

OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No.01 of 2025, Dated 28.07.2025

ADVERTISEMENT

Applications in the prescribed format are invited from the intending candidates for filling up the following category of vacant posts on regular basis in the Pay Matrix as per the ORSP Rules, 2017 as noted below with usual D.A. and other allowances as admissible by the Government from time to time.

Sl. No	Categories of Post	Total number of vacancies to be filled up	Un-reserved	SEBC	S.C.	S.T.
1.	Junior Clerk-cum-Copyist Rs.19,900 – 63,200/- (Level-4)	16	06 (Women-02)	02	04 (Women-01)	04 (Women-01)
2.	Junior Typist Rs.19,900 – 63,200/- (Level-4)	04	02	--	01	01
3.	Stenographer Grade-III (Jr. Stenographer) Rs.25,500 – 81,100/- (Level-7)	04	01	01	--	02
4.	Salaried Amin Rs.21,700 – 69,100/- (Level-5)	01	01	--	--	--

N.B.: Out of total 18 nos. of vacant posts in the cadre of Jr. Clerk-cum-Copyist, 02 posts of Jr. Clerk meant for UR category have been kept reserved, to be filled up by the Group-D employees including the Process Servers.

The number of above vacancies in different categories of post may increase or decrease.

The decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Women/ Physically Handicapped persons/ Ex-Servicemen/ Sports persons is made as per Rule.

The aforesaid vacant 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 Condition of Service) Rules, 2008 and Amendments made thereto" **Subject to the result of W.P.(C) No.1273 of 2014.**

I. ELIGIBILITY CRITERIA:-

For the Post of Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer

- (i) Must be a citizen of India.
- (ii) Must have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognised University.
- (iii) Must have passed at least Diploma in Computer Application from a recognized institution.
- (iv) Must be over 18 years and below 32 years of age as on the last date fixed for receipt of application (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) 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; and
- (viii) Shall not have more than one spouse living, if married.
- (ix) Have no Criminal antecedent on the date of application.
- (x) For the Post of Junior Typist, the criteria/ conditions are as above and in addition to that, he must have knowledge of Type Writing with a speed of 40 words per minute in English through Computer System.
- (xi) For the Post of Stenographer Grade-III (Jr. Stenographer), the criteria/ conditions are as above and in addition to that, he must have possessed minimum speed of 80 words per minute in shorthand and minimum speeds of 40 words per minute in English Type Writing through Computer System.

(b) For the Post of Salaried Amin

- (i) Must be a citizen of India.
- (ii) have passed the Matriculation examination or equivalent examination from a recognized board.
- (iii) have passed Revenue Inspector Training.
- (iv) have knowledge in Computer Application.

- (v) Must be over 18 years and below 32 years of age as on the last date fixed for receipt of application (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) 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; and
- (viii) Have not more than one spouse living, if married.
- (ix) Have no criminal antecedent on the date of application.

II. FEES FOR EXAMINATION

No fee for the examination is chargeable for the candidates of all categories.

The candidates are required to submit their application being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The candidates working either under State or Central Govt., whether temporary or permanent, are eligible to apply provided that, they possess the requisite Qualification and are within prescribed age limit. They apply their candidature for the post through proper channel along with the "**No Objection Certificate**" obtaining from the competent Authority.

III. LAST DATE FOR RECEIPT OF APPLICATIONS

The application along with the required documents and self-attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **29.08.2025** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected. The Application shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjharqarh, Dist: Keonjhar, Pin: 758001.**

N.B.:

- (i) Separate application should be submitted for each post mentioning the name of post clearly **(in capital Letters with underline) on the top of the envelope.**
- (ii) Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his/ her application. The application, if found defective and/ or incomplete in any respect, shall be summarily rejected.

- (iii) In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rules contained in the Odisha District & Civil Courts Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 (Amendment Rules thereto).

No Travelling allowance is admissible to the candidates.

Date of examination shall be intimated to the candidates through Letter, Office Notice Board and District Court Website.

IV. SCHEME OF EXAMINATION

FOR THE POST OF JUNIORCLERK-CUM-COPYIST

	Subject	Marks	Duration of Test
Part-I	English	100	02 hours
	Arithmetic	100	01 hour
	General Knowledge	100	01 hour
Part-II	Computer Science (Practical)	100	01 hour
Part-III	Viva Voce	45	

N.B.: Only the successful candidates in the Part-I examinations shall be called for the Test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.

The candidates shall answer the question in English unless otherwise directed.

The cut off mark for qualifying in the Computer Science Test (Practical) is 50% in case of General candidates and candidates belonging to other categories. The cut off mark for qualifying in Computer Science Test (Practical) is 40% in case of SC/ST candidates.

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 an application to be written in English	20 marks
(c)	One Oriya passage to be translated into English	15 marks
(d)	An 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 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) **General Knowledge –** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(iv) **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.

(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.

FOR THE POST OF JUNIOR TYPIST

	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100	02 hours
Part-II	Type Writing Test	50	10 Minutes
Part-III	Computer Science (Practical)	100	01 hour
Part-IV	Viva Voce	35	

N.B.: Only successful candidates in the Part-I examinations shall be called for the Test of Typewriting, Computer Science (Practical) Test and Viva-Voce.

