



## OFFICE OF THE DISTRICT JUDGE, BALASORE

### **ADVERTISEMENT No.01 of 2025**

Dated, Balasore the 20<sup>th</sup> day of May, 2025

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk/Copyist, Junior Grade Typist & Salaried Amin**. All the posts carry regular scale of pay subject to the result of the Writ petition in W.P. (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

Sl. No.	Categories of posts	Pay Scale	SC	ST	SEBC	UR	Total
1	2	3	4	5	6	7	8
01	Junior Clerk/ Copyist	<b>Level-4</b> Rs.19,900- 63,200/-	05	05	03	06	19
02	Junior Grade Typist	<b>Level-4</b> Rs.19,900- 63,200/-	--	01	--	01	02
03	Salaried Amin	<b>Level-5</b> Rs.21,700- 69,100/-	--	02	--	01	03

**1. Reservations** – Notwithstanding anything contained in the rules reservation of vacancies for –

(a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made there under.

(b) Women, sports persons, Ex-Servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

**2. Competitive Examination** –

(1) A candidate in order to be eligible for the posts as in sub-rule (1) of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & ***consolidated till latest amendment dated 06.03.2025*** shall –

(a) be a Citizen of India.

(b) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.

(c) have at least passed Diploma in Computer Application from a recognized institute;

(d) be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee;

Provided that, the upper age-limit in respect of reserved categories 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 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) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. Standard;

(f) be of good character;

(g) be of sound health, good physique and free from organic defects or bodily infirmity;

(h) have not more than one spouse living, if married.

(2) The standard, syllabus, subjects of examination, cut off mark to be obtained for qualifying in the test, determination of vacancies, advertisement of vacancies and communication of results shall be as set forth in Appendix 'A' of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

**3. Manner of Selection of Candidates** – (1) After receipt of applications for recruitment examination career merit lists for general and reserved categories according to the descending order of total of percentage of marks in H.S.C., +2 and +3 examination or their equivalent examinations shall be prepared.

(2) 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.

(3) 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 ten times of vacancy in each category shall be called for Computer Science test (practical), and typewriting test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.

(4) On the basis of marks secured in the written test, practical test as provided in sub-rule-3 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the viva voce test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks.

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 shall be selected for filling of the vacancy.

(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier.

#### **4. Success in Examination Confers no right to Appointment –**

(1) Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.

(2) The name of the candidate who does not accept a post of Junior Clerk, Typist, Copyist when so offered, shall be removed from the list.

(3) The decision of the District Judge as to the result of the examination shall be final and in no case shall be liable to be challenged.

#### **5. For recruitment to the post of Salaried Amin, a candidate shall,**

(i) have passed the matriculation examination or equivalent examination of a recognized Board; and

(ii) have passed the Revenue Inspector Training.

**6. Other Conditions of Service** – The conditions of service in regard to matters not covered by these rules shall be the same as are or as may, from time to time, be prescribed by the State Government.

**7.** A candidate desirous of sitting for the examination shall submit an application to the District Judge stating his/her name, address (both permanent and present address, if any), educational qualifications and date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category.

**8.** The application form for competitive examination of all the Ministerial Cadres in the District and Civil Courts Services shall be in the format in **Form-A** appended to the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

**9. (1). The Scheme of Examination for Junior Clerk and Copyist shall be as follows:-**

- (i) Written Test consisting of
  - (a) English- 100 marks
  - (b) Arithmetic- 100 marks
  - (c) General Knowledge- 100 marks
- (ii) Computer Science Test (Practical)- 100 marks
- (iii) Viva Voce Test- 45 marks

**Note** – (A) Those candidates who have secured 35% of mark in each of the paper of written test shall be called for Computer Science Test (Practical) in the ratio provided in sub-rule (3) of rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

(B) The candidate shall answer the question in English unless otherwise directed.

(C) 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.

**(2) Details of syllabus for each subject of the written test shall be as follows:-**

**(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 required of a candidate 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, 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.

**(iii) Computer Science (Practical)-** To test the proficiency of the candidate relating to matters like “test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading email, use of pen-drive and other software etc. and programmes of accounting.

