

Provided that the Appointing Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons or there are other grounds for doing so, exempt any person from the operation of this rule.

- vi) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

B. There must not be any criminal case pending against him/her in the Court of law.

6. FEES OF EXAMINATION : -

The candidates are required to deposit fees of Rs.100/- (Rupees 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 and Subordinate Courts**” and to submit original copy of Challan along with their application forms. The S.C/S.T. 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 prescribed Format given below. The candidates, who are in Government 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 TA/DA 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.*

7. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST JUNIOR TYPIST & STENOGRAPHER GRADE-III SHALL BE AS FOLLOWS:

There shall be an examination on the following subjects for the posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III.

(a)	Junior Clerk-cum-Copyist	Subject	Marks	Duration of tests
	Part-I	English Arithmetic General Knowledge	100 marks 100 marks 100 marks	02 hours 01 hours 01 hours
	Part-II	Computer Science Test (Practical)	100 marks	01 hours
	Part-III	Viva - voce Test	45 marks	--

(b)	Junior Typist	Subject	Marks	Duration of tests
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Typewriting Test	50 marks	10 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	<i>Viva-voce</i> Test	35 marks	--

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

(c)	Stenographer Grade-III	Subject	Marks	Duration of tests
	Part-I	English (Qualifying in nature)	100 marks	02 hours
	Part-II	Shorthand & Typewriting Test	50 marks	15 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	<i>Viva-voce</i> Test	35 marks	--

Shorthand & Typewriting Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their own Typewriters.

The syllabus for the examination is as provided in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

8. DETAILS OF SYLLABUS FOR EACH SUBJECT OF WRITTEN TEST SHALL BE AS FOLLOWS :-

(i) a. ENGLISH: (100 Marks)

1. An essay to be written in English : 30 marks.
2. A letter or application to be written in English : 20 marks.
3. One Odia passage to be translated into English : 15 marks.
4. One English passage to be translated into Odia : 15 marks.
5. Summary of one English passage : 20 marks.

NOTE - The standard required of a candidate shall be equal to that of +2 certificate Examination conducted by the Council of Higher Secondary Education, Odisha.

b) ARITHMETIC: (100 Marks)

Vulgar fractions and decimal, H.C.F. and L.C.M. Simple and Compound interest, simple and compound practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, square and Cubic measures, Problems on time and work and on time and distance.

NOTE – Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

c) GENERAL KNOWLEDGE: (100 Marks)

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

N.B. Those candidates who have secured 35% of marks in each of the paper of written test shall be called for computer science Test (Practical) applicable to all such posts.

(ii) COMPUTER SCIENCE TEST (PRACTICAL):- (100 Marks)

To test the proficiency of the candidate relating to the matters like “test formatting of paragraphs, insertion of tables, skill to print and save, file transfer, web-site searching / browsing, drawing, e-mail use of pen drive and other software etc, and programmes of accounting.

(iii) VIVA-VOCE TEST:-

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

Note:

- a) The candidates, who have qualified in the written test i.e. who have secured 35% of marks, shall be called for typewriting test in case of Typist and be called for shorthand and Type writing test in case of Stenographer. The candidates selected in the aforesaid test as applicable to Typist/Stenographer shall be called for the test of Computer Science (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva voce Test.
- b) The venue, date & time of examination shall be decided later on by the District Recruitment Committee.

9. SCHEME OF THE EXAMINATION FOR THE POST OF DRIVER SHALL BE AS FOLLOWS :-

There shall be a written examination and Trade Test.

	Subject	Marks	Duration
Part- I	(i) English	15 Marks	1 Hour
	(ii) General Knowledge	15 Marks	
	(iii) Written Test (relating to Motor Vehicle mechanism and driving)	20 Marks	
	Total	50 Marks	
Part- II	Trade Test (Driving)	50 Marks	--

The candidates qualified in the written test shall be called for Trade Test which includes practical field test of driving and the proper mode of such test may be further decided by the competent authority at the relevant time of such test.

10. LAST DATE OF RECEIPT OF APPLICATIONS :-

Applications along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Register Post/Speed Post so as to reach the **Office of the District Judge, Gajapati, Paralakhemundi, At/P.O.: Paralakhemundi, District: Gajapati, PIN: 761200**, by **10.08.2021** positively. The candidates may also drop their applications in the box meant for it in the office of the District & Sessions Judge, Gajapati, Paralakhemundi during the office hour and within the prescribed date. The applications received beyond the last date shall be summarily rejected.