



**OFFICE OF THE DISTRICT JUDGE, GAJAPATI, PARALAKHEMUNDI**

**ADVERTISEMENT No.1**

**Dated 14<sup>th</sup> May, 2025**

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III in the Scale of Pay of Rs.19,900/- to Rs.63,200/- (Level-4 of Pay Matrix); Rs.19,900/- to Rs.63,200/- (Level-4 of Pay Matrix) and Rs.25,500/- to Rs.81,100/- (Level-7 of Pay Matrix), of the 1<sup>st</sup> Schedule of ORSP Rules, 2017, respectively, with usual DA and other Allowances, as admissible to the State Government employees from time to time. The Scale of Pay prescribed for each post shall be subject to the result of WP(C) No.1273 of 2014 pending before the Hon'ble High Court of Orissa.**

Sl. No.	Name of the Post.	Group	CATEGORY				Total	Remarks
			UR	SEBC	SC	ST		
1	Junior Clerk/ Copyist	C	2	3(W-1)	1	3(W-1)	09	The total vacancies include backlog vacancies from previous years.
2	Junior Typist	C	0	0	1(W)	2(W-1)	03	
3	Stenographer Gr. III	C	0	0	0	2(W-1)	02	

- N.B.:-
1. The vacancy reserved for Physically Handicapped/ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong.
  2. The number of vacancies in different categories of posts may increase or decrease.
  3. In case of non-availability of eligible/ suitable woman candidate(s) belonging to the respective category, the un-filled vacancies of that category shall be filled up by eligible/ suitable male candidates of the same category.
  4. The Recruitment Committee has got right to revoke the advertisement/ cancel any application without assigning any reason thereof.
  5. Other conditions of Service shall be guided by the relevant provisions of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the amendments made thereto.

**2. ELIGIBILITY OF THE CANDIDATES FOR POST OF JUNIOR CLERK-CUM-COPYIST:-**

- A. A candidate, in order to be eligible to the posts, shall –

- i) be a citizen of India;
  - ii) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
  - iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
  - iv) be over 18 years and below 32 years of age as on the last date fixed for receipt of applications i.e. 14.06.2025;
- Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates; and 10 years in case of Physically Handicapped Candidates. 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) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
  - vi) be of good character;
  - vii) be of sound health, good physique and free from organic defects or bodily infirmity;
  - viii) have not more than one spouse living, if married;

### 3. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR TYPIST:-

A candidate, in order to be eligible to the posts, shall -

- A.
  - i) be a citizen of India;
  - ii) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
  - iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
  - iv) be over 18 years and below 32 years of age as on the last date fixed for receipt of applications i.e. 14.06.2025;

*Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates; and 10 years in case of Physically Handicapped Candidates. 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) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
- vi) be of good character;
- vii) be of sound health, good physique and free from organic defects or bodily infirmity;
- viii) have not more than one spouse living, if married;

- B. The Candidate must have passed Typing from a registered institute and have possessed a minimum speed of 40 words per minute in Typewriting in English.

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#### 4. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF STENOGRAPHER GRADE-III :-

- A. A candidate, in order to be eligible to the posts, shall -
- i) be a citizen of India;
  - ii) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
  - iii) have at least passed Diploma in Computer Application (DCA) or equivalent from a recognised institution;
  - iv) be over 18 years and below 32 years of age as on the last date fixed for receipt of applications i.e. 14.06.2025;

*Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates, and 10 years in case of Physically Handicapped Candidates. 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) be able to speak, read and write Odia and have passed a Test in Odia language equivalent to M.E. standard;
  - vi) be of good character;
  - vii) be of sound health, good physique and free from organic defects or bodily infirmity;
  - viii) have not more than one spouse living, if married;
- B. The Candidate must have passed Stenography and Typing from a registered institute and have possessed a minimum speed of 80 words in shorthand and 40 words in Typewriting, in English per minute.

#### 5. FEES OF EXAMINATION :-

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

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 prescribed Format given below. The candidates, who are in **Government employment, are required to apply through proper channel.**

**Note:-** Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his/her application. The application, if found defective/incomplete in any respect, shall be summarily rejected. No TA/DA will be allowed to the candidates for attending the recruitment examination. The candidates need not to submit their original testimonials with their applications, which are to be produced at the time of Viva-voce Test.

