



## OFFICE OF THE DISTRICT JUDGE, KENDRAPARA

### ADVERTISEMENT NO.01 OF 2025

Dated, Kendrapara the 20<sup>th</sup> day of June, 2025

Applications in the prescribed format given below are invited from the eligible candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III and Salaried Amin in the judgeship of Kendrapara in the regular pay scale as stated in the following table with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. The appointments are on regular basis in accordance to the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended upto 2025), subject to the result of **WP (C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.

### CATEGORY-WISE VACANCY POSITION

Sl. No.	Name of the post	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	Category				Total No. of posts
			ST	SC	SEBC	UR	
1	Junior Clerk-cum-Copyist	Rs.19,900-Rs.63,200/- under Level-4	03	03	03	01	10
2	Stenographer Grade-III	Rs.25,500-Rs.81,100/- under Level-7	-	01	01	02	04
3	Salaried Amin	Rs.21,700-Rs.69,100/- under Level-5	01	-	-	-	01

**NOTE:** The number of above vacancies in different categories of the posts may increase or decrease. The reservation for Women, Person with Disabilities/ Ex-Servicemen/ Sports person shall be in accordance with the orders/rules issued by the Government of Odisha/ other competent authority from time to time.

1. The applicant shall indicate specifically for which category of the post he/she is applying. If there is no such indication in the application, it will be treated that he/she has applied under Un-Reserved (UR) category for the said post.
2. Out of the vacancies mentioned above, the candidates belonging to persons with disability (PWD) as per the reservation provided for them, shall be adjusted against the category to which they belong.
3. As per Resolution No.18442-SC.2R/1-31/96, dated 26.06.1996 of the General Administration Department, Government of Odisha, in the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of that category.

4. The District Judge has the right to revoke the advertisement/ cancel the recruitment process/ reject any application at any time without assigning any reasons thereof and without prior notice.
5. Other conditions of service shall be governed under the relevant provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended upto 2025) subject to the final result of **WP (C) No.1273 of 2014** pending before the Hon'ble High Court of Orissa.
6. **The decision of the District Judge as to the method of recruitment and result of examination shall be final and in no case shall be liable to be challenged.**

**(1) ELIGIBILITY OF THE CANDIDATES**

**1.1 FOR THE POST OF JUNIOR CLERK-CUM-COPYIST/ STENOGRAPHER GRADE-III**

A candidate, in order to be eligible for any of the posts above shall,

- (a) be a citizen of India;
- (b) have passed at least +3 Examination or such other Examination equivalent to +3 Examination from a recognized University;
- (c) have at least passed Diploma in Computer Application from a recognized institute;
- (d) **be over 18 years of age and below 32 years of age as on 20.07.2025**. 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;
- (e) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard conducted by the Board of Secondary Education, Odisha;
- (f) be of good character;
- (g) be of sound health, good physique and free from organic defects or bodily infirmity;
- (h) have not more than one spouse living, if married;
- (i) The candidates working either under State Government or Central Government, whether temporary or permanent, are eligible to apply through proper channel, if they possess the requisite eligibilities. They must inform in writing to their respective Heads of Office before submitting their applications for this recruitment and obtain "**No Objection Certificate**";
- (j) A candidate applying for the post of Stenographer Grade-III apart from the above eligibility must possess a minimum speed of 80 words in Shorthand and 40 words in Typewriting through Computer System per minute.

## **1.2 FOR THE POST OF SALARIED AMIN**

**The candidate must fulfill the criteria Nos.(a), (d), (e), (f), (g), (h) and (i) as stated above, and the candidate shall,**

- (i) have passed the matriculation examination or equivalent examination conducted by a recognized Board; and
- (ii) have passed the Revenue Inspector Training.

## **(2) FEE FOR EXAMINATION**

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

The candidates are required to submit their application duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format given below.