**(iv) General Knowledge** – Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

**(v) Viva Voce** – To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

**10. (1) The scheme of examination for the post of Typists shall be as follows:-**

Written test consisting of

- (i) English (qualifying in nature)- 100 marks
- (ii) Type Writing Test (for Typist)- 50 marks
- (iii) Computer Science Test (Practical)- 100 marks
- (iv) Viva-Voce Test- 35 marks.

- Note** - (a) The details of syllabus for written test in English is the same as provided in Paragraph 3(2) of Appendix-'A' of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
- (b) The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.
- (c) Other conditions as applicable to the written test for Junior Clerks and Copyist shall also apply.
- (d) Syllabus for Computer Science Test (practical and Viva-voce test is the same as provided in Paragraph 3(2) of Appendix-A of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008
- (e) The provisions of Sub-Rule (3) of Rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 shall apply in drawing the merit list after written test in English and in calling for the candidates for Typewriting Test in case of Typist. The candidates selected in the aforesaid test as applicable to Typist shall be called for test of Computer (practical) test and the candidate selected in Computer (practical) shall be called for Viva-voce test.
- (f) As the written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub-rule (4) and (5) of Rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 on the basis of aggregate of marks obtained in Typewriting test (in case of Typist), Computer Science Test (practical) and Viva-Voce.
- (2) A candidate for the post of Junior Typist shall be given a written passage containing 400 words in English language, which he shall reproduce by typing through Computer System in 10 minutes.

**SYLLABUS FOR THE POST OF SALARIED AMIN SHALL BE AS FOLLOWS:**

- (i) English:-
- (a) An essay to be written in English,
  - (b) A letter or an application to be written in English,
  - (c) An Odia passage is to be translated into English,
  - (d) An English passage is to be translated into Odia,
  - (e) Summary of one English passage.

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

(ii) Arithmetic:-

Vulgar fractions and Decimals, HCF & LCM, simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. In case of Salaried Amin, the questions shall be HSC level.

(iii) Technical Knowledge in Survey and Settlement:-

Candidate should have sound knowledge in Survey and Settlement.

(iv) 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.

## 11. Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by **Registered / Speed Post** so as to reach the **Office of the District Judge, Balasore- 756001** by **5.00 P.M. on 23.06.2025** positively. The applications received beyond that date shall be summarily rejected.

## 12. The list of documents to be submitted by the candidates along with their applications for the posts of Junior Clerk and Jr. Gr. Typist are as follows:

- (i) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
- (ii) Self attested photocopies of H.S.C. Board Certificate or equivalent certificate showing proof of age with mark sheet, certificates showing passing of +2 or equivalent examination and mark sheet and certificates showing passing of +3 or equivalent examination and mark sheet.
- (iii) Self attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
- (iv) Self attested photocopy of certificate showing minimum speed of 40 words in English typing, from a recognized Institute for the post of Jr. Gr. Typist.
- (v) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped and Ex-Serviceman.

- (vi) Certificate showing knowledge in Computer Application (at least passed Diploma in Computer Application from a recognized Institute).
- (vii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (viii) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (ix) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
- (x) Candidates already in Govt. service, whether Temporary or permanent shall have to produce “No objection Certificate”/ “Letter of permission” from the competent authority.
- (xi) The candidates, who are in Govt. Service, are required to be submitted his/her application through proper channel.
- (xii) Self-declaration for Authentication of Certificate (Annexure-I).

**13.** The list of documents to be submitted by the candidates along with their applications for the posts of Salaried Amin is as follows:

- (i) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
- (ii) Self attested photocopies of H.S.C. Board Certificate or equivalent certificate from any recognized Board showing proof of age with mark sheet.
- (iii) Self attested photocopy of certificate showing successful completion of Revenue Inspector Training.
- (iv) The candidate, who possess the certificate of work experience in settlement and consolidation organization granted by Settlement Officer or Deputy Director, consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same.
- (v) Certificate showing knowledge in Computer Application.
- (vi) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.T. category and Physically Handicapped and Ex-Serviceman.
- (vii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (viii) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (ix) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.

