

## **DRAFT ADVERTISEMENT**

### **OFFICE OF THE DISTRICT JUDGE, BOUDH**

Dated this the 5<sup>th</sup> day of April, 2019.

### **ADVERTISEMENT NO. 01/2019**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the post of Junior Stenographer (Grade-III) in the pay scale of Rs.5200/- to Rs.20,200/- with Grade Pay-2400/- (pre-revised) corresponding to Level-7 of the ORSP Rules-2017 on regular basis subject to the result of W.P.(C) No.1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack. The recruitment for the post of Junior Stenographer (Grade-III) shall be made in accordance with the Orissa District & Sub-ordinate Courts non-judicial staff services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010.

The decision of the District Judge, Boudh as to the result of the Examination shall be final.

Sl. No.	Category of posts	Un reserved	Total
1	Junior Stenographer (Grade-III)	2 (1 for Woman)	2

Reservation in respect of Physically Handicapped persons/Ex-Servicemen/Sports Persons shall be as per rule.

#### **1. ELIGIBILITES OF THE CANDIDATES:**

A candidate in order to be eligible for the above post

- (a) Shall be a citizen of India.
- (b) Must have passed at least +2 examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized council, Board or University, as the case may be.
- (c) Must have passed at least Diploma in Computer application from a recognized institute.
- (d) Must not be below 18 years and above 32 years of age as on 01.04.2019.
- (e) A candidate shall possess minimum speed of 80 words in shorthand and 40 words in Typewriting per minute in English.

- (f) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (g) Must be of good character.
- (h) Must be of sound health, good physique and free from organic defects or bodily infirmity or communicable disease.
- (i) Have not more than one spouse living, if married.

**2. FEES FOR EXAMINATION**

The candidates are required to deposit examination fees of Rs. 100/- (Rupees one hundred) only in shape of the Treasury Challan under the Head "**0070-Other Administrative Services-01-Administration of Justice-501-Services and Service Fees-9904650-Law Department-9916730-Examination Fees for recruitment conducted by Orissa District and Subordinate Courts**" and to submit the original challan along with their application form.

**3. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES**

The candidates are required to submit their applications being duly filled in and signed in their own hands furnishing the required particulars as per the format- "A" along with the following documents given below. The candidates who are in Government Service are required to apply through proper channel.

- (a). Copy of self-attested H.S.C Examination Certificate or any equivalent certificate in support of date of birth.
- (b) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized council, Board or University, as the case may be.
- (c) Copy of self-attested certificate showing to have at least passed Diploma in Computer application issued by a recognized Institute.
- (d) Copy of self-attested Mark Sheet of the H.S.C. Examination or any equivalent examination.
- (e) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (f) Two recent Character Certificates issued by two Gazetted Officers /Medical Practitioners/ Sarpanch etc. (Mention name and designation of the officers).



- (g) Treasury Chalan in Original showing to have deposited a sum of Rs. 100/- (One hundred) only in the appropriate head.
- (h) Three self attested recent Passport size photographs (One is to be affixed in the application on the space provided).
- (i) Two self-addressed envelopes with postage stamp of Rs. 25/- affixed on each for despatch of call letters by registered post.
- (j) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (k) Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute.
- (l) Self attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidates only.

**The candidates are required to superscribe the name of the post in capital letters on the top of their respective applications and on the top of the envelopes containing applications.**

**3. Last date of receipt of application:**

The application along with the required documents and self attested copies of certificates addressed to the **District Judge, Boudh** shall must reach the office of the **District Judge, Boudh, Pin- 762014 on or before 15.05.2019 by Registered Post/Speed Post**. The application also be submitted in the drop box of office provided for the purpose on each working day. The applications received in the office after the last date shall be summarily rejected.

**N.B.**

- (i). Non compliance of any of the requirements shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect shall be summarily rejected.
- (ii) 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 Orissa District & Subordinate Courts non-judicial staff services (Method of Recruitment and Condition of Service) Rules-2008 and amendment Rules, 2010.

(iii) Candidates are required to mention their mobile number and e-mail i.d (if any) on the envelope.

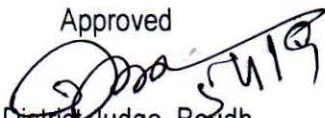
SCHEME OF EXAMINATION FOR THE POST OF JUNIOR STENOGRAPHER (GRADE-III)

Sl. No.	Subject	Marks	Duration of Test
1	English (qualifying in nature)	100	2 hours
2	Shorthand & Type test	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
3	Computer Science Test ( Practical)	100	1 hour
4	Viva-Voce Test	35	--

Only successful candidates in written examinations shall be called for the Test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for viva-voce test. ***The candidates shall bring their own typewriter for the type test.***

N.B. No T.A/D.A is admissible to the candidates.  
Date of examination shall be intimated to the eligible candidates in due time.

Sd/-  
District Judge -cum- Chairman,  
District Recruitment Committee,  
Boudh.

Approved  
  
District Judge, Boudh

FORM-A

**FORMAT OF APPLICATION**

[See para 2A of Appendix-A]

**APPLICATION FOR THE POST OF \_\_\_\_\_**

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 15.05.2019):Y\_\_\_/M\_\_\_/D\_\_\_
8. Educational Qualification:

Self attested  
passport size  
photograph

(Attach attested copies of certificate in support of qualification)

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					
Diploma in Computer Science					

9. Category: (SC/ST/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/Orthopedically Handicapped:  
(If yes, attach supporting medical certificates issued by the Competent Medical Authority / Board)
11. Religion:
12. Nationality:
13. Employment Exchange Registration No.( if any):
14. Attach two character certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc. (mention name, designation of the officers):
15. Details of Treasury Chalan with No. and Date:
16. e-Mail address/Mobile Number:

**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 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