

# OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR

## ADVERTISEMENT

Dated, Bhubaneswar the 3<sup>rd</sup> day of July, 2025

Applications in the prescribed 'Form A' given below are invited for filling up of the following Group-'C' posts of **Junior Clerk-cum-Copyist and Salaried Amin** in the Judgeship of Khurda under the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto in the Scale of Pay Rs.19,900/- to Rs.63,200/- in level-4 of Pay Matrix and Rs.21,700/- to Rs.69,100/- in level-5 of Pay Matrix, per month under O.R.S.P Rules, 2017, respectively with usual D.A. & other allowances as admissible to the State Government employees from time to time and **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, Khurda at Bhubaneswar 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							
Sl. No.	Name of the post	UR	SEBC	SC	ST	TOTAL	Differently abled person/ Ex-Serviceman/ Sports Person/Women
1	Jr. Clerk-cum-Copyist	-	01	02	03	06	(The reservation as against PwDs /Ex-Servicemen / Sports Person and Women candidates may be considered as per the vacancies of the respective categories in appropriate cases under prescribed Orders/Rules)
2	Salaried Amin	02	01	01	04	08	

### 2. ELIGIBILITY OF CANDIDATES FOR THE POST OF JUNIOR CLERK-CUM-COPYISTS :

Candidates, in order to be eligible for the above posts shall-

- Be a citizen of India.
- Have passed at least +3 Examinations or such other qualification as are equivalent to +3 Examination of a recognized University.
- Have at least passed Diploma in Computer Application from a recognized Institute.

- iv. Be over 18 years and below 42 years of age as on the date of advertisement.
- Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-5 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.*

- v. Be able to speak, read and write Odia and 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. Have not more than one spouse living, if married.
- ix. Should not have any criminal antecedent.

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with only through Speed/Registered Post.

***The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".***

## 2.(a) **ELIGIBILITY OF CANDIDATES FOR SALARIED AMINS**

Candidate, in order to be eligible for the above posts must;

- i. Be a citizen of India.
- ii. Have passed Matriculation Examination or equivalent Examination of a recognized Board.
- iii. Have passed Revenue Inspector training.
- iv. Be over 18 years of age and below 42 years of age as on the date of advertisement.

*Provided that, the upper age limit in respect of reserved categories of candidates 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.*

- v. Be able to speak, read and write Odia and 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. Have not more than one spouse living, if married.
- ix. Should not have any criminal antecedent

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with only through **Speed Post or Registered Post**.

**The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".**

**NOTE:-**

The application, if found defective/incomplete, in any respect, shall be summarily rejected. Any suppression of facts or misleading/misrepresentation of fact/information(s), if found at any stage, will amount to either disqualification or cancellation of candidature. Any document(s) found false, fabricated or obtained fraudulently, the appointment, if made, shall be cancelled. No T.A/D.A is admissible to the candidates for appearing the examination. The candidates are instructed not to submit original Educational Certificates, Mark sheets, testimonials with the Application form and same are only required at the time of Viva-Voce Test for verification of original documents. The candidates are required to submit two Original Character Certificates issued by the competent person/authority along with their application form. Date of Examination shall be intimated to the eligible candidates in due time.

**3. SCHEME OF EXAMINATION:-**

There shall be an examination on the following subjects for different posts:

<b>For the post of Jr. Clerk-cum-Copyist</b>			
<b>Examination</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration of Tests</b>
Part- I (a)	English	100	02 hrs.
(b)	Arithmetic	100	01 hr.
(c)	General Knowledge	100	01 hr.
Part-II	Computer Science Test (Practical)	100	01 hr
Part-III	Viva -Voce Test	45	--
<p><i>Only Successful candidates of the written examination in Part-I above shall be called for the Computer Science Test (Practical) Part-II and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test Part-III.</i></p>			
<p><b>Details of syllabus-</b></p> <p><b>Written Test- English</b></p> <p>(a) An essay to be written in English : 30 Marks</p> <p>(b) A letter or application to be written in English : 20 Marks</p> <p>(c) One Odia passage to be translated into English : 15 Marks</p> <p>(d) One English Passage to be translated into Odia : 15 Marks</p> <p>(e) Summary of one English Passage : 20 Marks</p> <p><b>Arithmetic-</b> Vulgar fractions &amp; decimals, HCF &amp; LCM, simple &amp; compound interest, simple &amp; compound practice, percentages, profit &amp; loss, mixtures, partnership, averages, rates &amp; taxes, insurance, square &amp; cubic measures, problems on time &amp; work and on time &amp; distance.</p>			

**Note: Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.**

**General Knowledge-** Knowledge of current events and such other matters of everyday 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 "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."

**Viva-voce-** 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.

For the post of Salaried Amin			
Examination	Subject	Marks	Duration of Tests
Part- I	Language Test (English & Odia of HSC Standard)	100	2 hrs.
	Arithmetic Test	100	1 hr.
	Technical Survey and Settlement Test (Theory)	50	1 hr.
Part-II	Survey Practical Test	50	1 hr.
Part-III	Viva Voce Test	30	--

*The candidates who qualify in written examination, i.e., in the subjects mentioned in part-I of the Scheme, shall be eligible to appear in the Survey Practical Test. The candidates who secure minimum 50% of mark in Survey Practical Test shall be eligible for Viva-Voce test.*

- Details of syllabus**

**Written test- Language (English & Odia):-**

- (a) Essays (250 words) to be written in English. (40 marks)
- (b) Letters or applications to be written in English (20 marks)
- (c) An Odia passage is to be translated into English (20 marks)
- (d) An English passage is to be translated into Odia (20 marks)

**Arithmetic-** Vulgar fractions & decimals, HCF & LCM, simple & compound interest, simple & compound practice, percentages, profit & loss, mixtures, partnership, averages, rates & taxes, insurance, square & cubic measures, problems on time & work, trigonometry and on time & distance.