*NOTE-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 TA/DA will be allowed to the candidates for attending recruitment examinations.*

## **THE SCHEME OF EXAMINATION**

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

<b>JUNIOR CLERK-CUM-COPYIST</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>(i)</b>	<b>Written Test consisting of:</b>		
	(a) English	100	2 hours
	(b) Arithmetic	100	1 hour
	(c) General Knowledge	100	1 hour
<b>(ii)</b>	Computer Science Test (Practical)	100	1 hour
<b>(iii)</b>	Viva-Voce Test	45	-

A) The candidates who shall secure 35% of marks in each of the paper of written test shall be called for Computer Science Test (Practical) and the candidates qualifying in such practical test shall be called for Viva Voce Test.

B) The candidates shall answer the question in English unless otherwise directed.

C) The cut-off mark for qualifying the Computer Science Test (Practical) shall be 50% in case of general candidates and candidates belonging to other category. The cut-off mark for qualifying in Computer Science Test (Practical) shall be 40 percent in case of SC/ST candidates.

**DETAILS OF SYLLABUS OF EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:**

Syllabus for each subject of the written test shall be as follows:-

**English:**

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

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

**Arithmetic:**

Vulgar fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentages, Profit and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

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

**General Knowledge:**

Knowledge of current events and such other matters of every day observation 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 “Test formatting of the paragraph, 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 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.

**(4) FOR THE POST OF STENOGRAPHER GRADE-III**

<b>STENOGRAPHER GRADE-III</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
(i)	English (qualifying in nature)	100	2 hours
(ii)	Shorthand and Type Writing Test	50	15 minutes ( <b>including 5 minutes dictation</b> )
(iii)	Computer Science Test (Practical)	100	1 hour
(iv)	Viva-Voce Test	35	-

A) The details of syllabus for written test in English is the same as provided under the scheme of examination for the post of Junior Clerk-cum-Copyist.

B) The standard required of a candidate shall be equal to that of +3 examination conducted by recognized University.

C) Other conditions as applicable to the written test for Junior Clerk-cum-Copyist shall also apply.

D) The syllabus for Computer Science Test (Practical) and Viva Voce Test is the same as provided for the post of Junior Clerk-cum-Copyist.

E) The candidates who have secured 35% of marks in the subject English shall be called for Shorthand and Typewriting Test upto 10 times of vacancy in each category and candidates selected in such aforesaid test shall be called for Computer Science Test (Practical) and the candidates qualifying in such practical test shall be called for Viva Voce Test.

F) The candidates shall answer the question in English unless otherwise directed.

G) The cut-off mark for qualifying the Computer Science Test (Practical) shall be 50% in case of general candidates and candidates belonging to other category. The cut-off mark for qualifying in Computer Science Test (Practical) is 40 percent in case of SC/ST candidates.

H) The shorthand and typewriting test will be held after the publication of result of written test. A candidate for the post of Stenographer Grade-III 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 Examiner. He shall reproduce such shorthand text of 400 words in type script in 10 minutes. **The Typewriting Test in case of Stenographer Grade-III shall be held through Computer System.**

(5)

**FOR THE POST OF SALARIED AMIN**

<b>SALARIED AMIN</b>			
<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Test</b>
<b>PART-I</b>			
(i)	English	100	2 hours
(ii)	Arithmetic	100	1 hour
(iii)	Technical Knowledge in Survey and settlement (Theory)	50	½ hour or 30 minutes
<b>PART-II</b>			
(iv)	Technical Knowledge in Survey and settlement (Practical)	50	½ hour or 30 minutes
<b>PART-III</b>			
(v)	Viva-Voce Test	45	-

- A) A candidate who shall secure 35% of marks in each paper of written test shall be called for Technical Knowledge in Survey and Settlement (Practical) Test.
- B) The cut-off mark for qualifying in the Technical Knowledge in Survey and Settlement (Practical) shall be 40% of total marks.
- C) The candidate who shall qualify in the Technical Knowledge in Survey and Settlement (Practical) shall be called for Viva Voce Test.

### **DETAILS OF SYLLABUS FOR THE POST OF SALARIED AMIN**

The detail syllabus for each subject of the written test shall be as follows:-

#### **English:**

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

**Note:- The standard required of a candidate shall be equal to that of the H.S.C Examination or equivalent examination conducted by a recognized Board.**

#### **Arithmetic:**

Vulgar fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple and Compound practice, Percentages, Profit and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

**Technical knowledge in Survey and Settlement** : Candidate should have sound knowledge in Survey & Settlement.

#### **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) MANNER OF SELECTION OF CANDIDATES** – (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 [H.S.C., +2 and +3 examination] or their equivalent examinations shall be prepared.

