

OFFICE OF THE DISTRICT JUDGE, P U R I

Dated, Puri the 15th day of May, 2025

ADVERTISEMENT NO. 2/2025

LAST DATE FOR RECEIPT OF APPLICATIONS: 17.06.2025.

FOR DEPARTMENTAL CANDIDATES ONLY

Applications in the prescribed format are invited from intending Departmental Process Servers and other Group-'D' employees for filling up of the vacant posts of Junior Clerk/Copyist in the scale of pay as noted against each category of posts with usual D.A. and other allowances as admissible by Government from time to time on regular basis in accordance with the provisions contained in Part-II, Rule-4 of the ***Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008 (Amendment Rules, 2010 & 2023)*** and subject to the result of W.P.(C) No.1273/2014 of the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Name of Posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	ST	SC	SEBC	Total
Junior Clerk-cum-Copyist	Rs.19,900-63,200/- (Level-4)	~	3 (1-W)	~	~	~

Note:

- The reservation shall be determined in accordance with the relevant Reservation Rules.
- The decision of the District Recruitment Committee, Puri as to the result of the examination shall be final and in no case shall be liable to be challenged
- 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.
- 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.
- Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

1. ELIGIBILITY OF THE CANDIDATE:

The candidate -

- Shall have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognized University.

- ii) Shall have at least passed Diploma in Computer Application from a recognized Institute.
- iii) Shall be over 18 years of age and below 32 years of age as on the last date fixed for receipt of applications i.e. as on 15.06.2025 in view of sub-rule 4(c) of Rule-6 of Recruitment Rules, 2008. Provided that the upper age limit is relaxable by 5 years in case of SC/ST/SEBC/Women Candidates and 10 years in case of Persons with Disabilities. For Ex-Serviceman, after deducting the period of service rendered in Armed forces from the present age, the resultant age should not exceed 32 years.
- iv) Shall be able to speak, read and write Oriya and must have passed at least a test in Oriya equivalent to the M.E. standard.
- v) Should not have more than one spouse living, if married.

2. **PROCESS OF SELECTION**

There shall be an examination on the following subjects for the posts as per the scheme of examination: -

3. **SCHEME OF EXAMINATION**

For the post of Junior Clerk/Copyist:-

	Subject	Marks	Duration of Tests
Part-I	English	100	2hrs.
	Arithmetic	100	1 hrs
	General Knowledge	100	1 hrs.
Part-II	Computer Science Test (Practical)	100	1 hrs.
Part-III	Viva-Voce Test	45	-

The candidates qualified in the written examination shall be called for Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) and the candidate selected in Computer Science Test (Practical) shall be called for Viva-Voce Test.

4. **A(a). Details of syllabus for each subject shall be as follows: -**

I. 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 Oriya passage to be translated into English	15 marks
d	One English passage to be translated into Oriya	15 marks
e	Summary of one English passage	20 marks

- II. Arithmetic:** Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound interest, simple and Compound Practice, Percentage, 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. Computer Science Test (Practical):** The Syllabus for Computer Science Test (Practical) is the same for the post of Junior Clerk/Copyist and Junior Typist. 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.

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

- 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.

5. **STANDARD OF QUESTIONS AND MANNER OF ANSWERS**

- I. The standard of questions will be that of the +3 Examination conducted by a recognized university.
- II. The Candidates shall answer the questions in English unless otherwise directed.
- III. The date of written test shall be intimated to the concerned Group-D employees through their respective Heads of Offices or they may visit District Court's Website in this regard.

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

The eligible and interested Group-'D' employee shall submit his application in Form 'A' along with self-attested required educational certificates with mark sheets and a declaration for having not more than one spouse living, if married, to their respective Heads of Office on or before 17-06-2025 by 5 P.M.

Applications received after the last date & time shall be summarily rejected.

The District Recruitment Committee is also competent to adopt suitable methods in processing the applications, scrutinizing them and conducting the tests as per the Rules, 2008 and the decision of the Committee in this regard shall be final and in no case shall be liable to be challenged.

7. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATION: -**

- I. Three self-signed recent passport size photographs. (One is to be affixed in the Application Form in the space provided for it in Form-A format and rest two self-signed recent passport photographs are to be submitted along with the application form.
- II. Self-attested copy of H.S.C or equivalent certificate showing proof of age and mark sheet.

- III. Self-attested copy of certificate showing passing of +2 or equivalent examination and mark sheet.
- IV. Self-attested copy of certificate of +3 examinations or equivalent there to conducted by a recognized University and mark sheet.
- V. Self-attested copy of Certificate and Mark sheet of Diploma in Computer Application from a recognized institute.
- VI. Self-attested copy of Caste Certificate issued by the Competent Authority in case of candidates belonging to Reserved Category.
- VII. Self-attested copy of certificate of Persons with Disability issued by the competent Medical Authority/Board showing percentage of disability.
- VIII. Self-attested copy of conversion certificate for the candidates who awarded with Grade marks instead of percentage of marks.
- IX. Self-attested copy of certificate showing to have passed a test in Oriya equivalent to the ME standard.
- X. The candidates, who are married, have to submit a self-declaration certificate that he/she has not more than one spouse living.

The candidates are further instructed to regularly verify about the updates of the instant recruitment process by visiting the official website of District Court, Puri.

Form 'A'

FORMAT OF APPLICATION

APPLICATION FOR THE POST OF _____

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. Present place of posting & post hold:
8. Date of joining in Service:
As Process Server: -
As Other Group- 'D' employee: -
9. Whether there is any Disciplinary Proceeding? (Yes/No) :-
If Yes, Give details of the same: -
10. Email address _____ Mobile No- _____
11. Date of Birth: _____ ;
Age as on **17.06.2025**): ____ Yrs ____ Mths. ____ Days.
12. Educational Qualification (Attach attested Copies of Certificates in support of qualification):

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

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./ Sc.					
+3 Arts/ Com./ Sc.					
Diploma in Comp. Science					

13. 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)

14. Whether Physically/ Orthopedically Handicapped:

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

15. Religion:

16. Nationality:

17. Employment Exchange Registration No.:

18. Attach two Character Certificates issued by two Gazetted Officers/Medical Practitioners/Sarpanch etc.

(Mention the Name & Designation of the Officers):

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)

Sd/-

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