

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

**ADVERTISEMENT**

**Dated, Cuttack, the 21<sup>st</sup> day of May, 2024**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Jr. Clerk-cum-Copyist, Jr. Typist and Salaried Amin in the Judgeship of Cuttack in the pay scale as mentioned against each on regular basis in accordance with the provisions contained in "The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as amended upto 2023" and published in official Gazette on 27.06.2023 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. 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	0	0	0	2	0	5	2	11	2	13
2	Junior Typist	Pay Matrix Rs. 19,900/- at level 4	2	0	0	0	1	0	0	0	3	0	3
3	Salaried Amin	Pay Matrix Rs. 21,700/- at level 5	1	1	0	0	1	0	2	1	4	2	6

**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 relevant rule.

**ELIGIBILITIES OF THE CANDIDATES: -**

**A. For the post of Jr. Clerk-cum-Copyist and Jr. Typist.**

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

- (a) be a citizen of India,
- (b) have passed at least +3 examinations or such other qualification as are equivalent to +3 examination from a recognized University, as the case may be;
- (c) have passed at least Diploma in Computer Application from a recognized institute;
- (d) be 18 years or above and below 32 years of age as on the date of this advertisement (Provided that the upper age limit in respect of reserved categories

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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) for the post of Junior Typist, the candidates must possess a minimum speed of 40 words per minute in typewriting through computer system 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) 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.

**FEES FOR EXAMINATION: -**

No examination fee is required to be paid by the candidates of all categories for this Recruitment Process.

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 21.06.2024** 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, 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 advertisement 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.

  
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(iii) In case of receipt of large number of applications, the District Recruitment Committee reserves the right to shortlist the candidates in accordance with the Rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 as amended upto 2023.

**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 JUNIOR TYPIST**

	Subject	Marks	Duration of test
Part-I	English (Qualifying in nature)	100	2 hours
	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	1hour
	Technical knowledge in Survey & Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Practical Test (Survey)	50	30 Minutes
Part-III	Viva voce	30	-----

Only successful candidates in the Part-I examinations for the posts of Jr. Clerk-Cum-Copyist and Jr. Typist shall be called for Computer (Practical) Test and those for the post of Salaried Amin shall be called for Practical Test (Survey) and the candidates qualified in the said Practical Tests shall be eligible for Viva-Voce.

  
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**Civil Courts, Cuttack**