

ODISHA JUDICIAL ACADEMY, CUTTACK
ADVERTISEMENT

No. 1

Dated: 16.12.2015

Applications in prescribed format as given below are invited for recruitment to the following posts of Junior Assistants (on contractual basis) in pay scale of Rs.5200-20200/- with Grade Pay of Rs.1900/-, for the post of Junior Stenographer (on contractual basis) in the pay scale of Rs.5200-20200/- with Grade Pay of Rs.2400/- per month, for the post of Junior Typist (on contractual basis) in the pay scale of Rs.5200/- with Grade pay of Rs.1,900/- & for the post of Library Attendant (on contractual basis) in the pay scale of Rs.4,750/- with Grade pay of Rs.1,500/-.

Last date for receipt of applications:- 16.01.2016. The applications received thereafter shall be summarily rejected.

Cadre of Posts	Unreserved	Scheduled Caste	Scheduled Tribe	Total
Junior Assistant	2	1	1	4
Junior Stenographer	1	-	-	1
Junior Typist	1	-	-	1
Library Attendant	-	-	1	1

(The number of posts advertised in each cadre may increase or decrease)

The Director, Odisha Judicial Academy reserves the right to cancel the recruitment process at any time without prior notice)

Reservation of vacancies for the Women, Sports Persons, Ex-servicemen and Physically Handicapped persons shall be as per existing provisions of ORV Act.

1) **Eligibility of Candidates:-**

A candidate must:-

- (a) have Bachelor's degree in any discipline from a recognized University or equivalent thereto with PGDCA and Must have passed ME standard in Odia for the post of Junior Assistant.
- (b) have Passed +2 from Council of Higher Secondary Education or equivalent thereto with PGDCA. Must have passed ME standard in Odia and also have minimum speed of 80 speed per minute in short hand & 40 words per minute in type writing for the post of Jr. Stenographer and also have minimum speed of 40 words per minute in type writing for the post of Junior Typist.
- (c) have passed Matriculation or 10+2 Examination with English & Odia as compulsory Subjects for library Attendant.
- (d) be over 21 years and below 32 years of age for the post of Junior Assistant and must be over 18 years and below 32 years for the post of Junior Stenographer, Junior Typist & Library Attendant on the last date of fixed for receipt of applications provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with provisions of the relevant Acts, Rules, Orders or instructions for the time being in force, for the respective categories.
- (e) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. Standard;
- (f) be of good character;
- (g) be of sound health, good physique and free from organic defects or bodily infirmity;
- (h) have not any criminal case is pending against him as on the date of application;
- (i) have not more than one spouse living, if married ; and
- (j) have paid the fees prescribed for the examination as set forth in this rule

2) **Fee for examination**

An amount of Rs.100/- (Rupees One Hundred Only) should be deposited under the Head:-

“0070—Other Administrative Services—01—Administration of Justice—501—Services and Service fees—9903220—Home Department—9915770—Examination fees for Recruitment conducted by Orissa Judicial Academy” and the copy of the challan be submitted along with their application forms.

(The S.C. candidates are exempted from payment of examination fees).

The candidates are advised 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 Govt. employment are required to apply through proper channel.

N.B.:-

- (i) Separate application should be submitted to each 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 requirement mentioned in the Advertisement shall entail rejection of his/her application. The application if found defective/incomplete in any respect and received after last date shall be summarily rejected.
- (iii) There shall be short listing of applications on the basis of educational qualification/career marks fixing the ratio at 20 per each vacancy. The candidates selected in the Written Test shall be called for viva voce test at the ratio 1 : 10 and the writ ten examinations for all the posts noted below shall be conducted in OMR Sheet.

3. a) **Scheme of Examination for Jr. Asst.**

Part-I:- Written Test:

English:	50 Marks
Math:	
Gen Awareness	
Test of Reasoning /Mental Ability	

Part-II:- Computer Test (Theory & Practical) 40 Marks

Part-III:- Viva-Voce Test 10 Marks

Total: 100 Marks

b.) **Scheme of Examination for Jr. Steno**

Part-I:- Written Test: General English 20 Marks

Part-II:- Shorthand & Type Test(on Computer) 40 Marks

Part-III:- Computer Test (Theory & Practical) 30 Marks

Part-IV:- Viva-Voce Test 10 Marks

Total: 100 Marks

c.) **Scheme of Examination for Jr. Typist**

Part-I:- Written Test: General English	20 Marks
Part-II:- Type Test(on Computer)	40 Marks
Part-III:- Computer Test (Theory & Practical)	30 Marks
Part-IV:- Viva-Voce Test	10 Marks
Total:	100 Marks

d.) **Scheme of Examination for Library Attendant**

Part-I:- Written Test: General English & Gen. Knowledge	90 Marks
Part-II:- Viva-Voce Test	10 Marks
Total:	100 Marks

VI. THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED WITH THE APPLICATION FORM

- (a) Two Copies of recent pass port size photographs duly attested by Gazetted Officer with one photograph pasted on Application Form.
- (b) Two Self addressed envelope of the size 25cmsX 10 cms with required postage stamp.
- (d) Self Attested copies of original certificate in support of age, educational, Technical qualification (PGDCA), Employment Exchange Regn. No., caste certificates, and experience, if any. The Candidates are required to furnish their Original Certificates for verification at the time of Viva-voce Test / Interview.
- (e) Application received without required documents and fee will be summarily rejected.
- (f) **Original Treasury Challan showing deposit of fees for recruitment examination.(S.C/ S.T Candidates are exempted from payment of examination fees)**

Note – I The Selection Committee shall have the rights to short list the candidates on the basis of their educational qualification including the knowledge in Computer Operation.

Note – II No. TA / DA will be allowed to attend the Recruitment Test.

By Order

**Director,
Odisha Judicial Academy, Cuttack.**

FORMAT OF APPLICATION

(FOR THE POST OF JUNIOR ASSISTANT/STENOGRAPHER/ TYPIST)

Self Attested
Passport size
Photograph

1. Post applied for :
2. Name in full of the Applicant(in Block letters) :
3. Father's/Husband's Name :
4. Sex(Male/Female) :
5. Marital Status (Married/Unmarried) :
6. Contact Number :
7. Permanent Address :
8. Present Address :
9. *Date of Birth as per Christian Era* : _____ (*b*) *Age*: _____
(As on)
Educational Qualification: (Attach attested copies thereof)

Name of the Examination Passed	Name of the Board/Council / University	Year of Passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2Arts/Commerce/Science /equivalent					
+3 Arts/Commerce/Science /equivalent					
Post Graduate Diploma in Computer Application					
Stenography/Typist					

10. Category: SC/ST/GEN/Sports Person/ Ex-Serviceman: Strike out which is not applicable and attach the supporting documents issued by the competent authority.
11. Whether physically/orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the Competent Medical Authority Board)
12. Religion :
13. Nationality:
14. Employment Exchange Regd. No. with name of Employment Exchange if any:
15. Attach two Character Certificates issued by two Gazette Officer/Medical Practitioner/Sarpanch etc.,
(Mention Name, Designation of the Officers) :
16. Details of Treasury Challan with No. and Date :

DECLARATION

I do hereby solemnly affirm that the Statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :

Date :

Signature of the Candidate