

OFFICE OF THE DISTRICT JUDGE, PURI

Dated, Puri the 15th day of May, 2025

Advertisement No. 01 of 2025

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III & Salaried Amin** in the following scale of pay with usual allowances as admissible from time to time read with the relevant provisions contained in the ***Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008 (Amendment Rules, 2010 & 2023)***. Applicability of ***Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013*** would be subject to the result of W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa.

Name of Posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	ST	SC	SEBC	Total	(The vacancy reserved for PwDs./Ex-Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
Junior Clerk-cum-Copyist	Rs.19,900-63,200/- (Level-4)	~	6 (2-W)	4 (1-W)	~	10	
Junior Typist	Rs.19,900-63,200/- (Level-4)	~	1 (1-W)	~	~	1	
Stenographer, Grade-III	Rs.25,500-81,100/- (Level-7)	~	1 (1-W)	2	~	3	
Salaried Amin	Rs. 21,700 -69,100/- (Level-5)	~	1	1	~	2	

The number of vacancies to be filled up on the basis of this recruitment is subject to change by the authority without notice.

- a. In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category

- b. The decision of the District Recruitment Committee as to the result of the examination shall be final and in no case shall be liable to be challenged.
- c. The Recruitment Committee reserves the right to revoke the advertisement / cancel the recruitment process at any time without assigning any reasons thereof without prior notice.
- d. The applicant shall indicate specifically and clearly the name of the Post and Category for which he/she is applying. If there is no such indication of category in the application, it will be treated that he/she has applied in the un-reserved (UR) category of that post.
- e. The reservation for Persons with Disability (PwD)/Ex-Servicemen/Sportsmen shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- f. 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)
Code-S, H, SE, F, R&W	Code- OL, OA, PD
<u>Full Forms:</u> 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	<u>Full Forms:</u> OL- One Leg affected (R and/or L) OA- One arm affected (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxia PD- Partial deaf (with suitable aid)

Other conditions of service shall be guided by the relevant provisions of **Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008 (Amendment Rules, 2010 & 2023)** & Odisha Group-C & Group-D posts (Contractual Appointment) Rules, 2013 subject to the final result in W.P.(C) No. 1273 of 2014 pending before the Hon'ble High Court of Orissa

I. ELIGIBILITY OF THE CANDIDATE:

- a. **For the post of Junior Clerk-cum-Copyist, Jr. Typist & Stenographer, Grade-III.**
 - i. The candidate must be a citizen of India

- ii. Must have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University;
- iii. Must at least have passed Diploma in Computer Application (DCA) from a recognized Institute.
- iv. Must be over 18 years and below 32 years of age as on **17.06.2025**, provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories.
- v. Must be able to speak, read and write Odia and must have passed at least 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. Must not have more than one spouse living, if married.
- ix. For the post of **Junior Typist**, the candidates shall possess a minimum speed of 40 words per minute in Typewriting (through computer system).
- x. For the post of **Stenographer, Grade-III** the candidates shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute (through computer system).

b. For the post of Salaried Amin.

- i. Be a citizen of India;
- ii. Have passed the matriculation or equivalent examination of a recognized board;
- iii. Have passed the Revenue Inspector (RI) Training from a recognized institution.
- iv. Must have knowledge in Computer applications.
- v. Must be over 18 years and below 32 years of age as on **17.06.2025**, provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force for the respective reserved categories.
- vi. Must be able to speak, read and write Odia and must have passed at least a test in Odia equivalent to the M.E. standard.
- vii. Be of good character.
- viii. Be of sound health, good physique and free from organic defects or bodily infirmity.
- ix. Should not have more than one spouse living, if married

NOTE: -

1. Only those candidates shall be considered eligible who fulfills the required qualifications / eligibility by the last date of submission of application form.
2. Candidates belonging to S.T/SC categories are required to submit copy of the relevant Caste Certificate issued by the competent authority.
3. Caste Status once mentioned by the candidate in the application shall not be changed under any circumstances.

II. FEES FOR EXAMINATION:

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

The candidates are required to submit their duly filled in applications and signed by their own hand as per the format given below.

The Candidates who are already in Government employment are required to **apply through proper channel.**

III. PROCESS OF SELECTION:**A. THE SCHEME OF EXAMINATION:*****i. For the posts of Junior Clerk-cum-Copyist:***

	Subject	Marks	Duration of Examination
Part-I (written examination)	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	--

The candidates selected in the written test shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for viva-voce test.

ii. For the post of Junior Typist & Stenographer Grade-III:

	Subject	Marks	Duration of Examination
Part-I (Written Examination)	English (qualifying in nature)	100	2 hours

Part-II	Shorthand & Type writing Test (Through Computer System) (For Stenographer, Grade-III)	50	Shorthand- 5 minutes. Typewriting- 10 minutes.
	Type writing Test (Through Computer System) (For Junior Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce	35	--

For the post of Junior Typist: - The candidates selected in the written test shall be called for Typewriting Test. The candidates selected in Typewriting test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test.

