

OFFICE OF THE DISTRICT & SESSIONS JUDGE : CUTTACK

NOTIFICATION

Dated, Cuttack the 23rd day of December, 2024

Applications in the prescribed format are invited from the Process Servers and other Group-D employees of this Judgeship for selection to the post of Jr. Clerk –cum- copyist in the Pay Matrix Rs. 19,900/- at Level-4 as per ORSP Rules 2017 per month with usual D.A. and other allowances as admissible by the Government from time to time.

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

CATEGORY WISE VACANCY POSITION

Name of the Post	UR		SEBC		SC		ST		Total
	M	W	M	W	M	W	M	W	
Jr. Clerk-cum- Copyist	4	1	0	0	0	1	0	0	06

A candidate in order to be eligible for the post of Junior Clerk –cum- Copyist must :-

- have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
- have passed at least Diploma in Computer Application from a recognized institute;
- be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- be of good character;
- be of sound health, good physique and free from organic defects or bodily infirmity;
- have not more than one spouse living, if married and
- have minimum 03 years of service experience in Group-D cadre as on the date of advertisement.


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SCHEME OF EXAMINATION FOR THE POST OF JR. CLERK-CUM-COPYIST

	Subject	Marks	Duration of Test
Part-I	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	-----

Only successful candidates in the Part-I examinations for the posts of Jr. Clerk-Cum-Copyist shall be called for Computer (Practical) Test and the candidates qualified in the said Practical Tests shall be eligible for Viva-Voce.

No Travelling allowance is admissible to the candidates.

Date of Examination shall be intimated to the eligible candidates in due time.

DETAILS OF SYLLABUS FOR EACH SUBJECT: -

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 Odia passage to be translated into English | 15 marks |
| (d) One English Passage to be translated into Odia | 15 marks |
| (e) Summary of one English passage | 20 marks |

Note- The standard required of a candidate shall be equal to that of +3 examinations conducted by a recognized university.

Arithmetic- Vulgar fractions and decimals, H.C.F., and L.C.M., Simple and Compound Interest, Simple and Compound Practice, Percentages, Profits and loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

Note- Problems more easily solvable by algebraical methods need not be required to solve arithmetically.


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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, web site searching / browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

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

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.”

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificates in support of date of birth.
- (b) 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/University as the case may be.
- (c) Copy of Self-attested +3 Examination Certificate or such other qualification as are equivalent to +3 examination of a recognized university as the case may be.
- (d) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute as applicable for the post applied for.
- (e) Copy of Self-attested mark sheet of the H.S.C. Examination or equivalent examination.
- (f) Copy of Self-attested Mark Sheet of the +2 Examination or any equivalent examination.
- (g) Copy of Self-attested Mark Sheet of the +3 Examination or any equivalent examination.


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- (h) Two Self-attested Passport size recent photographs (One is to be affixed in the application on the space provided).
- (i) One declaration regarding marital status showing to have one spouse living, if married.
- (j) Copy of self-attested Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Schedule Castes, Schedule Tribes and SEBC categories.
- (k) Copy of self-attested Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.

The application duly filled in by the applicant and forwarded by the concerned Presiding officer should reach the undersigned on or before **06.01.2025**.

Sd/-
District Judge,
Cuttack

Memo No. 10247 (70) / Dated : 23.12.2024 /

Copy forwarded to
*(All Courts of this Judgeship and
all Judge-in-Charge, Process Establishment Section of this Judgeship)*

for information and necessary action with a request to inform all the Group-D employees working under their respective control accordingly.

Copy to Notice Board District Court, Cuttack for general information.

Copy forwarded to the System Officer, District Court, Cuttack with a direction to upload the same in the website of the District Court, Cuttack.


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APPLICATION FOR THE POST JUNIOR CLERK -CUM- COPYIST

1. Name of the applicant :
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 :
b. Age as on the date of Notification : Years Months Days
8. Educational qualification (Copy of certificate should be enclosed)

Self attested
passport
size
photograph

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 or equivalent					
Diploma in Computer Science					

9. Category: (SC/ST/SEBC/UR/Physically/ Orthopedically handicapped):
(Strike out which is not applicable and attach the supporting documents issued by the Competent Authority).
10. Date of entry into Government Service :
11. Length of Service in Class-IV rank : Years Months Days
12. Present place of posting as on :
13. Details of the previous posting :

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.

Place:
Date:

Signature of the Applicant