

OFFICE OF THE DISTRICT JUDGE, JAGATSINGHPUR
ADVERTISEMENT

No. 01/2025

Dated, Jagatsinghpur, the 23rd day of June, 2025

Applications in the prescribed format given below are invited from the desirous candidates for filling up of the following posts under Group-"C" cadre i.e. Junior Clerk-cum-Copyist and Stenographer Grade-III in the Judgeship of Jagatsinghpur.

The appointment to the posts under Group-"C" cadre shall be made on regular basis in the scale of pay/pay matrix level as mentioned against each post with usual D.A. and other allowances as admissible to the State Govt. employees from time to time in accordance to the provisions contained in the **"Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment & Conditions of Service) Rules, 2008 and Amendments made thereto"**. All the posts carrying regular scale of pay/pay matrix level are **subject to the result of WP(C) Case No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.**

The District Judge, Jagatsinghpur reserves the right to cancel the recruitment process at any time without prior notice. The decision of the District Judge, Jagatsinghpur as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Category Wise Vacancies

Sl. No.	Name of the Post	Level of Pay Matrix and Scale of Pay	UR	SEBC	SC	ST	TOTAL
1	Junior Clerk-Cum-Copyist	Level-4, (Rs.19,900-63,200/-)	0	0	1	4 (W-3)	5
2	Stenographer Grade-III	Level-7, (Rs. 25,500-81,100/-)	0	0	0	1	1

N.B: The number of above vacancies in different categories of the post may increase or decrease as per the discretion of the District Recruitment Committee.
The reservation in respect of Physical Handicapped Persons/Ex-service men/Sports Person shall be made as per the relevant laws and rules.

1. Eligibilities of the Candidates:-

For the post of Junior Clerk-cum-Copyist and Stenographer Grade-III:

- Be a citizen of India.
- Have passed at least +3 examination or such other qualifications as are equivalent to +3 examination of a recognized university.
- Have at least passed Diploma in Computer Application from a recognized institute.
- Be over 18 years and below 32 years of age as on the last date fixed for receipt of applications i.e. **24.07.2025**. Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Acts, Rules, Orders or instructions for the time being in force for their respective reserved categories.
- Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- Be of good character.
- Be of sound health, good physique and free from organic defects or bodily infirmity.
- Have not more than one spouse living, if married.
- Have possessed a minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English **(for the post of Stenographer Grade-III)**.
- Have not any criminal proceeding pending against him/her.
- If a Government Servant, whether temporary or permanent can be eligible to apply provided that he/she must have possessed the requisite qualification and shall produce **"No Objection Certificate"** issued from his/her Heads of Office.

2. **Fees for Examination:-**

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

3. **Last date for receipt of Application:-**

The candidates are required to submit their application dully filled in and signed by them and furnish the required particulars in the prescribed format (**FORM-A**) along with requisite documents. The Candidates who are already in Government Service are required to apply through Proper Channel and furnish "No Objection Certificate".

Application along with the required documents and self attested copies of certificates by the candidates shall be sent addressing to the District Judge, Jagatsinghpur by **Regd. Post/Speed Post** so as to reach in the office of the **District Judge, Jagatsinghpur situated at Charchikabazar, Jagatsinghpur, Pin-754103** positively by **5.00 P.M.** on or before **24.07.2025**. Applicants may also drop the applications in the "**Drop Box**" provided in the First Floor near the Administrative office of District Court Complex, Jagatsinghpur within the said time and date on each working days during office hours. The applications received beyond the date and time shall not be entertained.

4. **Scheme of Examination:-**

There shall be examination on the following subject:

For the post of Junior Clerk-cum-Copyist:-

	Subject	Maximum Marks	Duration of Test
Part-I	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 Test	45	

- The candidates selected in the Part-I Test (Written Test) shall be called for the Computer Science Test (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.

The detail syllabus for each subject of the Written Test:-

(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 |

Note: The standard shall be equal to that of +3 examination conducted by a recognized University.

(ii). **Arithmetic :** - Vulgar fractions and decimals, H.C.F and L.C.M, Simple and Compound Interest, Simple and Compound practice, Percentage, Profits and Loss, Mixtures, Partnership, Average, Rates and taxes, Insurance, Square and cubic measures, problems on time and work and on time and distance.

(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 paragraphs, 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 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.

For the post of Stenographer Grade-III:-

	Subject	Maximum Marks	Duration of Test.
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Type-Writing Test	50	15 Minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce Test	35	

• Only Successful candidates in Part-I Test (Written Test) shall be called for Shorthand & Type-Writing Test. There will be a separate test in shorthand and type writing test. **The Type-writing Test shall be held through Computer System.** Candidates selected in part-II examination shall be called for the Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

• **The detail syllabus for each subject of the Written Test:-**

a. **English (Qualifying in nature) :-**

- | | |
|--|----------|
| (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 |

Note: The standard shall be equal to that of +3 examination conducted by a recognized University.

b. **Shorthand & Type-Writing Test:-** For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand note sheet supplied to him/her and reproduce such shorthand test of 400 words in Type script in 10 minutes.

c. **Computer Science Test (Practical):-** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, 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.

d. **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.