For the post of Stenographer, Grade-III: - The candidates selected in the written test shall be called for Shorthand and Typewriting Test. The candidates selected in the aforesaid test shall be called for Computer Science Test (Practical) and the candidate selected in the Computer Science Test (Practical) shall be called for Viva-Voce Test.

iii) For the posts of Salaried Amin:

	Subject	Marks	Duration of Examination
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	Technical knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical knowledge in Survey and Settlement (Practical)	50	1 hour
Part-III	Computer Science Test (Practical)	50	1 hour
Part-IV	Viva-Voce	35	--

The successful candidates in Part-I examination shall be called for the Part-II examination, successful candidates of the Part-II examination

shall be called for Part-III & successful candidates of the Part-III examination shall be called for Part-IV examination.

A. SYLLABUS FOR THE EXAMINATION:

Subject	For the post of Junior Clerk-cum-Copyist		For the post of Junior Typist and Stenographer, Grade-III	
ENGLISH (Written)	i. An essay to be written in English	30 marks	i. An essay to be written in English	30 marks
	ii. A letter or application to be written in English	20 marks	ii. A letter or application to be written in English	20 marks
	iii. One Odia passage to be translated into English	15 marks	iii. One Odia passage to be translated into English	15 marks
	iv. One English passage to be translated into Odia	15 marks	iv. One English passage to be translated into Odia	15 marks
	v. Summary of one English passage	20 marks	v. Summary of one English passage	20 marks
	Note: The standard required of candidate shall be equal to that of +3 Examination conducted by a recognized University.		Note: The standard required of candidate shall be equal to that of +3 Examination conducted by a recognized University.	
ARITHMETIC (Written)	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 solve arithmetically.		Not Applicable	

GENERAL KNOWLEDGE (Written)	Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person	Not Applicable
SHORT HAND & TYPEWRITING TEST (PRACTICAL)	Not Applicable	<p><u>For the post of Junior Typist:</u> (Typewriting Test) A written passage containing 400 words in English language which he shall reproduce by typing through Computer System in 10 minutes.</p> <p><u>For the post of Stenographer, Grade-III:</u> (Shorthand & Typewriting Test) The candidate shall be dictated a passage of 400 words in English language in 5 minutes, which he shall take in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand test of 400 words in Type script in 10 minutes. (Through Computer system)</p>
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 email, use of pen drive and other software etc and programmes of accounting”.	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 email, use of pen drive and other software etc and programmes of accounting”.
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	

B. SYLLABUS FOR THE EXAMINATION (For the post of Salaried Amin):

Subject		For the post of Salaried Amin	
ENGLISH (Written)		i) An essay to be written in English ii) A letter or application to be written in English iii) One Odia passage to be translated into English iv) One English passage to be translated into Odia v) Summary of one English passage	30 marks 20 marks 15 marks 15 marks 20 marks
Note: The standard required of candidate shall be equal to that of HSC Examination conducted by a recognized Board.			
ARITHMETIC (Written)		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 <u>Note:</u> Problems more easily solvable by algebraically methods need not be required to solve arithmetically.	
Technical knowledge in Survey and Settlement	Theory	Theory.	
	Practical	In Field Measurement.	
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 email, use of pen drive and other software etc and programmes of accounting”.	
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.	

The date(s) of written test shall be intimated individually by post and notified through District Court’s website <https://puri.dcourts.gov.in/> or <https://puri.odisha.gov.in> .

IV. **LAST DATE OF RECEIPT OF APPLICATIONS:**

Applications in prescribed format 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 undersigned either through **Speed Post/Registered Post** on or before **17.06.2025 by 5.00 P.M.** Applications received in the Office **after the due date & time or in any other mode shall be summarily rejected.**

In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rule-7(2) contained in *Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008 (Amendment Rules, 2010 & 2023)*. Over and above, the District Recruitment Committee is also competent to adopt suitable method in processing the applications, scrutinizing them and conducting the test. The decision of the Committee in this regard shall be the final.

V. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATIONS:**

I. **For the posts of Junior Clerk-cum-Copyist, Jr. Typist and Stenographer, Grade-III:**

- i. The candidates are to affix one, self-signed recent passport size photograph in the application form and attach three more self-signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph;
- ii. Self-attested Xerox copies of certificates & mark sheets of H.S.C., +2 and +3 examination or equivalent thereto of recognized Board, Council or University;
- iii. Self-attested Xerox copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;
- iv. Self-attested Xerox copy of Caste Certificate issued by the appropriate authority in case of SC/ST candidates.
- v. Self-attested copy of SEBC certificate issued by the appropriate authority in case of candidates claims under such category provided that, such certificate must have been issued within 3(three) years as on the date of application;
- vi. Self-attested Xerox copy of Medical Certificate or Disability Certificate issued by the Competent Authority

in case of Persons with Disability (PwD) showing percentage of disability.

