

3. Fee for the Examination:

The candidates are required to deposit examination fee of **Rs. 100/- (Rupees one hundred) only** by Treasury Chalan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services & Service Fees-9904650-Law Department-9916730-Examination Fees** for Recruitment conducted by the Odisha District and Sub-Ordinate Courts”. The S.C. & S.T. Candidates are exempted from payment of examination fee.

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 Govt. 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 T.A./ D.A. 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.

4. Scheme of Examination:

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Jr. Stenographer, Jr. Gr. Typist & Salaried Amin.

(a) For the post of Junior Clerk/Copyist:-

Type of Examination	Subject	Marks	Duration of test
Part-I	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	--

(b) For the post of Junior Stenographer:-

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Shorthand & Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The Short-hand & Type Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own type-writers.

(c) **For the post of Junior Grade Typist:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

Typewriting Test will be held after publication of result of Written Test and the qualifying candidates are required to bring their own Type-writers.

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

Type of Examination	Subject	Marks	Duration of test
Part-I	English	50	1 hour
	Arithmetic	50	1 hour
Part-II	Technical knowledge in Survey and Settlement	100	1 hour
Part-III	Viva-voce Test	30	--

Only successful candidates in the Part-I examinations shall be called for to appear in the Part-II and Part-III test.

SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-

(i) **English:-**

- (a) An essay to be written in English,
- (b) A letter or an application to be written in English,
- (c) An Odia passage is to be translated into English,
- (d) An English passage is to be translated into Odia,
- (e) Summary of one English passage.

(ii) **Arithmetic:-**

Vulgar fractions and Decimals, HCF & LCM, simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. In case of Salaried Amin, the questions shall be metric level.

(iii) General Knowledge:-

Knowledge of current events and such other matters of every day observations 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, website searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programme of accounting.

(v) Viva-voce Test:-

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

Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by Registered/Speed Post so as to reach the **Office of the District Judge, Balasore- 756001** by **5.00 P.M. on 18.10.2019** positively. The applications received beyond that date shall be summarily rejected.

5. In case of receipt of large number of applications in different categories of posts so advertised, the authority reserves right to short list the candidates in accordance with the rules contained in the Odisha District & Sub-Ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
6. **The list of documents to be submitted by the candidates along with their applications for the posts of Jr. Clerk/ Copyist, Jr. Stenographer and Jr. Gr. Typist are as follows:**
 - (i) Treasury Chalan in original showing deposit of examination fee of Rs.100/- under the proper Head of account (except S.C. & S.T. candidates).
 - (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
 - (iii) Self attested photocopies of Board Certificate or equivalent certificate showing proof of age with mark sheet and of certificates showing passing of +2 or equivalent examination and mark sheet.