

OFFICE OF THE DISTRICT JUDGE, NAYAGARH

Advertisement No. 01 of 2025

Dated, Nayagarh, the 17th day of May, 2025

Applications are invited in the prescribed format from intending eligible candidates for filling up of the following Group "C" vacant posts in the Judgeship of Nayagarh.

Sl. No.	Category of Post	Scale of Pay	UR	S.C.	S.T.	S.E.B.C.	Grand Total
1	Stenographer Grade-III	Rs. 25,500/- - 81,100/- under Level-7 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	1	~	1	1(W)	3
2	Junior Clerk-cum-Copyist	Rs. 19,900/- - 63,200/- under Level-4 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	2 (W-1)	2	7 (W-2)	~	11
3	Junior Typist		~	~	3 (W-1)	~	3
4	Salaried Amin	Rs. 21,700/- - 69,100/- under Level-5 of the Pay Matrix given in the 1 st Schedule of O.R.S.P. Rules, 2017	~	~	1	~	1

N.B.: (i) In case of non-availability of eligible women candidate(s), post(s) reserved for women may be filled up by male candidates.

(ii) The vacancy reserved for PWD/Ex-Servicemen /Sports persons is inclusive of vacancy of respective category to which they belong. Reservation in respect of PWD / Sports Persons / Ex-servicemen shall be made in accordance with the provisions made under relevant reservation rules.

(iii) The posts are to be filled up 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 amendments made thereto"** *subject to the result of W.P.(C) No. 1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.*

1. ELIGIBILITY OF THE CANDIDATES:

(A) For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist:

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

- be a citizen of India;
- have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university;
- have passed at least Diploma in Computer Application from a recognized institute;

- iv. be over 18 years and below 32 years of age on the last date fixed for the receipt of applications i.e., 18.06.2025;
Provided that, the upper age-limit in respect of women and reserved categories shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective categories.
- v. be able to speak, read and write Oriya and have passed a test in Oriya 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. have not more than one spouse living, if married;
- ix. have no criminal antecedent as on the date of application.
- x. possess minimum speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting through computer system for the post of Stenographer Grade-III;
- xi. possesses minimum speed of 40 words per minute in Typewriting through computer system for the post of Junior Typist;

(B) For the post of Salaried Amin:

A candidate in order to be eligible for the above post must-

- i. be a citizen of India;
 - ii. have passed the matriculation examination or equivalent examination of a recognized Board;
 - iii. have passed the Revenue Inspector Training from a recognized institute;
- Besides, a candidate shall fulfill other eligibility criteria mentioned in clauses (iii) to (ix) of Para (A) above.

(2) FEES OF EXAMINATION:

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

(3) SCHEME OF EXAMINATION:

(A) For the Post of STENOGRAPHER GRADE-III and JUNIOR TYPIST:

Phase	Subject	Marks
I (Written Examination)	English (Qualifying in nature)	100
II	Shorthand & Typewriting (for Stenographer Grade-III)	50
	Typewriting Test (for Junior Typist)	50
III	Computer Science Test (Practical)	100
IV	Viva-Voce Test	35

(B) For the post of JUNIOR CLERK-cum-COPYIST:

Phase	Subject	Marks
I (Written Examination)	English	100
	Arithmetic	100
	General Knowledge	100
II	Computer Science Test (Practical)	100
III	Viva-Voce Test	45

(C) For the post of SALARIED AMIN:

Phase	Subject	Marks
I (Written Examination)	General English	50
	Computer (Written Test)	50
	Language Test (Odia)	50
	Arithmetic	100
	General Knowledge	100
II	Computer Science Test (Practical)	50

(4) SYLLABUS FOR THE EXAMINATION:

(A) For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist:

(I) Written Examination

(a) Subject- English: (For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist)

<u>Topic</u>	<u>Marks</u>
i. An essay to be written in English	30
ii. A letter or application to be written in English	20
iii. One Odia passage to be translated into English	15
iv. One English passage to be translated into Odia	15
v. Summary of one English passage	20

(b) Subject- Arithmetic: (Only for the post of Junior Clerk-cum-Copyist)

Vulgar Fractions and Decimals, H.C.F. and L.C.M., Simple and Compound Interest, Simple & Compound practice, Percentage, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time & Work and on Time & Distance.

(c) Subject- General Knowledge: (Only for the post of Junior Clerk-cum-Copyist)

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

(II) Practical Examination

(a) Shorthand & Typewriting Test: (For the post of Stenographer Grade-III)

A passage of 400 words in English language shall be dictated in 5 minutes, which shall be taken 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.

