

# OFFICE OF THE DISTRICT JUDGE, SUNDARGARH

DATED: 14.05.2025

Of

## ADVERTISEMENT NO.02 of 2025

Applications in the prescribed format are invited from intending candidates for filling up the following posts of Junior Clerks-cum-Copyist/ Junior Typist/ Stenographer Grade-III (Junior Stenographer)/ Salaried Amin in the following scale of pay with usual allowances as admissible by Govt. of Odisha from time to time in accordance with the relevant provisions contained in ***the Orissa District & Civil Courts judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rule, 2010, 2023 & 2025).***

| Cadre of Posts                               | Scale of Pay as per Pay matrix of ORSP Rules, 2017 | UR | UR (W) | SEBC | SEBC (W) | SC | SC (W) | ST | ST (W) | TOTAL |
|--|--|----|--------|------|----------|----|--------|----|--------|-------|
| Jr. Clerk-cum-Copyist                        | Rs.19,900-63,200/- (Level-4)                       | 5  | 2      | -    | -        | 2  | 1      | 2  | 1      | 13    |
| Jr. Typist                                   | Rs.19,900-63,200/- (Level-4)                       | 3  | 1      | -    | -        | -  | -      | 1  | 0      | 5     |
| Stenographer Grade-III (Junior Stenographer) | Rs.25,500-81,100/- (Level-7)                       | 2  | 1      | -    | -        | -  | -      | 1  | 1      | 5     |
| Salaried Amin                                | Rs.21,700-69,100/- (Level-5)                       | -  | -      | -    | -        | 1  | 0      | 1  | 0      | 2     |

Reservation in respect of Women/ PWDs/ Ex-serviceman shall be as per rule.

- The number of vacancies and category of posts may increase or decrease in future.
- Other conditions of service shall be guided by the relevant provisions of Orissa District & Civil Court's Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rule, 2010, 2023 & 2025).

### 1. ELIGIBILITY CRITERIA & CONDITION FOR THE POSTS:

#### A. For the posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III (Junior Stenographer).

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

- Be a citizen of India.
- Must have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.

- iii. Must have passed at least Diploma in Computer Application from a recognized institution.
- iv. *Must be over 18 years and below 32 years of age as on **20.06.2025***, 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.
- v. Must be able to speak, read and write “Odia” and must have passed at least a test in “Odia” equivalent to M.E. standard.
- vi. Must be of Good Character.
- vii. Must be of sound health, good physique and free from any organic defects or bodily infirmities.
- viii. Must not have more than one spouse living, if married.
- ix. For the post of Junior Typist, the candidates shall possess a minimum speed of 40 words per minutes in Typewriting.
- x. For the post of Stenographers Grade-III (Junior Stenographer), the candidates shall possess minimum speed of 80 words in shorthand and 40 words in Typewriting per minute.

**B. For the post of Salaried Amin.**

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

- i. Be a citizen of India.
- ii. Must have passed the matriculation examination or equivalent examination of a recognized Board.
- iii. Must have passed the Revenue Inspector Training from a recognized institute.
- iv. Must have knowledge in Computer Application.
- v. *Must be over 18 years and below 32 years of age as on **20.06.2025***, 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.
- vi. Must be able to speak, read and write “Odia” and must have passed at least a test in “Odia” equivalent to M.E. standard.
- vii. Must be of Good Character.
- viii. Must be of sound health, good physique and free from any organic defects or bodily infirmities.
- ix. Must not have more than one spouse living, if married.

**2. FEES FOR EXAMINATION:**

**No examination fee is required to be paid by the candidates**

### 3. THE SCHEME OF EXAMINATION:

After receipt of applications, candidates up to 20 (twenty) times of vacancy shall be called to appear at the Written Test on the basis of marks secured by the candidates in H.S.C, +2 and +3 Examination or their equivalent Examination. Selection to the posts shall be through a written competitive examination followed by Computer Science Test (Practical) and viva voce test. The scheme of examination is mentioned herein below.

#### a) For the post of Junior Clerk-cum-Copyists:

| Subject  |                                   | Marks | Duration of test |
|----------|-----------------------------------|-------|------------------|
| Part-I   | English                           | 100   | 02 hours         |
|          | Arithmetic                        | 100   | 01 hour          |
|          | General Knowledge                 | 100   | 01 hour          |
| Part-II  | Computer Science Test (Practical) | 100   | 01 hour          |
| Part-III | Viva-voce test                    | 45    | -                |

On the basis of marks secured in Written Test, the candidates shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for viva-voce test.

The successful candidates in Part-I examination shall be called for the Part-II examination & successful candidates of the Part-II examination shall be called for Part-III examination.

#### b) For the post of Junior Typist and Stenographers Grade-III (Junior Stenographer).

| Subject  |  | Marks | Duration of test                                 |
|----------|--|-------|--|
| Part-I   | English (qualifying in nature)   | 100   | 02 hours   |
| Part-II  | (a) Shorthand & Typing<br>Stenographers Grade-III<br>(Junior Stenographer) | 50    | Shorthand -5 minutes<br>Type writing- 10 minutes |
|          | (b) Type Writing Test (for Typists)  | 50    | 10 minutes                                       |
| Part-III | Computer Science Test (Practical)  | 100   | 1 hour   |
| Part-IV  | Viva-voce test   | 35    | -  |

The candidates (for the post of Junior Typist) selected in the written test shall be called for Typewriting Test containing a passage of 400 words in English which shall reproduce by typing through Computer System in 10 minutes. The candidates selected in Typewriting test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for viva-voce test.

The candidates (for the post of Stenographer Grade-III) selected in the written test shall be called for Shorthand and Typewriting Test. The candidate selected in the aforementioned Test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test. Further, the candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall be taken in shorthand on shorthand note sheet supplied by the examiner. He shall reproduce such Shorthand Test of 400 words in Type script through Computer System in 10 minutes.

The successful candidates in Part-I examination shall be called for the Part-II examination, successful candidates in Part-II examination shall be called for Part-III & successful candidates in Part-III examination shall be called for Part-IV examination.

***For detail Syllabus of the Examination and method of selection for the post of Junior Clerk-cum-Copyists, Junior Typist and Stenographers Grade-III (Junior Stenographer), please refer the relevant provisions contained in “Orissa District & Civil Courts judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rule, 2010, 2023 & 2025 which is available in the District Court website i.e. <https://sundargarh.dcourts.gov.in>***

**c) For the post of Salaried Amin:**

After receipt of applications, candidates up to 20 (twenty) times of vacancy shall be called to appear at the Written Test (Part-I) on the basis of marks secured by the candidates in H.S.C or equivalent Examination. Selection to the posts shall be through a written competitive examination followed by Technical knowledge in Survey and Settlement Test (Practical) (Part-II), Computer Science Test (Practical)(part-III) and viva-voce test (Part-IV). The scheme of examination is mentioned herein below.

|          | <b>Subject</b>   | <b>Marks</b> | <b>Duration of Examination</b> |
|----------|--|--------------|--------------------------------|
| Part-I   | English  | 50           | 1 hour                         |
|          | Handwriting in Odia                                      | 50           | 30 Minutes                     |
|          | Arithmetic   | 50           | 1 hour                         |
|          | Technical knowledge in Survey and Settlement.(Theory)    | 50           | 1 hour                         |
| Part-II  | Technical knowledge in Survey and Settlement.(Practical) | 50           | 1 hour                         |
| Part-III | Computer Science Test(Practical)                         | 100          | 1 hour                         |
| Part-IV  | Viva-Voce Test   | 45           |                                |

The successful candidates in Part-I examination shall be called for the Part-II examination, successful candidates of the Part-II examination shall be called for Part-III & successful candidates of Part-III examination shall be called for Part-IV examination.

**SYLLABUS FOR THE EXAMINATION: (For Salaried Amin)**

| <b>Subject</b>   | <b>Details of Syllabus subject-wise</b>  |
|--|--|
| English<br>(written)   | i) An Essay<br>ii) A letter or application<br>iii) One Odia passage to be translated into English.<br>iv) One English passage to be translated into Odia   |
| <b>Note:</b> The standard required of candidate shall be equal to that of HSC Examination conducted by a recognized Board. |  |
| Handwriting in Odia (Written)  | One Odia passage to be written/Dictation.  |
| Arithmetic (Written)   | Vulgar fraction and decimals, HCF & LCM, Simple and Compound interest, Simple & compound practice, Percentage, Profit & Loss, Mixtures, Partnership, Average, Rates & Taxes, Insurance, Square & Cubic Measures, Problem on Time and Work and on Time & Distance.<br><b>Note-</b> Problems more easily solvable by algebraically methods need not be required to solve arithmetically. |
| Technical Knowledge in Survey & Settlement   | Theory   |
|  | Practical (In Field Measurement)   |
| Computer Science Test (Practical)  | Test formatting of the paragraph, insertion of table, skill to print & 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 Test   | To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.   |

**METHOD OF SELECTION: (For Salaried Amin)**

**i)** Those candidates who have secured 35% of mark in each of the paper of written test (Part-I) shall be called for Technical knowledge in Survey and Settlement Test (Practical)(Part-II) in the ratio up to ten times of vacancy in each category and the candidates selected in such practical test shall be called for Computer Science Test(Practical)(Part-III) & Viva-Voce (Part-IV) tests.

Provided that the District Judge may resort to relaxation of marks by 5% when it is found that adequate number of candidates have not secured 35% or more marks in the written test.

**ii)** The cut off mark for qualifying the Technical knowledge in Survey and Settlement Test (Practical) (Part-II) shall be 50% in case of General candidates and candidates belonging to the other categories and 40% in case of S.C./S.T. candidates.

**iii)** The cut off mark for qualifying the Computer Science Test (Practical) (Part-III) shall be 50% in case of General candidates and candidates belonging to the other categories and 40% in case of S.C/S.T candidates.

**iv)** On the basis of marks secured in the written test(Part-I), practical tests(Part-II & III) and the viva voce test (Part-IV), a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks.

Candidates according to the descending order of total marks of each category shall be selected for filling of the vacancy.

*The date of Written Test shall be intimated individually by post and notified through District Court's website <https://sundargarh.dcourts.gov.in>*

**4. (A) THE FOLLOWING DOCUMENTS MUST ACCOMPANY WITH THE APPLICATION FORM(S) AND NOTHING MORE. (OTHER CERTIFICATES IF ANY ARE TO BE PRODUCED DURING VIVA-VOCE TEST, IF SELECTED FOR THE INTERVIEW).**

- i. Self attested copy of **certificate(s) and mark sheets of H.S.C. +2 & +3 examinations or equivalent** thereto of a recognized Board, Council or University, showing the date of birth of the candidate.
- ii. Self attested copy of the **certificate(s) in Computer Application** from a recognized Institute / Board / Council / University.
- iii. Self attested copy of the **certificate of passing Oriya equivalent to the M.E standard if the candidates not having Oriya** as a subject in HSC level.
- iv. Self attested copy of **caste certificate in case of reserved category candidates** issued by appropriate authority.
- v. **Two character certificates** issued by two Gazetted Officers / Medical Practitioners/ Sarpanch etc (mention name, designation of the Officers)
- vi. **Three self signed recent passport size photograph.**
- vii. **Two self addressed envelopes each affixing postage stamps of Rs. 30/- on each.**
- viii. **Self declaration to the effect that the candidate does not have more than one spouse living, if married**
- ix. Self Attested copy of **type writing and stenography certificate** (as the case may be) issued by a recognized institution [**for Junior Typist and Stenographers Grade-III (Junior Stenographer) only**].
- x. Self attested copy of certificate(s) and mark sheets of H.S.C or equivalent showing the date of birth of the candidate. (**for Salaried Amin only**).

- xi. Self attested copy of **certificate of Revenue Inspector Training**. (for Salaried Amin only).
- xii. Self Attested copy of **medical certificate showing the percentage of disability issued** by the competent authority in case the candidate is a person with disability.
- xiii. **Sports certificate issued** from Director of Sports, Odisha if the candidate claims reservation under such category.
- xiv. **Discharge certificate issued** by the Commanding Officer of the Unit served and claims reservation under such category. Ex-servicemen candidates must submit an affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- xv. The candidate who possesses the **certificate of work experience in settlement or consolidation** Organization granted by Settlement Officer or Dy. Director consolidation and All India Trade Test in Surveyor Trade conducted by the national Council for Vocational Training, shall also furnish the documents in support of the same. **(for Salaried Amin only)**.

