

**OFFICE OF THE DISTRICT JUDGE, CUTTACK.**

**ADVERTISEMENT**

**Dated, Cuttack, the 19<sup>th</sup> day of May, 2025**

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Jr. Clerk-cum-Copyist and Salaried Amin in the Judgeship of Cuttack in the pay scale as mentioned against each on regular basis in accordance with the provisions contained in "*The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment made there to*" subject to the result of W.P.(C) No. 1273 / 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Cuttack as to the result of the Examination shall be final. The authority reserves the right to cancel the recruitment process at any time without any prior notice.

**CATEGORY WISE VACANCY POSITION (INCLUDING BACKLOG VACANCY):**

Sl. No.	NAME OF THE POST	SCALE OF PAY AS PER ORSP RULES, 2017	CATEGORY				TOTAL	(The vacancy reserved for Women /PwDs./Ex Service Men/ Sports Person is inclusive of vacancy of respective category to which they belong).
			UR	SEBC	SC	ST		
1	Junior Clerk-cum-Copyist	Pay Matrix Rs. 19,900/- to 63,200/- at level 4	12	02	04	12	30	
2	Salaried Amin	Pay Matrix Rs. 21,700/- to 69,100/- at level 5	01	00	00	03	04	

- NOTE: -**
1. The number of posts as indicated above may vary.
  2. Reservation in respect of women/ PWDS/Ex-Servicemen/Sports persons shall be as per relevant rule.
  3. The categories of disabled persons suitable for the job (Functional Classification) and Physical requirement for persons with Disability are given below:

Physical Requirement	Categories of disabled persons suitable for the job (Functional Classification)
<b>Code-S, H, SE, F, R&amp;W</b>	<b>Code- OL, OA, PD</b>
<b>Full Forms:</b> S- work performed by sitting (on bench or chair) H- work performed by hearing/speaking SE- work performed by seeing F- work performed by manipulating (with fingers) R&W- work performed by reading and writing	<b>Full Forms:</b> OL- One Leg affected (R and/or L) OA- One arm affected (R or L) (a) Impaired reach (b) Weakness of grip PD- Partial deaf (with suitable aid)

  
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**Civil Courts, Cuttack**

**ELIGIBILITIES OF THE CANDIDATES: -**

**A. For the post of Jr. Clerk-cum-Copyist-**

A candidate in order to be eligible for the above posts shall: -

- (a) be a citizen of India,
- (b) have passed at least +3 examinations or such other qualification as are equivalent to +3 examination from a recognized University, as the case may be;
- (c) have passed at least Diploma in Computer Application from a recognized institute;
- (d) be 18 years or above and below 32 years of age as on the date of this advertisement (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).;
- (e) be able to speak, read and write Odia and have passed a test in Odia 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) not have more than one spouse living, if married;

**B. For the post of Salaried Amin**

A candidate in order to be eligible for the post of Salaried Amin must fulfill criteria No.

(a), (d), (e), (f), (g) & (h) as stated in sub-para 'A' above and shall: -

- (i) have passed the matriculation examination or equivalent examination from a recognized board,
- (ii) have passed the Revenue Inspector Training from a recognized Institution.

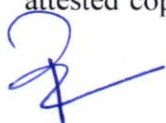
**FEES FOR EXAMINATION: -**

No examination fee is required to be paid by the candidates of all categories for this Recruitment Process.

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 in Government Service are required to apply through proper channel.**

**LAST DATE FOR RECEIPT OF APPLICATIONS: -**

The application in the prescribed format along with the required documents and self-attested copies of certificates, Mark sheets and other particulars, as the case may be must reach





the office of the undersigned either through Speed Post / Registered Post on or before 19.06.2025 by 05.00 PM. Applications received in the Office after the due date & time or in any other mode shall be summarily rejected.

- N.B.:** - (i) Application should be submitted, mentioning the name of the post clearly in capital letters duly underlined on the top of the envelope.
- (ii) In case of receipt of large number of applications, the District Recruitment Committee reserves the right to shortlist the candidates in accordance with the Rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules-2008 and amendment made thereto.

