

OFFICE OF THE DISTRICT JUDGE, MALKANGIRI

Date, Malkangiri, this the 11th day of July, 2023

ADVERTISEMENT NO.1/2023

Applications in the prescribed format given below are invited from the intending candidates for filling up of the following Group "C" posts in the judgeship of Malkangiri under Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto and subject to the result of W.P.(C) No. 1273/2014 of the Hon'ble High Court of Orissa, Cuttack.

Sl. No.	Name of the post	Group	Level as per pay matrix under ORSP Rules, 2017	CATEGORY				Total
				Unreserved	ST	SC	SEBC	
1	Grade III Stenographer	C	Level 7 (Rs.25500-81100)	--	--	1	--	01
2	Junior Clerk	C	Level 4 (Rs.19900-63200)	5 (W-2)	1 (W-1)	1 (W-1)	3	10
3	Junior Typist	C	Level 4 (Rs.19900-63200)	--	2 (W-1)	--	--	02

The number of posts in each cadre may increase or decrease. W stands for women and in the event of non-availability or availability of insufficient number of eligible women candidates belonging to any particular category, the vacancy or as the case may be, the remaining vacancies shall be filled up by male candidates of that category. Reservation in respect of Physically Handicapped persons/Ex-Service-men/Sports persons shall be as per rule.

2. Eligibilities of the candidates:

The Candidate:

- Shall be a citizen of India and shall have passed at least +3 Examination or such other qualification equivalent to +3 Examination of a recognized university.
- Shall have at least passed Diploma in Computer application from a recognized institute.

- c) Must be over 18 years and below 38 years of age as on **14.08.2023** (vide Govt. Of Odisha, G.A & P.G. Department, Notification No. 771/Gen, dtd: 11.01.2022) 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.
- d) Shall be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- e) Shall be of good character.
- f) Shall be of sound health, good physic and free from any organic or bodily infirmity.
- g) Must not have more than one spouse living, if married.
- h) Should not have any criminal proceedings pending against him/her.
- i) For the post of Junior Typist the candidate shall possess minimum speed of 40 words per minute in Typewriting in English language.
- j) For the post of Grade-III Stenographer the candidate shall possess minimum speed of 80 words in shorthand and 40 words in typewriting per minute.
- k) The Candidates who are already in Govt. employment shall submit his/her application through proper channel.
- l) Government Servant whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit. They must inform their respective Heads of office in writing regarding submission of their application for this recruitment and obtain "No Objection Certificate".

N:B:- (i) Application should be submitted for the post mentioning the name of post clearly (in capital letters with underline) 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/incomplete in any respect and received after the last date, shall be summarily rejected.

(iii) If any document filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.

3. Scheme of Examination

(i) For the posts of Junior Clerk

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II	Computer Science(Practical)	100	1 hour
	Viva-Voce	45	--

(ii) For the Post of Junior Typist

	Subject	Marks	Duration of test.
Part-I	English (qualifying in nature)	100	2 hours
Part-II(a)	Type Writing Test	50	10 minutes
Part-III	Computer Science(Practical)	100	1 hour
Part-IV	Viva-Voccc	35	

(iii) For the Post of Stenographer Grade-III

	Subject	Marks	Duration of test.
Part-I	English(qualifying in nature)	100	2 Hours
Part-II	Shorthand and Type Writing Test	50	5+10 minute
Part-III	Computer Science(Practical)	100	1 Hour
Part-IV	Viva-Voce	35	

The candidates who have qualified in the written test, shall be called for Computer Science (Practical) and Shorthand/Type Writing tests as the case may be, the candidates selected in the practical tests shall be called for Viva-Voce test. The Type Writing test shall be held through Computer system.

No TA/DA is admissible to the candidates. Date of examination shall be intimated to the eligible candidates in due time.

4. Last date of receipt of application

The application along with the required documents and self attested copies of certificates, mark sheets and other particulars, as the case may be must reach the address **"The District Judge, Malkangiri, At/Po/Dist.-Malkangiri, Pin-764045"** by **5.00 P.M. of 14.08.2023 by Regd./Speed Post only**. The applications received after the last date shall be summarily rejected.

5. In case of receipt of large number of applications, the authority reserves the right to short-list the candidates in accordance with the Rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto. Over and above, the District Recruitment Committee is also competent to adopt the method of processing the applications, the scrutiny thereof and conducting the test. The decision of the Committee shall be the final and binding in every respect.

6. List of documents to be submitted along with the application

- i) Self attested copies of certificates with mark sheets of educational qualification i.e. H.S.C., +2 and +3 examination.
- ii) Self attested copy of the certificate with mark sheet of Diploma in Computer Application from any recognized institute.
- iii) Self attested copy of caste certificate in case of reserved category.
- iv) Self attested copy of Shorthand/ Type Writing certificate issued by a recognized institution (for the post of Grade III Stenographer/Junior Typist).
- v) Original Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc.
- vi) Three self signed recent Passport size photographs (one is to be affixed in the application on the space provided).
- vii) Attested copy of Medical Certificate issued by the competent medical Authority/Board in case of physically/orthopedically handicapped person.
- viii) Two self addressed envelopes (properly stamped with Rs.42/- each) of size 23 x 10 cms for Speed Post.

The Candidates are required to mention the category of the post in bold letters with underline on the top of their respective application and on the top of the envelope containing their applications. Further, the candidates are required to submit separate applications for each category of post applied for furnishing relevant documents therein.

**District Judge-cum-Chairman,
District Recruitment Committee,
Malkangiri**

Form-A
FORMAT OF APPLICATION
(See Para 2A of Appendix A)

APPLICATION FOR THE POST OF _____

Self attested
passport Size
photograph.

1. Name of the Candidate :-
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 14.08.2023):-
8. Educational qualification(attach attested copies of Certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total Marks of the Board/University	Marks secured in the Board/University	Grade/ Division	% of Marks secured out of Total Mark
H.S.C.						
+2 Arts/Commerce/ Science						
+3 Arts/Commerce/ Science or equivalent						
Diploma in Computer Science						

9. Category : (SC/ST/SEBC/GEN/Sportsperson / Ex-service man)
(Strike out which is not applicable and attach the supporting documents issued by the authority)
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 No. :-
14. Attach two character certificates :-
Issued by two Gazetted officer/Medical Practitioners / Sarpanch etc. (mention name, designation of the officers)

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto 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)

Memo No. 3376 /2023,

Date: 11.07.2023

Copy forwarded to the District Employment Officer, Employment Exchange, Malkangiri for information with a request to publish the same in the notice board.

Copy forwarded to the District Informatics Officer, N.I.C., Malkangiri for information with a request to place the advertisement (Advertisement and format of application only) in the District Portal www.malkangiri.nic.in for wide publication.

Copy forwarded to the System Asst., Malkangiri with a direction to place the advertisement (Advertisement and format of application only) in the office website www.ecourts.gov.in/odisha/malkangiri for wide publication.

Registrar,
Civil Courts, Malkangiri