

## OFFICE OF THE DISTRICT JUDGE, KALAHANDI, BHAWANIPATNA

### ADVERTISEMENT NO. 01 OF 2025

Dated, Bhawanipatna the 8th day of July, 2025

Application in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerk, Junior Typist, Copyist, Stenographer, Gr-III and Salaried Amin in the scale of pay mentioned against each posts on regular basis subject to the result of W.P. (C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack. The recruitment for the post of Junior Clerk, Junior Typist, Copyist, Stenographer, Gr-III and Salaried Amin shall be made in accordance with the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto from time to time.

Sl. No.	Category of Posts	UR	U.R (W)	ST	ST (W)	SC	SC (W)	SEBC	SEBC (W)	Total
1	Junior Clerk Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017)	--	01	04	--	02	--	--	---	07
2	Junior Typist Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017)	--	01	--	01	--	--	--	--	02
3	Copyist Rs.19,900-63,200/-(Level-4 of the Pay Matrix of the ORSP Rules, 2017)	--	--	--	01	--	--	--	--	01
4	Stenographer, Gr-III Rs.25,500-81,100/- (Level-7 of the Pay Matrix of the ORSP Rules, 2017)	02	--	--	--	--	--	--	--	02
5	Salaried Amin Rs.21,700-69,100/- (Level-5 of the Pay Matrix of the ORSP Rules, 2017)	01	--	01	--	--	--	--	--	02

### N.B.:

- (a) Out of the vacancies mentioned above, candidates belonging to person with disability (PwD) when selected as per the reservation provided for them shall be adjusted against the category to which they belong.

- (b) In the event of non-availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies will be filled up by male candidates of that category.
- (c) The exchange of reservation between SC & ST shall not be considered.
- (d) The number of posts as indicated above may increase or decrease.
- (e) The vacancy includes backlog vacancy in respect of different categories of posts.
- (f) Reservation of vacancies for women, sports persons and ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant Rules.
- (g) The undersigned reserves the right to modify/revoke the advertisement / cancel the Recruitment process/ cancel any application without assigning any reason at any time without prior notice.
- (h) The decision of the District Judge, Kalahandi as regard to the result of examination shall be final and in no case shall be liable to be challenged.

### **ELIGIBILITY**

#### **A CANDIDATE IN ORDER TO BE ELIGIBLE FOR THE POST OF JUNIOR CLERK, JUNIOR TYPIST, COPYIST AND STENOGRAPHER GRADE-III SHALL**

- (I) have passed at least +3 examination or such other qualification as are equivalent of +3 examination from a recognized university.
- (II) be a citizen of India.
- (III) have passed at least Diploma in Computer Application from a recognized Institute.
- (IV) be over 18(Eighteen) years and below 32 (Thirty-Two) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 08.08.2025. Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, orders or instructions for the time being in force, for the respective reserved categories.
- (V) be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. Standard.
- (VI) be of good character.
- (VII) be of sound health, good physique and free from organic defects or bodily infirmity.
- (VIII) not have more than one spouse living, if married.

#### **A CANDIDATE IN ORDER TO BE ELIGIBLE FOR THE POST OF SALARIED AMIN SHALL:-**

- (I) have passed the matriculation examination or equivalent examination of a recognized Board.
- (II) have passed Revenue Inspector Training.
- (III) be over 18(Eighteen) years and below 32(Thirty-Two) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 08.08.2025. Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act,

Rules, Orders or instructions for the time being in force, for the respective reserved categories.

- (IV) be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (V) be of good character.
- (VI) be of sound health, good physique and free from organic defects or bodily infirmity.
- (VII) not have more than one spouse living. If married.
- (VIII) have basic knowledge in computer application.

#### **FEEES FOR EXAMINATION**

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

#### **SCHEME OF EXAMINATION FOR THE POST OF JUNIOR CLERK & COPYIST**

##### **Written Test**

	Subject	Maximum Marks	Duration of examination
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour

##### **Practical Skill Test**

Part-II	Computer Science Test (Practical)	100	1 hour
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##### **Viva-voce**

Part-III	Viva-voce Test	45	--
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Only successful candidates in the written (Part-I) examinations shall be called for Computer Science Test (Practical) and the candidates qualified in the Computer Science Test (Practical) shall be called for Viva-voce.

