



ବଲାଙ୍ଗିର ଜିଲ୍ଲା ବ୍ୟାୟାଳୟ

Balangir District Court

e-Courts Mission Mode Project

ସାଧାରଣ ଅଫିସ



OFFICE OF THE DISTRICT JUDGE, BALANGIR.

ADVERTISEMENT No. 01 of 2025.

Dated, Balangir the 19th day of May, 2025

Applications in the prescribed format are invited from the intending candidates for filling up the posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin** under Group 'C' category in the Judgeship of Balangir as per the Pay Scale mentioned against each posts per month with usual D.A. and other Allowances as admissible from time to time on regular basis subject to the result of W.P.(C) No.1273/2014 in accordance with the provisions contained in "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 as amended in 2010, 2023 and 2025" along with the scheme of examination framed by the District Recruitment Committee, Balangir in respect of the post of Salaried Amin.

Sl. No.	Name of post	Scale of Pay	Un-Reserved	S.E.B.C.	S.C.	S.T.	Total
1	Junior Clerk-cum-Copyist	Rs. 19900-63,200/- Level-4	07 (W-2)	04 (W-1)	04 (W-1)	10 (W-4)	25
2	Junior Typist	Rs. 19900-63,200/- Level-4	-	-	-	01	01
3	Stenographer Grade-III	Rs. 25500-81,100/- Level-7	02 (W-1)	-	02 (W-1)	03 (W-1)	07
4	Salaried Amin	Rs. 21700-69,100/- Level-5	01	-	-	01	02

NB :

- The number of vacancies in different categories of posts may increase or decrease
- In case of non-availability of eligible/suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.
- The reserved category belongs to S.C. & S.T. includes carry forward backlog vacancies.
- The reservation for Person with Disability (PwD)/Ex. Servicemen/ Sportsmen shall be made in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- The undersigned reserves the right to modify/revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason at any time without prior notice.
- The decision of District Judge, Balangir shall be final as regards to the whole recruitment process.

I. Eligibility Criteria :

A candidate in order to be eligible for the posts of Junior Clerk-Copyist, Stenographer Grade-III and Junior Typist shall-

- a) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
- b) have at least passed Diploma in Computer Application from a recognized institute.
- c) be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee.

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.

- d) be able to speak, read and write Oriya and have passed in a test in Oriya equivalent to the M.E. standard:
- e) be of good character:
- f) be of sound health, good physique and free from organic defects or bodily infirmity:
- g) have not more than one spouse living, if married:
- h) possess a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute in respect of the post of **Stenographers Grade -III**.
- i) possess a minimum speed of 40 words in Typewriting per minute in respect of the post of **Junior Typists**.

NB: The Typewriting test for the post of Junior Typist & Stenographer Grade-III shall be done through Computer System in English language only.

II. Eligibility Criteria

A candidate in order to be eligible for direct recruitment for the posts of Salaried Amin shall-

- a) be 18 years and above and below 32 years of age as on last date receipt of applications under this advertisement.

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.

- b) have passed the matriculation examination or equivalent examination from a recognized Board and must possess knowledge in Computer Operation.
- c) have passed the Revenue Inspector Training from a recognized Institute.
- d) be of good character.
- e) be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity.
- f) have not more than one spouse living; if married.
- g) be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E standard.

III. No examination fee is required to be paid by the candidates. The candidates are required to submit their applications duly filled in with full signature by their own hands, furnishing the required particulars as per the format given below. The candidates who are in Government Service are required to apply through proper channel.

IV. **Scheme of Examination**

(A) For the Post of Junior Clerk-cum-Copyist:-

(i) **Written Test consisting of**

(a) English	100 marks	2 hours
(b) Arithmetic	100 marks	1 hour
(c) General Knowledge	100 marks	1 hour
(ii) Computer Science Test (Practical)	100 marks	1 hour
(iii) Viva Voce Test	45 marks	

(B) For the Post of Stenographer Grade-III / Junior Typist.

Written Test consisting of

(i) English (qualifying in nature)	100 marks	2 hours
(ii) (a) Shorthand & Typing Test (for Stenographer)	50 marks	15 minutes
(b) Type writing Test (for Typist)	50 marks	10 minutes
(iii) Computer Science Test (Practical)	100 marks	1 hour
(iv) Viva Voce Test	35 marks	

NB: 1. For the post of Junior Clerk-cum-Copyist, the candidates, who secure minimum 35% of mark in written test shall be called for computer science (Practical) and candidates who secure minimum 50% marks, (40% for SC/ST candidates) in Computer Science Test (Practical) shall be called for viva voce test.

2. For the post of Stenographer Grade-III and Junior Typist, the candidates who qualify in written test in English shall be called for shorthand and typewriting test and the candidates who are selected shall be called for Computer Science Test (Practical) and the candidates selected in such test shall be called for viva voce test.

(C) For the Post of Salaried Amin.

Examination	Subject	Marks	Duration
Part-I (Written Test)	General English	50	1 Hour
	Arithmetic	100	1 Hour
	Technical Knowledge in Survey & Settlement (Theory)	50	30 Minutes
	Handwriting in Odia	50	30 Minutes
Part-II (Practical)	Skill test in Computer Application	50	45 Minutes
	Technical Knowledge in Survey & Settlement	50	45 Minutes
Part-III	Viva-Voce Test	35	-

NB: The candidates, who secure minimum 35% of mark in each subject in written examination mentioned in part-I of the Scheme, shall be eligible to appear in the Skill test in Computer Application & Survey Practical Test (Part-II). The candidates who secure minimum 50% of mark in each subject in Part-II shall be eligible for Viva-Voce test (Part-III).

