

OFFICE OF THE DISTRICT JUDGE : SUNDARGARH

ADVERTISEMENT

Applications in the prescribed format given below are invited from the desirous candidates both male and female for recruitment and for drawing up of a merit list for filling up the vacancy for the post of **SALARIED AMIN** (Group-C) in the scale of pay of Rs.21,700/- with usual D.A. and other allowances as admissible by the Government of Odisha from time to time. The details of the post, mode of selection, mode of applying for the posts and other terms and conditions are detailed below, which may be downloaded by the intending candidates for applying.

VACANCY POSITION FOR SALARIED AMIN

Group 'C' post

(Reservation for women candidates is as per ORV Rules)

Cadre of post	Schedule Caste	Schedule Tribe	SCBC	Unreserved	Total
Salaried Amin	-	-	-	01	01

ELIGIBILITY CRITERIA AND CONDITIONS FOR THE POST

- The candidate must have passed matriculation examination or equivalent examination of a recognized Board.
- Have passed the Revenue Inspector Training from a recognized institution.
- Not below the age of 18 years of age and above 32 years of age as on the last date fixed for receipt of application (subject to relaxation of upper age limit where ever applicable as per relevant act or rule.
- Be of good character.
- Be of good conduct, sound health and free from communicable diseases.
- Not have more than one spouse living, if married.

2. FEES FOR EXAMINATION.

The candidates applying for the above mentioned post, except for the candidates belonging to Scheduled Tribe and Scheduled Caste Communities, are required to deposit a fees of Rs.100/- (Rupees one hundred) only in shape of Government Treasury Challan under the head " **0070- other administrative services-01-Administration of Justice-501-Services and Services Fees-0010-**

charges for service provided -02177-examination fees for Recruitment conducted by Orissa District and Subordinate Courts” and shall file the same along with their respective application forms along with other documents which are mentioned at serial No.4 below.

(Note – The candidates applying for the post belonging to Scheduled Caste and Scheduled Tribe Communities are exempted from paying the above mentioned fees).

SCHEME OF EXAMINATION :

Examination	Subject	Marks	Duration of Test
I	Arithmetic	50 marks	1 hour
	Technical knowledge in Survey and settlement	50 Marks	1 hour
II	Viva-vice	20 marks	-

(THE DATE OF WRITTEN TEST, PRATICAL TEST AND VIVA-VOCE TEST SHALL BE INTIMATED LATER)

The candidates are required to submit their applications as per the formats given below duly filled in and signed by their own hands furnishing the required particulars as per the requirements given below in column No.4. The candidates who are already in Government employment are required to apply through proper channel.

4. THE FOLLOWING DOCUMENTS MUST ACCOMPANY WITH THE APPLCIATION FORM (S) AND NOTHING MORE (OTHER CERTIFICATES, IF ANY, ARE TO BE PRODUCED DURING VIVA-VOCE TEST, IF SELECTED FOR THE INTERVIEW).

- i) Self attested copy of certificate(s) and mark sheets of H.S.C. or equivalent thereto of a recognized Board / Council, showing the **date of birth of the candidate, applying for the post.**
- ii) Self attested copy of caste certificate in case of reserved category candidates.
- iii) Two character certificates issued by two Gazetted Officers (persons of repute).
- iv) Three self singed recent passport size photograph.
- v) Two self addressed envelops each affixing postage stamps of Rs.25/- on each.

- vi) Treasury Challan in original showing the deposit of Rs.100/- towards examination fee. (**SC/ST candidates are exempted**).
- vii) Copy of self attested certificate of Revenue Inspector Training
- viii) The candidates who possesses the certificate of work experience in settlement and Consolidation Organization granted by Settlement officer or Deputy Director, Consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training shall also furnish the documents in support of the same.

Important Note :- Applications, not accompanied with any of the above documents, shall be treated as incomplete and shall be liable to be rejected.

5. LAST DATE FOR SUBMISSION OF APPLICATIONS

The application along with the required documents shall be sent to **The Registrar, Civil Courts, Sundargarh, At/P.O. - Sundargarh, District -Sundargarh, Pin-770001 on or before 17.10.2019.** Applications received after the above date shall not be considered.

In case of receipt of large number of applications the authority reserve the right to short list the candidates in accordance with the Rules contained in **ORISSA DISTRICT & SUBORDINATE COURTS NON-JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES, 2008 (AMENDMENT RULE-2010).**

6. MODE OF SUBMISSION OF APPLICATIONS

The candidates shall send their application with the address mentioned at Sl.No.5 above duly filled in and shall be accompanied with the required document(s) as mentioned at serial No.4 above by closed sealed envelope through registered post or speed post only. No other mode of submission, even direct deposit of the application in this office shall be entertained.

WARNING – Non compliance of any of the requirements mentioned in this advertisement shall entail rejection of his / her application. Any application if found defective / incomplete in any respect shall be summarily rejected.

CANVACING AND / OR INFLUENCING IN ANY FORM BEFORE OR DURING OR AFTER THE RECRUITMENT PROCESS IN ANY MANNER WHATSOEVER EITHER DIRECTLY OR INDIRECTLY SHALL AMOUNT TO CANCELLATION OF THE CANDIDATURE.

N.B. FOR ANY OTHER CLARIFICATION, ORISSA DISTRICT & SUBORDINATE COURTS NON- JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITION OF SERVICE) RULES, 2008 (AMENDMENT RULES, 2010) MAY BE REFERRED.

Any dispute relating to this advertisement and its contents shall be subject to the Jurisdiction of the Civil Courts, Sundargarh, District – Sundargarh.


13.09.2019
CHIEF JUDICIAL MAGISTRATE,
SUNDARGARH.
(MEMBER).


18/9/19
ADDITIONAL DISTRICT JUDGE ,
SUNARGARH.
(MEMBER).


18.09.2019
DISTRICT JUDGE,
CHAIRMAN, D.R.COMMITTEE,
SUNDARGARH.

**FORMAT OF APPLICATION
(FOR THE POST OF SALARIED AMIN)**

1. Name of the Candidate :
(in capital letters)
2. Father's/ Husband's Name :
3. Sex (Male/Female) :
4. Marital status (Married/Unmarried) :
5. Permanent Address :
6. Present Address
(in capital letters) :
7. Date of Birth :
8. Educational qualification (Attach self attested copies of certificates)

Name of Examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade / Division	Percentage of marks secured
H.S.C.					
R.I.Training					

9. Category (SC/ST/SEBC/ GENERAL/ SPORTS PERSONS/EX-SERVICEMAN)
(Strike out which is not applicable attach the supporting documents issued by Authority).
10. Whether physically / orthopedically handicapped.
(if yes, attach supporting medical certificate by the Competent Medical Authority / Board).
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any.) :
14. Attach two character certificates issued by two gazetted officers / Medical Practitioner / Sarpanch /etc.
15. Details of treasury challan with number and date :

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Subordinate Courts non judicial staff services (Method of Recruitment and conditions of services Rules, 2008 amendment Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief.

Signature of the candidate.
Mobile No./e-mail-id.(if any):