

OFFICE OF THE DISTRICT JUDGE, GANJAM, AT BERHAMPUR.

Dated, the 22nd day of March, 2022.

ADVERTISEMENT NO. 2 OF 2021.

Last date for receipt of applications: 30.03.2022.

The date of Written Test : 03.04.2022.

Applications in the prescribed format are invited from intending candidates of **Group-D employees** of this Judgeship for filling up of the following posts of **Junior Clerk-cum-Copyist** with usual D.A. and other allowances as admissible from time to time by the Government of Odisha on regular scale of pay with relevant provisions contained in **Orissa District & Subordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules 2010.**

CATEGORYWISE VACANCY POSITION

Name of the post	Scale of pay	ST	SC	SEBC	UR	Total	Physically handicapped/women.
Junior Clerk/ Copyist	Rs. 19900-63200 /- in Level-4 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 1900/-)	09	03	01	13	26	(The vacancy reserved for Women/P.W.D is inclusive of vacancy of respective category to which they belong)

NOTE : The number of above vacancies in different categories of the post may increase or decrease. The reservation for Women/Person with disabilities shall be in accordance with the orders/rules issued from time to time.

- 1) Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), when selected as per the reservation provided for him/her, shall be adjusted against the category to which he/she belongs.
- 2) As per Resolution No. 18442-SC.2R/1-31/96 of General Administration Department, Govt. of Odisha dated 26.06.1996, in the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- 3) The Recruitment Committee has got every right to revoke the advertisement / cancel any application without assigning any reason thereof.
- 4) The decision of the District Judge as to the result of examination shall be final and in no case shall be liable to be challenged.

1. ELIGIBILITY OF THE CANDIDATES:

A Candidate, in order to be eligible for the above posts,

- (a) must 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 of a recognized Council, Board or University as the case may be;

- (b) must have at least passed Diploma in Computer Application from a recognized institute;
- (c) must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- (d) be of good character;
- (e) must be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease;
- (f) must not have more than one spouse living, if married;
- (g) must have minimum **five years of service** experience in Group-D cadre as on **19.08.2021**; and
- (h) **candidates working in different stations of this Judgeship are required to submit their application through proper channel.**

N.B.: *The District Recruitment Committee shall reserves the right to cancel the candidature of any candidate if found unsuitable for any reason.*

2. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES :

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 - A** along with the following documents.

- 1 Copy of Self attested Board or equivalent certificates showing proof of age with mark sheet.
- 2 Copy of Self attested Certificates showing passing of + 2 or equivalent examination and Mark sheet.
- 3 Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute.
- 4 Copy of self attested disability certificate for physically handicapped persons issued by the competent authority showing percentage of disability.
- 5 The candidates, who got married, have to submit a self declaration certificate that he/she has not more than one spouse living.
- 6 The candidates are required to submit the self-attested copy of their respective caste certificate (for candidates belonging to SC/ST/SEBC).

3. SCHEME OF EXAMINATION.

There shall be an examination on the following subjects consisting of total 180 marks.

NAME OF THE POST : JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Test
1	English	50	1 hour
2	Arithmetic	50	1 hour
3	Computer Science Test (Practical)	50	1 hour
4	Viva-Voce Test	30	As would be decided by the recruitment committee at the time of interview.

4. METHOD OF SELECTION AND PREPARATION OF MERIT LIST :

The candidates, who have secured 35% of marks in each of the subjects of English and Arithmetic test will be called-for to appear in the Computer test (Practical). The qualifying mark for the candidates of UR and SEBC category in Computer test is 40% whereas in case of SC & ST candidates the qualifying mark is 30%. The candidates, who will qualify in Computer test (Practical) will be called for *viva-voce* test. The merit list will be prepared as per the marks secured by the qualifying candidates in each of the subjects including *viva-voce* test in descending order as per their respective categories.

5. DETAIL SYLLABUS :

The detail syllabus for each subject of the written test shall be as follows :

ENGLISH.

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

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 Time & distance.

COMPUTER SCIENCE TEST (PRACTICAL)

To test the proficiency of the candidates relating to matters like "Test formatting of the paragraphs, Insertion of table, Skill to print and save, File transfer, Web-site searching/ browsing and downloading, e-mail, use of pen-drive and other software etc. and programmes of accounting".

VIVA VOCE :

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

6. LAST DATE OF RECEIPT OF APPLICATION :

The last date of receipt of applications is **30.03.2022**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates **through proper channel** so as to reach the office of the District Judge, Ganjam, Berhampur by **05.00 P.M. on or before 30.03.2022** positively. The applications received after due date shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below.

N.B.:-

1. The Candidates are required to submit their applications duly filled in and **signed in full** by their own hands furnishing the required particulars as per the prescribed format in Form-A as given below. The candidate shall enclose the required documents in the sequence as shown in the prescribed form.
Application received without full signature of the applicant will be rejected.
2. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
3. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
4. Any form of canvassing by the applicant shall entail rejection of the application.
5. The candidates are required to submit the details of any departmental proceeding, either pending or disposed of against him with result thereof in the Format-A (of application form).
6. No T.A./D.A. will be allowed to the candidates to appear the examination.

Sd/- A.C. Behera

District Judge-cum-Chairman,
District Recruitment Committee,
Ganjam, Berhampur.

FORM-A
FORMAT OF APPLICATION

POST APPLIED FOR _____

- 1 Name of the Candidate :
- 2 Father's/Husband's Name :
- 3 Sex (Male / Female) :
- 4 Marital Status (Married/ Unmarried) :
- 5 Nationality :
- 6 Religion :
- 7 Category (SC/ST/SEBC/UR) :
- 8 Present place of posting & post held:
- 9 Date of joining in service :
- 10 Mobile Number (if any):
- 11 E-mail Address (If any):
- 12 Date of Birth as per Christian era : _____ /
- 13 Educational Qualification (Attach copies thereof):

Paste your recent self-attested (on the front side) Passport size photograph

Name of the Examination passed	Name of the Board/Council/ University	Year of Passing	Total Marks of the examination	Total Marks secured	% of Marks Secured
1	2	3	4	5	6
H.S.C.					
+2 Arts/ Commerce/ Science					
Diploma in Computer Science					
Others					

11. Whether there is any departmental proceeding pending : Yes / No
If yes, give details of the same.

DECLARATION

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

Memo No. : 2572 ⁽⁶⁰⁾ /dtd : 22.3.2022

Copy forwarded to :

1. The Judge, Family Court, Berhampur
2. The Special judge (Vigilance), Berhampur
3. The Addl. District Judge-cum-Spl. Court under POCSO Act, Berhampur
4. The Ad-hoc Addl. Dist. Judge, (FTSC) under POCSO Act, Berhampur
5. The Presiding Officer, Designated Court, OPID, Berhampur
6. The 1st /2nd/ 3rd Addl. Dist. Judge, Berhampur
- 7: The Addl. District Judge (LR & LTV), Berhampur
8. The Additional District Judge, Aska/ Bhanjanagar/ Chatrapur/ Khallikote/ Kodala
9. All the Subordinate Courts of this Judgeship
10. The Judge in-charge of Accounts/ Nizarat/ Record Room /Copying Sec., Dist. Court, Berhampur
for favour of information and necessary action with a request to circulate the same among the Group-D employees in their respective establishment.
11. The System Officer, District Court, Ganjam, Berhampur with a direction to upload the same in the District Court website
12. Copy circulation among the Group-D Staff, District Court, Berhampur


22-03-22
Registrar,
Civil Courts, Berhampur.