

SCHEME OF EXAMINATION

There shall be an examination on the following subjects for the posts noted against each:-

(a) JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Test
(i)	Written Test consisting of:		
	(a) English	100	2 hours
	(b) Arithmetic	100	1 hour
	(c) General Knowledge	100	1 hour
(ii)	Computer Science Test (Practical)	100	1 hour
(iii)	Viva-Voce Test	45	--

The successful candidates in the written test shall be called for the Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST

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

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) |

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 on time and distance.

GENERAL KNOWLEDGE:

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

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 TEST:

To test and assess suitability of a candidate for the post with particular

reference to the candidates alertness, general outlook and potential qualities.

(b) STENOGRAPHER GRADE-III			
Sl. No.	Subject	Marks	Duration of Test
(i)	English (qualifying in nature)	100	2 hours
(ii)	Shorthand and Type Writing Test	50	15 minutes
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	--

The successful candidates in the written test shall be called for Shorthand and Type Writing Tests for the post of Stenographer Grade-III. The candidates selected in Shorthand and Type Writing Tests shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test. **The qualifying candidates are required to bring their own Typewriting Machines during Typewriting Test for the post of Stenographer Grade-III.**

DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III

The detail syllabus for each subject of the Tests shall be as follows:-

- 'English' is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 (five) minutes, which shall be taken in Shorthand on shorthand note-sheet supplied by the examiner. The candidates shall reproduce such Shorthand text of 400 words in Type script in 10 (ten) minutes.
- 'Computer Science Test (Practical)' is same as detailed above for the post of Junior Clerk-cum-Copyist.

(c) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test
(i)	English (qualifying in nature)	100	2 hours
(ii)	Type Writing Test	50	15 minutes
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	--

The successful candidates in the written test shall be called for Type Writing Tests for the post of Junior Typist. The candidates selected in Type Writing Tests shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test. **The qualifying candidates are required to bring their own Typewriting Machines during Typewriting Test for the post of Junior Typist.**

DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST

The detail syllabus for each subject of the Tests shall be as follows:-

- (a) 'English' is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- (b) For the post of Junior Typist, a candidate shall be given a written passage of 400 words in English language, which he/she shall reproduce in Type script in 10 (ten) minutes.
- (c) 'Computer Science Test (Practical)' is same as detailed above for the post of Junior Clerk-cum-Copyist.

LAST DATE OF RECEIPT OF APPLICATION FORMS

The last date of receipt of application forms is fixed on **01.10.2021**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by **Registered Post/Speed Post** so as to reach the Office of the **District Judge, Civil Courts, Kendrapara, PIN-754211** on or before **5.00 P.M. of 01.10.2021** positively and the applicants may also drop their application forms in the **Drop Box** kept inside the **Civil Courts premises, Kendrapara during office hours on the working days within the said date and time**. The application forms received thereafter shall be summarily rejected.

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

- 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 and Annexure-I as given below. The candidates shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper channel. **Application received without full signature of the applicant will be rejected.**
- 2.** Separate application forms should be submitted for each post mentioning the name of the post clearly (in **CAPITAL letters** with underline) on the Top of the Application and Envelope. All copies of testimonials shall be signed by the candidates.
- 3.** 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.
- 4.** In case of receipt of large number of applications for the post of Junior Clerk-cum-Copyist/ Stenographer Grade-III/Junior Typist, the Authority reserves the right to **shortlist** the candidates in accordance with Rules contained in the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as