

OFFICE OF THE DISTRICT JUDGE: PURI.
ADVERTISEMENT.

Dated, Puri the 27th June, 2019.

Applications in plain paper in the format given below are invited for filling up the following posts of Jr. Clerk-cum-Copyists, Jr. Typists, Jr. Stenographers, Salaried Amin and Driver in the judgeship of Puri in the Scale of Pay Rs. 19,900/- at Pay Matrix 4, Rs. 19,900/- at Pay Matrix 4, Rs. 25,500/- at Pay Matrix 7, Rs. 21,700/- at Pay Matrix 5, Rs. 19,900/- at Pay Matrix 4 per month respectively with usual D.A. and other allowances as admissible by the Govt. from time to time.

Such appointment in regular pay scale shall be subject to the result of W.P. (C) No. 1273/2014 pending before Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Puri 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.	Categories	UR	SC	ST	SEBC	Total	PwDs./ Ex-Serviceman/ Sports Person.
1	Jr. Clerk-cum-Copyist	1	~	8	1	10	(The vacancy reserved for PwDs./Ex-Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
2	Jr. Typist	~	1	~	~	1	
3	Jr. Stenographer	3	1	3	~	7	
4	Salaried Amin	~	~	1	~	1	
5	Driver	1	~	~	~	1	

Out of the above vacancies, 33% of the posts are reserved for Women candidates subject to availability in each category. Reservation in respect of PwDs./Ex-servicemen/Sports persons shall be as per rule.

(The number of above vacancies in different categories of post may increase or decrease).

2. Eligibility of candidates for the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Grade- III, Stenographer:

A candidate in order to eligible for the above posts shall;

- (a) have passed at least +2 Examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized Council, Board or University, as the case may be;
- (b) have at least passed Diploma in Computer Application from a recognized institute.
- (c) be over 18 years and below 32 years as on **01.08.2019**;

Provided that, the upper age limit in respect of reserved categories of candidates 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.

- (d) be able to speak, read and write Oriya and have passed 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) have not more than one spouse living, if married, and
- (h) For the post of Jr. Typists the candidate shall possess a minimum speed of 40 words in typewriting per minute.
- (i) For the post of Jr. Stenographer the candidate shall possess a minimum speed of 80 words in short-hand and 40 words in English typewriting per minute.

Eligibility of candidates for the post of Salaried Amin:

A candidate in order to eligible for the above post;

- (a) must be a citizen of India.
- (b) must be below 32 years and over 20 years as on **01.01.2019**,
Provided that, the upper age limit in respect of reserved categories of candidates 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 and up to five years in case of candidate having actual work experience in Settlement/Consolidation).
- (c) must have passed a higher Secondary examination 10+2 conducted by the Council of Higher Secondary Education, Odisha or equivalent thereto from a recognized Board.
- (d) must have passed Revenue Inspector Training from a recognized Institution.
- (e) Must possess knowledge in computer operation.
- (f) Be able to speak, read and write Oriya and must have passed the H.S.C. examination or the equivalent examination through Odia medium.
- (g) Be of good character.
- (h) Be of sound health, good physique and free from organic defects, physical or mental infirmity.
- (i) Must not be having more than one spouse living, if married.
- (j) must be knowing Cycling and Swimming.
- (k) must be not less than 160 cm (155 cm in case of candidates belonging to S.C./S.T.) in height and 80 cm round the chest and for woman 150 cm (145 cm in case of S.C./S.T.) in height.

The candidates who qualify in the test of physical fitness as per item No. (j & k) shall be eligible to appear in the written test.

Eligibility of candidates for the post of Driver:

A candidate in order to eligible for the above post;

- (a) must be a citizen of India.
- (b) must have attained the age of twenty one years and must not be above the age of thirty two years as on **01.08.2019**.
Provided that, the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective categories.
- (c) be able to read, write and speak Odia; and have-
 - i) passed middle school examination with Odia as a language subject; or.

- ii) passed Matriculation or equivalent examination with Odia as a medium of examination in non-language subject; or
- iii) passed in Odia as a language subject in the final examination of Class-VII from a school or educational institution recognized by Govt. or the Central Government; or
- iv) passed a test in Odia as a language subject in Middle School standard conducted by the Govt. in School and Mass Education Department.
- (d) have passed Higher Secondary School Certificate examination (10+2) or its equivalent from any recognized school, Board or Institution and have possessed.
 - i) a valid driving license for Light Motor Vehicle.
 - ii) knowledge of motor mechanism and
 - iii) experience of driving a motor car for at least three years.
- (e) not have more than one spouse living, if married:
Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.
- (f) be of good mental condition and bodily health and free from any physical defect likely to interface with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

3. Fee for examination: -

The candidates are required to deposit fees of Rs.100/- in shape of the treasury Challan under the head *0070-other administrative services-01-administration of Justice-501-Services & Service fees-9904650 – Law Deptt. -9916730 – Examination Fees* for recruitment conducted by Orissa District & Subordinate Courts along with their application form.

The S.C. & S.T. candidates are exempted from payment of examination fees.

