

OFFICE OF THE DISTRICT JUDGE, DHENKANAL

No. 01/Rect./ 2025

ADVERTISEMENT

Dated the 24th day of June 2025

Applications in the prescribed format are invited from the intending candidates for filling up of the following posts of Jr. Clerk-cum-Copyist, Jr. Typist, Stenographer Grade-III and Salaried Amin in the Judgeship of Dhenkanal in the regular pay scale as mentioned in the following table against each post with usual D.A. and other allowances, as admissible to them from time to time by the Government of Odisha. The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in the year 2010 & in the year 2023) shall govern these appointments and shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

Sl. No.	Categories of Post	Scale of Pay as per Pay Matrix of ORSP Rules,2017	UR	SC	ST	SEBC	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Junior Clerk-cum-Copyist	Level-4 Rs.19,900- 63,200/-	-	-	5 (W-1)	-	5
2	Junior Typist	Level-4 Rs.19,900- 63,200/-	1	-	3 (W-1)	-	4
3	Stenographer Gr-III	Level-7 Rs.25,500- 81,100/-	1	-	2 (W-1)	-	3
4	Salaried Amin	Level-5 Rs.21,700- 69,100/-	-	-	1	-	1

NOTE:

- a. The number of above vacancies in different categories of the posts may increase or decrease.
- b. The authority reserves the right to cancel the recruitment process at any time by giving notice through official website.
- c. In case of non-availability of eligible/suitable women candidate(s)(W) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.

ELIGIBILITY OF CANDIDATES:

1.1 For the post of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer-Gr.III

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

- a) shall be a Citizen of India.
- b) shall have passed at least +3 examination or such other qualification as are 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 and below 32 years of age as on **24-07-2025**;
Provided that the upper age limit in respect of reserved category of candidates referred to in Rule-5 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto 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.

- 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 defects or bodily infirmity;
- h) shall not have more than one spouse living, if married;
- i) shall have possessed a minimum speed of 40 words per minute in **type writing on computer**(for the post of Jr. Typist), and a minimum speed of 80 words in shorthand and 40 words in **typewriting per minute on computer** (for the post of Stenographer Gr.III).

1.2 For the post of Salaried Amin

The candidate must fulfil the criteria Nos. (a), (d), (e), (f), (g) & (h) as stated above, and also;

- (i) shall have passed H.S.C. examination or equivalent examination of a recognized Board;
- (ii) shall have passed the Revenue Inspector Training from Govt./ Recognized institution;
- (iii) shall have knowledge in Computer Application;

N.B:

- i. Separate application forms should be submitted for each cadre of post mentioning the name of the post clearly (in **CAPITAL letters**) on the top of the application and envelope. However, if a candidate is shortlisted for more than one cadre of post, he/she shall be allowed to appear/sit only for one cadre of post in the Written Examination of his/her choice.
- ii. 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.
- iii. 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.
- iv. The candidates who are in Government employment are required to submit the "No Objection Certificate" issued by their employer.
- v. In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto.
- vi. The District Recruitment Committee has the right to reject any application at any time without assigning any reasons thereof and without prior notice.

FEES FOR EXAMINATION:

No Examination fee is required to be paid by the candidates.

1. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES:

- i. Copy of self-attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet.
- ii. Copy of self-attested certificate showing passing of +2 or equivalent examination and mark sheet (**not for the post of Salaried Amin**)
- iii. Copy of self-attested certificate showing passing of +3 or equivalent examination and mark sheet (**not for the post of Salaried Amin**)

