

For the Post of Junior Clerk-Copyist.

**4. Scheme of Examination :**

(i) Written Test consisting of

(a)	English	100 marks	2 hours
(b)	Arithmetic	100 marks	1 hour
(c)	General Knowledge	100 marks	1 hour
(ii)	Computer Science Test (Practical)	100 marks	1 hour
(iii)	Viva Voce Test	45 marks	

**For the Post of Stenographer Grade-III / Junior Typist.**

**Written Test consisting of**

(i)	English (qualifying in nature)	100 marks	2 hours
(ii) (a)	Shorthand & Typing (for Stenographer)	50 marks	
(b)	Type writing Test (for Typist)	50 marks	
(iii)	Computer Science Test (Practical)	100 marks	1 hour
(iv)	Viva Voce Test	35 marks	

**For the Post of Driver.**

- (1) Direct recruitment to the post of Driver shall be made by way of competitive examination by the Board to be held once a year subject to availability of vacancies.
- (2) There shall be a written examination and Trade Test.
- (3) The date on which and the place(s) at which the examination are to be held shall be fixed by the Board.
- (4) The standard, syllabus and subjects of examination shall be as may be decided by the Board.

**For the Post of Salaried Amin.**

***The date of physical test will be intimated in time***

*Candidates who qualify in the test of physical fitness shall be eligible to appear in the written tests comprising the following papers namely :-*

(a)	Arithmetic	100 marks
(b)	Computer (written test)	50 marks
(c)	Computer (practical test)	50 marks
(d)	Handwriting in Oriya	50 marks

**The date of written tests for all the posts will be intimated later on.**

Provided that the candidates belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

NOTE—The amount of fees should be credited 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.”

3. The examination shall be on the following subjects carrying marks as shown against each—

<u>Subjects</u>	<u>Marks</u>
English	100
Arithmetic	100
General Knowledge	100
Computer Science (Practical)	100
Viva Voce	45

NOTE.—(a) The Standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Orissa.

(b) The candidate shall answer the questions in English unless otherwise directed.

(c) Only those candidates shall be called for viva voce test who have secured not less than 35 per cent marks in the written test.

Provided that the District Judge may in suitable cases, direct that candidates securing 30 per cent marks in the written tests be called for viva voce test when the number of candidates securing 35 per cent or more in the written test is less than the number of vacancies to be filled up in a particular year.

4. Details of syllabus for each subject shall be as follows:—

- |              |   |          |
|--------------|---|----------|
| (i) English- | (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 |

- (ii) Arithmetic— Vulgar fractions and decimals, 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.

- (ii) Computer Science (Practical) —Diploma in Computer Application.
- (iv) General Knowledge—Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.
- (v) Viva Voce—The object of the viva voce test is to assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

5. (a) The candidates for the posts of Stenographers Grade-III shall be examined in short hand and typewriting and those for the posts of Typists shall be examined in typewriting. A candidate for the posts of Stenographers Grade-III shall possess a minimum speed of 80 words in short hand and 40 words in typewriting per minute and a candidate for the post of a Typist shall possess a minimum speed of 40 words in typewriting per minute.

(b) Practical knowledge in operating Computer shall also be tested physically.

6. The District Judge shall prepare a list of successful candidates in order of merit and communicate the results of the examination and appoint candidates in the vacancies that have occurred or may occur during the period of one year from the date of first appointment from such list. The decision of the District Judge as to the result of the examination shall be final and in no case shall be liable to be challenged.