

**OFFICE OF THE DISTRICT JUDGE, CUTTACK.**

**ADVERTISEMENT**

Dated, Cuttack, the 29th day of July, 2022

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Jr. Clerk-cum-Copyist/Jr. Typist/Stenographer Grade-III/Salaried Amin, in the Judgeship of Cuttack in the pay scale as mentioned against each. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Cuttack as to the result of the Examination shall be final and in no case, shall liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

**CATEGORY WISE VACANCY POSITION (INCLUDING BACKLOG VACANCY):**

SL. NO.	NAME OF THE POST	SCALE OF PAY As per ORSP Rules 2017	UR.		SEBC		SC		ST		TOTAL		Grand Total
			M	W	M	W	M	W	M	W	M	W	
1	Junior -Clerk-cum-Copyist	PayMatrix Rs. 19,900/- at level 4	4	1	1	0	4	2	2	2	11	5	16
2	Junior Typist	Pay Matrix Rs. 19,900/- at level 4	1	0	0	0	0	1	0	0	1	1	2
3	Stenographer Grade-III	Pay Matrix Rs. 25,500/- at level 7	3	0	0	0	0	1	0	0	3	1	4
4	Salaried Amin	Pay Matrix Rs. 21,700/- at level 5	2	1	1	0	1	0	1	1	5	2	7

- NOTE: -**
1. The number of posts as indicated above may vary.
  2. Reservation in respect of women/ PWDS/Ex-Servicemen/Sports persons shall be as per rule.

**ELIGIBILITIES OF THE CANDIDATES: -**

**A. For the post of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Grade-III.**

A candidate in order to be eligible for the above posts shall: -

- (a) be a citizen of India,
- (b) have passed at least +2 examinations conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or its equivalent examination from a recognized Council/Board or University, as the case may be;

- (c) have passed at least Diploma in Computer Application from a recognized institute;
- (d) be over 18 years and below 38 years of age as on the date of this advertisement (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories).;
- (e) be able to speak, read and write Odia and have passed a test in Odia 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) not have more than one spouse living, if married.
- (i) pay the fees prescribed for the examination;
- (j) for the post of Junior Typist, the candidates must possess a minimum speed of 40 words in Typewriting per minute in English;
- (k) for the post of Stenographer Grade-III, the candidate must possess minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English

**B. For the post of Salaried Amin**

A candidate in order to be eligible for the post of Salaried Amin must fulfill criteria No.

(a), (d), (e), (f), (g), (h)& (i) as stated in sub-para 'A' above and shall: -

- (i) have passed the matriculation examination or equivalent examination from a recognized board,
- (ii) have passed the Revenue Inspector Training from a recognized Institution.
- (iii) have knowledge in Computer Application.

**FEES FOR EXAMINATION: -**

The candidates are required to deposit fees of Rs.100/-(one hundred) only in shape of Treasury Challan 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 & Subordinate Courts”and to submit the original copy of Challan along with their application forms.

The SC/ST candidates are exempted from payment of the Examination fees.

The candidates are required 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 Government Service are required to apply through proper channel.

**LAST DATE FOR RECEIPT OF APPLICATIONS: -**

The application along with the required documents and self-attested copies of certificates must reach the **Office of the District Judge, Cuttack, Pin- 753002** on or before **29.08.2022** either by Post or in person during office hours on each working day. Applications received in the office after the last date by any means shall be summarily rejected.

**N.B.:** - (i) Application should be submitted for the post, mentioning the name of the post clearly in capital letters duly underlined on the top of the envelope.

(ii) Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application out-rightly. Application if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected.

(iii) In case of receipt of large number of applications, the District Recruitment Committee reserves 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 and amendment rules thereof.

