

**OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI**

*Dated, Phulbani the 11<sup>th</sup> day of June, 2025*

**Advertisement No. 02 of 2025**

Applications in the prescribed format are invited from intending candidates for filling up the following posts of **Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III** in the following scale of pay with usual allowances as admissible from time to time in accordance with the directions of the Hon'ble Court, communicated vide memo No. 9159 (24), dated 17.10.2015 read with the relevant provisions contained in **Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto** and subject to the result of W.P.(C) No. 1273 of 2014 of the Hon'ble High Court of Orissa.

Name of Posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	ST	SC	SEBC	Total
Junior Clerk-cum-Copyist	Rs.19,900-63,200/- (Level-4)	5 (2 post reserved for Women)	3 (1 post reserved for Women)	2 (1 post reserved for Women)	1	11
Junior Typist	Rs.19,900-63,200/- (Level-4)	0	1	0	0	1
Stenographer Grade-III	Rs.25,500-81,100/- (Level-7)	1	2 (1 post reserved for Women)	1	0	4
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>16</b>

- The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without any notice.
- In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.
- The reserved category belongs to S.C. & S.T. includes carry forward backlog vacancies.
- The reservation for Persons with Disability (PwD)/Ex-Servicemen/Sportsmen shall be made in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- The categories of disabled persons suitable for the job (Functional Classification) and Physical requirement for persons with Disability are given below:

Physical Requirement	Categories of disabled persons suitable for the job (Functional Classification)
Code-S, H, SE, F, R&W	Code- OL, OA, PD
<b>Full Forms:</b> S- work performed by sitting (on bench or chair) H- work performed by hearing/speaking SE- work performed by seeing	<b>Full Forms:</b> OL- One Leg affected (R and/or L) OA- One arm affected (R or L) (a) Impaired reach

<b>F-</b> work performed by manipulating (with fingers)	(b) Weakness of grip
<b>R&amp;W-</b> work performed by reading and writing	(c) Ataxia
	<b>PD-</b> Partial deaf (with suitable aid)

Other conditions of service shall be guided by the relevant provisions of *Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto.*

#### **I. ELIGIBILITY OF THE CANDIDATE:**

- (i) The candidate must be a citizen of India
- (ii) Must have passed at least +3 Examination or such other qualification as are equivalent to +3 examination of a recognized university;
- (iii) Must at least have passed Diploma in Computer Application (DCA) from a recognized Institute.
- (iv) Must be over 18 years and below 32 years of age as on the last date fixed for receipt of applications i.e. **11.07.2025**, 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 for the time being in force for the respective reserved categories.
- (v) Must be able to speak, read and write Odia and must have passed at least 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) For the post of **Junior Typist**, the candidates shall possess a minimum speed of 40 words per minute in Typewriting.
- (x) For the post of **Stenographer Grade-III** the candidates shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute.

#### **II. FEES FOR EXAMINATION:**

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

The candidates are required to submit their duly filled in applications as per the format given below under their **full signature** in own hand. The Candidates who are already in Government employment are required to apply through proper channel.

#### **III. PROCESS OF SELECTION:**

##### **A. THE SCHEME OF EXAMINATION:**

##### **i. For the posts of Junior Clerk-cum-Copyist:**

	Subject	Marks	Duration of Examination
Part-I (Written examination)	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	45	--

The candidates selected in the written tests shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for viva-voce test.

ii. *For the post of Junior Typist & Stenographer Grade-III:*

	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English (qualifying in nature)	100	2 hours
Part-II	(a) Shorthand & Type writing Test (For Stenographer Grade-III)	50	15 minutes
	(b) Type writing Test (For Junior Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce	35	--

**For the post of Junior Typist:** - The candidates selected in the written test shall be called for Typewriting Test. The candidate 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.

**For the post of Stenographer Grade-III:** - The candidates selected in the written test shall be called for Shorthand and Typewriting Test. The candidate selected in the aforesaid 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.

**B. SYLLABUS FOR THE EXAMINATION:**

The syllabus for the examination is as provided in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto.

Subject	For the post of Junior Clerk-cum-Copyist		For the post of Junior Typist and Stenographer Grade-III	
ENGLISH (Written)	i. An essay to be written in English	30 marks	i. An essay to be written in English	30 marks
	ii. A letter or application to be written in English	20 marks	ii. A letter or application to be written in English	20 marks
	iii. One Odia passage to be translated into English	15 marks	iii. One Odia passage to be translated into English	15 marks
	iv. One English passage to be translated into Odia	15 marks	iv. One English passage to be translated into Odia	15 marks
	v. Summary of one English passage	20 marks	v. Summary of one English passage	20 marks
	<b>Note:</b> The standard required of candidate shall be equal to that of +3 examination conducted by a recognized University.		<b>Note:</b> The standard required of candidate shall be equal to that of +3 examination conducted by a recognized University.	
ARITHMETIC (Written)	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, Averages, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance. <b>Note:</b> Problems more easily solvable by algebraically methods need not be required to solve arithmetically.		<b>Not Applicable</b>	

GENERAL KNOWLEDGE (Written)	Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.	Not Applicable
SHORT HAND & TYPEWRITING TEST (PRACTICAL)	Not Applicable	<p><b><u>For the post of Junior Typist: (Typewriting Test)</u></b> A written passage containing 400 words in English language which he shall reproduce by typing through <b>computer system</b> in 10 minutes.</p> <p><b><u>For the post of Stenographer Grade-III: (Shorthand &amp; Typewriting Test)</u></b> 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 by typing through <b>computer system</b> in 10 minutes.</p>
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, web-site searching/browsing & downloading email, use of pen drive and other software etc. and programmes of accounting".	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 & downloading email, 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 candidate's alertness, general outlook and potential qualities	

The date(s) of written test shall be intimated individually by post and notified through District Court's website <https://kandhamal.dcourts.gov.in/notice-category/recruitments/>".

#### IV. **LAST DATE OF RECEIPT OF APPLICATIONS:**

Applications in prescribed format along with required documents and **self-attested** copies of Certificates, Mark Sheets and other particulars, as the case may be, must reach in the Office of the undersigned through **Speed Post/Registered Post only** on or before **11.07.2025 by 5.00 P.M.** Applications received in the Office **after the due date & time and through any other mode shall be summarily rejected.**

There shall be short list of the candidates in accordance with the Rule-7(2) contained in *Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008 and Amendments made thereto in order to call the candidates to appear in the written test.* Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final.

#### V. **List of documents to be submitted by the candidates along with their applications**

- The candidates are to affix **1(one) self-signed recent** passport size photograph in the application form & attach **3 (three) more self-signed recent** passport size photographs along with application form. The candidates are **to put their full signature on the lower portion of the front side of the photograph;**
- Self-attested photostat copies of certificates & mark sheets of H.S.C., +2 and +3 examination or equivalent thereto of recognized Board, Council and University;

3. Self-attested photostat copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;
4. Self-attested photostat copy of Caste Certificate issued by the appropriate authority in case of SC/ST/SEBC candidates.
5. Self-attested photostat copy of Medical Certificate or Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD);
6. Discharge certificate issued by the Commanding Officer of the Unit last 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;
7. Self-attested photostat copy of Sports certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category;
8. Self-attested photostat copy of Employment Registration Card;
9. Two Character Certificates in **Original** issued by **two separate** Gazetted Officers/ Medical Practitioners/Sarpanch etc.;
10. Two self-addressed envelopes each affixed with **adequate postage stamp for Speed Post/ Registered Post.**
11. Self-attested photostat copy of Typewriting Certificate issued from a recognized institution (**for Junior Typist**);
12. Self-attested photostat copy of Shorthand & Typewriting Certificate(s) issued from a recognized institution (**for Stenographer Grade-III**);
13. Declaration regarding not more than one spouse living, if married;
14. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court;

The candidates are required to mention the **Category of the post** applied for in **BOLD CAPITAL LETTERS** on the top of their respective applications as well as on the top of the envelope containing their applications and to submit their applications to the address noted below in the following manner.

<b>Speed Post / Registered Post</b>	
<b>APPLICATION FOR THE POST OF “ _____ ”</b>	
From	To
Name: _____	The District Judge,
Address: _____	Kandhamal, Phulbani,
PIN Code _____	Po/PS-Phulbani
Contact No. _____	District-Kandhamal,
E.mail ID _____	PIN-762001

#### **VI. MISCELLANEOUS:**

- i. Candidates who have not been awarded percentage of marks, but only “Grade Marks”, they along with their application should submit 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 applications are liable to be rejected at the risk of the candidate (the conversion certificate can also be produced by availing the same on downloading process).
- ii. Incomplete/incorrect application shall not be entertained and will be summarily rejected without assigning any reason;
- iii. The application not in prescribed format is liable to be rejected;
- iv. Women candidates belonging to SC/ST/SEBC 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 and is liable for rejection.**



- v. The application shall liable for rejection in case the Character Certificates furnished are **more than 3(three) months old** as on date of application.
- vi. No correspondence shall be entertained and no information shall be supplied during the process of recruitment;
- vii. Canvassing in any form shall be disqualification of the candidature;
- viii. In case of impersonation and fabrication of documents in support of his/her candidature, in addition to the liability for criminal prosecution, the candidate will be debarred for appearing the further examination;
- ix. No T.A. & D.A. will be allowed for appearing in the examination;
- x. The candidates are advised to visit the website of District Court, Phulbani <https://kandhamal.dcourts.gov.in/notice-category/recruitments/> regularly for latest update.
- xi. Non-compliance of any of the requirements mentioned in the notice/ advertisement shall entail summary rejection of his/her application.
- xii. The candidates desirous for applying more than one category of posts, are required to submit separate applications for each category of post furnishing relevant documents therewith. As the written examination for all the post will be held on the same day, hence the candidates applying for more than one post can appear in the written examination for one post only as per his/her choice.

**(FORM-A)**

**FORMAT OF APPLICATION**

[See Para 2A of Appendix 'A']

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

1. Name of the Candidate: \_\_\_\_\_
2. Father's /Husband's Name: \_\_\_\_\_
3. Sex (Male/Female/Others): \_\_\_\_\_
4. Marital Status (Married/Un-married): \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_
6. Present Address : \_\_\_\_\_
7. Date of Birth (Age as on **11.07.2025**): \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

self-attested  
passport size  
photograph

8. Educational Qualification: (Attach attested Copies of .....):

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

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Service Man) : \_\_\_\_\_  
(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 Officers/Medical Practitioners/Sarpanch, etc.  
(Mention the 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 Services) 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:

*(Full Signature of the Candidate)*

**BY ORDER OF THE DISTRICT JUDGE,  
KANDHAMAL, PHULBANI**

Sd/-

Registrar, Civil Courts,  
Kandhamal, Phulbani.