

OFFICE OF THE DISTRICT JUDGE, SAMBALPUR.

ADVERTISEMENT No.01/2025

Dated, Sambalpur the 15.05.2025

Last date for receipt of applications: 17.06.2025

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of **Junior Clerk – cum – Copyist, Junior Typist & Stenographer Grade – III** with usual D.A. and other allowances as admissible to the State Government employees from time to time by the Government of Odisha. Applicability of Odisha Group – C & Group – D posts (Contractual appointment) Rules, 2013 to these appointments and regular scale of pay prescribed against each post shall be subject to the result of **W.P.(C) No. 1273 of 2014** pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	UR	SEBC	ST	SC	Total
1	Junior Clerk-cum-Copyist	Rs.19,900-63,200/- in Level - 4 of Pay Matrix of ORSP Rules, 2017	5 (W-2)	-	5 (W-2)	2 (W-1)	12
2	Stenographer Grade - III	Rs.25,500-81,100/- in Level - 7 of Pay Matrix of ORSP Rules, 2017	-	-	1	-	1
3	Junior Typist	Rs.19,900-63,200/- in Level - 4 of Pay Matrix of ORSP Rules, 2017	-	1	-	1	2

(The number of above vacancies in different categories of the post may increase or decrease)

N.B. :- (i) Reservations vacancies for person with Disability (PwD), sports persons & Ex-serviceman shall be made in accordance with the provisions made under relevant rules.

(ii) Out of the vacancies mentioned above, candidates belonging to Person with Disability (PwD) / Sports Person / Ex-Service Man, when selected as per the reservation provided for them, shall be adjusted against the category to which he belongs.

(iii) 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 will be filled up by the male candidates of that category.

(iv) The exchange of reservation between SC & ST will not be considered.

(v) There will be 33% of intra-reservation will be made for women candidates, subject to availability.

(vi) The District Recruitment Committee has got right to revoke the Advertisement / cancel the recruitment process / reject any application without assigning any reason thereof at any time without prior notice.

(vii) Other conditions of service shall be guided by the relevant provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Amendments made thereto, subject to the result of **WP(C) No. 1273 of 2014** pending before the Hon'ble High Court of Orissa.

The undersigned reserves the right to cancel the recruitment process at any time without prior notice. The decision of the undersigned as regards to the 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 / JUNIOR TYPIST.

A candidate, in order to be eligible for any of the above posts, He/ She-

- a) Shall be a citizen of India.
- b) Shall have passed at least +3 Examination or such other qualification equivalent to +3 Examination of a recognized University.
- c) Shall have at least passed Diploma in Computer Application from a recognized institute.
- d) Shall be over 18 years of age and below 32 years of age as on **17.06.2025**, 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, for the respective reserved categories.
- e) Shall be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard.
- f) Shall be of good character.
- g) Shall be of sound health, good physique and free from organic defect or bodily infirmity or communicable disease.
- h) Shall not have more than one spouse living, if married.
- i) He / She must have registered his / her name in an Employment Exchange.
- j) There should not be any criminal proceeding pending against him / her.
- k) Must have possessed a minimum speed of 40 words per minute in English Type Writing (**For the post of Junior Typist**)

- l) Must have possessed a minimum speed of 80 words in shorthand and 40 words in English Type Writing per minute **(For the post of Stenographer Grade – III)**
- m) Candidates working either under 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 this recruitment and obtain **“No Objection Certificate”**.

2. **FEES FOR EXAMINATION**

No examination fees is required to be paid by the candidates of any category.

3. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE:-**

The candidate is required to submit his / her applications being duly filled in and signed by his / her own hand. Further, the candidates are required to furnish particulars as per **Form –“A”** and **ANNEXURE-I** along with following documents mentioned below:-

- i. Copy of self attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet **(For Jr. Clerk – cum – Copyist / Stenographer Grade – III / Jr. Typist)**
- ii. Copy of self attested certificates showing passing of +2 or equivalent examination and Mark sheet **(For Jr. Clerk – cum – Copyist/ Stenographer Grade – III / Jr. Typist)**
- iii. Copy of Self attested Certificates showing passing of +3 or equivalent examination and Mark Sheet **(For Jr. Clerk – cum – Copyist / Stenographer Grade – III / Jr. Typist)**
- iv. Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute. **(For Jr. Clerk – cum – Copyist / Stenographer Grade – III / Jr. Typist).**
- v. Copy of Self attested certificate showing successful completion of Stenography course (Shorthand & English Type Writing) from a recognized institute. **(For the post of Stenographer Grade – III).**

- vi. Copy of self – attested certificate showing successful completion of English Type Writing Course from a recognized institute. **(For the post of Jr. Typist).**
- vii. Copy of self attested certificate showing to have passed Odia at least M.E. Standard from a recognized institute.
- viii. Two original Character Certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch, etc. (Mentioning the name and designation of officers).
- ix. Four self signed recent passport size photographs (One is to be affixed in the application form).
- x. Three self-addressed envelopes with postage stamp of Rs. 30/- (Rupees Thirty) affixed on each for dispatch of call letters by REGISTERED POST.
- xi. Copy of self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC / ST / SEBC categories.
- xii. Copy of self attested disability certificate for persons with Disabilities issued by the competent authority showing percentage of disability.
- xiii. Copy of self attested certificate / identity card of sports person and Ex-Serviceman.
- xiv. Copy of self attested Valid Employment Exchange Registration Card.
- xv. Self attested copy of ‘conversion certificate’ for the candidates who are awarded with Grade marks instead of Percentage of marks.
- xvi. The candidates, who got married, have to submit a self-declaration certificate that he / she has not more than one spouse living.

(The candidates who are in Govt. employment are required to apply through proper channel and submit their self attested copy of “No Objection Certificate” from their employer.)

4. SCHEME OF EXAMINATION

There shall be an examination on the following subjects for the posts noted against each.

(A) JUNIOR CLERK - CUM - COPYIST			
Sl. No.	Subject	Marks	Duration of Test
1	English (Question is of +3 Standard)	100	2 hours
2	Arithmetic	100	1 hour
3	General Knowledge	100	1 hour
4	Computer Science Test (Practical)	100	1 hour
5	Viva-Voce Test	45	--

The successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for viva-voce test for the post of Junior Clerk – cum – Copyist.

4.(a) Detail Syllabus For The Post Of Junior Clerk – Cum – Copyist:

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 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.

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.

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 paragraphs, 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.”

Viva-voce: To test and asses suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook and potential qualities.

(B) JUNIOR TYPIST			
Sl. No.	Subject	Marks	Duration of Test
1	English (Question is of +3 Standard)	100	2 hours
2	Type Writing Test (Through Computer System)	50	10 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing test. Candidates selected in the Type writing test shall be called for Compute Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

4(b). Detail Syllabus For The Post of Junior Typist:

- i. **Written Examination:** There will be a Written Examination in English (Qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.
- ii. **Skill Test:** For the post of Typist, a candidate shall be given a written passage containing **400 (Four Hundred)** words in English language, which he / she shall reproduce in type script in **10 (Ten)** minutes through Computer System.
- iii. **Computer Science Test (Practical):** is same as detailed above for the post of Junior Clerk – cum – Copyist.

(C) STENOGRAPHER GRADE - III			
Sl. No.	Subject	Marks	Duration of Test
1	English (Question is of +3 Standard)	100	2 hours
2	Short hand and Type Writing Test (Type writing Test through computer system)	50	10 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

The successful candidates in written qualifying examination shall be called for Type Writing and Shorthand Test for the post of Stenographer Grade – III, Candidates selected in the Type writing test and Shorthand Test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

4(c). Detail Syllabus For The Post of Stenographer Grade - III:

- i. Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.
- ii. Skill Test: For the post of Stenographer Grade-III, a candidate shall be dictated a passage of **400 (Four Hundred)** words in English language in **five (5)** minutes which shall be taken in shorthand on shorthand note sheet supplied by the examiner , which he / she shall reproduce in type script in **Ten (10)** minutes through Computer System.
- iii. Computer Science Test (Practical): is same as detailed above for the post of Junior Clerk – cum – Copyist.