- (x) Candidates already in Govt. service, whether Temporary or permanent shall have to produce “No objection Certificate”/ “Letter of permission” from the competent authority.
- (xi) The candidates, who are in Govt. Service, are required to be submitted his/her application through proper channel.
- (xii) Self-declaration for Authentication of Certificate (Annexure-I).

**N.B. -**

- All copies of testimonials shall also be signed (full signature) by the candidates. The candidates are required to mention the **category of posts**, which they apply for in **capital letters** on the top of their respective applications and on the top of the envelope containing their applications as per attached **format**.
- Unsigned applications, if submitted, shall be rejected summarily.
- 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.
- While filling up the marks in the application form, the candidate has to mention the actual marks secured by himself/herself in the H.S.C., +2. +3 or equivalent examinations (excluding the marks secured in the extra optional paper (s).
- CGPA/ GPA to percentage Conversion Certificate for respective H.S.C./ +2/ +3 examinations, if the results are in CGPA/ GPA. Candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their applications produce the Conversion Certificate from the concerned Board, Council or University indicating the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.
- Applicants are advised to visit the website of District Court, Balasore i.e. <http://balasore.dcourts.gov.in> from time to time for updates regarding the recruitment process and notifications.
- The candidate must submit his/her Mobile Number (preferred **WhatsApp Number**) and **E-mail I.D.** in the appropriate space in the Annexure-I for future communication through E-mode, if required.
- The date of examination shall be intimated to the eligible candidates in due time by registered post / official website of District Court, Balasore.
- If the qualifying certificate of any candidate is found fraudulent and such candidate, joined against any post will be prosecuted accordingly.
- Any form of canvassing by the applicant shall entail rejection of the application.
- No T.A./ D.A. will be admissible to the candidates for attending the recruitment examination.

**Sd/-**

**District Judge-cum-Chairman,  
District Recruitment Committee,  
Balasore**



## **Annexure – I**

### **Self-declaration for Authentication of Certificate**

I, \_\_\_\_\_, son/  
daughter of \_\_\_\_\_, age \_\_\_\_\_  
years, resident of \_\_\_\_\_  
District-\_\_\_\_\_, Odisha, hereby declare that the  
information given above and the documents enclosed herewith containing self-  
certification is/are genuine and authentic. If any information/document is found  
false / forged / tempered, I shall personally remain responsible for any criminal  
action U/s.406/419/420/466/468/471 IPC or any other penal provisions of law  
and the authentication of the certificate will be treated as cancelled and  
intimated to all concerned. Also all the benefits availed by me shall be  
summarily withdrawn.

Permanent Address: -

Full Signature of the applicant

Date: -

Place: -

Mobile No.-

E-mail ID.-

Present Address: -

**Application for the post of :-**

**FORM-A**

**FORMAT OF APPLICATION**

[See Para-2A of Appendix-A]

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. Date of Birth (as on 01.05.2025):
8. Educational Qualification (Attach attested copies of):

Affix self signed  
recent colour  
passport size  
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
+2 Arts/Commerce/ Science						
+3 Arts/Commerce/ Science or equivalent						
Diploma in Computer Science/ Application						

9. Category: (S.C./ S.T./ S.E.B.C./U.R./ 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.:
14. Attach two Character Certificates issued by two gazetted Officer/ 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 Odisha District & 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.

**Full Signature of the candidate**

**Application for the post of:- SALARIED AMIN.**

**FORM-A**

**FORMAT OF APPLICATION**

[See Para-2A of Appendix-A]

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. Date of Birth (as on 01.05.2025):
8. Educational Qualification (Attach attested copies of ):

Affix self signed  
recent colour  
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
01	02	03	04	05	06
H.S.C.					
Revenue Inspector Training					
Computer knowledge (if any)					

9. Category: (S.C./ S.T./ S.E.B.C./U.R./ 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.:
14. Attach two Character Certificates issued by two Gazetted Officer/ 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 Odisha District & 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.

**Full Signature of the candidate**