



OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA.

Dated, Baripada this the 25th day of July, 2025.

LAST DATE FOR RECEIPT OF APPLICATION: 25.08.2025 (5.00 P.M.)

ADVERTISEMENT NO.02/2025

Applications in the prescribed format given below are invited from the intending eligible candidates for filling up the following Group-C vacant posts in the Judgeship of Mayurbhanj for the recruitment year, 2025.

Sl. No.	Category/Posts	Scales of Pay as per O.R.S.P. Rules, 2017	UR	ST	SC	SEBC	Total	Women/PH/Ex-Serviceman/Sports Person
1	Junior Clerk-Cum-Copyist	Level-4, Cell-1 Rs.19,900/- to Rs.63,200/-	06	03	02	01	12	The vacancy reserved for women/P.H./ Ex-serviceman/ Sports Person or any other reserved category is inclusive of vacancy of respective category to which they belong.
2	Grade-III Stenographer	Level-7, Cell-1 Rs.25,500/- to Rs/-81,100/-	03	03	02	-	08	
3	Junior Typist	Level-4, Cell-1 Rs.19,900/- to Rs.63,200/-	04	01	01	-	06	
4	Salaried Amin	Level-5, Cell-1 Rs.21,700/- to Rs.69,100/-	-	01	01	-	02	

The abovementioned posts are to be filled up on regular basis in accordance with the provisions contained in **"The Odisha District and Civil Courts' Judicial Staff Service (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2025"** subject to the result of W.P (C) No- 1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Mayurbhanj at Baripada 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.

1. **ELIGIBILITY OF CANDIDATES.**

A. For the post of Junior Clerk-Cum-Copyist, Junior Typist and Grade-III Stenographer

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

- (a) shall be a citizen of India.
- (b) shall have passed at least +3 Examinations or such other qualification as are equivalent to +3 Examinations of a recognized university.
- (c) shall have passed at least Diploma in Computer Application from a recognized Institute.
- (d) shall be over 18 years and below **32** years of age on the last date fixed for receipt of applications i.e-**25.08.2025**. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or instructions issued for the time being in force, for the respective reserved categories.
- (e) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to at least of M.E. standard.

- (f) shall be of good character,
- (g) shall be of sound health, good physique and free from any organic defects or bodily infirmity.
- (h) shall not have more than one spouse living, if married.
- (i) must possess minimum speed of 80 words in short hand and 40 words in type writing per minute **(for the post of Grade-III Stenographer)**.
- (j) must possess minimum speed of 40 words in type writing per minute **(for the post of Junior Typist)**.

B. For the post of Salaried Amin:

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

- i. shall be a citizen of India.
- ii. the candidate must have passed the matriculation examination or equivalent examination of a recognized Board, and must have passed the Revenue Inspector Training.
- iii. shall be over 18 years and below **32** years of age on the last date fixed for receipt of applications i.e-**25.08.2025**. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or instructions issued for the time being in force, for the respective reserved categories.
- iv. shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to at least of M.E. standard.
- v. shall be of good character,
- vi. shall be of sound health, good physique and free from any organic defects or bodily infirmity.
- vii. shall not have more than one spouse living, if married.
- viii. must have operating knowledge of Computer.

2. SCHEME OF EXAMINATION:

(a) Scheme of Examination for Junior Clerk-Cum-Copyist:

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

(b) Scheme of Examination for Grade-III Stenographer:

	Subject	Marks	Duration of Test
Part-I (Written Test)	English (Written Test, Qualifying in nature)	100	2 hours
Part-II (Practical Test)	Shorthand & Typewriting Test (through Computer System)	50	15 Mins.
	Computer Science Test (Practical)	100	1 hour
Part-III	Viva Voce test	35	--

(c) **Scheme of Examination for Junior Typist:**

	Subject	Marks	Duration of Test
Part-I (Written Test)	English (Written Test, Qualifying in nature)	100	2 hours
Part-II (Practical Test)	Typewriting Test (through Computer System)	50	10 Mins.
	Computer Science Test (Practical)	100	1 hour
Part-III	Viva Voce test	35	--

(d) **Scheme of Examination for the Post of Salaried Amin:**

	Subject	Marks	Duration of Test
Part-I (Written Test)	Arithmetic (10 th Standard)	100	1 hour
	Technical knowledge in Survey & Settlement (Theory)	50	1 hour
	English (10 th Standard)	50	1 hour
	Handwriting in Odia	20	1 hour
Part-II (Practical Test)	Technical knowledge in Survey & Settlement (Practical)	50	1 ½ hour
	Computer Test (Practical)	50	30 Minutes
Part-III	Viva Voce test	30	--