**SCHEME OF EXAMINATION FOR THE POST OF JR. CLERK-CUM-COPYIST**

	Subject	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	45	-----

Only successful candidates in the Part-I examinations for the posts of Jr. Clerk-Cum-Copyist shall be called for Computer (Practical) Test and the candidates qualified in the said Practical Tests shall be eligible for Viva-Voce.

Date of Examination shall be intimated to the eligible candidates in due time.

**DETAILS OF SYLLABUS FOR EACH SUBJECT: -**

**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 Odia passage to be translated into English   | 15 marks |
| (d) One English Passage to be translated into Odia   | 15 marks |
| (e) Summary of one English passage                   | 20 marks |

**Note-** The standard required of a candidate shall be equal to that of +3 examinations conducted by a recognized university.

**Arithmetic-** Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentages, Profits and loss, Mixtures, Partnership,

  
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Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

*Note-Problems more easily solvable by algebraical methods need not be required to solve arithmetically.*

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

**Computer Science Test (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, web site searching / browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

**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."

**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:**

**For the post of Junior Clerk-Cum-Copyist-**

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of Self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council/ Board/University as the case may be.
- (c) Copy of Self-attested +3 Examination Certificate or such other qualification as are equivalent to +3 examination of a recognized university as the case may be.
- (d) 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.
- (e) Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (f) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (g) Copy of Self-attested Mark Sheet of the +3 Examination or any equivalent examination.
- (h) CGPA/GPA to Percentage Conversion Certificate for respective H.S.C / +2 / +3 examination, if the results are in CGPA/GPA.
- (i) Four Self-attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (j) Two Self-addressed envelopes affixing postal stamp of Rs.42/-(forty two rupees) on each.
- (k) One declaration regarding marital status showing to have one spouse living, if married.
- (l) Two Character Certificates in original issued by separate Gazetted Officers/Medical Practitioners/Sarpanch etc.



- (m) Copy of self-attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Castes, Schedule Tribes and SEBC categories.
- (n) Copy of self-attested Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (o) Copy of self attested Discharge certificate issued by the Commanding Officer of the Unit last served in respect of Ex-Servicemen candidate only. Ex-servicemen candidates must submit an Undertaking to the effect that he has not been appointed against any civil post after Military Service, wherever applicable.
- (p) Copy of Self-attested Employment Exchange registration card.
- (q) Sports Certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category.
- (r) Self attested copy of **“No Objection Certificate”** in case of candidates working in Government/ Semi Government Organizations/ Autonomous Bodies/ Educational Institutions/ Public Undertakings.
- (s) Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

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

	Subject	Marks	Duration of test
Part-I	Arithmetic (10 <sup>th</sup> Standard)	100	1 hour
	Technical knowledge in Survey & Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Practical Test (Survey)	50	30 Minutes
Part-III	Viva voce	30	-----

Only successful candidates in the Part-I examinations for the posts of Salaried Amin shall be called for Practical Test (Survey) and the candidates qualified in the said Practical Test shall be eligible for Viva-Voce.

Date of Examination shall be intimated to the eligible candidates in due time.



**Registrar**  
**Civil Courts, Cuttack**

## **DETAILS OF SYLLABUS FOR EACH SUBJECT: -**

### **English-**

- (a) An essay to be written in English
- (b) A letter or application to be written in English
- (c) One Odia passage to be translated into English
- (d) One English Passage to be translated into Odia
- (e) Summary of one English passage

*Note- The standard required of a candidate shall be equal to that of HSC examinations conducted by a recognized university.*

**Arithmetic-** Vulgar fractions and decimals, H.C.F., and L.C.M., 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 and work and on time and distance.