- iv. Copy of self-attested certificate showing passing of at least Diploma in Computer Application from a recognized Institute. **(not for the post of Salaried Amin)**
- v. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute **(only for the post of Jr. Typist)**.
- vi. Copy of self-attested certificate showing successful completion of Stenography course from a recognized Institute **(only for the post of Stenographer Gr-III)**.
- vii. Copy of self-attested certificate showing successful completion of Revenue Inspector Training from Govt./recognized institute **(only for the post of Salaried Amin)**.
- viii. Copy of self attested certificate showing passing of Odia at least M.E standard from a recognized institute in case of candidates having no Odia subject in their study curriculum.
- ix. Two original character certificates issued by two different Gazetted officers/ Medical Practitioners or Sarpanch (mentioning the name and designation of the officer).
- x. Three Self-signed recent passport size photographs **(one is to be affixed in the application form in the space provided)**.
- xi. Three self-addressed envelopes with postage stamps of Rs.30/- (Rupees thirty only) affixed on each.
- xii. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T./S.E.B.C. Categories.
- xiii. Copy of self-attested Valid Employment Exchange Registration Card if any.
- xiv. Copy of self attested disability certificate for Persons with Disability (PwD) issued by competent authority showing percentage (%) of disability.
- xv. Copy of self-attested Certificate/ Identity Card of Sports Person.
- xvi. Discharge certificate issued by the Commanding Officer of the Unit last served if claims reservation under Ex-Servicemen category. He/She must submit an affidavit that he/she has not been appointed against any Civil Post after Military Service, wherever applicable.
- xvii. In case of married person, a self declaration to the effect that he/she is having not more than one spouse living.
- xviii. Copy of self-attested "**Conversion Certificate**" for the candidates who are awarded with "**Grade marks**" instead of "**Percentage of marks**".

2. SCHEME OF EXAMINATION:

(A) For the post of Jr. Clerk-cum-Copyist

Examination	Subject	Marks	Duration of Test	
PART-I	Paper-I	English	100	2 hours
	Paper-II	Arithmetic	100	1 hour
	Paper-III	General Knowledge	100	1 hour
PART-II	Computer Science	100	1 hour	

	Test(Practical)		
PART-III	Viva Voce Test	45	--

Selected numbers of successful candidates in the written test shall be called for the Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist as per rules.

DETAIL SYLLABUS FOR THE POST OF JR. CLERK-CUM-COPYIST:

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 Odia passage to be translated into English | - 15 marks |
| (d) One English Passage to be translated into Odia | - 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.

II. Arithmetic

- Vulgar fractions and decimals,
- HCF and LCM,
- Simple and compound interest,
- Simple and compound practice,
- Percentages, profit & loss, mixtures, partnership, average,
- Rates and taxes, Insurance, Square and cubic measures,
- Problems on time & work and on time & distance.

NOTE: Problems more easily solvable by algebraically methods need not be required to solve 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 (PRACTICAL): To test the proficiency of the candidate relating to matters like text 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.

V. VIVA-VOCE: 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.

(B)FOR THE POST OF STENOGRAPHER GR-III

Examination	Subject	Marks	Duration of Test
PART-I	English(Qualifying in nature)	100	2 hours
PART-II	Shorthand & Type Writing Test(through computer)	50	15 Minutes
PART-III	Computer Science Test(Practical)	100	1 hour

PART-IV	Viva Voce Test	35	--
---------	----------------	----	----

Selected numbers of successful candidates in the written test shall be called for the Shorthand and Type writing Test for the post of Stenographer Grade-III. The candidates selected in Shorthand and Type writing test shall be called for Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Stenographer Grade-III as per rules.

DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III:

- I. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.
- II. **Shorthand & Type Writing Test for the post of Stenographer Gr.III** - A candidate shall be dictated a passage of 400 words in English language in 5 minutes, which he/she shall take in shorthand on shorthand note sheet supplied by the Examiner and shall reproduce such shorthand text of 400 words by typing (**on Computer**) in 10 minutes.
- III. **Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.
- IV. **Viva-voce:** 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.

(C) FOR THE POST OF JR. TYPIST:

Examination	Subject	Marks	Duration of Test
PART-I	English(Qualifying in nature)	100	2 hours
PART-II	Type Writing Test(through computer)	50	10 Minutes
PART-III	Computer Science Test(Practical)	100	1 hour
PART-IV	Viva Voce Test	35	--

Selected numbers of successful candidates in the written test shall be called for the Type writing Test for the post of Jr. Typist. The candidates selected in Type writing test shall be called for Computer Science Test (Practical) and the candidates qualifying in the said Practical Test shall be called for Viva-voce Test for the post of Jr. Typist as per rules.

