

FEES FOR EXAMINATION: -

The candidates are required to deposit fees of Rs.100/-(one hundred) only in shape of 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 & Subordinate Courts” and to submit the original copy of Challan along with their application forms.

The SC/ST candidates are exempted from payment of the 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 Service are required to apply through proper channel.

LAST DATE FOR RECEIPT OF APPLICATIONS: -

The application along with the required documents and self-attested copies of certificates must reach the **Office of the District Judge, Cuttack, Pin- 753002** on or before **15.06.2019** either by Post or in person during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

N.B.: - (i) Application should be submitted for the post, mentioning the name of the post clearly in capital letters duly underlined) 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 out-rightly. Application if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected.

(iii) In case of receipt of large number of applications, the District Recruitment Committee 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 thereof.

SCHEME OF EXAMINATION FOR THE POST OF JR. CLERK-CUM-COPYIST

	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	45	-----

**SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III
AND JUNIOR TYPIST**

	Subject	Marks	Duration of test
Part-I	English (qualifying in nature)	100	2 hours
	Shorthand & Type test for Stenographer Grade-III	50	15 Minutes
	Type writing test for Jr. Typists	50	10 Minutes
Part-II	Computer Science Test (practical)	100	1 hour
Part -III	Viva-Voce	35	-----

SCHEME OF EXAMINATION FOR THE POST OF SALARIED AMIN

	Subject	Marks	Duration of test
Part-I	Arithmetic (10 th Standard)	100	1 hour
	Technical knowledge in Survey & Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Computer (Practical Test)	50	30 Minutes
Part-III	Viva voce	30	-----

Only successful candidates in the Part-I examinations shall be called for Computer (Practical) Test and the candidates qualified in the said Practical Test shall be eligible for Viva-Voce.

There will be a separate test in short hand and type writing for the post of Stenographer Grade-III and type writing test for the post of Jr. Typist and such test will be held after publication of the result of written test. The candidates to appear in the Short hand and Type Writing Test for the post of Stenographer Grade-III/Type Test for the post of Jr. Typist shall bring their own typewriter machine with them.

No Travelling allowance is admissible to the candidates.

Date of Examination shall be intimated to the eligible candidates in due time.

DETAILS OF SYLLABUS FOR EACH SUBJECT: -

English-

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| (a) An essay to be written in English | 30 marks |
| (b) A letter or application to be written in English | 20 marks |
| (c) One Oriya passage to be translated into English | 15 marks |
| (d) One English Passage to be translated into Oriya | 15 marks |
| (e) Summary of one English passage | 20 marks |

Note- The standard required of a candidate shall be equal to that of +2 Certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

Arithmetic- Vulgar fractions and decimals, H.C.F., and L.C.M., 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 and work and on time and distance.

Note- Problems more easily solvable by algebraical methods need not be required to solve arithmetically.

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, web site searching / browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

General Knowledge- Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

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."

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- 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/University as the case may be.
- Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute as applicable for the post applied for.
- Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.