

OFFICE OF THE DISTRICT JUDGE, GANJAM, AT BERHAMPUR.

ADVERTISEMENT No. 01/Rect./2025

Dated, the 09th day of July, 2025

Applications in the prescribed format are invited from the eligible candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III, Junior Typist and Salaried Amin in the Judgeship of Ganjam as per the following pay scale with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. The appointments to the following posts are on regular basis in accordance with the provisions contained in *Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended up to 2025)* subject to the outcome of **W.P.(C) No. 1273 of 2014** pending before the Hon'ble High Court of Orissa, Cuttack. The appointment of Salaried Amin shall be made in accordance with the above Rules and as per the modalities determined by the District Recruitment Committee.

Further, the appointments against each post (**except Salaried Amin**) shall also be subject to the outcome of the **W.P.(C) No. 14107 of 2025** pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORY-WISE VACANCY POSITION

Sl. No.	Cadre of post (Group-C)	Scale of Pay	UR	SEBC	SC	ST	TOTAL	The vacancy reserved for women/ P.H. / Ex-serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong.
1	Junior Clerk-cum-Copyist	Rs. 19900-63200/- in Level-4 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 1900/-)	25	06	08	25	64	
2	Stenographer Grade-III	Rs. 25500-81100/- in Level-7 of Pay Matrix of ORSP Rules, 2017 (Rs. 5200-20200/- + G.P. 2400/-)	03	01	--	03	07	
3	Junior Typist	Rs. 19900-63200/- in Level-4 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 1900/-)	--	--	--	03	03	
4	Salaried Amin	Rs. 21700-69100/- in Level-5 of Pay Matrix of ORSP Rules, 2017 (5200-20200/- + G.P. 2000/-)	01	--	--	--	01	

NB: The number of vacancy in different categories of the post may increase or decrease. The reservation for women, P.H. / Ex-serviceman / Sports person shall be in accordance with order and Rule issued by Government of Odisha / other competent Authority from time to time.

The District Judge reserves the right to reject any application without assigning any reason thereof at any time, without prior notice. The decision of the District Judge as to the method of recruitment and result of the examination shall be final.

1. ELIGIBILITY OF THE CANDIDATES:

1.1 FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST/ STENOGRAPHER GR.-III/ JUNIOR TYPIST :

A Candidate, in order to be eligible for any of the above posts,

- a) be a citizen of India.
- b) have passed at least +3 Examination or such other qualification equivalent to +3 Examination of a recognized University.
- c) have at least passed Diploma in Computer Application from a recognized institute.
- d) be over 18 years of age and below 32 years of age as on 08.08.2025 i.e., last date fixed for receipt of applications. Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or instructions issued by the competent authority / Government 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 defect or bodily infirmity.
- h) shall not have more than one spouse living, if married.
- i) must have possessed a minimum speed of 40 words per minute in English Type Writing through Computer System (**For the post of Junior Typist**)
- j) must have possessed a minimum speed of 80 words in shorthand and 40 words in English Type Writing per minute through Computer System (**For the post of Stenographer Grade-III**)
- k) Candidates working either under State or Central Government, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate”.

1.2. FOR THE POST OF SALARIED AMIN:

The Candidate must satisfy the criteria Nos. (a), (d), (e), (f), (g), (h), (k) of para 1.1. as stated above, and

- a) must have passed the matriculation examination or equivalent examination of a recognized Board.
- b) must have passed the Revenue Inspector Training.

2. FEES FOR EXAMINATION:

No examination fees is required to be paid by the candidates.

3. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE:

(A) FOR THE POST OF JUNIOR CLERK-CUM-COPYIST / STENOGRAPHER GR-III / JUNIOR TYPIST:

The candidate is required to submit his / her applications being duly filled in and signed by his / her own handwriting and furnish the required particulars as per the format of application “Form-A” along with the following documents.

- a) Copy of Self-attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet

- b) Copy of Self-attested Certificates showing passing of + 2 or equivalent examination and Mark sheet
- c) Copy of Self-attested Certificates showing passing of + 3 or equivalent examination and Mark sheet.
- d) Copy of Self-attested Certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute.
- e) Copy of Self-attested Certificate showing to have passed Odia at least M.E. Standard from a recognized Institute.
- f) Copy of Self-attested Certificate showing successful completion of Stenography course (Shorthand & English Type writing) from a recognized institute. **(For the post of Stenographer Grade-III only)**
- g) Copy of Self-attested Certificate showing successful completion of English Type Writing Course from a recognized institute. **(For the post of Jr. Typist only)**
- h) **Two** original Character Certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mentioning the name and designation of Officers)
- i) **Four** Self signed recent passport size photographs (One is to be affixed in the application form)
- j) **Three** Self-addressed envelopes with postage stamp of **Rs. 30/- (Rupees Thirty)** affixed on each for despatch of call letters by **REGISTERED POST**.
- k) Copy of Self-attested Caste Certificate issued by the competent authority in case of candidates belonging to S.C. / S.T./ S.E.B.C. categories.
- l) Copy of Self-attested Disability Certificate for physically handicapped persons issued by the competent authority showing percentage of disability.
- m) Copy of Self-attested Certificate / Identity Card of Sports Person and Ex-Serviceman.
- n) Copy of Self-attested Valid Employment Exchange Registration Card, if any.
- o) Self-attested copy of '**Conversion Certificate**' for the candidates **who awarded with Grade marks instead of Percentage of marks.**
- p) The candidates, who got married, have to submit a self-declaration Certificate that he/she has not more than one spouse living.
- q) The candidates who are in Govt. employment are required to apply through proper channel and submit their self-attested copy of "**No objection certificate**" from their employer.