#### 6. SCHEME OF THE EXAMINATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST JUNIOR TYPIST & STENOGRAPHER GRADE-III SHALL BE AS FOLLOWS:

There shall be an examination on the following subjects for the posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III.

(a)	Junior Clerk-cum-Copyist	Subject	Marks	Duration of tests
	Part-I	English	100 marks	02 hours
		Arithmetic	100 marks	01 hours
		General Knowledge	100 marks	01 hours
	Part-II	Computer Science Test (Practical)	100 marks	01 hours
	Part-III	Viva-voce Test	45 marks	--

(b)	Junior Typist	Subject	Marks	Duration of tests
	Part-I	English	100 marks	02 hours
		(Qualifying in nature)		
	Part-II	Typewriting Test	50 marks	10 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	Viva-voce Test	35 marks	--

**Typewriting Test will be held after publication of result of the Written Test and the said test shall be held through Computer System.**  
**(N.B.:- No need to bring type-writer machine during typewriting test.)**

(c)	Stenographer Grade-III	Subject	Marks	Duration of tests
	Part-I	English	100 marks	02 hours
		(Qualifying in nature)		
	Part-II	Shorthand & Typewriting Test	50 marks	15 Min.
	Part-III	Computer Science Test (Practical)	100 marks	01 hour
	Part-IV	Viva-voce Test	35 marks	--

**Shorthand & Typewriting Test will be held after publication of result of the Written Test and the typewriting test shall be held through Computer System.**  
**(N.B.:- No need to bring type-writer machine during typewriting test.)**

The syllabus for the examination is as provided in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

**7. DETAILS OF SYLLABUS FOR EACH SUBJECT OF WRITTEN TEST SHALL BE AS FOLLOWS:-**

**(i) a. ENGLISH: (100 Marks)**

1. An essay to be written in English : 30 marks.
2. A letter or application to be written in English : 20 marks.
3. One Odia passage to be translated into English : 15 marks.
4. One English passage to be translated into Odia : 15 marks.
5. 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.

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**b) ARITHMETIC: (100 Marks)**

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 algebraically methods need not be required to be solved arithmetically.

**c) GENERAL KNOWLEDGE: (100 Marks)**

Knowledge of Current events and such other matters of every day observation and experience as may be expected from an educated person.

**N.B.:-**

- From each category of career merit list, candidates up to **20 times** of actual vacancy in each category shall be called to appear at the written test.
- Pass mark in each of the Paper of Written Test is **35%**. Considering the marks secured in the written test one merit list for General candidates and separate merit list for each of the reserved categories shall be prepared and candidates up to **10 times** vacancy in each category shall be called for Computer Science Test (Practical), Shorthand and Typewriting Test, as the case may be, and the candidates selected in such practical test shall be called for Viva-voce Test.

**(ii) COMPUTER SCIENCE TEST (PRACTICAL):- (100 Marks)**

To test the proficiency of the candidate relating to the matters like "text formatting of paragraphs, insertion of tables, skill to print and save, file transfer, web-site searching / browsing, drawing, e-mail use of pen drive and other software etc, and programmes of accounting.

**(iii) VIVA-VOCE TEST:-**

To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

**Note:**

- a) The candidates, who have qualified in the written test, shall be called for typewriting test in case of Typist and be called for shorthand and Type writing test in case of Stenographer. The candidates selected in the aforesaid test as applicable to Typist/Stenographer shall be called for the test of Computer Science (Practical Test) and the candidates selected in the Computer Science (Practical Test) shall be called for Viva voce Test.
- b) The venue, date & time of examination shall be decided later on by the District Recruitment Committee.

**8. LAST DATE OF RECEIPT OF APPLICATIONS:-**

Applications along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Registered Post/Speed Post so as to reach the **Office of the District Judge, Gajapati, Paralakhemundi, At/P.O.: Paralakhemundi, District: Gajapati, PIN: 761200**, by **14.06.2025** positively. The candidates may also drop their applications in the box meant for it in the office of the District & Sessions Judge, Gajapati, Paralakhemundi during the office hour and within the prescribed date. The applications received beyond the last date shall be summarily rejected.

