

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: SAMBALPUR**


**NOTIFICATION**

**Dated, Sambalpur the 18<sup>th</sup> day of November, 2023**

Applications in the prescribed format attached herewith are invited from the Process Servers and other Group- D employees of this Judgeship for selection to the post of Jr. Clerk-cum-Copyist in the Pay Matrix Rs.19,900/- at Level-4 as per ORSP Rules 2017 per month with usual D.A. and other allowances as admissible by the Government from time to time.

The decision of the District Judge, Sambalpur as to result of the Examination shall be final and in no case shall be liable to be challenged.


The application duly filled in by the applicant and forwarded by the Concerned Presiding Officer should reach the undersigned on or before 30.11.2023

  
District Judge,  
Sambalpur

Memo No. 5782<sup>(WE)</sup> / Dtd. 18.11.2023

Copy forwarded to (All Courts of this Judgeship and all Judge-in-Charge, Process Establishment Section of this Judgeship) for information and necessary action with a request to inform all the Group-D employees working under their respective control accordingly.

Copy to Notice Board, District Court, Sambalpur for general information. Copy forwarded to the System Officer, District Court, Sambalpur with a direction to upload the same in the website of the District Court, Sambalpur.

  
Registrar  
Civil Courts, Sambalpur



## **APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST**

1. Name of the Applicant :
2. Father's/ Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status (Married/ Unmarried) :
5. Permanent Address :

Self  
attested  
passport  
size  
photograph

6. Present Address :

7. a. Date of Birth :

b. Age as on the date of Notification : Years Months Days

8. Educational qualification (Copy of certificate should be enclosed)

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					
Diploma in Computer Science					

9. Category: (SC/ ST/ SEBC/ UR/ Physically/ Orthopedically handicapped):  
(Strike out which is not applicable and attach the supporting documents issued by the competent Authority).

10. Date of entry into Government Service :

11. Length of Service in Class- IV rank : Years Months  
Days

12. Present place of posting as on :

13. Details of the previous posting :

### **DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 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 Applicant