



OFFICE OF THE DISTRICT JUDGE, JHARSUGUDA

ADVERTISEMENT NO.01/2025

Dated, Jharsuguda the 30th Day of June, 2025

Applications in the prescribed format given below are invited from the desirous candidates in a bid to fill up the following posts under Group- 'C' cadre in the Judgeship of Jharsuguda under Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010, 2023 & 2025).

N.B:- The appointment to the posts of Junior Clerk-cum-Copyist / Stenographer Grade-III shall be made on regular basis against the vacancies of sanctioned posts **subject to the result of W.P (C) No. 1273/2014** pending before the Hon'ble High Court of Orissa.

CATEGORY WISE VACANCY POSITION

Sl. No	Categories of post	Scale of pay as per Pay Matrix of ORSP Rules, 2017	UR	SEBC	SC	ST	Total Nos. of Posts
01	Junior Clerk-cum-Copyist	Rs. 19,900/- to 63,200/- (Level-4)	3	1*	1*	2*	7
02	Stenographer Grade-III	Rs. 25,500/- to 81,100/- (Level-7)	1	1	-	1*	3

“*” Rolled over / backlog vacancy.

NOTE:

- Out of the vacancies mentioned above, candidate belonging to Person with Disability (PWD), when selected as per the reservation provided for him/her, shall be adjusted against the category to which he/she belongs.
- The exchange of reservation between SC & ST will not be considered.
- The number of posts in each cadre may increase or decrease.

- (d) Reservations of vacancies for women, sports persons & ex-serviceman shall be made in accordance with the provisions made under relevant rules.
- (e) The District Recruitment Committee has got right to revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- (f) The decision of the District Recruitment Committee as to the result of the examination shall be final and in no case shall be liable to be challenged.

1. Eligibility Criteria:-

A candidate in order to be eligible for the posts of Junior Clerk-cum-Copyist and Stenographer Grade-III, He/She:-

- (i) Shall be a citizen of India,
- (ii) Must be over 18 years of age and below 32 years of age as on the last date of receipt of applications i.e. dtd. **29.07.2025** Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions issued by the Competent Authority / Government for the time being in force for the respective reserved categories.
- (iii) Must be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E standard.
- (iv) Must be of good character,
- (v) Must be of sound health, good physique and free from organic defects or bodily infirmity,
- (vi) Shall not have more than one spouse living, if married,
- (vii) Government servants, 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**”.
- (viii) Must have registered his / her name in an Employment Exchange.
- (ix) Must submit a report regarding no criminal proceedings pending against him / her.

2. Educational qualification for the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III;

The candidate

- (i) Shall have passed at least +3 examination or such other qualification as equivalent to +3 examination of a recognized University, as the case may be.
- (ii) Must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute **(For the post of Stenographer Grade-III).**
- (iii) Must have passed at least Diploma in Computer Application from a recognized institute.

3. Scheme of Examination:

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

(A) For the post of Junior Clerk-cum-Copyist

Written Test

Subject		Marks	Duration of Examination
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 Test	45	--

Only successful candidates in the written examination shall be called for the Computer Science Test (Practical) and the candidates qualified in Computer Science Test (Practical) shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

(B) For the post of Stenographer Grade-III

Written Test

Subject		Marks	Duration of Examination
Part-I	English	100	2 hours
Part-II	Shorthand & Typewriting Test	50	5 minutes for Shorthand & 10 minutes for Typewriting Test
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce Test	35	--

The candidates selected in the written test shall be called for shorthand and typewriting test. The candidates qualified in shorthand and typewriting test shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for Viva-voce test, as per the relevant Rules.

N.B. – No travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010, 2023 & 2025) to shortlist the same. The decision of the Committee in this regard shall be final in all respect.

4. Syllabus for the examination shall be as follows:

A. Written Examination

(i) Sub: English (For the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III).

- | | | | |
|-----|---|-----|----------|
| (a) | An essay to be written in English | ... | 30 Marks |
| (b) | A letter or an application to be written in English | ... | 20 Marks |
| (c) | One Odia passage is to be translated into English | ... | 15 Marks |
| (d) | One English passage is to be translated into Odia | ... | 15 Marks |
| (e) | Summary of one English passage | ... | 20 Marks |

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

(b) The candidate shall answer the questions in English unless otherwise directed.

(ii) Sub: Arithmetic (For the post of Junior Clerk-cum-Copyist)

Vulgar fractions and Decimals, HCF & LCM, Simple and compound practice, percentage, profit and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time & work and on time and distance.

Note: - Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

(iii) Sub: General Knowledge (For the post of Junior Clerk-cum-Copyist)

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

B. Practical Examination

(i) Shorthand & Typewriting Test (For the post of Stenographer Grade-III)

The candidate for the post mentioned above shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the examiner. He shall reproduce such short-hand text of 400 words in type script in 10 minutes.
The typewriting test shall be conducted through Computer System.

C. Computer Science Test (Practical) (for the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III)

To test the proficiency of the candidate relating to matter like Text formatting of the paragraphs, insertion of tables, skill to print and save, file transfer, website searching, browsing, downloading, E-mail, use of Pen drive and other software etc. and programmes of accounting.

