

# OFFICE OF THE DISTRICT JUDGE, JAJPUR

## ADVERTISEMENT NO. 03/2025

Dated, Jajpur the 07<sup>th</sup> day of June, 2025

LAST DATE FOR RECEIPT OF APPLICATION FORMS- 07.07.2025

Applications in the prescribed format, given below, are invited from the eligible candidates for filing up of the following posts of **Junior Clerk-Cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin** under Group- 'C' category in the Judgeship of Jajpur as per the Pay Scale mentioned against each posts with usual DA and other Allowances as admissible from time to time by the Government of Odisha. The appointment are on regular basis in accordance with the provisions contained in "Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008" and subsequent amendments made there to subject to the result of W.P (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

### CATEGORY OF POSTS

Sl.No.	Category of posts	Scale of pay as per pay matrix ORSP rules, 2017	UR/ GEN	SEBC	SC	S.T	Total
1	Junior Clerk-cum-Copyist	Level- 4 in the Pay Band of Rs. 19,900/- to Rs. 63,200/-	12 (W-4)	2	4 (W-1)	9 (W-3)	27
2	Junior Typist	Level- 4 in the Pay band of Rs. 19,900/- to Rs. 63,200/-	2 (W-1)	-	1	3 (W-2)	6
3	Stenographer Grade-III	Level- 7 in the Pay band of Rs. 25,500/- to Rs. 81,100/-	3 (W-1)	1 (W-1)	1	2 (W-1)	7
4	Salaried Amin	Level- 5 in the Payband of Rs. 21,700/- to Rs. 69,100/-	-	-	-	1 * (Back Log)	1

**N.B:-**

- i. In the event of non-availability of women candidates belonging to any particular category, the same shall be filled up by male candidates of that particular category as per Resolution No. 1844-SC-2R/1-31/96 of General Administration Department, Government of Odisha dated 26.06.1996.
- ii. The number of vacancies in different categories of posts reflected above may increase or decrease depending upon the exigencies.
- iii. The above vacancies also include backlog vacancies.
- iv. The vacancy reserved for PwD/Ex-Serviceman/Sports person shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- v. The decision of the District Judge, Jajpur as to the result of the examination shall be final and in no case shall be liable to be challenged.

**1. ELIGIBILITY OF THE CANDIDATES:-**

For the posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III:-

A Candidate in order to be eligible for the 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, as the case may be.
- (iii) Have passed at least Diploma in Computer Application from a recognized institute.
- (iv) All the candidates shall be above 18 years and below 32 years of age as on **07.07.2025** the last date of receipt of applications. Provided that the upper age limit is relaxable by 5 years in case of S.C/S.T/S.E.B.C and Women Candidate & 10 years in case of

Physically Handicapped candidates. For Ex-servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years.

- (v) For the post of Junior Typist, the candidates shall possess minimum speed of 40 words in typewriting per minute in English through computer system.
- (vi) For the post of Stenographer Grade-III, the candidate shall possess minimum speed of 80 words in Shorthand and 40 words in typewriting per minute in English through computer system.
- (vii) The candidate must be able to speak, read and write in Odia and must have passed the Middle School standard language test in Odia conducted by the Board of Secondary Education, Odisha.
- (viii) Must be of good character.
- (ix) Must be of sound health, good physique and free from organic defects or bodily infirmity.
- (x) Must not have more than one spouse living, if married.

**For the posts of Salaried Amin:-**

A Candidate in order to be eligible for the posts shall:-

- (a) Be a citizen of India
- (b) Have passed the matriculation examination or equivalent from a recognized Board (only for the post of Salaried Amin).
- (c) Have passed the Revenue Inspector Training (Only for the post of Salaried Amin).
- (d) All the candidates shall be above 18 years and below 32 years of age as on 07.07.2025 the last date of receipt of applications. Provided that the upper age limit is relaxable by 5 years in case of S.C/S.T/S.E.B.C and Women Candidate & 10 years in case of Physically Handicapped candidates. For Ex-servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 32 years.



## **2. FEES FOR EXAMINATION:-**

No fee for the examination is chargeable for the candidates of all categories.

The Candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format given below. Candidates working either under the 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 the recruitment and obtain “No Objection Certificate”.

Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his/her application. The application if found defective/incomplete in any respect shall be summarily rejected. No T.A/D.A will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications which are to be produced at the time of Viva-Voce Test.

## **3. LIST OF DOCUMENTS TO BE SUBMITTED CHRONOLOGICALLY ALONGWITH THE APPLICATION:-**

- (a) Copy of self-attested H.S.C .examination certificate or any equivalent certificate in support of date of birth. (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III/ Salaried Amin)
- (b) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council, Board or University, as the case may be. (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III)
- (c) Copy of self-attested +3 examination certificate or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III)

- (d) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a govt. recognized Institute. (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III).
- (e) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination. (For the post of Junior Clerk-cum-Copyist/Junior Typist/ Stenographer Grade-III/ Salaried Amin)
- (f) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination. (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III).
- (g) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination (For the post of Junior Clerk-cum-Copyist/ Junior Typist/ Stenographer Grade-III).
- (h) Copy of self attested certificate showing to have passed Odia at least M.E standard from a recognized institute.
- (i) Copy of self-attested certificate of Revenue Inspector Training (For the post of Salaried Amin)
- (j) Two original Character Certificates issued by two Gazetted officers / Medical Practitioners etc.
- (k) Three self-attested Passport size recent photographs.
- (l) Three numbers of Self-addressed envelopes duly affixed with postage stamp of Rs.30/-(Rupees Thirty) affixed on each envelope.
- (m) Self attested copy of **"Conversion Certificate"** for the candidates who awarded with Grade marks instead of percentage of marks from the concerned University/ Councils/ Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula (the conversion certificate can also be produced by availing the same on downloading process).
- (n) One declaration regarding marital status showing to have one spouse living, if married.
- (o) Self-attested copy of Shorthand and Typewriting Certificate issued by a

recognized institute. (For the post of Stenographer Grade-III).

- (p) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Junior Typist).
- (q) Self attested copy of recent Caste Certificate of the candidate issued by the appropriate Authority in respect of Candidates belonging to Scheduled Caste/ Scheduled Tribes. Women Candidates belonging to SC/ST categories are required to submit Caste Certificates by birth showing "Daughter of \_\_\_\_". Caste Certificate by virtue of marriage (i.e showing "Wife of \_\_\_\_") is not acceptable.
- (r) A self-attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate Authority in respect of physically handicapped candidates only.
- (s) Self-attested copy of Discharge Certificate of Ex-Serviceman issued by the Commanding Officer of the Unit last served, wherever applicable.
- (t) Self- attested copy of Identity Card of Sports persons issued by the Director of Sports, Odisha, wherever applicable.
- (u) Canvassing in any form shall disqualification of the candidature.

#### **4. SCHEME OF EXAMINATION:-**

##### **(FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>Part-I (Written Test)</b>	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
<b>Part-II</b>	Computer Science Test (Practical)	100	1 hour
<b>Part-III</b>	Viva-Voce test	45	-



**(FOR THE POSTS OF JUNIOR TYPISTS and STENOGRAPHERS GRADE-III)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
Part-I	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test (for Stenographer Gr.-III)	50	15 minutes (5 minutes for taking Dictation in shorthand and 10 minutes for Typing through Computer System)
	Type writing test (for Typists)	50	400 words in English Language in 10 minutes through Computer System
Part-II	Computer Science Test (Practical)	100	1 hour
	Viva-voce test	35	-

The Type writing Test for both Junior Typist and Stenographer Grade-III shall be held through Computer System.

**(FOR THE POSTS OF SALARIED AMIN)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
Part-I (Written Test)	English	100	2 hours
	Arithmetic	50	1 hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical Knowledge in Survey and Settlement (Practical)	25	½ hour
Part-III	Viva-Voce test	25	--

**N.B** Only Successful candidates in the Part-I examinations shall be called for the test of Computer Science (Practical) for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

The Candidates who have secured 35% of marks in each of the paper of the written test shall be called for Computer Science Test (Practical) in the ratio of 1:10 in each category and the candidates selected in such Practical Test shall be

called for Viva-Voce Test.

The Candidates shall answer the questions in English unless otherwise directed.

The Cut-off mark for qualifying in the Computer Science Test (Practical) is 50% in case of General Category/SEBC Candidates and the Cut-Off mark for qualifying in Computer Science Test (Practical) is 40% in case of SC/ST Candidates.