DETAIL SYLLABUS FOR THE POST OF JUNIOR TYPIST:

- I. **English:**(Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.
- II. **Type Writing Test for the post of Jr. Typist:-**A candidate shall be given a written passage containing 400 words in English language which he/she shall reproduce by typing (**on Computer**)in 10 minutes.
- III. **Computer Science Test (Practical):** Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

- IV. **Viva-voce:** 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.

(D)FOR THE POST OF SALARIED AMIN:

Examination	Subject	Marks	Duration of Test
PART-I	English(HSC Standard)	100	2 Hours
	Arithmetic(HSC Standard)	50	1 Hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1 Hour
PART-II	Survey (Practical Test)	50	--
PART-III	Viva Voce Test	30	--

Selected numbers of successful candidates in the written test shall be called for the Survey Practical Test for the post of Salaried Amin. The candidates selected in Survey Practical Test shall be called for Viva-voce Test for the post of Salaried Amin as per rules.

DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN:

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 Odia passage to be translated into English - 15 marks
 (d) One English Passage to be translated into Odia - 15 marks
 (e) Summary of one English Passage - 20 marks

NOTE: The standard required of a candidate shall be equal to that of H.S.C. Examination conducted by a recognized Board.

II. Arithmetic

- a. Vulgar fractions and decimals,
 b. HCF and LCM,
 c. Simple and compound interest,
 d. Simple and compound practice,
 e. Percentages, profit & loss, mixtures, partnership, average,
 f. Rates and taxes, Insurance, Square and cubic measures,
 g. Problems on time & work and on time & distance.

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

III. Technical knowledge in survey and settlement:

Candidates should have sound knowledge in Survey and Settlement.

- IV. **Viva-voce:** 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.

LAST DATE OF RECEIPT OF APPLICATION FORMS:

The last date of receipt of application forms is **24-07-2025**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates through **Regd. Post/Speed Post addressed to the District Judge, Dhenkanal, P.O./District- Dhenkanal, PIN- 759001** so as to reach on or before **5.00 P.M of 24-07-2025** positively. The applicants may also drop their application forms in the **Drop Box** kept in the **Civil Court premises, Dhenkanal during the office hours of the working days till 5.00 P.M. of 24-07-2025**. The application forms received after 5.00 P.M. of **24-07-2025** shall not be entertained.

GENERAL INFORMATION:

- i. 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 (Annexure-I).
- ii. No T.A. /D.A. will be allowed to the candidates for attending the recruitment examination.
- iii. The candidates need not submit their original testimonials (except the Character certificates & Marital Declaration Certificate) with their application.
- iv. The original testimonials shall be produced by the candidates at the time of appearing in the Viva-voce Test for due verification.
- v. Application received in Incomplete/Incorrect manner or other than the prescribed format shall not be entertained and will be summarily rejected without assigning any reasons.
- vi. Canvassing in any form shall be disqualification of the candidature.
- vii. The date of examination shall be intimated to the eligible candidates in due course of time which shall also be available in the below noted website.
- viii. For application form and detail information, please visit the website: **<https://dhenkanal.dcourts.gov.in>**.
- ix. Candidates are advised to visit the above website regularly for latest update.

Sd/-
District Judge
Dhenkanal

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

POST APPLIED FOR : _____

1. Name of the Candidate :
2. Father's/Husband's name :
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried) :
5. Permanent Address :
6. Present Address :
7. Date of Birth (in figures & words):

Self attested
passport size
photograph

Age (as on 24-07-2025) : _____ Years _____ Months _____ Days

8. Educational qualification: (Attach self attested copies thereof)

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					
Revenue Inspector Training (For the post of Salaried Amin)					
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 certificates issued by the Competent Medical Authority/ Board)

11. Religion :

12. Nationality :

13. Employment Exchange Registration No. if any:

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 the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in the year 2010 & in the year 2023) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Signature of the Candidate

Date:

Mobile No.

E-mail ID: