

**OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR**  
**ADVERTISEMENT**

**Dated, Bhubaneswar the 30<sup>th</sup> day of July, 2023.**

Applications in the prescribed 'Form A' given below are invited for filling up of the following Group-'C' posts of **Junior Clerk-cum-Copyists, Junior Typists, Stenographers Grade-III and Salaried Amins** in the Judgeship of Khurda under the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto in the Scale of Pay Rs. 19,900/- to Rs.63,200/- in level-4 of Pay Matrix; Rs.19,900/- to Rs.63,200/- in level-4 of Pay Matrix; Rs.25,500/- to Rs.81,100/- in level-7 of Pay Matrix; and Rs.21,700/- 69,100/- level-5 of the pay Matrix, per month under ORSP Rules, 2017, respectively with usual D.A. & other allowances as admissible to the State Government employees from time to time and **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, Khurda at Bhubaneswar as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY WISE VACANCY POSITION											
Sl. No.	Name of the post	U.R.	U.R. (W)	S.C.	S.C. (W)	S.T.	S.T. (W)	S.E. B.C.	S.E. B.C (W)	TOTAL	Physically Handicapped/ Ex- Serviceman/ Sports Person
1	Jr. Clerk-cum-Copyist	05	03	02	01	03	02	01	-	17	(The reservation as against PwDs./Ex Service Man/ Sports Person may be considered as per the vacancies of the respective categories in appropriate cases under prescribed Orders/Rules)
2	Jr. Typist	01	-	-	-	01	-	-	-	02	
3	Stenographer Grade-III	02	-	-	-	01	-	-	-	03	
4	Salaried Amin	06	03	01	01	03	01	01	01	17	

**'W' Post(s) reserved for woman candidate(s).**

In the event of non-availability of sufficient numbers of eligible female candidates relating to any particular category, the vacancies will be filled up by male candidates of that category.

Post advertised in each cadre may vary. The number of above vacancies in different categories of post may increase or decrease.

2. **ELIGIBILITY OF CANDIDATES FOR THE POST OF 'JUNIOR CLERK-CUM-COPYISTS', 'JUNIOR TYPISTS' AND 'STENOGRAPHERS GRADE-III':**

Candidates, in order to be eligible for the above posts shall-

- i. Be a citizen of India.
- ii. Have passed at least +3 Examinations or such other qualification as are equivalent to +3 Examination of a recognized university.
- iii. Have at least passed Diploma in Computer Application from a recognized institute.
- iv. Be over 18 years and below 38 years of age as on **01.09.2023**.  
*Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.*
- v. Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- vi. Be of good character.
- vii. Be of sound health, good physique and free from organic defects or bodily infirmity.
- viii. Have not more than one spouse living, if married.
- ix. Not have any criminal antecedent.

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with.

***The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".***

3. **ELIGIBILITY OF CANDIDATES FOR SALARIED AMINS**

Candidate, in order to be eligible for the above posts must;

- i. Be a citizen of India.
- ii. Have passed Matriculation Examination or equivalent Examination from a recognized Board.
- iii. Have passed Revenue Inspector training.
- iv. Be over 18 years of age and below 38 years of age as on **01.09.2023**.

*Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.*

- v. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- vi. Be of good character.

- vii. Be of sound health, good physique and free from organic defects or bodily infirmity.
- viii. Have not more than one spouse living, if married.
- ix. Not have any criminal antecedent

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with.

***The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".***

**NOTE:-**

Non-compliance of any of the requirements mentioned in the advertisement by the candidate shall entail rejection of his / her application. The application, if found defective/incomplete, in any respect, shall be summarily rejected. Any suppression of facts or misleading/misrepresentation of information(s), found at any stage, will amount to either disqualification or cancellation. Any document(s) found false, fabricated or obtained fraudulently, the appointment, if made, shall be cancelled. No T.A/D.A is admissible to the candidates for appearing the examination. The candidates are instructed not to submit original Educational Certificates, Mark sheets, testimonials with the Application form, same is only required at the time of Viva-Voce Test for verification of original documents. The candidates are required to submit two Original Character Certificates along with their application form. Date of Examination shall be intimated to the eligible candidates in due time.

**4. SCHEME OF EXAMINATION:-**

There shall be an examination on the following subjects for different posts:

<b>For the post of Jr. Clerk-cum-Copyist</b>			
<b>Examination</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part- I (a)	English	100	02 hrs.
(b)	Arithmetic	100	01 hr.
(c)	General Knowledge	100	01 hr.
Part-II	Computer Science Test (Practical)	100	01 hr
Part-III	Viva -Voce Test	45	--
<p><i>Only Successful candidates of the written examination in Part-I shall be called for the Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.</i></p> <p><b>Details of syllabus-</b>  <b>Written Test- English</b>  <b>(a)</b> An essay to be written in English : 30 Marks</p>			

- (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

**Arithmetic-** Vulgar fractions & decimals, HCF & LCM, simple & compound interest, simple & compound practice, percentages, profit & loss, mixtures, partnership, average, rates & taxes, insurance, square & cubic measures, problems on time & work and on time & distance.

**Note: Problems more easily solvable by algebraic methods need not be required to solve arithmetically.**

**General Knowledge-** Knowledge of current events and such other matters of everyday observations, 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 “text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading E-mail, use of pen drive and other software etc. and programmes of accounting.

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

**For the post of Jr. Typist**

Examination	Subject	Marks	Duration of Tests
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Type Writing Test	50	10 mins.
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35	--

*Only successful candidates in written qualifying examination shall be called for Typewriting Test in Computer system. Candidates selected in the type writing test shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.*

• **Details of syllabus**

**Written Test- English** (qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**Typewriting Test-** For the post of Jr. Typists, the candidates must have knowledge of type writing and shall possess a minimum speed of 40 words per minute in Computer system. The Candidate shall be given a written passage containing 400 words in English Language, which he/she shall reproduce by typing through Computer System in 10 minutes

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

<b>For the post of Stenographer Grade-III</b>			
<b>Examination</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Shorthand & Type writing Test	50	15 mins.
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35	--

*Only successful candidates in written qualifying examination shall be called for Short hand & Typewriting Test. Candidates selected in the Shorthand & Type writing test shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.*

- **Details of syllabus**

**Written Test - English** (qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**Short-hand & Typing Test-** For the post of Stenographer Gr-III, a candidate shall possess minimum speed of 80 words in short-hand and 40 words in type writing through Computer system per minute. A passage containing 400 words in English Language will be dictated in 05 minutes, which the candidate shall take in short-hand on short-hand note sheet supplied by the examiner. The candidate shall then reproduce such short-hand text of 400 words by typing through Computer system in 10 minutes.

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

<b>For the post of Salaried Amin</b>			
<b>Examination</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part- I	Language Test (English & Odia of HSC Standard)	100	2 hrs.
	Arithmetic Test	100	1 hr.
	Technical Survey and Settlement Test (Theory)	50	1 hr.
Part-II	Survey Practical Test	50	1 hr.
Part-III	Viva Voce Test	30	--

*The candidates, who secure minimum 35% of mark in each subject in written examination, i.e., in the subjects mentioned in part-I of the Scheme, shall be eligible to appear in the Survey Practical Test. The candidates who secure minimum 50% of mark in Survey Practical Test shall be eligible for Viva-Voce test.*

- **Details of syllabus**

**Written test- English & Odia:-**

(a) Essays (250 words) to be written in English & Odia, each. (20 x 2 marks)

- (b) Letters or applications to be written in English & Odia, each (15 x 2 marks)
- (c) An Odia passage is to be translated into English (15 marks)
- (d) An English passage is to be translated into Odia (15 marks)

**Arithmetic-** Vulgar fractions & decimals, HCF & LCM, simple & compound interest, simple & compound practice, percentages, profit & loss, mixtures, partnership, average, rates & taxes, insurance, square & cubic measures, problems on time & work, trigonometry and on time & distance.

**Note: Problems more easily solvable by algebraic methods need not be required to solve arithmetically.**

**Technical Knowledge in Survey and Settlement-** Candidate should have sound knowledge in Survey and Settlement.

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

5. **LAST DATE OF RECEIPT OF APPLICATION :-**

Applications along with required documents and Self-attested copies of certificates must reach to "**THE OFFICE OF DISTRICT JUDGE, KHURDA AT BHUBANESWAR, LEWIS ROAD, BHUBANESWAR- 751014**" on or before **01.09.2023 by 5:00 P.M.**, either by registered post or speed post or in person during the office hour on each working day. The application(s) received in the office after the last date shall be summarily rejected.

6. The authority reserves the right to short list the candidates in accordance with the Rules contained in Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto. 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. **LIST OF DOCUMENTS TO BE SUBMITTED (FOR THE POST OF JR.CLERK-CUM-COPYIST, STENOGRAPHER GR-III & JR.TYPIST):**

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in Capital Letters on the top of the envelope.
- ii. Self attested copies of certificates, i.e., H.S.C., +2 and +3 Examinations, and the candidates who have not taken Oriya as a subject in HSC level, have to submit copy of **certificate of passing Oriya equivalent to the M.E. standard.**
- iii. Self attested copies of Mark Sheets, i.e. H.S.C., +2 and +3 Examinations.
- iv. Self attested copy of Certificate of Diploma in Computer Application or equivalent thereto issued by a recognized Institute.