(A) FOR THE POST OF SALARIED AMIN:

The candidates are required to submit the duly filled-in and signed application form and furnish the required particulars as per FORM -A along with following documents:

- a) Copy of Self-attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet
- b) Copy of Self-attested Certificate showing to have passed Odia at least M.E. Standard from a recognized Institute.
- c) Copy of Self-attested Certificate of Revenue Inspector Training.
- d) **Two** original Character Certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mentioning the name and designation of Officers)
- e) **Four** Self signed recent passport size photographs (One is to be affixed in the application form)
- f) **Three** Self-addressed envelopes with postage stamp of **Rs. 30/- (Rupees Thirty)** affixed on each for despatch of call letters by **REGISTERED POST**.
- g) Copy of Self-attested Caste Certificate issued by the competent authority in case of candidates belonging to S.C. / S.T./ S.E.B.C. categories.

- h) Copy of Self-attested Disability Certificate for physically handicapped persons issued by the competent authority showing percentage of disability.
- i) Copy of Self-attested Certificate / Identity Card of Sports Person and Ex-Serviceman.
- j) Copy of Self-attested Valid Employment Exchange Registration Card, if any.
- k) Self-attested copy of '**Conversion Certificate**' for the candidates **who have been awarded with Grade marks instead of Percentage of marks.**
- l) The candidates, who got married, have to submit a self-declaration Certificate that he/she has not more than one spouse living.
- m) The candidates who are in Govt. employment are required to apply through proper channel and submit their self-attested copy of "**No objection certificate**" from their employer.

4. SCHEME OF EXAMINATION :

There shall be an examination on the following subjects for the posts noted against each.

(A) JUNIOR CLERK-CUM-COPYIST			
Sl. No.	Subject	Marks	Duration of Test.
1	English	100	2 hours.
2	Arithmetic	100	1 hour.
3	General Knowledge	100	1 hour
4	Computer Science Test (Practical)	100	1 hour
5	Viva-Voce Test	45	--

The successful candidates in the written examination shall be called for Computer Science Test (Practical) and the candidates qualified in the said Practical Test shall be eligible for Viva-Voce Test for the post of Junior Clerk/Copyist.

4 (a). SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST :

The detail syllabus for each subject of the written test shall be as follows:

- 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 +3 Examination conducted by a recognized University]

ARITHMETIC : Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and Compound interest, simple and compound Practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work and on time and distance.

GENERAL KNOWLEDGE : Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

COMPUTER SCIENCE TEST (PRACTICAL) : To test the proficiency of the candidate relating to matters like "Test formatting of the paragraphs, 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”

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.

(B) STENOGRAPHER GRADE-III			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Short hand and Type Writing Test (Type writing Test through Computer System)	50	15 minutes.
3	Computer Science Test (Practical)	100	1 hour.
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing and Shorthand Test for the post of Stenographer Grade-III. Candidates selected in the Type writing and Shorthand Test shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test.

4(b). DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III :

- i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.
- ii) Skill Test : For the post of Stenographer Grade-III, a candidate shall be dictated a passage of **400** (Four hundred) words in English language in **five (5)** minutes, which shall be taken in Shorthand on Shorthand note-sheet supplied by the Examiner. He/she shall reproduce such short hand text of 400 words in type script (through Computer System) in **Ten (10)** minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

(C) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test.
1	English (qualifying in nature)	100	2 hours.
2	Type Writing Test (Through Computer System)	50	10 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing Test. Candidates selected in the Type Writing Test shall be called for Computer Science Test (Practical) and the candidates qualified in the said Computer Science Test (Practical) shall be eligible for Viva-Voce Test.

4(c). DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST :

- i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk/ Copyist.
- ii) Skill Test : For the post of Junior Typist, a candidate shall be given a written passage containing **400** (Four hundred) words in English language, which he/she shall reproduce by typing through Computer System in **10** (Ten) minutes.

- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/Copyist.

(D) Salaried Amin			
Sl. No.	Subject	Marks	Duration of Test
1	English & Odia (qualifying in nature)	100	2 hours
2	Arithmetic	100	1 hour
3	Technical knowledge in Survey and Settlement (Theory)	100	1 hour
4	Technical knowledge in Survey and Settlement (Practical)	50	45 minutes
5	Viva-Voce Test	25	---

4(d). DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN :

The detail syllabus for the Subject of the Written Test shall be as follows.