#### **SCHEME OF EXAMINATION FOR THE POST OF STENOGRAPHER GRADE-III & JUNIOR TYPIST**

##### **Written Test**

	Subject	Maximum Marks	Duration of examination
Part-I	English (Qualifying in nature)	100	2 hours

##### **Practical Skill Test**

Part-II	Shorthand and Type writing Test (For Stenographers Grade-III)	50	15 minutes (5 minutes for taking dictation of 400 words in shorthand and 10 minutes for typing)
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	Type writing Test (For Typist)	50	10 minutes (400 words)
Part-III	Computer Science Test (Practical)	100	1 hour
	Viva-voce Test	35	--

**N.B. :- The typewriting test for the post of Stenographer Grade-III and Junior Typist shall be done through Computer System in English Language only.**

Only successful candidates in the written (Part-I) examinations shall be called for Shorthand and Typewriting Test for the post of Stenographer Grade-III and Type writing Test for the post of Junior Typist. The successful candidates in shorthand and typewriting test shall be called for Computer Science Test (Practical). The candidates qualified in the Computer Science Test (Practical) shall be called for Viva-voce.

**SCHEME OF EXAMINATION FOR THE POST OF SALARIED AMIN**

Sl. No.	Subject	Maximum marks	Duration of examination
Part-I	Arithmetic( 10 <sup>th</sup> standard)	100	1 hour
	Technical Knowledge in Survey and Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Technical Knowledge in Survey and Settlement (Practical)	50	30 minutes
Part-III	Viva-voce	30	--

Only successful candidates in the written (Part-I) examinations shall be called for Technical Knowledge in Survey and Settlement (Practical) and the candidates qualified in the Technical Knowledge in Survey and Settlement (Practical) shall be called for Viva-voce.

Syllabus for each subject of the written test shall be as follows:-

1. **ENGLISH**

- An essay to be written in English;
- A letter or an application to be written in English;
- One Odia passage to be translated into English;
- One English passage to be translated into Odia;
- Summary of one English passage.

2. **ARITHMATIC**

Vulgar fractions and decimal, H.C.F. & L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentage, Profit and Loss, Mixture, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time and Work and on Time and Distance.

3. **GENERAL KNOWLEDGE:**

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

4. **COMPUTER SCIENCE TEST FOR PRACTICAL**

To test the proficiency of the candidates 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.

5. **VIVA-VOCE TEST:**

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

6. **TECHNICAL KNOWLEDGE IN SURVEY AND SETTLEMENT (Written & Practical):**

Candidates should have sound knowledge in Survey & Settlement.

**No T.A/ D.A. is admissible to the candidates.**

**LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES:**

**The candidates are required to submit their application being duly filled in and signed (full signature) in Form-A along with the following documents:-**

- (i) Copies of self attested H.S.C. Board or equivalent certificate showing proof of age and mark sheet (for Junior Clerk, Junior Typist, Copyist and Stenographer Grade-III and Salaried Amin).
- (ii) Copies of self attested certificate showing passing of +2 or equivalent examination and mark sheet (for Junior Clerk, Junior Typist, Copyist and Stenographer Grade-III).
- (iii) Copies of self attested certificate showing passing of +3 or equivalent examination and mark sheet (for Junior Clerk, Junior Typist, Copyist and Stenographer Grade-III).
- (iv) Copy of self attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute (for Junior Clerk, Junior Typist, Copyist and Stenographer Grade-III).
- (v) Copy of self attested certificate showing successful completion of Stenography course (Shorthand and English Typewriting) from recognized institute (for the post of Stenographer Grade-III).
- (vi) Copy of self attested certificate showing successful completion of English Type Writing course from recognized institute (for the post of Junior Typist).
- (vii) Copy of self attested certificate of Revenue Inspector Training (For the post of Salaried Amin).
- (viii) Three numbers of self signed recent passport size photographs (including the photograph pasted on the Application Form).

(ix) **Two Character Certificates** in original issued by two different Gazatted officers/ Medical Practitioner/ Sarapanch etc. (The names and designation of the issuing Authority are to be mentioned).

(x) **Three nos. of self addressed envelopes** duly affixed with postage stamps of Rs. 30/- affixed on each envelope for dispatch of call letters by **REGISTERED POST**.

(xi) One declaration regarding marital status showing to have not more than one spouse living, if married.

(xii) Copy of **self attested caste certificate issued by the competent authority** (for SC/ST and SEBC candidates).

(xiii) Copy of **self attested disability certificate issued by the competent authority** (for person with Disability (PwD) candidates).

(xiv) Copy of **self attested certificate/Identity Card of Sports Persons/ Ex-serviceman**.

