

OFFICE OF THE DISTRICT JUDGE, RAYAGADA

Dated 17th June, 2025

ADVERTISEMENT NO. 01/2025

LAST DATE FOR RECEIPT OF APPLICATIONS: 15.07.2025.

Applications in the prescribed format are invited from intending candidates for filling up of the vacant posts of Junior Clerks/Copyists, Junior Grade Typists and Grade-III Stenographers in the scale of pay as noted against each category of posts with usual D.A. and other allowances as admissible by Government from time to time on regular basis in accordance with the provisions contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (here in after referred as Rules, 2008) and subject to the result of W.P.(C) No.1273/2014 of the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Name of the post	Scale of Pay	ST	SC	SEBC	UR	Total
Junior Clerks/ Copyists	Rs.19,900/- to 63,200/- in Level-04 in the Pay Matrix under ORSP Rules, 2017.	06 (02-W)	03 (01-W)	--	10 (03-W)	19
Junior Typists		01	01	--	01 (01-W)	03
Grade-III Stenographers	Rs.25,500/- to 81,100/- in Level-07 in the Pay Matrix under ORSP Rules, 2017.	01	01	--	01 (01-W)	03
Total		08	05	--	12	25

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 made in accordance with the Orders/Rules issued by the Government from time to time.
- The vacancies against SC & ST category as advertised above includes vacancies carried forwarded from the previous year.
- The reservation shall be determined in accordance with the relevant Reservation Act & Rules.
- In the event of non-availability of sufficient number of eligible female candidates belonging to any particular category, the said vacancies will be filled up by male candidates of that category.
- The decision of the District Judge, Rayagada as to the result of the examination

shall be final and in no case shall be liable to be challenged.

- VI. The Recruitment Committee reserves the right to issue corrigendum in case of administrative exigency/ revoke the advertisement/ cancel the recruitment process at any time without assigning any reasons thereof without prior notice.
- VII. The applicant shall indicate specifically and clearly for which category he/she is applying. If there is no such indication in the application, it will be treated that he/she has applied in the un-reserved (UR) category of that post.
- VIII. Out of the vacancies mentioned above, candidates belonging to person with disability (PwD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

1. ELIGIBILITY OF THE CANDIDATE:

The candidate -

- i. Shall be a citizen of India.
- ii. Shall have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
- iii. Shall have at least passed Diploma in Computer Application from a recognized Institute.
- iv. Shall be over 18 years of age and below 32 years of age as on the last date fixed for receipt of applications i.e., as on **15.07.2025**. Provided that the upper age limit is relaxable by 5 years in case of SC/ST/SEBC/Women Candidates and 10 years in case of Persons with Disabilities. For Ex-Serviceman, after deducting the period of service rendered in Armed forces from the present age, the resultant age should not exceed 32 years.
- v. Shall be able to speak, read and write Oriya and must have passed at least a test in Oriya equivalent to the M.E. standard.
- vi. Shall be of good character.
- vii. Shall be of sound health, good physique and free from organic defects or bodily infirmity.
- viii. Should not have more than one spouse living, if married.
- ix. There should not be any criminal proceeding pending against him/her.
- x. Should have registered his/her name in an Employment Exchange.
- xi. The candidates for the post of Junior Typist must possess a minimum speed of 40 words per minute in Type writing. He/she 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.
- xii. Candidates working under Central or State Government, whether permanent or temporary, are eligible to apply provided that they must inform their respective Heads of Office in writing regarding submission of his/her application for this Recruitment and obtain **"No Objection Certificate"**.

NOTE: -

- i. Only those candidates shall be considered eligible who fulfills the required qualifications /eligibility by the last date of submission of application form.
- ii. Candidates belonging to S.T/SC categories are required to submit copy of the relevant Caste Certificate issued by the competent authority.
- iii. Caste Status once mentioned by the candidate shall not be changed under any circumstances.

2. PROCESS OF SELECTION

There shall be an examination on the following subjects for the posts as per the scheme of examination: -

SCHEME OF EXAMINATION

D. For the post of Junior Clerk/Copyist:-

	Subject	Marks	Duration of Tests
Part-I	English	100	2hrs.
	Arithmetic	100	1hr
	General Knowledge	100	1hr
Part-II	Computer Science Test (Practical)	100	1hr
Part-III	Viva-Voce Test	45	-

The candidates qualified in the written examination shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for Viva-Voce Test.

A. (a). Details of syllabus for each subject shall be as follows: -

I. 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 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

- II. Arithmetic:** Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound interest, simple and Compound Practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, 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.

- III. Computer Science Test (Practical):** The Syllabus for Computer Science Test (Practical) is the same for the post of Junior Clerk/ Copyist and Junior Typist. 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.

IV. **General Knowledge:** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

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

E. **For the post of Junior Typist: -**

	Subjects	Marks	Duration of Tests
Part-I	English (Qualifying in nature)	100	2 hrs
	Type writing Test	50	10 Minutes
Part-II	Computer Science Test (Practical)	100	1hr
Part-III	Viva-Voce Test	35	--

The candidates qualified in the written examination shall be called for Type Writing Test and he/she 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. The candidate selected in such 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.

F. **For the post of Grade-III Stenographers: -**

	Subject	Marks	Duration of Tests
Part-I	English (Qualifying in nature)	100	2 hrs
	Shorthand and Type writing Test	50	Shorthand-05 minutes and Typewriting test-10 Minutes
Part-II	Computer Science Test (Practical)	100	1hr
Part-III	Viva-Voce Test	35	--

The candidates qualified in the written examination shall be called for Shorthand and Type Writing Test and he/she shall be dictated a passage of 400 words in English Language in 05 minutes, which he/she shall take in shorthand on Shorthand Note Book supplied by the Examiner and shall reproduce such shorthand text of 400 words in Type script through Computer System in 10 minutes. The candidate selected in such 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.

