



OFFICE OF THE DISTRICT JUDGE, NABARANGPUR.

Dated: Nabarangpur, this the 21st day of June, 2025

ADVERTISEMENT

Applications in the prescribed format given below are invited from the intending candidates for filling up of the following Group-“C” posts in the Judgeship of Nabarangpur under Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto and subject to result of W.P.(C) No.1273/2014 of the Hon’ble High Court of Orissa.

Sl. No.	Name of the Post	Group	Level as per Pay Matrix under ORSP Rules, 2017	CATEGORY				Total
				Unreserved	S.T.	S.C.	SEBC	
1	Stenographer Grade-III	C	Level-7 (₹ 25,500-81,100)	1	1 (W-1)	-	-	2 (W-1)
2	Jr. Clerk-cum-Copyist	C	Level-4 (₹ 19,900-63,200)	2 (W-1)	6 (W-3)	3 (W-2)	-	11 (W-6)
3	Jr. Typist	C	Level-4 (₹ 19,900-63,200)	-	1 (W-1)	-	-	1 (W-1)

The Letter ‘W’ stands for Woman and in the event of non-availability or availability of insufficient number of eligible woman candidate belonging to any particular category, the vacancy or as the case may be, the remaining vacancies shall be filled up by male candidate of that category.

Exchange of reservation between SC and ST will not be considered.

Reservation in respect of Physically Handicapped persons/Ex-Servicemen/Sports persons shall be as per rule.

The number of vacancy to be filled up on the basis of this recruitment is subject to change by the competent authority without notice.

2. ELIGIBILITY OF THE CANDIDATE:

I. All candidates applying for the posts of **Junior Clerk-cum-Copyist**, **Junior Typist**, and **Stenographer Grade-III** must satisfy the following conditions:

- shall be a citizen of India and shall have passed at least +3 examination or such other qualification equivalent to +3 examination of a recognized university;
- shall have at least passed Diploma in Computer Application from a recognized Institute;
- must be over 18 years and below 32 years of age as on **23/07/2025**, 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;
- shall be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard;
- shall be of good character;
- shall be of sound health, good physique and free from any organic or bodily infirmity;
- should not have more than one spouse living, if married;

II. For the post of Junior Typist–

In addition to the conditions prescribed in **Clause-I above**, a candidate must –

- have knowledge of typewriting;
- possess a minimum speed of 40 words per minute in English typewriting;

III. For the post of Stenographer Grade-III –

In addition to the conditions prescribed in **Clause-I above**, a candidate must –

- (a) have knowledge of shorthand and typewriting;
- (b) possess a minimum speed of 80 words per minute in shorthand and 40 words per minute in English typewriting;

The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. **The Candidates who are already in Government service are required to apply through proper channel.**

NOTE:

Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original educational testimonials with their applications, which are to be produced at the time of Viva-Voce Test. If any documents filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.

3. THE SCHEME OF EXAMINATION:

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

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

(B) For the post of Jr. Typist/Jr. Stenographer (Gr-III): -

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Tests</i>
Part-I	English (qualifying in nature)	100	2 hrs.
Part-II(a)	Short-hand & Typewriting Test (For Stenographer)	50	15 minutes
Part-II(b)	Type writing Test (For Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	-
Part-IV	Viva-Voce	35	-

The date, time, and venue of the written test shall be communicated to the eligible candidates in due course, both by post and through the official website of the Nabarangpur District Court (<https://nabarangpur.dcourts.gov.in/>). Candidates are advised to regularly visit the official website of the District Court for the latest updates and notifications regarding the recruitment process.

The syllabus for the examination shall be as prescribed under the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, as detailed below.

4. DETAILED SYLLABUS FOR EACH SUBJECT OF WRITTEN TEST IS AS FOLLOWS:

(I)

(A) ENGLISH:

- i. An essay to be written in English – 30 marks.
- ii. A letter or application to be written in English – 20 marks.
- iii. One Odia passage to be translated into English – 15 marks.
- iv. One English passage to be translated into Odia – 15 marks.
- v. Summary of one English passage – 20 marks.

NOTE – The standard required of a candidate shall be equal to that of a +3 Examination conducted by a recognized University.

(B) ARITHMETIC:

Vulgar fractions and decimal, 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.

NOTE – Problems more easily solvable by algebraic methods need not be required to be solved arithmetically.

(C) GENERAL KNOWLEDGE:

Knowledge of current events and such other matters of everyday observation and experience as may be expected from an educated person.

NOTE:

- From each category of the career merit list, candidates up to 20 times the number of actual vacancies in each category shall be called to appear at the Written Test.
- The pass mark in each paper of the Written Test is 35%. Considering the marks secured in the Written Test, one merit list for General candidates and separate merit lists for each of the reserved categories shall be prepared. Candidates up to 10 times the number of vacancies in each category shall be called for the Computer Science Test (Practical), Shorthand and Typewriting Test, as the case may be, as per the scheme of examination mentioned above and the candidates selected in such practical tests shall be called for the Viva-voce Test.