The envelope containing their application should be addressed as:-

Speed Post/ Registered Post	
APPLICATION FOR THE POST OF " _____ "	
From,	To,
Name _____,	The District Judge, Gajapati,
Address _____,	Paralakhemundi,
Pin Code _____,	At/P.O.: Paralakhemundi,
Contact No. _____,	District: Gajapati, PIN: 761200,

**9. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POST OF JUNIOR CLERK/ COPYIST, JUNIOR TYPIST AND STENOGRAPHER Gr.-III :**

The candidates are required to submit the following documents along with their applications :-

1. Self attested photocopy of H.S.C examination certificate or its equivalent certificate in support of date of birth.
2. Self attested photocopy of +2 examination certificate or its equivalent certificate.
3. Self attested photocopy of +3 examination certificate or its equivalent certificate.
4. Self attested photocopy of mark sheet of H.S.C examination or any equivalent examination.
5. Self attested photocopy of mark sheet of +2 examinations or any equivalent examination.
6. Self attested photocopy of mark sheet of +3 examinations or any equivalent examination.
7. Self attested photocopy of certificate showing to have passed at least Diploma in Computer Application (DCA).
8. Self attested photocopy of caste certificate issued by the appropriate authority in respect of candidates belonging to S.C / S.T / S.E.B.C Categories.
9. Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute (**For the post of Junior Typist**).
10. Self attested photocopy(ies) of certificate(s) showing successful completion of Shorthand & Typewriting courses in English from a recognized Institute (**For the post of Stenographer Grade-III**).
11. Self attested photocopy of Identity Card of Sports person issued by Government (as required under Rule-2(k) of *Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008*).
12. Two Character certificates issued by two Gazetted Officers / Medical Practitioner / Sarapancha etc. (Mention name & Designation of the officers).
13. Four pass port size recent photographs self attested (one is to be affixed in the application on the space provided).

14. Two **self-addressed** envelopes of size 5" X 12" affixing with postal stamps of Rs.30/- (Thirty) on each for despatch of call letters by Registered post.
15. A declaration regarding marital status showing to have one spouse living, if married.
16. Photo Copy of medical certificate showing the percentage of disability issued by the appropriate authority in case of the candidates under persons with disabilities.
17. A declaration showing that she/he has no criminal antecedent.

**N.B. :-**

- a) All the copies of testimonials shall be signed by the candidates.
- b) The candidates are required to submit separate applications for separate posts.
- c) If a candidate applies under Reserve Category and failed to file the Caste Certificate, then he/she will be treated under Unreserved category.
- d) The candidates are required to mention the **Category of posts**, which they apply for, in **CAPITAL LETTERS** on the top of their respective applications.  
(Example: APPLICATION FOR THE POST OF : \_\_\_\_\_)
- e) **For detailed Advertisements, the candidates may visit the following Websites :-**
  - (i) **Gajapati District Court** : [www.districts.ecourts.gov.in/gajapati](http://www.districts.ecourts.gov.in/gajapati)
  - (ii) **NIC, Gajapati** : [www.gajapati.nic.in](http://www.gajapati.nic.in).
- f) **The candidates may regularly visit the website of Gajapati District Court i.e. [www.districts.ecourts.gov.in/gajapati](http://www.districts.ecourts.gov.in/gajapati), for further updates, if any, during the recruitment process.**

**Sd/- Dated 14-05-2025**  
**District Judge-cum-Chairman,**  
**District Recruitment Committee, Gajapati.**

**FORM-A**  
**FORMAT OF APPLICATION**  
**(FOR THE POST OF JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST, STENOGRAPHER GRADE-III)**  
[See Para 2A of Appendix A]

APPLIED FOR THE POST OF : \_\_\_\_\_

1. Name of the Candidate \_\_\_\_\_
2. Father's / Husband's name \_\_\_\_\_
3. Sex (Male/Female/Others) \_\_\_\_\_
4. Marital status (Married / Unmarried) \_\_\_\_\_
5. Permanent Address \_\_\_\_\_
6. Present address \_\_\_\_\_
7. a) Date of birth \_\_\_\_\_
- b) Age as on (01.05.2025) : ( ) Years \_\_\_\_\_ Months \_\_\_\_\_ Days.

Self attested  
Passport Size  
Photograph

8. Educational qualification (attach self-attested copies of

Name of the examination passed	Name of the Board / University	Year of passing	Aggregate of mark 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 : (SC/ ST/ SEBC/GEN/ Sports Person / Ex-serviceman) \_\_\_\_\_  
(Strikeout 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 Number \_\_\_\_\_
14. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner / Sarapanch 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 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.