(2) From each category of career merit list, candidates up to 20 times of actual vacancy in each category shall be called to appear at the written test.

(3) Considering the marks secured in the written test one merit list for general candidates and separate merit list for each of the reserved categories shall be prepared and candidates up to ten times of vacancy in each category shall be called for Computer Science test (practical), short-hand and typewriting test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.

(4) On the basis of marks secured in the written test, practical test as provided in sub-rule (3) and the viva voce test, 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.

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) shall be selected for filling up the vacancy.

(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier.

**(7) SUCCESS IN EXAMINATION CONFERS NO RIGHT TO APPOINTMENT –**

(1) 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.

(2) The name of the candidate who does not accept a post of Junior Clerk, Typist, Copyist or Stenographer Grade-III when so offered, shall be removed from the list.

**(8) (I) LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST AND STENOGRAPHER GRADE-III**

The candidates are required to submit their duly filled-in and signed application forms and furnish the required particulars as per the **Form-A** and **ANNEXURE-I** along with the following documents.

1. Copy of self-attested certificates and mark-sheets of H.S.C., +2 and +3 examinations or equivalent thereto of recognized Board, Council or University showing the date of birth of the candidate.

*N.B.-Candidates who have not been awarded with percentage of marks but with only grade marks, should along with their application, produce the ‘**Conversion Certificate**’ from the concerned Board/Council/University as the case may be indicating the actual equivalent percentage of marks and conversion formula, failing which their application are liable to be rejected.*

2. Copy of self-attested certificate showing passing of Diploma in Computer Application from a recognized institute;
3. Copy of self-attested certificate showing minimum speed of 80 words in shorthand and 40 words in typewriting per minute and successful completion of Stenography course (shorthand & English Typewriting) from a recognized institute (**for the post of Stenographer Grade-III**);

4. The candidates possessing other qualification/experience may furnish necessary documents/certificates along with the documents which are mandatory as stated above;
5. Copy of self-attested certificate showing passing of Oriya at least ME Standard from a recognized institute in case of candidates having no Oriya subject in their study curriculum;
6. Copy of self attested valid Employment Exchange Registration Certificate;
7. **Two** original Character Certificates, issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of Officers);
8. **Three** self-attested recent passport size photographs (one is to be affixed in the application on the space provided for);
9. **Three** self-addressed envelopes with postage stamp of Rs.30/- (Rupees thirty only) affixed on each for despatch of call letters by **REGISTERED POST**;
10. Copy of self attested Caste Certificate, issued by the Competent Authority in respect of candidates belonging to SC/ST/SEBC categories;
11. Copy of self-attested Disability Certificate for physically challenged persons issued by the competent authority showing percentage of disability;
12. Copy of self attested Certificate /Identity card of Sports person and Ex-Serviceman;
13. The candidates, who have got married, have to submit a self declaration that he/she has not more than one spouse living.
14. The candidates already in Government Service whether temporary or permanent shall produce '**No Objection Certificate**' from the Competent Authority.

**(8)(II) LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATION FOR THE POST OF SALARIED AMIN**

The candidates are required to submit their duly filled-in and signed application forms and furnish the required particulars as per the **Form-A** and **ANNEXURE-I** along with the following documents.

1. Copy of self-attested certificates and mark-sheets of H.S.C. examinations or equivalent thereto of recognized Board showing the date of birth of the candidate.