- vii. Discharge certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable;
- viii. Self-attested copy of conversion certificate for the candidates who awarded with Grade marks instead of percentage of marks.
- ix. Sports certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category;
- x. Self-attested copy of Employment Registration Card,
- xi. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.;
- xii. Two self-addressed envelopes each affixed with Rs. 30/- postage stamp along with the application form for necessary correspondence.
- xiii. Self-attested Xerox copy of Typewriting Certificate issued from a recognized institution (**for Junior Typist**);
- xiv. Self-attested Xerox copy of Shorthand & Typewriting Certificate(s) issued from a recognized institution (**for Stenographer Grade-III**);
- xv. Self-declaration to the effect that the candidate does not have more than one spouse living, if married.
- xvi. Self-attested copy of “**No Objection Certificate**” in case of candidates working in Government/Semi Government Organizations /Autonomous Bodies/Educational Institutions/Public Undertakings.
- xvii. The candidates not having Oriya as a subject in HSC level, have to submit copy of certificate of passing Oriya equivalent to the M.E. standard.
- xviii. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

II. For the posts of Salaried Amin:

- i. The candidates are to affix one, self signed recent passport size photograph in the application form and attach three more self signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph.
- ii. Self-attested copies of certificates of H.S.C. examination and the candidates not having Oriya as a subject in

HSC level, have to submit copy of certificate of passing Oriya equivalent to the M.E. standard.

- iii. Self-attested copies of mark Sheets of H.S.C. examination.
- iv. Self-attested copy of Certificate of Revenue Inspector Training.
- v. Self attested xerox copy of Caste Certificate issued by the appropriate authority in case of SC/ST/SEBC candidates.
- vi. Two self addressed envelopes each affixed with Rs. 30/- postage stamp.
- vii. Self attested copy of certificate in support of knowledge in computer application.
- viii. Two Character Certificates in original issued by two separate Gazetted Officers/ Medical Practitioners/Sarpanch etc.;
- ix. Sports certificate, issued from Director of Sports, Odisha if the candidate claims reservation under such category;
- x. Self-attested copy of Employment Registration Card,
- xi. Discharge certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- xii. The candidate, who possesses the certificate of work experience in settlement or 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.
- xiii. Self-declaration to the effect that the candidate does not have more than one spouse living, if married.
- xiv. Self-attested copy of “No Objection Certificate” in case of candidates working in Government/Semi Government Organizations /Autonomous Bodies/Educational Institutions/Public Undertakings.
- xv. Self-attested copy of conversion certificate for the candidates who awarded with Grade marks instead of percentage of marks.
- xvi. Undertaking to the effect that no criminal case is pending against him/her and he/she has not been convicted in any Criminal Court; and

The candidates are required to mention the category of the post applied for in **BOLD CAPITAL LETTERS** on the top of their respective applications as well as on the top of the envelope

containing their applications and to submit their applications to the address noted below in the following manner.

Speed Post / Registered Post	
APPLICATION FOR THE POST OF “ _____ ”	
From _____ _____ _____ _____	To The District Judge, Puri PO/PS-Puri District-Puri, PIN-752001.

VI. **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, Puri <https://puri.dcourts.gov.in/> or <https://puri.odisha.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, Puri

(FORM-A)**FORMAT OF APPLICATION**

[See Para 2A of Appendix 'A']

APPLICATION FOR THE POST OF _____
 Affix recent
passport size
photograph
duly signed at
the lower
portion on
front side

1. Name of the Candidate:
2. Father's /Husband's Name:
3. Sex (Male/Female) :
4. Marital Status (Married/ Un-married):
5. Permanent Address :
6. Present Address :
7. Email address: - _____ Mobile No. _____
8. Date of Birth: _____ / _____ / _____
Age of candidate as on **17.06.2025**: _____ Yrs ____ Months ____ Days.
9. Educational Qualification (Attach attested Copies of Certificates in support of qualification):

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate marks secured	Grade/ Division	% of Marks secured
H.S.C.					
+2 Arts/ Com./					
+3 Arts/ Com./					
Diploma in Comp. Science					
Revenue Inspector Training (For the post of Salaried Amin)					
Any other qualification					

10. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Service Man)
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

11. Whether Physically/ Orthopedically Handicapped:
(If yes, attach supporting medical certificate issued by the Competent Medical Authority/ Board)
12. Religion:
13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two Character Certificates issued by
two Gazetted Officers/Medical Practitioners/Sarpanch etc.
(Mention the Name & Designation of the Officers):
16. Experience (if any):

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 (Amendment Rules, 2010 & 2023) and Odisha Group-C & Group-D Posts (Contractual Appointment) Rules, 2013 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)