5. **The Date of Examination:-**

The date of Written Test/ Computer Science Test (Practical)/Trade Test/ Viva-Voce Test shall be intimated individually by post and also notified in the District Court website i.e. <https://jagatsinghpur.dcourts.gov.in>

6. **List of documents to be submitted by the candidates along with the application form for the post of Junior Clerk-cum-Copyist and Stenographer Grade-III:-**

- i) Copy of self attested birth certificate/H.S.C examination certificate or any equivalent certificate in support of date of birth.
- ii) Copy of self attested mark sheet of the H.S.C examination certificate or any equivalent examination.
- iii). Copy of self attested +2 examination Certificate conducted by the council under section-3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of recognized Council/ Board or University as the case may be.
- iv) Copy of self attested mark sheet of the +2 examination certificate or any equivalent examination.
- v) Copy of self attested +3 examination Certificate or such other qualification as are equivalent to +3 examination of a recognized university.
- vi) Copy of self attested mark sheet of the +3 examination or such other qualifications as are equivalent to +3 examination of a recognized university.
- vii) Copy of self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute as applicable for the post applied for.
- viii) Copy of self attested Short-hand & Type-writing certificate issued by a recognized institute having skill of Typing speed of 40 words per minute and Shorthand speed of 80 words per minute **(for the post of Stenographer Grade-III)**.
- ix) The candidates not having Odia as a subject in HSC level have to submit a copy of self attested certificate showing to have passed a test in Odia equivalent to M.E standard.
- x) Copy of self attested Caste certificate issued by the competent authority (for candidates belonging to SC and ST categories)
- xi) **Two Character certificates in original** issued by two different gazetted Officers (Name & Designation of the Issuing authority are to be mentioned along with seal).
- xii) Four self attested passport size recent photographs (one is to be affixed in the application form on the space provided).
- xiii) Three self-addressed envelopes affixing postal stamp of Rs.30/- (Thirty) on each for despatching of call letters by Regd. Post/Speed Post.
- xiv) Self attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- xv) Self attested copy of sports Identity card in case of Sports person.
- xvi) Self attested copy of Ex-Serviceman Identity card in case of Ex-Serviceman.
- xvii) Self declaration certificate regarding marital status showing to have one spouse living, if married.

N.B:-

1. The candidates are required to submit their applications being duly filled in and signed by them furnishing the required particulars as per the prescribed format. The candidates who are in Govt. Service are required to apply through proper channel. They shall have to produce **"No Objection Certificate"/ "Letter of permission"** from the competent authority.
2. The candidates have to mention the name of the post for which he/she is applying **on the top of the Envelope** as well as **on the top of the Application form** in CAPITAL LETTER.
3. The candidates desirous to apply for more than one post are required to submit separate applications along with the relevant documents but he/she can appear in the examination for one post only as per his/her choice.
4. Candidates who have not been awarded percentage of marks but only "Grade Marks/CGPA" should produce the **"Conversion Certificate"** from the concerned Boards/Councils as the case may be indicating the actual equivalent percentage of mark 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 from the website of the Boards/Councils).

5. The application, if found defective/incomplete in any respect at any stage during the Recruitment process shall be summarily rejected. Further, non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of the application.
6. In case of receipt of large number of applications for the each category of the post 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 & Conditions of Service) Rules, 2008 and Amendments made thereto"** and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the District Recruitment Committee in this regard shall be final in every respect.
7. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination.
8. The candidates need not to submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
9. Date of examination shall be intimated to the eligible candidates in due time.
10. The authority reserves all the rights to accept the selection list or may cancel the same without assigning any reason thereof.
11. The applicants are advised to visit the District Court, Jagatsinghpur website i.e. <https://jagatsinghpur.dcourts.gov.in> from time to time for updates regarding the recruitment process and notifications.

Sd/-Shri S. Pratihari,
District Judge-cum-Chairman,
District Recruitment Committee, Jagatsinghpur

FORM-A
FORMAT OF APPLICATION
(FOR THE POST OF JUNIOR CLERK-CUM-COPYIST/STENOGRAPHER GRADE-III)

POST APPLIED FOR:

1. Name of the Candidate(In Block Letters):
2. Father's/ Husband's Name:
3. Sex (Male/Female/Others):
4. Marital Status (Married/Unmarried):
5. Permanent Address:

Self attested
passport size
photograph

6. Present Address:

Mobile Number:

E-mail Id :

7. (a) Date of Birth(DD/MM/YYYY):
(b) Age as on 24.07.2025:years.....months.....days

8. Educational Qualification: (Attach self attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total marks	Aggregate of marks secured	Grade/ Division	Percentage of marks secured
H.S.C.						
+2 Arts/Commerce / Science or equivalent						
+3 Arts/Commerce / Science or equivalent						
Diploma in Computer Science						

9.Category: (SC/ST/SEBC/GEN/Sports Persons/ Ex-servicemen): (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 medical certificates issued by the Competent Medical Authority/Board)

11.Religion:

12.Nationality:

13.Employment Exchange Registration Number(if any):

14.Attach two character Certificates issued by two different 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 Orissa District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendments made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Signature of the Candidate