The Candidates who have secured 35% marks in Arithmetic and Technical Knowledge in Survey and Settlement (Theory) are eligible to appear for Technical Knowledge in Survey and Settlement (Practical) and Viva-voce for the post of Salaried Amin.

Date of examination shall be intimated to the eligible candidates in due course.

**5. SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-**

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

**(ii) Arithmetic**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound interest, simple and compound practice, percentages, profits 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) General Knowledge**

Knowledge of current events and such other matters of everyday observations and experience as may be expected from an



educated person.

**(iv) Computer Science Test**

To test the proficiency of the candidate relating to matters like test formatting of the paragraph, 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.

**(v) Technical Knowledge in Survey and Settlement**

To test the proficiency of a candidate in survey and settlement.

**(vi) Viva-voce Test**

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.

**6. LAST DATE FOR RECEIPT OF APPLICATIONS:-**

The application along-with the required documents and self-attested copies of certificates shall be sent by Registered/Speed Post so as to reach to the address **“District Judge, Jajpur, PO/PS- Jajpur Town, District- Jajpur, Pin- 755001”** and must reach on or before **07.07.2025** either in person during office hours within 10 AM to 5 PM on each working day or by Post. Applications received in the office after the last date i.e **07.07.2025** shall be summarily rejected.

**N.B.:-**

- (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope along-with relevant documents.
- (ii) The Candidates are required to submit their applications duly filled in the prescribed format in Form-A and Annexure-I as given below. The Candidates shall enclose the required documents in the sequence as shown in the prescribed form. The Candidates who are in Government Service are required to apply the same through proper channel along with NOC certificate. (Application received without full signature of the applicant will be summarily rejected)

- (iii) If the certificate of any candidates is found fraudulent, such candidates, if joined, will be prosecuted accordingly.
  - (iv) Caste Certificate, Odia Test Pass Certificate, PWD Certificate and Discharge Certificate of Ex-Serviceman must have been issued by the competent authority within the last date fixed for receipt of application as indicated above.
  - (v) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected. The Authority is not answerable/ responsible for any postal delay.
1. After receipt of applications for recruitment examination, career merit lists for General and Reserved categories according to the descending order of total of percentage of marks in HSC, +2 and + 3 examination or their equivalent examination shall be prepared. From each category of career merit list, candidates upto 20 times of actual vacancy in each category shall be called to appear at the written test in accordance with Rule 7 Contained in Odisha District & Civil Courts' Judicial staff Services (Method of Recruitment and Conditions of Service) Rules 2008 and Amendments made thereto from time to time.
  2. Candidates are required to mention his/her contact number and e-mail ID (if any) regularly used in the application form.
  3. The candidates are advised to regularly visit the above district court website i.e <https://jajpur.dcourts.gov.in> for further updates.

**Sd/-**  
**District Judge-Cum-Chairman,**  
**District Recruitment Committee,**  
**Jajpur**

APPLICATION FOR THE POST OF \_\_\_\_\_  
**FORM-A**  
**FORMAT OF APPLICATION**

Affix one  
self-attested  
passport size  
photograph

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

6. Present address :

(Along with mobile number & Email ID, if any)

7. Date of birth Age (as on  
**07.07.2025**)
8. Educational Qualification (attach self-attested copies of)

Name of the Examination passed	Name of the Board/Council/University	Year of Passing	Total Mark	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/ 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.



(If yes, attach supporting medical certificate issued by the competent Authority/ Board)

**11. Religion:-**

**12. Nationality :-**

**13. Employment Exchange Registration Number:-**

**14. Attach two character certificates issued by two Gazetted Officer/Medical Practitioner etc.(mention name, designation of the officers)**

**DECLARATION**

I do hereby solemnly affirm and state that I am aware of 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 Candidate**

**Memo No. 3127 Dated. 07.6.2025**  
(5)

1. Copy to the D.I.O, NIC, Jajpur for uploading the same in District Website of Jajpur.
2. Copy forwarded to the System Assistant, Jajpur for uploading the same in the District Court website forthwith for wide circulation.
3. Copy to the Notice Board, District Court, Jajpur.

  
07.6.25  
**Registrar, Civil Courts, Jajpur**