**Note: Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.**

**Technical Knowledge in Survey and Settlement-** Candidate should have sound knowledge in Survey and Settlement.

**Viva-voce-** 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.

4. **LAST DATE OF RECEIPT OF APPLICATION :-**

Applications along with required documents and Self-attested copies of certificates must reach to “**THE OFFICE OF DISTRICT JUDGE, KHURDA AT BHUBANESWAR, JUDICIAL COURT COMPLEX, LEWIS ROAD, BHUBANESWAR- 751014**” ON OR BEFORE 06.08.2025 BY 5:00 P.M. through **Speed Post or Registered Post only**. The application(s) received in the office in any other mode and after the last date and time shall be summarily rejected.

5. The authority reserves the right to short list the candidates in accordance with the Rules contained in ‘Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto.

6. **LIST OF DOCUMENTS TO BE SUBMITTED FOR THE POST OF JR.CLERK-CUM-COPYIST :**

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in **Capital Letters** on the top of the envelope.
- ii. Self attested copies of certificates, i.e., H.S.C., +2 and +3 Examinations or equivalent examination, and the candidates who have not taken Odia as a subject in HSC level, have to submit copy of **certificate of passing Odia equivalent to the M.E. standard**.
- iii. Self attested copies of Mark Sheets, i.e. H.S.C., +2 and +3 Examinations or equivalent examination.
- iv. Self attested copy of Certificate of Diploma in Computer Application at least six months course or equivalent thereto issued by a recognized Institution.
- v. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- vi. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- vii. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- viii. Two **Original Character Certificates** issued by two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)
- ix. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.

- x. Self attested copy of Sports Identity Card issued by competent authority of the Government in case of Sports Person.
- xi. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xii. Two Self addressed envelope with adequate postal stamp of Rs.30/- each for despatch of call letters by Post.
- xiii. Self declaration to the effect that the candidate does not have more than one spouse living, if married.
- xiv. Self-declaration regarding no criminal antecedent.

7. **LIST OF DOCUMENTS TO BE SUBMITTED FOR THE POST OF SALARIED AMIN:**

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in **Capital Letters** on the top of the envelope.
- ii. Self attested copy of certificate, i.e., H.S.C., and the candidates who have not taken Odia as a subject in H.S.C. level, have to submit copy of **certificate of passing Odia equivalent to the M.E. standard.**
- iii. Self attested copies of Mark Sheets, i.e., H.S.C. Examination.
- iv. Self attested copy of certificate showing successful completion of Revenue Inspector Training.
- v. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- vi. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- vii. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- viii. Two Original Character Certificates issued from two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)
- ix. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- x. Self-declaration regarding no criminal antecedent.
- xi. Self attested copy of Sports Identity Card issued by competent authority of the Government in case of Sports Person.
- xii. Self attested copy of document in support of previous service in case of Ex-Service Man.

- xiii.** Two Self addressed envelope with adequate postal stamp of Rs.30/- each for despatch of call letters by Post.
- xiv.** Self declaration to the effect that the candidate does not have more than one spouse living, if married.
- xv.** Self-declaration regarding no criminal antecedent.

**N.B.:**

- i.** The 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 (the conversion certificate can also be produced by availing the same on downloading process).
- ii.** The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately.
- iii.** 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.
- iv.** All copies of certificates/testimonials shall be signed by the candidate certifying it to be true copy of the document.

**For details:**

**Please visit the website:** <https://khurda.dcourts.gov.in/notice-category/recruitments/>

Sd/-

District Judge-cum-Chairman,  
District Recruitment Committee,  
Khurda at Bhubaneswar

**(Signature of the Candidate)**



**“FORM-A”**  
**FORMAT OF APPLICATION**  
**(FOR THE POST OF SALARIED AMIN)**

POST APPLIED FOR (in BLOCK letters) :

1. Name of the Candidate (in BLOCK letters) :
2. Father's / Husband's Name :
3. Sex (Male / Female / Others) :
4. Marital status (Married / Unmarried) :
5. Permanent Address :

Self attested  
recent passport  
size photograph

6. Present Address :

7. Date of Birth :     /     /

Age as on the date of  
Advertisement:

Days	Months	Years

8. Educational Qualification:

(Attach self-attested copies of Certificates and mark sheets in support of Qualification).

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.					
Revenue Inspector Training					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen) :

(Strike out which is not applicable and attach the supporting document(s) issued by the competent authority):

10. Whether differently abled person :

(If yes, attach supporting medical certificate(s) issued by the Competent Medical Authority/Board)

11. Religion :

12. Nationality :

13. Employment Exchange Registration No. :

14. Attach two Original Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (mention name, designation of the officers) :

Candidate's Mobile No.:

Email Id.:

(Preferably WhatsApp No.)

**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 (Amendment Rules 2010, 2023 & 2024) and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:

Date:

(Signature of the Candidate)