- v. Self attested copy of certificate showing successful completion of Typewriting courses in English from a recognized Institution (*For the post of Jr. Typist*).
- vi. Self attested photocopy of certificate showing successful completion of Short-hand and Typewriting courses in English from a recognized Institution (*For the post of Stenographer G-III*).
- vii. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- viii. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- ix. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- x. Two **Original Character Certificates** issued from two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)
- xi. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- xii. Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- xiii. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xiv. Two Self addressed envelope with adequate postal stamp of Rs. 30/- each for despatch of call letters by Post.
- xv. Self declaration to the effect that the candidate does not have more than one spouse living, if married.
- xvi. Self-declaration regarding no criminal antecedent.

8. **LIST OF DOCUMENTS TO BE SUBMITTED (FOR THE POST OF SALARIED AMIN):**

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in Capital Letters on the top of the envelope.
- ii. Self attested copies of certificates, i.e., H.S.C., and the candidates who have not taken Oriya as a subject in HSC level, have to submit copy of **certificate of passing Oriya equivalent to the M.E. standard.**
- iii. Self attested copies of Mark Sheets, i.e., H.S.C. Examination..
- iv. Self attested copy of certificate showing successful completion of Revenue Inspector Training.
- v. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- vi. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- vii. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- viii. Two Original Character Certificates issued from two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)

- ix. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- x. Self-declaration regarding no criminal antecedent.
- xi. Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- xii. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xiii. Two Self addressed envelope with adequate postal stamp of Rs. 30/- each for despatch of call letters by Post.
- xiv. Self declaration to the effect that the candidate does not have more than one spouse living, if married.

**N.B.:**

- i. 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).
- ii. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately.
- iii. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
- iv. All copies of certificates/testimonials shall be signed by the candidate certifying it to be true copy of document.

**For details:**

Please visit the website: <https://districts.ecourts.gov.in/india/odisha/khordha/recruit>.


Sd/-

District Judge-cum-Chairman,  
District Recruitment Committee,  
Khurda at Bhubaneswar

Memo.....<sup>3535(2)</sup>/ Dated 30.07.2023

Copy forwarded to the System Officer, Civil Courts, Khurda at Bhubaneswar with an instruction to upload the same in the District Court's website for information of all concerned.

Copy forwarded to the Deputy Administrator, Process Establishment Section, District Court, Bhubaneswar for information with an instruction to affix the same in the Notice Board of the District Court, Bhubaneswar for information of all concerned.

  
30.07.2023  
Registrar, Civil Courts,  
Khurda at Bhubaneswar



**“FORM-A”**  
**FORMAT OF APPLICATION**

**(FOR THE POST OF JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE -III)**

POST APPLIED FOR (in BLOCK letters) :

1. Name of the Candidate (in BLOCK letters) :
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital status (Married/Unmarried) :
5. Permanent Address:

Self attested  
recent passport  
size photograph

6. Present Address:

7. Date of Birth: DD/MM/YYYY

Age as on **01/09/2023** :

Days	Months	Years

8. Educational Qualification :

*(Attach self-attested copies of Certificates and mark sheets in support of Qualification).*

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.					
+2Arts/ Commerce / Science					
+3Arts/ Commerce / Science or equivalent					
Diploma in Computer Science					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):

(Strike out which is not applicable and attach the supporting document(s) issued by the competent authority):

10. Whether Physically/Orthopedically handicapped:

(If yes, attach supporting medical certificate(s) issued by the Competent Medical Authority/Board)

11. Religion:

12. Nationality:

13. Employment Exchange Registration No. :

14. Attach two Original Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (mention name, designation of the officers):

Candidate's Mobile No.:

Email Id.:

(Preferably WhatsApp No.)

**DECLARATION**

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

**“FORM-A”**  
**FORMAT OF APPLICATION**  
**(FOR THE POST OF SALARIED AMIN)**

POST APPLIED FOR (in BLOCK letters) :

1. Name of the Candidate (in BLOCK letters) :
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital status (Married/Unmarried):
5. Permanent Address:

Self attested recent passport size photograph
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6. Present Address:

7. Date of Birth : DD/MM/YYYY

Age as on **01/09/2023**:

Days	Months	Years

8. Educational Qualification:

(Attach self-attested copies of Certificates and mark sheets in support of Qualification).

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.					
Revenue Inspector Training					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):

(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 Original Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (mention name, designation of the officers):

Candidate's Mobile No.:

Email Id.:

(Preferably WhatsApp No.)

**DECLARATION**

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