(xv) Self attested copy of **“Conversion Certificate”** for the candidates who are awarded with Grades instead of percentage.

(xvi) Copy of **self attested certificate showing to have passed Odia** at least M.E. Standard from a recognized institute.

(xvii) Copy of **self attested Valid Employment Exchange Registration Card**.

(xviii) **An undertaking/declaration to the effect that he/she has no criminal antecedent.**

**LAST DATE FOR RECEIPT OF APPLICATION:**

The application along with the required documents and self attested copies of certificates addressed to the **District Judge, Kalahandi, Bhawanipatna, At/Po- Bhawanipatna, Dist- Kalahandi, Pin- 766001** must reach the office of the District Judge, Kalahandi, Bhawanipatna on or before 08.08.2025 by **Registered Post/Speed Post only**. Applications received in any other mode shall not be entertained. Applications received in the office after the office hour of last date shall be summarily rejected.

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

1. 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 in Form-A 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.***

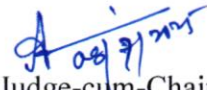
2. Separate application should be submitted for each post mentioning the name of the post clearly **(in CAPITAL letters with underline)** on the Top of the application and the

Envelope containing the application from. All copies of testimonials shall be signed by the candidates.

3. 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.
4. In case of receipt of large number of applications for the post of Junior Clerk, Junior Typist, Copyist and Stenographer Grade-III and Salaried Amin, the authority reserves 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 made thereto)** 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 final in every respect. Candidates shall be short listed in the ratio of 1:20 on the basis of advertisement vacancies as per rule according to the marks in a descending order to appear in the written examination.
5. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
6. The date of examination shall be intimated to the eligible candidates in due time by registered post/ official website of District Court, Kalahandi.
7. Written Examination for all posts of this advertisement shall be held on a same day. **Candidates applying for more than one post can appear in the examination for one post only as per his/ her choice.**
8. If the academic certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.
9. 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.
10. Caste Certificate, Odia Test Certificate, PwD Certificate and Discharge Certificate of Ex-service man must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.
11. Any form of canvassing the applicant shall entail rejection of the application.
12. During the Recruitment process, no communication in what so ever manner shall be entertained.
13. For details, please visit the website:

<https://Kalahandi.ecourts.gov.in/>

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

  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Kalahandi, Bhawanipatna.

**FORM-A**  
**FORMAT OF APPLICATION**  
**(See para-2A of Appendix A)**

**POST APPLIED FOR .....**

1. Name of the Candidate (in Capital Letters):
2. Father's / Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/ Unmarried):
5. Permanent Address:
6. Present Address including contact number and e-mail i.d., if any,
7. Date of Birth\_\_\_\_\_ Age as on 08.08.2025: \_\_ Years\_\_ Months\_\_ Days.
8. Educational Qualification (Attach self-attested copies of certificates in support of qualification)

Affix self attested  
recent passport  
size photograph

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 Certificate (For the post of Salaried Amin only)					

9. Category: (SC/ST/SEBC/GENERAL/ 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 certificate issued by the Competent Medical Authority/ Board):
11. Religion:
12. Nationality:
13. Employment Exchange Registration No:
14. Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarapanch 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 & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & amendments made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

**Date:**

**Place:**

**Full Signature of the Candidate**

Memo No. 5253/dated 08.07.2025

Copy forwarded to the Collector & District Magistrate, Kalahandi/Superintendent of Police , Kalahandi, Bhawanipatna with a request to display the same in their office notice board.

Copy forwarded to the SDJM, Dharamgarh/ JMFC, Jaipatna/M.Rampur/ Koksara/Th.Rampur /Kesinga/ Nyayadhikari, Gram Nyayalaya-JMFC, Junagarh with a request to display the advertisement in the Notice Boards of their respective courts.


Copy forwarded to the District Employment Officer, Kalahandi, Bhawanipatna with a request to impress upon the eligible candidates to apply as per the advertisement

Copy forwarded to the DIO(NIC), Bhawanipatna with a request to upload the advertisement in the Kalahandi District Website.

Copy forwarded to the System Officer, District Court, Kalahandi, Bhawanipatna with a direction to upload the advertisement in the District Court Website

Copy forwarded to the Registrar, Civil Courts, of all the judgeships of Odisha with a request to display the advertisement in their respective office notice boards.

Copy to District Court Notice Board.

  
08.7.15  
Registrar, Civil Courts,  
Kalahandi, Bhawanipatna.