rejection of the application.

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*14/5/14*  
**Sri. Gopal Chandra Patnaik**  
District Judge – Cum- Chairman,  
District Recruitment Committee,  
Gajapati.

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III, JUNIOR TYPIST, JUNIOR CLERK, PROCESS SERVER & PEON**

APPLICATION FOR THE POST OF \_\_\_\_\_

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 :
6. Present address :

Paste your recent passport size Photograph attested by Gazetted Officer.
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7. a. Date of birth :
- b. Age (as on 15.05.2014) :

8. Educational qualification (attach self-attested copies of Certificates)

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

9. Category : SC/ ST/ SEBC/UR/ Sports Person / Ex-serviceman:  
(Strikeout which is not applicable and attach the supporting documents issued by the competent authority, if under reserved Category)
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 Number :
14. Attach two character certificate issued by gazetted officer / Medical Practitioner/ Sarapanch etc.  
(Mention name, designation of the officers)
15. Details of Treasury Challan with number and date :
16. Whether an employee of any Govt/Semi-Govt/Autonomous Body, if so, Name of the Employer. :

**DECLARATION**

I hereby declare that information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature / appointment is liable to be cancelled / terminated without any notice.

Place:

Date:

(Signature of the candidate)