(II) COMPUTER SCIENCE TEST (PRACTICAL):

This test shall assess the proficiency of the candidate in matters such as text formatting of paragraphs, insertion of tables, skill to print and save, file transfer, website searching/browsing, drawing, e-mail, use of pen drive, and other software, including programmes related to accounting.

NOTE:

- The cut off mark for qualifying in the Computer Test Science (Practical) shall be 50% in case of General candidates and candidates belonging to the other categories and 40% in case of S.C./ S.T. candidates.

(III) VIVA-VOCE TEST:

The Viva-voce Test shall be conducted 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.

NOTE:

- The candidate who qualifies in the Written Test shall be called for the Typewriting Test in the case of Typist. He shall be given a written passage containing 400 words in English Language, which he shall reproduce by typing through Computer System in 10 minutes.
- The candidate who qualifies in the Written Test shall be called for the Shorthand and Typewriting Test in the case of Stenographer. He shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes. The Type writing Test shall be held through Computer System.
- The candidates selected in the aforesaid tests, as applicable to Typist or Stenographer, shall be called for the Computer Science (Practical) Test.
- All the candidates for the posts of Jr. Clerk-cum-Copyist, Jr. Typist and Stenographer Gr-III who qualify in the Computer Science (Practical) Test shall then be called for the Viva-voce Test.

5. LAST DATE OF RECEIPT OF APPLICATIONS

Applications along with required documents including **self-attested copies** of Certificates, Mark Sheets and other testimonials, as the case may be, must reach the Office of the **District Judge, Nabarangpur, At/PO/District: Nabarangpur, PIN-764059** by **23/07/2025** either in person during office hours on each working day or by registered/ speed post. Applications received in the office after the last date shall be summarily rejected.

6. In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rules contained in Odisha District & Civil Courts Judicial Staff Services (Method of Recruitment and conditions of Services) Rules, 2008 and amendments made thereto. Over and above, the District Recruitment Committee is also competent to adopt the method of processing the applications, the scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final and binding in every respect.
7. **List of documents to be submitted by the candidates along with their application.**
- (i) Three self-signed recent passport size photographs, one of such photographs shall be pasted on the application form in the space provided for it.
 - (ii) Self-attested copies of certificates and mark sheets of educational qualification i.e. H.S.C., +2 and +3 Examination.
 - (iii) Self-attested copy of Certificate and Marksheet of Diploma in Computer Application.
 - (iv) Self-attested copy of Caste Certificate in case of Reserved Category.
 - (v) Attested copy of Medical Certificate issued by the competent Medical Authority/ Board in case of Physically/Orthopedically Handicapped person.
 - (vi) Two original Character Certificates issued by two Gazetted Officers/Medical Practitioner/Sarpanch etc.
 - (vii) Two self-addressed envelopes (stamped with Rs.30/- each) of size 23 x 10 CMs.
 - (viii) Self-attested copy of Employment Exchange Registration Card.
 - (ix) Undertaking to the effect that no Criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.
 - (x) Self-attested copy of Shorthand/Type writing Certificate issued by a recognized institution (for Jr. Stenographer (Gr-III)/Jr. Typist).

The Candidates are required to mention the name of the post in **Capital Letters** with underline on the top of their respective applications and on the top of the envelope containing their applications.

The Candidates are required to submit separate applications for each category of post applied for furnishing relevant documents therewith.

Sd/-21.06.2025
Dist. Judge-cum-Chairman,
Dist. Recruitment Committee,
Nabarangpur.

FORM-A

FORMAT OF APPLICATION

[See Para 2A of Appendix 'A']

POST APPLIED FOR: _____

Self-attested
passport Size
photograph

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Sex (Male/Female/others):
4. Marital Status (Married/Unmarried):
5. Permanent Address:
(in Block Letters with Pin Code Number)
6. Present Address:
7. Date of Birth:
(in figures and words)
Age as on 23/07/2025:

8. Educational Qualification: (Attach self-attested copies of certificate in support of qualification).

Name of the Examination passed	Name of the Board/ University	Year of Passing	Full Marks	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: (S.C./S.T./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/orthopaedically 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 Officers/Medical practitioners/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 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.

Memo No.....5163(7)...../2025

Date: 21ST day of June, 2025

Copy forwarded to:

1. All the Courts of the Judgeship of Nabarangpur.
2. The Collector/Superintendent of Police/D.I.P.R.O./District Employment Officer, Nabarangpur for information and necessary action.
They are requested to display the advertisement in their respective office Notice Boards for wide publicity.
3. Copy to the System Assistant, District Court, Nabarangpur for uploading the same in the District Court website.
4. Copy to District Court Notice Board.


Registrar,
Civil Courts, Nabarangpur.