*Note-Problems more easily solvable by algebraical methods need not be required to solve arithmetically.*

**Technical knowledge in Survey & Settlement-** Theory.

**Handwriting in Odia (Written)** - One Odia passage to be written.

**Practical Test (Survey)-** Field measurements.

**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."

## **LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:**

### **For the post of Salaried Amin-**

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (c) CGPA/GPA to Percentage Conversion Certificate for respective H.S.C examination, if the results are in CGPA/GPA.
- (d) Copy of self attested certificate of the Revenue Inspector training.
- (e) Four Self-attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (f) Two Self-addressed envelopes affixing postal stamp of Rs.42/-(forty two rupees) on each.
- (g) One declaration regarding marital status showing to have one spouse living, if married.
- (h) Two Character Certificates in original issued by separate Gazetted Officers/Medical Practitioners/Sarpanch etc.
- (i) Copy of self-attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Castes, Schedule Tribes and SEBC categories.



- (j) Copy of self-attested Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- (k) Copy of self attested Discharge certificate issued by the Commanding Officer of the Unit last served in respect of Ex-Servicemen candidate only. Ex-servicemen candidates must submit an Undertaking to the effect that he has not been appointed against any civil post after Military Service, wherever applicable
- (l) Copy of Self-attested Employment Exchange registration card.
- (m) Sports Certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category.
- (n) Self attested copy of “**No Objection Certificate**” in case of candidates working in Government/ Semi Government Organizations/ Autonomous Bodies/ Educational Institutions/ Public Undertakings.
- (o) Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

The candidates are required to mention the name of the post applied for in **block letters** on the top of their applications and on the top of the envelope containing their applications. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately.

**MISCELLANEOUS:**

- i. Incomplete/incorrect application shall not be entertained and will be summarily rejected without assigning any reason;
- ii. Written examination for all posts against this advertisement shall be held on the same day. While a candidate may apply for more than one post, he/she can appear in the written examination for one post only as per his/her choice.
- iii. The application not in prescribed format is liable to be rejected;
- iv. Canvassing in any form shall entail disqualification of the candidature;
- v. In case of impersonation and fabrication of documents in support of his candidature, in addition to the liability for criminal prosecution, the candidate will be debarred for appearing the further examination;
- vi. No T.A. & D.A. will be allowed for appearing in the examination;
- vii. The candidates are advised to visit the website of District Court, Cuttack <https://cuttack.dcourts.gov.in> regularly for latest update.
- viii. Non-compliance of any of the requirements mentioned in the notice/ advertisement shall entail summary rejection of his/her application.


Sd/-

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

**Memo No. 3988(2) / Dated: 19<sup>th</sup> day of May, 2025.**

Copy forwarded to the System Officer, District Court, Cuttack for uploading in the District Court website.

Copy to Notice Board, District Court, Cuttack for general information.

  
Registrar,  
Civil Courts, Cuttack  
**Registrar**  
**Civil Courts, Cuttack**

**"FORM-A"**  
**FORMAT OF APPLICATION**  
[See Para 2A of Appendix A]

**APPLICATION FOR THE POST** \_\_\_\_\_

1. Name of the Candidate :
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried) :
5. Permanent Address :
6. Present Address :  
(Mobile No. & Email address, if any)
7. a. Date of Birth :  
b. Age as on **19.05.2025** :
8. Educational qualification (Attach attested copies of-

Affix recent  
passport size  
photograph  
duly signed  
at the lower  
portion of the  
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					

9. Category: (SC/ST/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/ 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 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 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)



### **FORMAT OF THE APPLICATION**

#### **APPLICATION FOR THE POST OF SALARIED AMIN.**

Affix recent  
passport size  
photograph  
duly signed  
at the lower  
portion of the  
photograph

1. Name of the candidate :-
- 2.. Father's/ Husband's Name :-
3. Sex (Male/Female) :-
4. Marital Status (Married/Unmarried) :-
5. Permanent Address :-
6. Present Address :-  
(Mobile No. & Email address, if any)
7. (a) Date of birth :-  
(b) Age as on **19.05.2025** :-

#### **8. Educational Qualification (attach attested copies of Certificates):-**

Name of the Examination passed	Name of the Board/University	Year of passing	Aggregate Marks secured	Grade/ Division	% of marks secured
H.S.C.					
Revenue Inspector Training					

#### **9. Category: SC/ ST/ 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 / orthopedically handicapped. (If yes, attached 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 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 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)