NOTE: -

The syllabus for written test in English and Computer Science test (practical) for the post of Junior Typist and Grade III Stenographer shall be the same, as mentioned in Para 2 (A) (a).

3. **STANDARD OF QUESTIONS AND MANNER OF ANSWERS:-**

- i. The standard of questions will be that of the +3 Examination conducted by a recognized university.
- ii. The Candidates shall answer the questions in English unless and otherwise directed.

The date of written test shall be intimated to the candidates individually by Post as well as through the District Court's website
<https://rayagada.dcourts.gov.in>

4. FEES FOR EXAMINATION:-

No Examination fee is required to be paid by the candidates while submitting their applications.

5. LAST DATE OF RECEIPT OF APPLICATIONS:-

Applications along with self-attested copies of Certificates, Mark Sheets and other documents as instructed shall be addressed to the OFFICE OF THE REGISTRAR, CIVIL COURTS, RAYAGADA, AT/PO-RAYAGADA, PIN-765001, DIST:-RAYAGADA, ODISHA and the same must reach its destination on or before **15.07.2025** by **5.00 P.M** through Speed Post/Registered Post only.

Applicants may also drop their applications in the DROP BOX kept in front of the Process Establishment Section, Civil Courts, Rayagada, during the office hours. Applications received after the last date & time shall be summarily rejected.

The District Recruitment Committee is also competent to adopt suitable methods in processing the applications, scrutinizing them and conducting the tests as per the Rules, 2008 and the decision of the Committee in this regard shall be final and in no case shall be liable to be challenged.

6. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATION:-

- i. Three self-signed recent passport size photographs. (One is to be affixed in the Application Form in the space provided for it in Form-A format.
- ii. Self-attested copy of H.S.C or equivalent certificate showing proof of age and mark sheet.
- iii. Self-attested copy of certificate showing passing of +2 or equivalent examination and mark sheet.
- iv. Self-attested copy of certificate of +3 examinations or equivalent thereto conducted by a recognized University and mark sheet.
- v. Self-attested copy of Certificate and Mark sheet of Diploma in Computer Application from a recognized institute.
- vi. Self-attested copy of Typewriting Certificate issued by recognized institution (for the post of Junior Typist).
- vii. Self-attested copy of Shorthand and Typewriting Certificate issued by recognized institution (for the post of Grade-III Stenographers).

- viii. Self-attested copy of Caste Certificate issued by the Competent Authority in case of candidates belonging to Reserved Category.
- ix. Self-attested copy of certificate of Persons with Disability issued by the competent Medical Authority/ Board showing percentage of disability.
- x. Self-attested copy of conversion certificate for the candidates who awarded with Grade marks instead of percentage of marks.
- xi. Self-attested copy of Employment Exchange Registration certificate.
- xii. Self-attested copy of certificate showing to have passed a test in Oriya equivalent to the ME standard.
- xiii. Two Character Certificates in original issued by two different Gazetted Officer/Medical Practitioner/Sarpanch (mention Name & Designation)
- xiv. Three self-addressed envelopes (size 5"X12") with postage stamp of Rs.30/- (Rupees Thirty) affixed on each envelope shall be submitted by the candidates along with the application form for necessary correspondence.
- xv. The candidates, who are married, have to submit a self-declaration certificate that he/she has not more than one spouse living.
- xvi. Candidates working under Central or State Government are required to submit "No Objection Certificate" as per Para 1 (xiii).

NOTE: -

The candidates are required to mention the name of the Post applied for in **BOLD CAPITAL LETTERS** on the top of the envelope containing the application form and shall affix the proper postal stamps failing which the same shall not be accepted.

7. OTHER CONDITIONS

- i. The candidates are required to submit their applications being duly filled in and signed in their own handwriting as per the form.
- ii. Written examination for all posts against this advertisement shall be held on the same day. While a candidate may apply for more than one post, he/she can appear in the written examination for one post only as per his/her choice.
- iii. No T.A. & D.A. will be admissible to the candidates for attending the Recruitment Examination. The original certificates are to be produced by the candidates at the time of viva-voce test. If any document filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.
- iv. Reservation and age relaxation 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.

8. GROUNDS FOR REJECTION:

- i. Incomplete application form.
- ii. Non-signing of declaration.
- iii. Not Passing Oriya Test (M.E standard)/ not furnishing Oriya test pass certificate.

- iv. Not coming in age limit as mentioned in Advertisement.
- v. Not having requisite qualification as provided in Advertisement.
- vi. Not furnishing certificates/documents as provided under Para No.6 of the Advertisement.
- vii. Submission of false information/wrong information regarding Age, Qualification/Category Status etc.
- viii. Suppression of facts/information about eligibility, if any.
- ix. Any other ground as per the decision of the Recruitment Committee.

NOTE:-

- iii. Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application if found false/incorrect/incomplete in any respect will be summarily rejected.
- iv. The candidates are further instructed to regularly verify about the updates of the instant recruitment by visiting the official website of Rayagada Judgeship.
For details, visit <https://rayagada.dcourts.gov.in>

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

Self-attested
Passport size
photograph.

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 as per Christian Era :...../...../.....
Age of the candidate as on **.07.2025:**Years.....Months... Days
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 orequivalent					
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 certificates 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):
15. E-mail id: Mobile 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 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

(Signature of the Candidate)

Sd/-
District Judge-cum-Chairman,
District Recruitment Committee,
Rayagada