(b) Typewriting Test: (For the post of Junior Typist)

A written passage containing 400 words in English language shall be given, which shall be reproduced by typing through Computer System in 10 minutes.

(c) Computer Science Test (Practical): (For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist)

To test the proficiency of the candidate relating to matters like “test formatting of paragraphs, 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 programme of accounting.

(III) 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.

(B) For the post of Salaried Amin:

(I) Written Examination

1. General Knowledge
2. Arithmetic
3. General English
4. Computer (Written Test)
5. Language Test (Odia)

(II) Computer Science Test (Practical):

(5) LAST DATE OF RECEIPT OF APPLICATIONS:

Applications along with required documents and self-attested copies of Certificates, Mark Sheets and other particulars, as the case may be, must reach the Office of the **District Judge, Nayagarh, Odisha - 752069 by 5 P.M on or before 18.06.2025** either in person during office hours on each working day or by post. Applications received in the office **after the due date & time** shall be **summarily rejected**.

The candidates are required to mention the name of the post applied for in **BLOCK LETTERS** on the top of their respective application and the top of the envelope containing their application.

In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the **Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto**. Over and above, the District

Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing those and conducting the test.

(6) LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION:

- i. Self-attested copies of 4 recent Pass-port size Photographs. (Attestation be made on the lower portion of the front side of the photograph and out of 4 such photographs, one attested photo be pasted in the application form on the space provided for).
- ii. Self-attested copies of ***Certificates and Mark sheets*** of H.S.C., +2 & +3 Examination or equivalent thereto of recognized Board, Council or University. (For the post of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist)
- iii. Self-attested copies of ***Certificates and Mark sheets*** of H.S.C. Examination or equivalent thereto of recognized Board. (For the post of Salaried Amin)
- iv. CGPA/GPA to Percentage Conversion Certificate for respective H.S.C./+2/+3 examination, if the results are in CGPA/GPA.

Note-1: 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.

- v. Self-attested copy of Certificate of Diploma in Computer Application (DCA).
- vi. Self-attested copy of Caste Certificate (in case of SEBC, SC & ST) by birth issued by the appropriate authority.

Note-2: Candidates claiming to be belonging to S.E.B.C./S.C./S.T. categories by birth are required to submit copy of the relevant Caste Certificate as mentioned in their application form & issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years by the closing date for submission of application form in the prescribed form. The SEBC certificate which is more than three years old by the closing date of submission of application form is liable for rejection.

a) Women candidates belonging to S.E.B.C./ S.C./S.T. categories are required to submit Caste Certificates by birth showing "daughter of ". Caste Certificates by virtue of marriage (i.e. showing "wife of ") are not acceptable and liable for rejection.

b) OBC Certificates will not be accepted in lieu of SEBC Certificates and candidates submitting OBC Certificate are liable for rejection.

- vii. Self-attested copy of Certificate of Revenue Inspector Training issued by any recognized institution. (For the post of Salaried Amin)
- viii. The candidate, who possesses the certificate of work experience in settlement or Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation & All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training (Furnish the documents in support of the same). (For the post of Salaried Amin)

- ix. Two Character Certificates **in original** issued by 2 different officers i.e., any Gazetted Officer/Medical Practitioner/Sarapanch etc. with **seal** (Mention name, designation of the officers).
- x. Two self-addressed envelopes affixed with postal stamps of Rs. 42/- (forty-two rupees) each.
Note-3: Self-addressed envelopes without complete address of the applicant & required postal stamps will not be accepted and liable for rejection.
- xi. Self-attested copy of Type Writing Certificate issued by recognized institution for **Junior Typist**.
Note-4: Type Writing Certificates not showing typing speed (minimum 40 words per minute) will not be accepted and liable for rejection.
- xii. Self-attested copy of Shorthand & Type Writing Certificate issued by recognized institution for **Stenographer Grade-III**.
Note-5: Shorthand & Type Writing Certificates not showing shorthand speed (minimum 80 words per minute) & typing speed (minimum 40 words per minute) will not be accepted and liable for rejection.
- xiii. Self-attested copy of Permanent Disability Certificate (indicating percentage of permanent disability i.e. 40% or more) issued by the competent authority in case of candidates under "Persons with Disabilities".
- xiv. A self-declaration to the effect that he/she has no criminal antecedent.
- xv. A self-declaration to the effect that he/she has no more than one spouse living, if married.
- xvi. Discharge certificate issued by the Commanding Officer or the Competent Authority of the Unit last served and an Affidavit that the candidate has not been appointed against any civil post after Armed Force Service. (In case of Ex-Servicemen)
- xvii. Sports certificate, issued from Director of Sports, Odisha, if the candidate claims reservation under such category.
- xviii. Self-attested copy of "**No Objection Certificate**" from the competent authority in case of candidates working in Government/ Semi Government Organizations /Autonomous Bodies/ Educational Institutions/ Public Undertakings.
Note-6: Candidates who are serving in Government/ Semi Government Organizations /Autonomous Bodies/ Educational Institutions/ Public Undertakings should obtain a "No Objection Certificate" from their controlling authority and submit a copy of the same with the Application. At the stage of certificate verification, they must produce the original "No Objection certificate". Those who were not in Government Service at time of application but joined Govt. service subsequently during the present recruitment process, must submit "No Objection Certificate" at the stage of certificate verification.