The candidates shall bring their own Typewriter Machine for the Test.

FOR THE POST OF STENOGRAPHER GRADE-III (JUNIOR STENOGRAPHER)

	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100	02 hours
Part-II	Shorthand & Type Test	50	15 Minutes
Part-III	Computer Science (Practical) Test	100	01 hour
Part-IV	Viva Voce	35	

N.B.: Only the successful candidates in the Part-I examination shall be called for Shorthand & Typewriting Test, Computer Science (Practical) Test and Viva-Voce Test.

The candidates shall bring their own Typewriter Machine for the Test.

- (a) The details of syllabus for written test in English is the same as provided under the scheme of examination for the post of Junior Clerk-cum-Copyist.
- (b) The standard required of a candidate shall be equal to that of +3 examination conducted by recognized university.
- (c) Other conditions as applicable to the written test for Junior Clerks-cum-Copyist shall also apply.
- (d) The syllabus for Computer Science Test (Practical) and viva-voce test is the same as provided for the post of Junior Clerk-cum-Copyist.
- (e) The candidates who have secured 35% of marks in the subject English of the written test shall be called for Shorthand and Typewriting test for the post of Stenographer Grade-II and Typewritten test for the post of Junior Typist up to 10 times of vacancy in each category and the candidates selected in such test shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for Viva-voce Test.
- (f) The candidates shall answer the question in English unless otherwise directed.
- (g) The cut off marks for qualifying in the Computer Science Test (Practical) is 50% in case of General Candidates and candidates belonging to other categories. The cut off marks for qualifying in the Computer Science Test (Practical) is 40% in case of SC/ST candidates.
- (h) The Shorthand & Typewriting test will be held after publication of result of the written Test. A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner and he shall reproduce such shorthand test of 400 words in type script in 10 minutes. The typewriting test in case of Stenographer Grade-III shall be held through Computer System.
- (i) 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.

FOR THE POST OF SALARIED AMIN

	Subject	Marks	Duration of Test
Part-I	English (HSC Standard)	100	02 hours
	Arithmetic (HSC Standard)	50	01 hour
	Technical knowledge in Survey and Settlement(Theory)	50	01 hour
Part-II	Technical knowledge in Survey and Settlement(Practical)	50	--
Part-III	Viva-Voce test	30	--

N.B.: Only successful candidates in the written test shall be called for the technical knowledge in Survey and Settlement (Practical) test and the candidates qualified in the said practical test shall be eligible for Viva-voce Test for the post of Salaried Amin.

DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN

(i) **English:-**

(a)	An essay to be written in English	30 marks
(b)	A letter or an application to be written in English	20 marks
(c)	One Oriya passage to be translated into English	15 marks
(d)	An 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 H.S.C. examination conducted by recognized Board.*

(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) **Technical Knowledge in survey and settlement –** Candidates should have sound knowledge in Survey and Settlement.

(iv) **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.

V. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

For the Post of Jr. Clerk-Cum-Copyist, Jr. Typist, Jr. Stenographer and Salaried Amin

- (i) Copy of self-attested H.S.C. Examination certificate or any equivalent certificate in support of date of birth.
- (ii) 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 or University, as the case may be.
- (iii) Copy of self-attested +3 examination certificate or such other qualification as are equivalent +3 examination of a recognised University.
- (iv) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.

- (v) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (vi) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vii) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination.
- (viii) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name & designation of the Officer).
- (ix) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (x) Two self-addressed envelopes affixing postal stamp of Rs.5/- (five) on each.
- (xi) One declaration regarding marital status showing to have one spouse living, if married.
- (xii) Copy of self-attested Typewriting Certificate issued by a recognized institute [for the post of Junior Typist].
- (xiii) Copy of self-attested copy of Shorthand & Typewriting Certificate issued by a recognized institute [for the post of Stenographer Grade-III (Jr. Stenographer)].
- (xiv) Copy of self-attested copy of Certificate of Revenue Inspector Training (for the post of Salaried Amin).
- (xv) Self declaration showing that he/ she has no criminal antecedent.
- (xvi) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to SC/ ST/ SEBC categories with signature of the candidates thereon.
- (xvii) A copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xviii) Copy of self-attested document showing to have at least passed a test in Odia equivalent to M.E. standard, who have passed 10th Board Examination in the medium other than Odia.

Sd/- G.C. Behera/ 28.07.2025
District Judge-cum-Chairman,
District Recruitment Committee, Keonjhar

FORMAT OF APPLICATION

APPLICATION FOR THE POST OF

1. Name of the Candidate :
(In Block Letter)
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status :
(Married/ Unmarried)
5. Permanent address :
6. Present address :
7. (a) Date of birth as per Christian era :
(b) Age (As on 29.08.2025) :
8. Educational Qualification (Attach attested copies of Certificate in support of qualification)

Self attested
recent Passport
size photograph.

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Total Marks	Aggregate of mark Secured	Grade/ Division	% of Marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science						
Diploma in Computer Science						
Any other higher examination						
Typewriting						
Shorthand & Typewriting						
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, attach
supporting medical certificate 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 the Orissa District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules thereto) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

SIGNATURE OF THE CANDIDATE