

OFFICE OF THE DISTRICT JUDGE, SAMBALPUR.

ADVERTISEMENT No.1/,
Dated, Sambalpur the 26th day of July, 2023.

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Typist, Stenographer Grade-III and Salaried Amin** in the Scales of Pay of **Rs.19,900/- to Rs.63,200/-** (Level-4 of Pay Matrix); **Rs.25,500/- to Rs.81,100/-** (Level-7 of Pay Matrix); and **Rs.21,700/- to Rs.69,100/-** (Level-5 of Pay Matrix), of the 1st Schedule of the ORSP Rules, 2017, respectively, with usual DA and other Allowances, as admissible to the State Government employees from time to time, **subject to result of WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.

Sl. No.	Categories of Posts	UR	ST	SC	SEBC	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	Junior Typist	--	--	1*	--	1	The vacancy reserved for Physically Handicapped/ Ex-Serviceman/Sports Person is inclusive of vacancy of respective category to which they belong.
2	Stenographer Grade-III	--	2*	--	--	2	
3	Salaried Amin	1	--	--	--	1	

(The number of vacancies in different categories of posts may increase or decrease)

* The star marked posts are backlog posts

- N.B.:-** (i) 33% intra-reservation will be made for women candidates, subject to availability.
- (ii) The District Recruitment Committee has got right to revoke the Advertisement/ cancel the recruitment process/ reject any application without assigning any reason thereof at any time without prior notice.
- (iii) Other conditions of service shall be guided by the relevant provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendments made thereto, subject to the result of **WP(C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.
- (iv) The decision of the District Judge, Sambalpur as to the result of examination shall be final and in no case shall be liable to be challenged.

2. Eligibility of the Candidates:

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

- (a) be a citizen of India;
- (b) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University (**For the posts of Junior Typist and Stenographer Grade-III**);

- (c) have at least passed Diploma in Computer Application from a recognized Institute (**For the posts of Junior Typist and Stenographer Grade-III**);
- (d) not be below 18 years and not above 38 years of age (**As per Notification No.771/Gen., dated 11.1.2022 of the General Administration and Public Grievance Department, Government of Odisha, and Letter No.11635(30), dated 28.7.2022 of the Hon'ble High Court of Orissa**) as on the last date fixed for receipt of the applications i.e. **DT.29.8.2023**;

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.

- (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 Typewriting in English(**For the post of Junior Typist**);
- (j) have possessed a minimum speed of 80 words in Shorthand and 40 words in Typewriting, in English per minute(**For the post of Stenographer Grade-III**);
- (k) have passed matriculation examination or equivalent examination from a recognized Board (**For the post of Salaried Amin**);
- (l) have passed Revenue Inspector Training (**For the post of Salaried Amin**).

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 Government 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 TA/DA 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.

3. Examination Fee

No examination fee is required to be paid by the candidates.

4. Manner of Selection of Candidates:

For the posts of Junior Typist and Stenographer Grade-III:

After receipt of the applications, candidates **up to twenty times of actual vacancy** in each category shall be called to appear in the **Written Test for the posts of Junior Typist and Stenographer Grade-III** on the basis of marks secured by the candidates in HSC, +2 and +3 Examination or their equivalent Examinations.

Typewriting Test for the post of **Junior Typist** will be held after publication of result of the Written Test. The candidates qualified in the Written Test **up to ten times of the vacancy** shall be called to appear in the Typewriting Test. In such Typewriting Test, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce by typing through Computer System in 10 minutes. The candidates qualified in the Typewriting Test will be called for Computer Science Test (Practical), and the candidates qualified in such Computer Science Test (Practical) will be called for Viva voce test.

Shorthand & Typewriting Tests for the posts of **Stenographer Grade-III** will be held after publication of result of the Written Test. The candidates qualified in the Written Test **up to ten times of the vacancy** shall be called to appear in the Shorthand & Typewriting Tests. A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in shorthand on shorthand note sheet supplied by the examiner. He shall reproduce such shorthand text of 400 words in type script through Computer System in 10 minutes. The candidates qualified in the Shorthand & Typewriting Tests will be called for Computer Science Test (Practical), and the candidates qualified in such Computer Science Test (Practical) will be called for Viva voce test.

For the post of Salaried Amin:

After receipt of the applications, candidates **up to twenty times of the vacancy** shall be called to appear in the **Written Test** on the basis of marks secured by the candidates in Matriculation or equivalent Examination from a recognized Board.

Technical Knowledge in Survey and Settlement (Practical Test) for the post of **Salaried Amin** will be held after publication of result of the Written Test. The candidates qualified in the Written Test **up to ten times of the vacancy** shall be called to appear in the Technical Knowledge in Survey and Settlement (Practical Test), and the candidates qualified in such Practical Test will be called for Viva voce test.

5. Scheme of Examination:

There shall be an examination on the following subjects for the posts of Junior Typist, Stenographer Grade-III and Salaried Amin:-

(a)	<u>Junior Typist</u>	<u>Subjects</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I	Written test consisting of: (a) English (Qualifying in nature)	100 marks	02 hours
	Part-II	Typewriting Test	50 marks	--
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	Viva voce Test	35 marks	--

(b)	<u>Stenographer Grade-III</u>	<u>Subjects</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I	Written test consisting of: (a) English (Qualifying in nature)	100 marks	02 hours
	Part-II	Shorthand & Typewriting Tests	50 marks	--
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	Viva voce Test	35 marks	--

(c)	<u>Salaried Amin</u>	<u>Subjects</u>	<u>Marks</u>	<u>Duration of Tests</u>
	Part-I	Written test consisting of:		
		(a) English	100 marks	02 hours
		(b) Arithmetic	50 marks	30 minutes
		(c) Technical knowledge in Survey and Settlement (Theory)	50 marks	30 minutes
	Part-II	Technical knowledge in Survey and Settlement (Practical)	25 marks	30 minutes
	Part-III	Viva voce Test	25 marks	--

Syllabus for the examinations:-

(i) For the posts of Junior Typist and Stenographer Grade-III:-

As provided in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendments made thereto.