D. Viva-voce Test (For the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III)

To test and assess the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

5. EXAMINATION FEE

No fee is required to be paid by the candidates.

6. Documents to be submitted along with the application:

The candidate is required to submit his / her applications being duly filled in and signed by his / her own hand furnishing the required particulars as per the **Format- A** along with the following documents.

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 the employer.

- (i) Copy of self attested copy of certificates and mark sheets of HSC, +2 & +3 examinations or equivalent thereto of a recognized Board, Council or University, showing the date of birth of the candidate.
- (ii) Copy of self attested copy of certificate showing to have passed at least Diploma in Computer Application.
- (iii) Two character certificates in original issued by two different **Gazetted Officers/Medical practitioner / Sarpancha etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (iv) Four numbers of self signed recent passport size photographs (excluding the photograph pasted on the Application form).
- (v) Three self addressed envelopes duly affixed with postage stamp of Rs.30/- on each for despatching of call letters by Regd. Post.
- (vi) Copy of self attested copy of Caste Certificate by birth issued by the Competent Authority (For SC / ST and SEBC candidates).
- (vii) Copy of self attested copy of Disability Certificate issued by the Competent Authority showing percentage of disability. (For physically handicapped candidates).
- (viii) Copy of self attested copy of Certificate / Identity Card of Sports Persons / Ex-serviceman.
- (ix) Copy of self attested certificate showing successful completion of Stenography course (Shorthand & English Typewriting) from a recognized institute (**For the post of Stenographer Grade-III**).
- (x) A self declaration to the effect that he/she has no more than one spouse living, if married.
- (xi) Copy of self attested valid Employment Exchange Registration Certificate / Card.

- (xii) Copy of self attested “**Conversion Certificate**” for the candidates who awarded with grade marks instead of percentage of marks.

7. Last Date of Receipt of Application.

Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Post so as to reach in the Office of the District Judge, Jharsuguda on or before **29.07.2025 by 5.00 P.M** positively. The candidates may also drop their application forms in the “Application Drop Box” kept in the Office of Process Establishment Section, Civil Courts, Jharsuguda. The application received beyond the date and time shall be summarily rejected. The candidates are required to mention the name of the post applied for in **CAPITAL LETTERS** on the top of their respective application and the top of the envelope containing their application.

N.B: Apart from the above, the candidates are required to submit the application following the guidelines as enumerated below:-

- (1) The 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 availing the same on downloading process).
- (2) The candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. ‘A’. The candidates who are in government employment are required to apply through proper channel.

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

- (3) Caste Certificate, Odia Test Pass Certificate, PWD Certificate & Discharge Certificate of Ex-service man must have been issued by the Competent Authority within the last date fixed for receipt of applications as indicated above.
- (4) Separate applications are required to be submitted for each post mentioning the name of the post clearly in **CAPITAL** letters being

underlined on the top of the envelop which contains the application form and other required documents. All copies of certificates / testimonials shall be signed by the candidate certifying it to be true copy of document.

- (5) The applications, if found defective / incomplete in any respect or non-compliance of any of the requirement mentioned in the advertisement, shall be rejected summarily.
- (6) In case of receipt of large numbers of applications for the posts advertised, the authority reserves the right to short list the candidates as per the provision of rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010, 2023 & 2025) and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the committee in this regard shall be final in every respect.
- (7) The intending candidates applying for the posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Process Establishment Section, District Court, Jharsuguda during the office hours on the working days only.
- (8) If the certificates submitted by any of the candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
- (9) Any form of canvassing by the applicant shall entail rejection of the application.
- (10) No T.A / D.A will be admissible to the candidates for attending the Recruitment Examination. The originals of the certificates are to be produced by the candidates at the time of viva-voce Test.
- (11) For details, please visit the website;

<https://jharsuguda.dcourts.gov.in>

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

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

Sd/-
**District Judge,
Jharsuguda.**

(FORM – A)

FORMAT OF APPLICATION

Self-
attested
passport
size
photograph

POST APPLIED FOR.....

1. Name of the Candidate
(In Capital Letters):
2. Father's/Husband's Name:
3. Sex (Male/Female/Others):
4. Marital status (Married / Unmarried):
5. Permanent Address:
(in Block Letters with Pin Code Number)
6. Present Address:
7. Date of Birth: (Age as on **29.07.2025**)
8. Educational Qualification (Attach self-attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate marks secured	Grade / Division	% of marks secured
H.S.C					
+2 Arts/Commerce/ Science					
+3 Arts/Commerce/ Science or equivalent.					
Diploma in Computer Science					

9. Category : (SC/ST/SEBC/GEN/Sports Persons/Ex-Serviceman):
(Strike out which is not applicable and attach the 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 No.:
14. Attach two Character Certificates issued by two different Gazetted Officers / Medical Practitioners / Sarapanch etc. (mention name, designation of the officers).
15. Mobile No.(WhatsApp), if any:
16. Email, if any:

Declaration

I do hereby solemnly affirm and state that, I am aware about the provisions of "Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, (Amendment Rules, 2010, 2023 & 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)