- i) **English & Odia** (qualifying in nature): The standard required of a candidate shall be equal to that of the H.S.C. Examination or equivalent Examination conducted by a recognized Board.
 - a. An essay to be written in English.
 - b. An essay to be written in Odia
 - c. One letter or application to be written in English.
 - d. One Odia passage to be translated into English.
 - e. One English passage to be translated into Odia.
- ii) **Arithmetic:** Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and Compound interest, Simple and Compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Average, Square and Cubic Measures, Problems on time and work and on time and distance.
- iii) **Technical knowledge in Survey and Settlement:** Candidate should have sound theoretical and practical knowledge in Survey & Settlement.

The candidates who have secured 35% of marks in each paper of the Written Test are eligible for Technical knowledge in Survey and Settlement (Practical) Test and Viva Voce Test. On the basis of marks secured in the above tests (excluding English & Odia Test which is qualifying in nature) a merit list shall be prepared.

The date of Written Tests for the post of Junior Clerk-cum-Copyist, Stenographer Grade-III, Junior Typist and Salaried Amin will be intimated later on.

LAST DATE OF RECEIPT OF APPLICATION :

The last date of receipt of applications is **08.08.2025**. Applications along with the required documents and self-attested copies of certificates shall be sent by the candidates by Registered Post /Speed post so as to reach the office of the District Judge, Ganjam, Berhampur by **5.00 P.M. on or before 08.08.2025** positively. Applicants may also drop their applications in the **Drop Box** kept inside the Court Campus, Civil Courts, Berhampur within the said time and date. The applications received thereafter shall not be entertained and summarily rejected.

MISCELLANEOUS:

1. The Candidates are required to submit their applications duly filled in and signed in full in their own handwriting and furnish the required particulars as per the prescribed format in **Form-A** as given below. The candidate shall enclose the required documents in the chronological sequence. The candidates who are in Government service / PSU are required to apply for the same through proper Channel.

Application received without full signature of the applicant will be summarily rejected.

2. Separate application should be submitted for each post mentioning the name of post clearly (in **CAPITAL letters** with underline) on the Top of the application and Envelope. All copies of testimonials shall be attested and duly signed by the candidates.
3. The applicant shall indicate/clarify specifically for which category of vacant post he/she is applying, if there is no such indication in the application, it will be treated that, he/she has applied in the Un-reserved category (UR) of that post.
4. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
5. In case of receipt of large number of applications for the Post of Junior Clerk-cum-Copyist/ Stenographer Grade-III / Junior Typists / Salaried Amin, the Authority **reserves right to short list the candidates** in accordance with Rules contained in the *Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as Amended up to 2025)*.
6. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test for verifying its authenticity.
7. The date of examination shall be intimated to the eligible candidates in due course by Registered Post/publication in Official Website of District Court, Ganjam, Berhampur. The candidates should check the website regularly to ascertain the same.
8. Written Examination for all posts of this advertisement shall be held on the same day. If any candidate applies for more than one post; he /she may appear in the examination for one post only as per own choice.
9. If the qualifying certificate of any candidate is found to be fraudulent, such candidate shall forfeit claim for appointment, apart from being liable to be prosecuted in accordance with law, at any point of time even if he / she has joined in service.
10. Candidates who have not been awarded percentage of marks, but only “**Grade Marks**” should along with their application, produce the Conversion Certificate from the concerned University/Councils/Boards, as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by obtaining the same on downloading it from the official website of the concerned institution).
11. Caste Certificate, Odia Test Pass Certificate, Physically handicapped Certificate and Discharge Certificate of Ex-service man, and Sports man certificate must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
12. Any form of canvassing by the applicant shall entail rejection of the application.
13. No TA/ DA would be admissible to the candidates for appearing in the examination.
14. For details, please visit the website:

<http://ganjam.dcourts.gov.in>

<https://ganjam.odisha.gov.in>

The candidates are advised to regularly visit the above website for further updates.

Sd/-

District Judge-cum-Chairman,
District Recruitment Committee,
Ganjam, Berhampur.

FORM- A
FORMAT OF APPLICATION

[See Para 2A of Appendix A]

POST APPLIED FOR: _____

Self-attested
Passport size
photograph

1. **Name of the Candidate** (in block letter) :
2. **Father's/Husband's Name:**
3. **Sex** (Male / Female/ others) :
4. **Marital Status** (Married/ Unmarried):
5. **Permanent Address:**
6. **Present Address :**
(along with Mob. No. & e-mail ID)
7. **Date of Birth:**
Age (as on 08.08.2025) : Years Months Days
8. **Educational Qualification** (Attach attested copies thereof)

Name of the Examination passed	Name of the Board/ University	Year of Passing	Total Marks of the Examination	Aggregate of marks secured	Grade/ Division	% of Marks Secured.
1	2	3	4	5	6	7
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science of equivalent						
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** (Yes / No):
(If yes, attach supporting medical certificates issued 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 Officer/ Medical Practitioner/ Sarpanch, etc.
(Mention name, designation of the officers):

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 (as amended up to 2025) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date :

Full Signature of the Candidate

* Not mandatory