

ODISHA JUDICIAL ACADEMY, CUTTACK

ADVERTISEMENT

No. 02

Dated: 19/07/16

Applications in prescribed format as given below are invited for recruitment to the following posts on contractual basis. The initial appointment shall be governed by Odisha Group "C" and Group "D" (contractual appointment) Rules, 2013 and the recruitment shall be conducted in accordance with The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2015.

1. **Assistant Librarian (Group C)** - 1 post in the Scale of Pay of Rs.5200-20200/-, Grade Pay-Rs.2400/-(Unreserved).
2. **Driver (Group C)**-1post in the scale of pay of Rs.5200-20200/-, Grade Pay of Rs.1900/-, The post is reserved for ST category. In case of non-availability of suitable ST candidate, the post may be filled up by SC candidate. Group C
3. **Peon(Group D)**-2 posts in the Scale of Pay of Rs.4750-14680/-, Grade Pay Rs.1700/- (One post reserved for S.T.-Woman and one post reserved for SEBC Woman). In the event of non-availability or availability of insufficient number of eligible woman candidates belonging to any particular community, the vacancies shall be filled up by Male candidates of the community. S.C. Woman candidate will be considered in case of non-availability of suitable S.T. Women Candidates.

Last date for receipt of applications:- 20/08/16 The applications received thereafter shall be summarily rejected.

(The number of posts advertised in each category 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) be over 21 years and below 35 years of age for the post of Assistant Librarian, Driver and below 37 years for the post of Peon as on 1/1/2016 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.
- (b) be able to speak, read and write Odiya and have passed a test in Odiya equivalent to the M.E. Standard;
- (c) be of good character;
- (d) be of sound health, good physique and free from organic defects or bodily infirmity;
- (e) have not any criminal case pending against him/her as on the date of application;
- (f) have not more than one spouse living, if married ; and
- (g) have paid the fees prescribed for the examination as set forth in this Advertisement.

2. Educational Qualification

- (a) **For the post of Assistant Librarian:-** The candidate must have passed Bachelor's degree in Library Science from a recognized University with PGDCA and Must have passed ME standard in Odia.

- (b) **For the post of Driver:-** The candidate must have passed H.S.C Examination with valid L.M.V (Professional) Driving License and knowledge of Motor Vehicle mechanism with 3 years of experience in driving of L.M.V in government or recognised organisation. He must be willing to work even at odd hours and on Sundays/holidays.
- (c) **For the post of Peon:-** Should have passed Class-VIII with elementary knowledge in English & Odia and also should be good cyclist. He/She should have adequate knowledge and skill in cooking, cleaning, housekeeping and other household works. Must be willing to work even in odd hours.

3. 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. & S.T. 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 category of 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.**

4. Scheme of Examination

a). Assistant Librarian.

SI No	Examination	Marks	Duration
1	Written Examination	200	4 hours
2	Computer Skill Test	100	1 hour
3	Viva Voce Test	30	

1. The written Examination shall consist of Following papers:-

SI No	Subject	Marks	Duration
1	English (Essay, Precise writing, Drafting of letter, Translation and Re-translation & Grammar)	100	2 hours

2	Library Methods & Techniques: (Laws of Library Science, Library Management, Library Cataloguing Theory & Practice, Reference of information Sources)	100	2 hour
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2. The Computer Skill test shall consist of : 100 1 hour

- i. Word Processing (MS Word)
- ii. Spread Sheet (MS Excel)
- iii. Presentation Knowledge (MS Power Point)
- iv. MS Access
- v. Internet Operation/File uploading & downloading

3. Viva-Voce Test: 30

b.) Scheme of Examination for Driver.

SI No	Examination	Marks	Qualifying marks
1	Written Examination To adjudge whether he possesses thorough knowledge about Traffic Rules and Regulations, Road Signs, Knowledge of English Numerals and Figures. Only those who qualify in the written test will be eligible to appear at comprehensive Practical Tests and Interview.	25	15
2	Driving Skill To adjudge the driving skill of the candidate, Road Sense, Road Safety, Manners Attitude & Behaviour.	25	15
3	Mechanical Skill To adjudge whether the candidate possesses good knowledge of Petrol, Diesel & CNG Engines working, vehicle mechanism, technical aspect and whether he is able to locate fault, rectify and carry-out minor running defects to assess the ability to change wheels correctly inflate tyres, clear carburettor and plug etc.	25	15
4	Interview a. To access the personality, driving habit, behaviour, temperament of the candidate and his ability to act in case of emergency. b. To ask general technical and adjudge the amplitude of the candidate including knowledge about maintenance of vehicle, safety precautions, fuel efficiency, automobile and general awareness and important location in the State of Odisha.	25	15

c.) Scheme of Examination for Peon.

1. Written Examination

SI No	Subject	Marks
1	Arithmetic (Simple calculation, i.e. addition, subtraction, multiplication & division of numbers)	40

2	General Knowledge (Objective in nature)	40
3	Writing on a topic in Odia	10
4	Writing on a topic in English	10

2. Viva Voce

20 Marks

N.B. – The Selection Committee may shortlist the candidates for viva voce by fixing qualifying mark in written examination. The merit list shall be drawn up on adding together the mark obtained by a candidate in written test and viva voce.

5. Documents to be enclosed along with the application.

- (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 for Assistant Librarian), Driving license (for drivers), 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.

6. Mode of Application.

The applications should be addressed to the Director, Odisha Judicial Academy, C.D.A sector-1, Abhinav Bidanasi, Cuttack- 753014. The envelope containing the application should be super scribed on the top “Application for the post of..... (Category of Post applied for)” Candidates are to apply through speed post / registered post only. The application must reach the undersigned on or before 5:00 PM of 20/08/16 O.J.A will not be responsible for any postal delay. The applications received after the due date and time shall be summarily rejected. In service candidates should apply through proper channel.

By Order

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

FORMAT OF APPLICATION**(FOR GROUP C POSTS)**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					

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**

FORMAT OF APPLICATION

(FOR GROUP D POSTS)

1. Name of the Candidate (In capital letter):-
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 ;(with supporting documents):-
8. Educational Qualification :(Attach Self attested copy of: Certificate)
9. Category (SC/ST):- (Attach attested copy of certificate issued by the Competent Authority)
10. Religion:-
11. Nationality:-



DECLARATION

I do hereby solemnly affirm that the facts stated above are true to the best of my knowledge and belief and that nothing is false therein. In case any information is found incorrect, my application shall entail rejection.

Place :

Date :

Signature of the Candidate