(7) GROUNDS OF REJECTION OF APPLICATIONS:

Applications of candidates will be rejected on any of the following grounds-

- i. Incomplete application form.
- ii. Declaration not signed (full signature) by the candidate in the application form.
- iii. Age limit of candidate not coming under para-1(A)(iv) of the Advertisement.

- iv. No required educational qualification as provided under Para-1(A)(ii) & (iii) or 1(B)(ii) & (iii) of the Advertisement.
- v. Not furnishing copies of Certificates/ documents etc. as provided under Para-6 of the Advertisement.
- vi. Odia Test (ME standard) not passed/ Odia Test pass evidence not furnished, as required under Para-1(A)(v) of the Advertisement.
- vii. Submission of wrong information/false information about qualification/ age/ Odia Test Pass evidence/ category status (SC/ ST /SEBC/ Ex-servicemen/Permanent Disability etc).
- viii. Suppression of facts/information about eligibility, if any.
- ix. Any other grounds as per the decision of the Recruitment Committee.

N.B.: Application/candidature of a candidate shall be rejected at any stage of recruitment process when discrepancy is noticed/ detected.

(8) MISCELLANEOUS:

- i. The candidates are required to submit their applications as per the format given below being duly filled in their own hand.
- ii. Any form of canvassing by the applicant shall entail rejection of the application.
- iii. The competitive examination shall be conducted by the District Recruitment Committee. The date & place of the examinations (Written & Practical Test, Computer Science Test and Viva-Voce Test) will be intimated to the shortlisted / qualified candidates accordingly.
- iv. 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.
- v. The name of the candidate who does not accept a post of Junior Clerk-cum-Copyist, Junior Typist or Stenographer Grade-III when so offered, shall be removed from the merit list.
- vi. If any document filed by the candidate is subsequently found to have been obtained fraudulently, the appointment, if made, shall be cancelled.
- vii. 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.

Log on <https://nayagarh.dcourts.gov.in> or <https://nayagarh.odisha.gov.in/> for a copy of this advertisement and updates in this regard from time to time.

Sd/-
District Judge-cum-Chairman
District Recruitment Committee,
Nayagarh

**FORMAT OF APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III,
JUNIOR CLERK-cum-COPYIST AND JUNIOR TYPIST**

APPLICATION FOR THE POST OF _____

1. Name of the Candidate :
2. Father's /Husband's Name :
3. Sex (Male/Female/others) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :

*Self-
attested
Pass-port
size
photograph*

7. Date of Birth:_____ Age as on **18.06.2025**: ____ Years __ Months __ Days.

8. Educational Qualification (Attach self-attested copies of certificates and mark sheets):

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
High School Certificate					
+2 Arts/ Commerce / Science					
+3 Arts/ Commerce / Science or equivalent					
Diploma in Computer Science					

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 Name and Registration No., if any:
14. Attach two Character Certificates issued by two Gazetted officers / Medical Practitioners / Sarpanch, etc. (Mention name, designation of the officers):
15. Mobile Number:
16. E-mail ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

(Full Signature of the Candidate)

FORMAT OF APPLICATION FOR THE POST OF SALARIED AMIN

APPLICATION FOR THE POST OF _____

1. Name of the Candidate :
2. Father's /Husband's Name :
3. Sex (Male/Female/others) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Date of Birth: _____ Age as on **18.06.2025**: ____Years __Months __Days.
8. Educational Qualification (Attach self-attested copies of certificates and mark sheets):

*Self-
attested
Pass-port
size
photograph*

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
High School Certificate					
Diploma in Computer Science					
Revenue Inspector Training					

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 Name and Registration No., if any:
14. Attach two Character Certificates issued by two Gazetted officers / Medical Practitioners / Sarpanch, etc. (Mention name, designation of the officers):
15. Mobile Number:
16. E-mail ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

(Full Signature of the Candidate)