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 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.*

4. The Scheme of Examination:-

For the posts of Jr. Clerk-cum-Copyist runs as follows:-

	Subject	Marks	Duration of Tests
Part-I	English	100	2 hrs.
	Arithmetic	100	1 hr.
	General Knowledge	100	1 hr.
Part-II	Computer Science Test (Practical)	100	~
Part-III	Viva –Voce	45	~

For the posts of Jr. Typist:-

	Subject	Marks	Duration of Tests
Part-I	English (Qualifying in nature)	100	2 hrs.
Part-II	Type-writing test.	50	~
Part-III	Computer Science Test (Practical)	100	~
Part-IV	Viva –Voce test.	35	~

For the posts of Jr. Stenographer:-

	Subject	Marks	Duration of Tests
Part-I	English (Qualifying in nature)	100	2 hrs.
Part-II	Shorthand & Typing test.	50	~
Part-III	Computer Science Test (Practical)	100	~
Part-IV	Viva –Voce test.	35	~

For the posts of Salaried Amin:-

	Subject	Marks	Duration of Tests
Part-I	Arithmetic	100	1 hr.
	Computer (Written Test)	50	½ hr.
	Computer (Practical Test)	50	½ hr.
	Handwriting in Oriya	50	½ hr.
Part-II	Viva –Voce test.	20	~

For the posts of Driver:-

There shall be a **Written examination** and **Trade Test** by the Board duly constituted in terms of provisions of rules contemplated under, “The Orissa Government Drivers(Light Motor Vehicle) Group-‘C’(Method of Recruitment and conditions of service) Rules, 2013”.

The date of written test shall be intimated through Call letters.

5. Last date of Receipt of Application:-

Applications along with required documents and **Self-attested** copies of certificates must reach the **office of District Judge, Puri, At/P.O./Dist.: Puri, PIN: 752001** by **01.08.2019** through registered post or the sealed box provided for the purpose in the office of the District Judge, Puri (on working days only) and application received in the office after the last date shall be summarily rejected.

6. In case of receipt of large number of application for the above posts the authority 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, 2010 .

7. List of documents to be submitted by the candidates for the post of Jr. Clerk-cum-Copyist/ Jr. Typist/Jr. Stenographer:-

- i) Two attested pass port size photographs.
- ii) Self attested copy of certificates from H.S.C. examination to onwards.

- iii) Self attested copy of mark Sheets from H.S.C. examination to onwards.
- iv) Self attested copy of Certificate of Diploma in Computer Application.
- v) Self attested copy of Caste Certificate (where necessary/applicable).
- vi) Self attested copy of medical certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs. candidates.
- vii) Two character certificates.
- viii) Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- ix) Self attested copy of document in support of previous service in case of Ex-Service Man.
- x) One Self addressed envelope with adequate postal stamp.
- xi) Copy of deposit Challan of Rs. 100/- in original.

8. List of documents to be submitted by the candidates for the post of Salaried Amin:

- i) Two attested pass port size photographs.
- ii) Self attested copy of certificates from H.S.C to onwards.
- iii) Self attested copy of mark Sheets from H.S.C. to onwards.
- iv) Self attested copy of Certificate of Revenue Inspector Training.
- v) Caste Certificate.
- vi) One Self addressed envelope with adequate postal stamp.
- vii) Self attested copy of certificate in support of knowledge in computer operation.
- viii) Two character certificates.
- ix) Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- x) Self attested copy of document in support of previous service in case of Ex-Service Man.
- xi) The candidate, who possesses the certificate of work experience in settlement or Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same.

9. List of documents to be submitted by the candidates for the post of Driver:

- i) Two attested pass port size photographs.
- ii) Self attested copy of certificates from H.S.C to onwards.
- iii) Self attested copy of mark Sheets from H.S.C. to onwards.
- iv) Certificate of valid driving license for Light Motor Vehicle.
- v) Caste Certificate (where necessary/applicable).
- vi) One Self addressed envelope with adequate postal stamp.
- vii) Copy of Treasury Challan of Rs. 100/- in original.
- viii) Two character certificates.
- ix) Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- x) Self attested copy of document in support of previous service in case of Ex-Service Man.
- xi) Self attested copy of certificate in support of knowledge of motor mechanism.
- xii) Self attested copy of certificate in support experience of driving a motor car for at least 3 years.

The candidates are required to mention the *category of the post in bold letters on the top of their respective applications* and *top of the envelopes* containing their applications. **The candidates desirous to apply for more than one post are required to submit separate applications alongwith relevant documents and Treasury Chalan separately.**

Sd/-

District Judge, Puri.

FORMAT OF APPLICATION

(FOR THE POST OF JR. CLERK-CUM-COPYIST, JR. TYPISTS AND JR. STENOGRAPHER)

POST APPLIED FOR: (in Block letters) _____.

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 01.08.2019):
8. Educational Qualification: (Attach self-attested copies of ...)

Self attested
passport size
photograph

Days	Months	Years

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.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):
(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 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 the name & designation of the officers):
15. Details of Treasury Challan with No. & 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 Rules 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.

FORMAT OF APPLICATION
(FOR THE POST OF SALARIED AMIN)

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 01.08.2019):
8. Educational Qualification: (Attach self-attested copies of ...)

Self attested
passport size
photograph

Days	Months	Years

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.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					
Revenue Inspector Training					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):
(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 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 the name & designation of the officers):
15. Details of Treasury Challan with No. & Date:
16. Experience (if any) :

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 Rules 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.

FORMAT OF APPLICATION

(FOR THE POST OF DRIVER.)

1. Name of the Candidate:
(In Block letters)
2. Father's Name :
3. (a) Permanent Address:
(b) Present address :
4. Nationality :
5. Religion :
6. Educational Qualification: (Attach self-attested copies of ...)

Self attested
Passport size
photograph.

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.					
+2Arts/ Science/ Commerce					

7. Date of Birth : _____, (Age as on 01.08.2019):
8. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

Days	Months	Years

9. Marital Status :
10. Driving License No. and date:
11. Attach two Character Certificates issued by two Gazetted Officer / Medical Practitioner / Sarpanch etc.
(Mention the name & designation of the officers):
12. Details of Treasury Challan with No. & Date:
13. Certificate of experience :

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 Rules 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.