The date of written test for the post of Junior Clerk – cum- Copyist, Junior Typist and Stenographer Grade – III will be intimated later on.

LAST DATE OF RECEIPT OF APPLICATION:

The last date of receipt of applications is fixed on **17.06.2025 within 5.00 PM**. 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 **Registrar, Civil Courts, Sambalpur**. The candidate may also drop their application form on the “**Application Drop Box**” kept in the Office of the Registrar, Civil Courts, Sambalpur. The application received beyond the above date and time shall be summarily rejected.

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below:

The candidates are required to submit their applications duly filled in and signed in full by their own hands furnishing the required particulars as per the prescribed format and **Annexure – I** as given below. The candidate 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 will be summarily rejected.

1. Separate application should be submitted for each post mentioning the name of post clearly (in CAPITAL letters with underline) on the top of the application and Envelope. All copies of testimonials shall be signed by the candidates.
2. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement shall be summarily rejected.
3. In case of receipt of large number of applications for the Post of Junior Clerk – cum – Copyist / Junior Typists / Stenographer Grade – III the Authority reserves the right to short list 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 (Amendment Rules, 2010 & 2023) and Odisha Group – C & Group – D posts (Contractual appointment) Rules, 2013 and otherwise the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be made final in every respect. Candidates shall be short listed in the ratio of 1:20 on the basis of category wise advertised vacancy as per rule according to the marks in a descending order to appear in the written examination.

4. The date of examination shall be intimated to the eligible candidates in due time by registered post / Official Website of District Court, Sambalpur.
5. The intending candidates applying for different posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Office of the Registrar, Civil Courts, Sambalpur during office hours on the working days only.
6. Written Examination for all posts of this advertisement shall be held on a same day. **While a candidate may apply for more than one post, he / she can appear in the examination for one post only as per his / her choice.**
7. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
8. 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).

9. Caste Certificate, Odia Test Pass Certificate, PwD Certificate, Sports Certificates and Discharge Certificate of Ex-Service man must have been issued by the competent authority within the last date fixed for receipt of application as indicated above.
10. Any form of canvassing by the applicant shall entail rejection of the application.
11. For details, please visit the website:

<https://sambalpur.dcourts.gov.in>

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

Sd/-

**District & Sessions Judge – cum- Chairman,
District Recruitment Committee, Sambalpur.**

FORM – A

FORMAT OF APPLICATION

[See Para 2A of Appendix A]

Self
attested
Passport
size
photograph

POST APPLIED FOR: _____

1. Name of the Candidate (in block letter):

2. Father's / Husband's Name:

3. Sex (*Male / Female*):

4. Marital Status (*Married / Unmarried*):

5. Permanent Address:

6. Present Address:

(along with Mob. No. & e-mail ID)

7. Date of Birth:

Age (as on 17.06.2025): Years..... Months.....Days

8. Educational Qualification (*Attach attested copies thereof*)

Name of the Examination passed	Name of the Board / University	Year of Passing	Total Marks	Aggregate of marks secured	Grade / Division	% of Marks Secured
1	2	3	4	5	6	7
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 (Yes / No).....

(If yes, attach supporting medial 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):

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 and Amendment Rules, 2010 & 2023 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

List of Enclosures: (Mention it in chronological manner):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Full Signature of the candidate

Date:

ANNEXURE-I

SELF – DECLARATION FOR AUTHENTICATION OF CERTIFICATE

I,.....,Son/daughter/wife of Shri /
Smt.....age years,
resident ofDistrict
.....State.....do hereby declare that the information given
above and the documents enclosed herewith containing self-certification is / are
genuine and authentic. If any information / document is found false / forged /
tampered, I shall be personally held responsible for any criminal action under
Section 406/419/420/466/468/471 I.P.C. or any other penal provisions of law and the
authentication of the certificate will be treated as cancelled and intimated to all
concerned. Also all the benefits availed by me shall be summarily withdrawn.

Permanent Address:

Full signature of the Applicant

Date :

Place :

Present Address :

Mobile No. :

e-Mail ID :