**IMPORTANT NOTE:-**

- 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).
- Any application not accompanied with any of the above document(s) and /or material(s) shall render the application as incomplete and shall be rejected.
- The candidates are required to mention the category of the Post applied for be legible in CAPITAL LETTER on the top of their respective applications.
- The candidates are required to mention the category of the Post applied for be legible in CAPITAL LETTER on the top of the envelope containing in their application.
- One envelope must carry only one application along with its annexure as per serial no-4 above.
- The candidates are required to submit separate application for each post if they prefer to apply for more than one post and each such

application must be accompanied with the document(s) / material(s) as mentioned at serial no. 4 above.

**5. LAST DATE FOR SUBMISSION OF APPLICATIONS –**

The applications along with the required documents shall be sent to **The Registrar, Civil Courts, Sundargarh, At/Po. Sundargarh, Pin-770001, District- Sundargarh in the mode mentioned below as per Serial No.6** on or before **20.06.2025 by 05:00 P.M.** Applications received after the above date & time shall not be considered. In case of receipt of large number of applications the authority reserve the right to short list the candidates in accordance with The Orissa District & Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules -2008 (Amendment Rule-2010, 2023 & 2025).

The District Recruitment Committee is also competent to adopt suitable method in processing the application, scrutinizing them and conducting test. The decision of the Committee in this regard shall be final.

**The candidates who are already in Government employment shall submit his/her application through proper channel.**

**6. MODE OF SUBMISSION OF APPLICATIONS:**

The candidates shall send their application to the address mentioned at Sl.No.5 above duly filled in and shall be accompanied with the required documents/ materials as mentioned at serial No. 4 above by closed envelopes through **REGISTERED POST OR SPEED POST/DROP BOX kept inside the premises of District Courts, Sundargarh.**

Non-compliance of any of the requirements mentioned in this advertisement shall entail for rejection of his / her application. Any application if found defective / incomplete in any respect shall be summarily rejected.

**Any dispute relating to the advertisement and its contents shall be subject to the Jurisdiction of the Civil Courts, Sundargarh, District-Sundargarh.**

Sd/- 14.05.2025  
REGISTRAR,  
CIVIL COURTS, SUNDARGARH

**FORMAT OF APPLICATION**  
**(FOR THE POST OF GROUP 'C' EMPLOYEES: JUNIOR CLERK-CUM-COPIST/  
 JUNIOR TYPISTS/ STENOGRAPHER GRADE-III (JUNIOR  
 STENOGRAPHER)/SALARIED AMIN)**  
 (See Para 2A of Appendix 'A')

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:

6. Present Address:  
 (in capital letters)

7. Date of Birth (as on 20.06.2025):

8. Educational Qualification (Attach attested copies of Certificates in support of qualification):

| Name of the examination passed           | Name of the Board/ University | Year of passing | Aggregate marks secured | Grade/ Division | Percentage of marks |
|--|-------------------------------|-----------------|-------------------------|-----------------|---------------------|
| H.S.C.                                   |                               |                 |                         |                 |                     |
| +2 Arts/ Commerce/ Science               |                               |                 |                         |                 |                     |
| +3 Arts/ Commerce/ Science or equivalent |                               |                 |                         |                 |                     |
| Diploma/ Degree in Computer Science      |                               |                 |                         |                 |                     |
| Revenue Inspector Training               |                               |                 |                         |                 |                     |
| Any other qualification                  |                               |                 |                         |                 |                     |

Self attested  
 passport size  
 photograph

9. Category (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN)  
 (Strike out which is not applicable & attach the supporting documents issued by the Authority).

10. Whether physically / orthopedically handicapped  
 (If yes, attach supporting medical certificate by the Competent Medical Authority / Board).

11. Religion:

12. Nationality:

13. Employment Exchange Registration No.

14. Attach two character Certificate issued by two Gazetted Officers / Medical Practitioner / Sarpanch etc. (mention name and designation of the officers)

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District & Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, (Amendment Rule-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:**

**Full Signature of the Candidate**  
**Mob:**  
**Email, if any:-**