(ii) For the post of **Salaried Amin:-**

ENGLISH:

- | | |
|--|------------|
| (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) |

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.

SURVEY AND SETTLEMENT:

The candidates should have sound knowledge in Survey & Settlement.

6. Last Date of Receipt of Applications:

Applications along with the required documents/certificates shall be sent by **Registered Post/Speed Post** so as to reach the Office of the **District Judge, Sambalpur** latest by **5.00 P.M. of dt.29.8.2023** positively. The candidates may also drop the applications in the **Drop Box** placed in the chamber of the **Chief Administrative Officer, Office of the District Judge, Sambalpur**, during Office hours, on each working day till **5.00 P.M. of dt.29.8.2023**. The applications received beyond the last date shall be summarily rejected.

N.B.:- In case of receipt of large number of applications for the respective posts advertised, the Authority reserves the right to shortlist the candidates in accordance with the provisions contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendments made thereto.

7. List of Documents/Certificates to be Submitted:

The candidates are required to submit the following documents/certificates along with their applications:-

- (i) One self-attested recent passport size photograph (affix on the application at the space provided for).
- (ii) Three attested recent passport size photographs of the applicant (attach with the application).
- (iii) Attested photocopies of HSC or equivalent certificate showing proof of age along with the Mark-sheet (**For the posts of Junior Typist and Stenographer Grade-III**).
- (iv) Attested photocopies of Matriculation or equivalent certificate showing proof of age along with the Mark-sheet (**For the post of Salaried Amin**).
- (v) Attested photocopies of Certificates showing passing of +2 and +3 Examinations or equivalent thereto along with Mark-sheets (**For the posts of Junior Typist and Stenographer Grade-III**).

- (vi) Attested photocopies of Certificates of higher educational qualifications, if any, along with Mark-sheets.
- (vii) Attested photocopy of Certificate showing successful completion of Diploma in Computer Application course from a recognized Institute (**For the posts of Junior Typist and Stenographer Grade-III**).
- (viii) Attested photocopy of Certificate showing successful completion of Typewriting course in English from a recognized Institute (**For the post of Junior Typist**).
- (ix) Attested photocopy(ies) of Certificate(s) showing successful completion of Shorthand & Typewriting courses in English from a recognized Institute (**For the post of Stenographer Grade-III**).
- (x) Attested photocopy of Certificate showing successful completion of Revenue Inspector Training (**For the post of Salaried Amin**).
- (xi) Attested photocopies of Caste Certificates issued by competent Authority in case of candidates belonging to SC/ST categories.
- (xii) Attested photocopies of Certificates issued by competent Authority in case of candidates belonging to Physically Handicapped/Ex-Serviceman.
- (xiii) Attested photocopy of Identity Card of Sports person issued by Government.
- (xiv) Two Character Certificates **in original** issued by the competent Authorities.
- (xv) Two self-addressed envelopes adequately stamped (**at least Rs.25/-**) for despatch of Call Letters by Registered Post.
- (xvi) Self-declaration by the candidate to the effect that he/she has got one spouse living, if married.
- (xvii) The candidates, who have been awarded with "Grade" but not with "Percentage of Marks", should, along with their application, produce the Conversion Certificate from the concerned University/Councils/Boards, as the case may be, indicating the actual equivalent percentage of marks and conversion formula, failing which their applications will be rejected (the Conversion Certificate can be submitted by obtaining the same through downloading process).

N.B.:-

- (a) The candidates are required to submit separate applications for separate posts.
- (b) The candidates are required to mention the **Category of Posts**, which they apply for, in **CAPITAL LETTERS** on the top of their respective applications.
- (c) The candidates are required to mention the **Category of Posts**, which they apply for, in **CAPITAL LETTERS** on the top of the envelopes containing their applications.
- (d) **For detailed Advertisement, the candidates may visit the following websites:-**
 - (i) **Sambalpur District Court:** www.districts.ecourts.gov.in/sambalpur
 - (ii) **NIC, Sambalpur :** www.sambalpur.nic.in
- (e) **The candidates may regularly visit the website of Sambalpur District Court i.e. www.districts.ecourts.gov.in/sambalpur, for further updates, if any, during the recruitment process.**

Sd/- 26.7.2023
**DISTRICT JUDGE,
 SAMBALPUR.**

FORM-A
FORMAT OF APPLICATION
[See Para 2A of Appendix-A]

Self attested
Passport Size
Photograph

POST APPLIED FOR : _____

- 1 Name of the Candidate (In BLOCK LETTERS) :
- 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 :
- Age (as on 29.8.2023) _____ years, _____ months & _____ days
- 8 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
H.S.C.					
+2 Arts/Commerce/Science					
+3 Arts/Commerce/Science or equivalent					
Diploma in Computer Science					
Revenue Inspector Training					

- 9 Category: (ST/SC/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/Orthopaedically handicapped :
(If yes, attach supporting medical certificates 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)
- 15 (a) Mobile Number :
(b) E.mail ID :

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and 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.

Place:
Date :

Full Signature of the Candidate