*N.B.-Candidates who have not been awarded with percentage of marks but with only grade marks, should along with their application, produce the '**Conversion Certificate**' from the concerned Board indicating the actual equivalent percentage of marks and conversion formula, failing which their application are liable to be rejected.*

2. Copy of self-attested certificate showing successful completion of Revenue Inspector Training;

3. The candidates possessing other qualification/experience may furnish necessary documents/certificates along with the documents which are mandatory as stated above;
4. Copy of self-attested certificate showing passing of Oriya at least ME Standard from a recognized institute in case of candidates having no Oriya subject in their study curriculum;
5. Copy of self attested valid Employment Exchange Registration Certificate;
6. **Two** original Character Certificates, issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mention name, designation of Officers);
7. **Three** self-attested recent passport size photographs (one is to be affixed in the application on the space provided for);
8. **Three** self-addressed envelopes with postage stamp of Rs.30/- (Rupees thirty only) affixed on each for despatch of call letters by **REGISTERED POST**;
9. Copy of self attested Caste Certificate, issued by the Competent Authority in respect of candidates belonging to SC/ST/SEBC categories. Women candidates belonging to SC/ST/SEBC categories are required to submit caste certificate by birth (i.e. showing daughter of). Caste Certificate by virtue of marriage (i.e. showing wife of ) is not to be accepted and is liable for rejection;
10. Copy of self-attested Disability Certificate for physically challenged persons issued by the competent authority showing percentage of disability;
11. Copy of self attested Certificate /Identity card of Sports person issued by Competent Authority and discharge certificate of Ex-Serviceman issued by Competent Authority;
12. The candidates, who have got married, have to submit a self declaration that he/she has not more than one spouse living.
13. The candidates already in Government Service whether temporary or permanent shall produce '**No Objection Certificate**' from Competent Authority.

**(9) LAST DATE FOR RECEIPT OF APPLICATION FORMS:-**

The last date of receipt of application forms is **20.07.2025**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by **Registered Post/Speed Post** so as to reach the Office of the **District Judge, Civil Courts, Kendrapara, PIN-754211** on or before **5.00 P.M. of 20.07.2025** positively. The applicants may also drop their application forms in closed envelopes in the **Drop Box** kept in the **Civil Courts premises, Kendrapara from 10.30 A.M. to 5.00 P.M. of the working days till 5.00 P.M. of 20.07.2025**. The application forms received after **5.00 P.M. of 20.07.2025** shall not be entertained and summarily rejected.

1. The candidates are required to submit their duly filled-in and signed applications furnishing the required particulars as per 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. **Application received without full signature of the applicant shall be summarily rejected.**
2. Separate application forms should be submitted for each post mentioning the name of the post clearly (in **CAPITAL letters**) on the Top of the Application and Envelope. All copies of testimonials shall be signed by the candidates.
3. The applications, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
4. In case of receipt of large number of applications for the post of Junior Clerk-cum-Copyist/ Stenographer Grade-III/ Salaried Amin, the District Recruitment Committee reserves the right to **shortlist** the candidates in accordance with Rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (**as amended upto 2025**). The District Recruitment Committee is also competent to adopt the method of the processing of applications, scrutiny thereof and the conduct of the tests.
5. The date of examination shall be intimated to the eligible candidates in due course by Registered Post and Official Website of District Court, Kendrapara.
6. **Candidates applying for more than one post shall be allowed to sit in the examination for one post only as per his/her choice.**
7. **For details, a candidate may visit the following website:**

**<https://kendrapara.dcourts.gov.in>**

The candidates are advised to visit the above websites regularly for further updates.

**Sd/-  
District Judge-cum-Chairman,  
District Recruitment  
Committee, Kendrapara**

**FORM-A**  
**FORMAT OF APPLICATION**  
[See para 2A of Appendix A]

**APPLICATION FOR THE POST OF:** \_\_\_\_\_

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 :-
7. Date of Birth (in figures & words) :-
- Age (as on **20.07.2025**) :- \_\_\_\_\_ Years, \_\_\_\_\_ Months, \_\_\_\_\_ Days

8. Educational Qualification (Attach self-attested copies thereof):-

Name of the examination passed	Name of the Board/ Council/ University	Year of Passing	Aggregate of Marks Secured	Grade/ Division	% of Marks Secured
H.S.C.					
+2 Arts/Commerce/Science					
+3 Arts/Commerce/Science or equivalent					
Diploma in Computer Science					
Revenue Inspector Training <b>(For the post of Salaried Amin)</b>					
Any other qualification					

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 Medical Authority / Board)

11. Religion :-

12. Nationality :-

13. Employment Exchange Registration No. :-

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

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 **(as amended upto 2025)** and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :

Date:

**Full Signature of the Candidate**  
Mobile No.  
E-mail ID