Note: The minimum qualifying mark for UR and SEBC candidates of each of the posts mentioned above is 35% in each individual paper of Part-I(Written Test). The cut off marks for qualifying in the Computer Science Test (Practical)/Technical knowing in Survey & Settlement (Practical) **(in case of Salaried Amin)** in Part-II shall be 50% for General & SEBC candidates, and 40% in case of S.C. and S.T. candidates. Medium of written examination will be in English unless otherwise indicated.

So far the posts of Junior Clerk-cum-Copyist, Grade-III Stenographer and Junior Typist are concerned, only successful candidates in the Part-I examinations shall be called for appearing in Part-II examination in accordance to Sub Rule-3 of Rule-7 of the Odisha District & Civil Courts' Judicial Staff Service (Method of Recruitment and Conditions of Services) Rules, 2008 amended up to 2025 and the candidates qualified in the Part-II Test shall be eligible for viva-voce test. A merit list for candidates will be prepared as per Sub Rule-4 Rule-7 of the Odisha District & Civil Courts' Judicial Staff Service (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2025.

So far the post of Salaried Amin is concerned, only successful candidates in Part-I examination shall be called to appear Part-II examination. Consequently, successful candidates of Part-II examination shall be called to appear for Part-III examination. A common merit list shall be prepared for the candidates both unreserved and reserved category in descending manner on the basis of total marks secured in Part-I, II & III examinations. Thereafter, separate merit lists shall be prepared for unreserved and reserved category in descending manner of total marks secured in Part-I, II & III examinations.

3. **DETAILS OF SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST AND GRADE-III STENOGRAPHER AS PROVIDED UNDER THE RULES OF ODISHA DISTRICT AND CIVIL COURTS' JUDICIAL STAFF SERVICE (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICES) RULES, 2008. AMENDED UP TO 2025.**

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|--|----------|
| (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 Odia passage to be translated into English | 15 Marks |
| (d) One English passage to be translated into Odia | 15 Marks |
| (e) Summary of one English passage | 20 Marks |

Note: The standard required for a candidate shall be equal to that of +3 Examination conducted by a recognized University.

(ii) **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, 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 solve arithmetically.

(iii) **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.

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

4. **DETAILS OF SYLLABUS FOR THE POST OF SALARIED AMIN.**

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|--|----------|
| (i) English – (a) An essay to be written in English | 20 Marks |
| (b) A letter or application to be written in English | 10 Marks |
| (c) One Odia passage to be translated into English | 10 Marks |
| (d) One English passage to be translated into Odia | 10 Marks |

Note: The standard required for a candidate shall be equal to that of Matric Examination conducted by a recognized Board.

(ii) **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, 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 solve arithmetically.

(iii) **Technical Knowledge in Survey and Settlement:** Candidate should have sound knowledge in Survey and Settlement.

(iv) **Computer science Test (Practical):** Candidate should have sound knowledge in Computer operating.

(v) **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.

