

OFFICE OF THE DISTRICT JUDGE, RAYAGADA

Dated 20th June 2025

ADVERTISEMENT NO. 02/2025

LAST DATE FOR RECEIPT OF APPLICATIONS:15.07.2025.

FOR DEPARTMENTAL CANDIDATES ONLY

Applications in the prescribed format are invited from intending Departmental 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 the Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (here in after referred as Rules,2008) subject to the result of W.P.(C) No.1273/2014 the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Name of the post	Scale of Pay	ST	SC	SEBC	UR	Total
Junior Clerks/ Copyists	Rs.19,900/- to 63,200/- in Level-04 in the Pay Matrix under ORSP Rules, 2017.	02 (W-1)	--	--	02 (W-1)	04
Total		02	--	--	02	04

NOTE:-

- I. The number of above vacancies in different categories of the posts may increase or decrease. The reservation for Women, Person with Disabilities/ Ex-Servicemen/Sports person shall be made in accordance with the Orders/Rules issued by the Government from time to time.
- II. The reservation shall be determined in accordance with the relevant Reservation Act & Rules.
- III. 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.
- IV. The Recruitment Committee reserves the right to issue corrigendum in case of administrative exigencies/ revoke the advertisement/ cancel the recruitment process at any time without assigning any reasons thereof without prior notice.
- V. The applicant shall indicate specifically and clearly for which category of post(s)

he/she is applying. If there is no such indication in the application, it will be treated that he/she has applied in the un-reserved (UR) category of that post.

- VI. 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 -

- i. Shall have passed at least +3 examination 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 able to speak, read and write Oriya and must have passed at least a test in Oriya equivalent to the M.E. standard.
- iv. 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: -

SCHEME OF EXAMINATION

A. For the post of Junior Clerk/Copyist:-

	Subject	Marks	Duration of Tests
Part-I	English	100	2hrs.
	Arithmetic	100	1hr
	General Knowledge	100	1hr
Part-II	Computer Science Test (Practical)	100	1hr
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) shall be called for Viva-Voce Test.

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.

3. **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.

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 at <https://rayagada.dcourts.gov.in>.

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

The eligible and interested Group-'D' employee shall submit his/her 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 **15.07.2025** by **05.00 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.

5. 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.
- 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.

6. OTHER CONDITIONS:-

- I. The candidates are required to submit their applications being duly filled in and signed in their own handwriting as per the form.
- II. The original certificates are to be produced by the candidates at the time of viva-voce test. If any document filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled and the candidate shall also be liable for disciplinary proceeding per law.
- III. Provisions of reservation shall be in accordance with the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.

7. GROUNDS FOR REJECTION:-

- i. Incomplete application form.

- ii. Non-signing of declaration.
- iii. Not Passing Oriya Test (M.E standard)/ not furnishing Oriya test pass certificate.
- iv. Not coming in age limit as mentioned in Advertisement.
- v. Not having requisite qualification as provided in Advertisement.
- vi. Not furnishing certificates/documents as provided under Para No.6 of the Advertisement.
- vii. Submission of false information/wrong information regarding Age, Qualification/Category Status etc
- viii. Suppression of facts/information about eligibility, if any.
- ix. Any other ground as per the decision of the Recruitment Committee.

NOTE:-

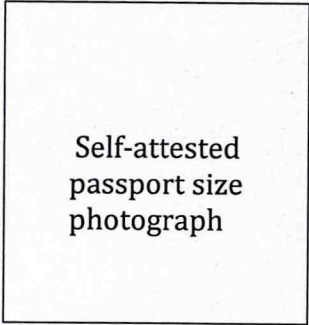
- i. Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application if found false/incorrect/incomplete in any respect will be summarily rejected.
- ii. The candidates are further instructed to regularly verify about the updates of the instant recruitment by visiting the official website of Rayagada Judgeship.

For details, visit <https://rayagada.dcourts.gov.in>

FORM-A
FORMAT OF APPLICATION
[See Para 2A of Appendix A]

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 :
- 5(a). Present Address :
6. Present Place of Posting & Post held:
- 6(a). Date of Joining in Service
(i) As Process Server:
(ii) In any other posts other than (i):
- 6(b). Whether possesses sound health, good physique and free from organic defects or bodily infirmity.
- 6 (c) Whether any Disciplinary Proceeding is pending or not? Yes/No
If Yes, Give details of the same.
7. Date of Birth as per Christian Era :/...../.....
Age of candidate as on **15.07.2025** :.....Years.....Months..... Days
8. Educational Qualification (Attach attested copies)



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.					
+2 Arts/ Commerce / Science					
+3 Arts/ Commerce / Science orequivalent					
Diploma in Computer Science					

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 certificates issued by the Competent Medical Authority/ Board)
11. Religion:
12. Nationality:
13. Employment Exchange Registration No.:
14. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc.
(mention name, designation of the officers):
15. Mail ID Mobile No.

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 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)

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