**SCHEME OF EXAMINATION FOR THE POST OF JR. CLERK-CUM-COPYIST**

	Subject	Marks	Duration of Test
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (practical)	100	1 hour
Part-III	Viva-Voce	45	-----

**SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III AND JUNIOR TYPIST**

	Subject	Marks	Duration of test
Part-I	English (qualifying in nature)	100	2 hours

Registrar

Civil Courts, Cuttack

	Shorthand & Type test for Stenographer Grade-III	50	15 Minutes
	Type writing test for Jr. Typists	50	10 Minutes
Part-II	Computer Science Test (practical)	100	1 hour
Part -III	Viva-Voce	35	-----

**SCHEME OF EXAMINATION FOR THE POST OF SALARIED AMIN**

	Subject	Marks	Duration of test
Part-I	Arithmetic (10 <sup>th</sup> Standard)	100	1 hour
	Technical knowledge in Survey & Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Computer Science Test (Practical)	50	30 Minutes
Part-III	Viva voce	30	-----

Only successful candidates in the Part-I examinations shall be called for Computer (Practical) Test and the candidates qualified in the said Practical Test shall be eligible for Viva-Voce.

There will be a separate test in short hand and type writing for the post of Stenographer Grade-III and type writing test for the post of Jr. Typist and such test will be held after publication of the result of written test. The candidates to appear in the Short hand and Type Writing Test for the post of Stenographer Grade-III/Type Test for the post of Jr. Typist shall bring their own typewriter machine with them.

No Travelling allowance is admissible to the candidates.

Date of Examination shall be intimated to the eligible candidates in due time.

**DETAILS OF SYLLABUS FOR EACH SUBJECT: -**

**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

**Note-** The standard required of a candidate shall be equal to that of +2 Certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

**Arithmetic-** Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentages, Profits and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

**Note-** Problems more easily solvable by algebraical methods need not be required to solve arithmetically.

**Computer Science Test (practical)-** To test the proficiency of the candidate relating to matters like “test formatting of the paragraph, 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.

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

**Viva-voce-** To test and assess suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook and potential qualities.”.

**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION**

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of Self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council/ Board/University as the case may be.
- (c) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute as applicable for the post applied for.
- (d) Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (e) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (f) Copy of Self-Attested Conduct and Character certificate issued by the appropriate Authority of the Institution, the Candidate last attended.
- (g) Treasury Challan in Original showing to have deposited a sum of Rs.100/- (One hundred) only in the appropriate head.

- (h) Two self-attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (i) Two Self-addressed envelopes affixing postal stamp of Rs.30/-(thirty) on each.
- (j) One declaration regarding marital status showing to have one spouse living, if married.
- (k) Copy of Self-Attested Short-hand and Type-writing Certificate issued by a recognized institute for the candidates applying for the post of Stenographer Grade-III and Jr. Typist.
- (l) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to Schedule Caste/Schedule Tribes and SEBC categories with signature of the candidate thereon.
- (m) Copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (n) Two Character Certificates issued by Gazetted Officer/Medical Practitioner/Sarpanch etc.
- (o) Self attested copy of Revenue Inspector training certificate for the post of Salaried Amin.

The candidates are required to mention the name of the post applied for in block letters on the top of their applications and on the top of the envelope containing their applications. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents and Treasury Challan separately.

**Sd/-**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee,**  
**Cuttack.**

  
**Registrar**  
**Civil Courts, Cuttack**

## FORMAT OF THE APPLICATION

APPLICATION FOR THE POST OF -----

Self-attested  
recent  
passport size  
photograph

1. Name of the candidate :-
2. Father's/ Husband's Name :-
3. Sex (Male/Female) :-
4. Marital Status (Married/Unmarried):-
5. Permanent Address :-
6. Present Address :-
7. (a) Date of birth :-  
(b) Age as on 29.07.2022 :-

8. Educational Qualification (attach attested copies of Certificates):-

Name of the Examination passed	Name of the Board/University	Year of passing	Aggregate Marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2 Arts /Commerce/Science					
Diploma in computer Science.					