5. **FEES OF EXAMINATION:**

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

6. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES:**

- a. Self-attested copies of Certificate and Mark sheet of H.S.C. or equivalent examination from a recognized Board or University.
- b. Self-attested copies of certificate and Mark sheet of +2 examination or equivalent examination of a recognized Council, Board or University.
- c. Self-attested copies of certificate and Mark sheet of +3 examination or equivalent examination of a recognized University.
- d. Self-attested copy of Certificate of Diploma in Computer Application from a recognized institute.
- e. Self-attested copies of Short Hand Certificate (**in case of the candidates applying for Grade-III Stenographer only**).
- f. Self-attested copies of Typewriting Certificate (**in case of the candidates applying for Grade-III Stenographer/Junior Typist**).
- g. Self-attested copy of Caste Certificate if belongs to S.C./S.T./S.E.B.C.
- h. Self-attested copy of Medical Certificate issued by the Competent Medical Authority/ Board in case physically/ Orthopedically Handicapped.
- i. Self-attested copy of Certificates/Identity Cards in case of Ex-Serviceman/ Sports persons.
- j. Two self-addressed envelopes, each affixed with adequate postage stamps for despatch of call letters by **Regd. Post/Speed post**.
- k. Two Character Certificates issued by two different gazetted officers/medical practitioner/Sarpanch etc.
- l. One self-attested recent passport size photograph should be affixed on the Application form in the appropriate box and another two self-attested passport size photographs should be submitted with the Form. The candidates are instructed to put their full signature on the lower portion of the photograph affixed with the Form.
- m. Candidates applying for more than one post must submit separate applications for each post.
- n. Self-attested copy of Certificate showing passing of Odia as a subject equivalent to M.E. standard.
- o. Self-attested copy of Technical Certificate and Mark sheet in support of the passing of Revenue Inspector Training (**in case of Salaried Amin**).
- p. Self-attested copy of Employment Exchange Card.
- q. The candidates who are already in Government service are required to submit the **"No objection certificate"** along with his/her application from the competent authority.
- r. Self attested copy of "Conversion" certificate for the candidates who have been awarded with Grade Marks instead of percentage of marks.
- s. **The candidate must submit his/her Mobile No. and e-Mail Id. in the appropriate space in the application for future communication through e-mode, if required.**

7. **SUBMISSION OF THE APPLICATION FORM:**

- i. 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 Form-A given below.
- ii. The candidates are required to mention the **Post Name and Category in CAPITAL LETTERS** on the top of the envelopes containing their applications.
- iii. The dully filled Application should reach to the address i.e. **"THE DISTRICT JUDGE, MAYURBHANJ, AT/P.O. BARIPADA, DIST. MAYURBHANJ, ODISHA, PIN-757001** through Regd. Post/Speed Post. The candidates may also drop their Application form in the **Application Drop Box kept in the Administrative Office of the District & Sessions Judge, Mayurbhanj on or before the Last Date** of submission of application **i.e. 25.08.2025.**
- iv. **Last date of receipt of application:** Applications along with required documents must reach to the address mentioned above by **5.00 P.M. of 25.08.2025**. Applications received in office after the due date & time shall be summarily rejected. In case of receipt of large number of applications for all the posts, the authority reserves right to shortlist the candidates in accordance with the rules contained in "The Odisha District and Civil Courts' Judicial Staff Service (Method of Recruitment and Conditions of Service) Rules, 2008 amended up to 2025".

NOTE: (a) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The applications, if found defective/incomplete in any respect shall be summarily rejected.

(b) The detail programme of the Recruitment Examination shall be intimated to the candidates in due course and the same shall also be uploaded in the District Court Website. The candidates are advised to visit the following official website of the District Court, Mayurbhanj time to time for their necessary information.

<https://mayurbhanj.dcourts.gov.in/notice-category/recruitments/>

Sd/-

**District Judge-cum-Chairman,
District Recruitment Committee,
Mayurbhanj, Baripada.**

FORM-A
FORMAT OF APPLICATION

[See Para2A of Appendix A]

POST APPLIED FOR (Capital Letters): _____

SELF ATTESTED
PASSPORT SIZE
PHOTOGRAPH

1. Name of the Candidate (**Capital Letters**) : _____
2. Father's/Husband's Name : _____
3. Sex (Male/Female/others) : _____
4. Marital Status (Married/Un-married) : _____
5. Permanent Address : _____

6. Present Address : _____

7. (a) Date of Birth : _____
(b) Age as on 25.08.2025 : _____
8. Educational Qualification (Attach self-attested copies)

Name of the Examination passed	Name of the Board/ University	Year of Passing	Aggregate of Marks secured	Grade/ Division	% of Marks secured
H.S.C.					
+2 Arts/Commerce/ Science					
+3 Arts/ Commerce/ Science or equivalent					
Diploma in Computer Science					
Revenue Inspector Training (For Salaried Amin only)					

9. Category (SC/ST/SEBC/Gen/ Sports Person/Ex-Serviceman). : _____
(Strike out which is not applicable and attach supporting documents issued by the competent authority.)
10. Whether Physically/Orthopedically handicapped. (If yes, attach supporting Medical Certificates issued by the Competent Medical Authority/ Board) : _____
11. Religion : _____

12. Nationality : _____
13. Employment Exchange Registration Number : _____
14. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (Mention Name, Designation of the officers) : i. _____

ii. _____

15. Mobile Number : _____
(preferably Whats App number) _____
e-Mail Id. _____

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amended upto 2025) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

Signature of the Candidate