

**OFFICE OF THE DISTRICT JUDGE: CUTTACK**

**NOTICE**

**Dated 7<sup>th</sup> February, 2024**

Consequent upon the advertisement Dated 27.07.2023 and in continuation of the Notice dated 01.02.2024 of the office of the District Judge, Cuttack, the Venue and Timing of the Computer (Practical) Test and Viva-Voce Test is notified as follows:-

**RECRUITMENT EXAMINATION -2023**  
**FOR THE POST OF JUNIOR CLERK-CUM-COPYIST**

**VENUE OF EXAMINATION: Saraswati Group of Institutions, Belagachhia, Trisulia, Cuttack-754005.**

Date	Subject	Reporting Time	Time of Test
25.02.2024 (Sunday)	Computer (Practical) Test	10.00 A.M.	10.30 A.M.

**The Candidates who will qualify in the Computer (Practical) Test will appear for VIVA-VOCE Test.**

**VENUE FOR VIVA-VOCE TEST: Civil Courts Complex, Cuttack- 753002**

Date	Subject	Reporting Time
25.02.2024 (Sunday)	Viva-Voce	03.30 P.M. Onwards

**RULES AND GUIDELINES FOR THE CANDIDATES**  
**GENERAL INSTRUCTIONS (READ CAREFULLY)**

1. The candidates to appear the examination shall report at 10:00 A.M. at the Examination Centre with the Intimation Letter/Admit Card and any one of Identity Proofs (in original) such as Voter ID Card/ Aadhaar Card/ Driving License/ Passport etc. for verification.
2. No Candidate shall be allowed to enter into the Examination Hall after 15 minutes of commencement of the examination and to leave the Examination Hall till the examination sitting is over.
3. No T.A. and D.A. will be given to the candidates for appearing in the examination.
4. Candidates are advised to produce their Intimation Letter/Admit Card in the Examination Hall as and when required.
5. No bags and baggage will be allowed into the Examination Centre.

6. No candidate shall be allowed to enter into the Examination Hall with Mobile Phone, Digital Watch, Calculator, Pan, Gutkha, Books, Papers and other articles except writing materials and this Intimation Letter/Admit Card.

7. The Authority reserves the right to cancel the candidature/ suspend the candidate from appearing the Examination/Test in case of detection of any misconduct and infringement to the Rules and Regulations of the Examination.

8. The Intimation Letter/Admit Card does not confer any right for appointment.

9. The candidates shall bring with them their Original Certificates alongwith identity proof in original for verification before Viva-Voce Test.

10. The candidates shall bring the admit card of the written examination for verification.

11. The Candidates are advised to keep the Intimation Letter/Admit Card with them till completion of the Recruitment Process since it is required to be produced at every stage of the Recruitment Examination.

**N.B: Intimation letters/Admit Cards have been issued to some candidates without photographs as they have not submitted required number of photographs along with the application form. Such candidates are required to bring two recent passport size photographs duly attested along with Identity Proof (in original) such as Voter ID Card/Aadhar Card/Driving License/ Pass Port etc. for verification.**

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By Order of the District Judge, Cuttack


  
Registrar,  
Civil Courts, Cuttack.

**Memo No.** 1165(2) / **dated** 07.02.2024

Copy to :-

1. The System Officer, District Court, Cuttack with a direction to upload the notice in the website of District Court, Cuttack.

2. Notice Board, of the office of the District Court, Cuttack for general information.

  
Registrar,  
Civil Courts, Cuttack.