9. Category: SC/ ST/ SEBC/ GEN/ Sports person / Ex-Serviceman: -

(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether physically / orthopedically handicapped.(If yes, attached supporting medical certificates issued by the Competent Medical Authority/Board)
11. Religion :-
12. Nationality :-
13. Employment Exchange Registration No. :-
14. Attach two-character certificates issued by Gazetted Officer /Medical Practitioner/ Sarpanch etc.: -Mention name, designation of the officers) :-
15. Details of Treasury Challan with number and date :-

### DECLARATION

I do here-by solemnly affirm and state that I am aware about the provisions of Orissa District and Sub-ordinate courts Non-Judicial Staff Services (Method of Recruitment and conditions of service) Rules 2008 and amendment rules thereof, and 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 THE APPLICATION

### APPLICATION FOR THE POST OF SALARIED AMIN.

Self-attested  
recent  
passport size  
photograph

1. Name of the candidate :-
2. Father's/ Husband's Name :-
3. Sex (Male/Female) :-
4. Marital Status (Married/Unmarried) :-
5. Permanent Address :-
6. Present Address :-
7. (a) Date of birth :-  
(b) Age as on 29.07.2022 :-

8. Educational Qualification (attach attested copies of Certificates):-

Name of the Examination passed	Name of the Board/University	Year of passing	Aggregate Marks secured	Grade/ Division	% of marks secured
H.S.C.					
Revenue Inspector Training					
Computer Certificate, if any					

9. Category: SC/ ST/ SEBC/ GEN/ Sports person / Ex-Serviceman: -

(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether physically / orthopedically handicapped. (If yes, attached supporting medical Certificates issued by the Competent Medical Authority/Board)

11. Religion :-

12. Nationality :-

13. Employment Exchange Registration No. :-

14. Attach two-character certificates issued by Gazetted Officer /Medical Practitioner/ Sarpanch etc.: -Mention name, designation of the officers)

15. Details of Treasury Challan with number and date :-

### DECLARATION

I do here-by solemnly affirm and state that I am aware about the provisions of Orissa District and Sub-ordinate courts Non-Judicial Staff Services (Method of Recruitment and conditions of service) Rules 2008 and amendment rules thereof, and 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)



**OFFICE OF THE DISTRICT JUDGE, CUTTACK.**

**SHORT ADVERTISEMENT**

**Dated, Cuttack, the 29<sup>th</sup> day of July 2022**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts in Group-C cadre in the Judgeship of Cuttack in the pay scale as mentioned against each. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Cuttack as to the result of the Examination shall be final and in no case, shall be liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

**CATEGORY WISE VACANCY POSITION (INCLUDING BACKLOG VACANCY):**

SL. NO.	NAME OF THE POST	SCALE OF PAY As per ORSP Rules 2017	UR.		SEBC		SC		ST		TOTAL		Grand Total
			M	W	M	W	M	W	M	W	M	W	
1	Junior Clerk - cum-Copyist	Pay Matrix Rs. 19,900/- at level 4	4	1	1	0	4	2	2	2	11	5	16
2	Junior Typist	Pay Matrix Rs. 19,900/- at level 4	1	0	0	0	0	1	0	0	1	1	2
3	Stenographer Grade-III	Pay Matrix Rs. 25,500/- at level 7	3	0	0	0	0	1	0	0	3	1	4
4	Salaried Amin	Pay Matrix Rs. 21,700/- at level 5	2	1	1	0	1	0	1	1	5	2	7

The number of posts as indicated above may vary.

Last date of receipt of application is **29.08.2022**. For details, visit the District Court website <https://districts.ecourts.gov.in/cuttack>. The Candidates shall have to go through the detailed Advertisement in the website carefully prior to filling up of the Application Form..

Sd/-

**District Judge-cum-Chairman,  
District Recruitment Committee, Cuttack.**

  
Registrar  
Civil Courts, Cuttack