V. Syllabus for the Examination:-

- (i) For the post of Junior Clerk-cum-copyist, Stenographer Grade-III and Junior Typist, is as provided in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments thereto.

(ii) For the post of Salaried Amin:-

General English:

- | | | |
|------|--|----------------|
| i. | An essay to be written in English | (1 x 10 Marks) |
| ii. | A letter or application to be written in English | (1 x 10 Marks) |
| iii. | One Odia passage to be translated into English | (1 x 10 Marks) |
| iv. | One English Passage to be translated into Odia | (1 x 10 Marks) |
| v. | Summary of one English passage | (1 x 10 Marks) |

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.

Technical Knowledge in Survey & Settlement (Theory):

Survey & Settlement.

Handwriting in Odia:

To write an odia passage consisting of 400 words.

Skill test in Computer Application:

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.

Practical Test (Survey & Settlement):

To test the practical knowledge of candidates 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.

The date of written tests for all the posts will be intimated later on through post and through District Court's website "<https://balangir.dcourts.gov.in>"

VI. Last date of receipt of application:

The complete applications in (Form-A) along with required documents shall be sent to the **District Judge, Balangir At-Civil Courts, Balangir (Patnagarh Road), Po/Dist-Balangir, Pin-767001** through Registered Post/Speed Post or may be dropped in the box kept inside the Civil Court Campus, Balangir in office hours on working days. The applications must reach in the address mentioned above on or before **18.6.2025, 5 P.M.** Applications received after the last date & time and through any other mode shall not be considered. In case of receipt of large number of applications advertised for the posts of Junior Clerk-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin, the District Recruitment Committee 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, amendment Rules, 2010 and 2023".

VII. Candidates applying for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III are required to submit the following documents along with the application form.

- i. Self attested copies of certificate and mark sheet of +3 examination or such other qualification as are equivalent to +3 examination of a recognized University. Candidates who have not been awarded of marks, but only "Grade Marks", they along with their application should submit the conversion certificate from the concerned Board/Council/University as the case may be.
- ii. Self attested copies of certificate and mark sheet of +2 examination or equivalent examination of a recognized Council, Board or University as the case may be.
- iii. Self attested copies of certificate and mark sheet of H.S.C. or equivalent examination of a recognized Board or University.
- iv. Self attested copies of certificate and mark sheet relating to Diploma in Computer Application from a recognized institute.
- v. Self attested copy of technical certificate issued by a recognized institution in respect of the post of Stenographer Grade-III and Junior Typist.
- vi. Self attested 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/ orthopedically handicapped candidate only.
- vii. Self attested copy of Caste certificate in case of reserved category.
- viii. Self attested copy of Employment Exchange Registration certificate.

- ix. One self declaration with signature regarding marital status showing to have one spouse living, if married.
- x. Three self-address postal envelopes duly stamped.
- xi. Three self attested recent passport size photographs
- xii. Two recent original Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch etc.
- xiii. Self-attested copy of Odia pass certificate (In case candidate does not pass Odia subject in course of study).
- xiv. An undertaking regarding no criminal antecedent.
- xv. Self attested ID card/document in case of sportsmen/Ex-Servicemen.

VIII. Candidates for the post of Salaried Amin are required to submit the following documents along with the application form:

- i. Self-attested copy of certificate of the H.S.C. Examination or equivalent Examination.
- ii. Self-attested copy of certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- iii. Self-attested copy of mark sheet of the H.S.C. Examination or equivalent examination.
- iv. Self-attested copy of certificate of Employment Exchange registration number.
- v. Three Self-attested Passport size recent photographs out of which one is to be affixed in the application on the space provided.
- vi. Three Self-addressed envelopes duly stamped.
- vii. One self declaration regarding marital status showing to have one spouse living, if married.
- viii. Self attested copy of Caste certificate in case of reserved category.
- ix. Self-attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority in respect of physically handicapped candidate only.
- x. Two recent Character Certificates in original issued by separate Gazetted Officers/Medical Practitioners/Sarpanch etc.
- xi. Self-attested copy of Revenue Inspector training certificate.
- xii. Self-attested copy of Odia pass certificate (In case candidate does not pass Odia subject in course of study).
- xiii. Self attested copy of certificate claiming under special reserved category.
- xiv. An undertaking regarding no criminal antecedent.
- xv. Self attested ID card/document in case of sportsmen/Ex-Servicemen.

IX. The candidates are required to mention the name of the post in **bold letters** on the top of their respective applications and on the top of the envelopes containing their applications. They must put their full signatures at the space provided.

X. The candidates are required to submit separate application for each category of post applied for with relevant documents. Written examination for all the posts will be held on the same day. Candidates applying for more than one post can appear in the examination for one post only as per their choice.

N.B. Non compliance of any of the requirements mentioned in the advertisement including non-submission of documents shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected and no correspondence will be entertained in this regard. **The candidates are advised to visit the website of District Court, Balangir <https://balangir.dcourts.gov.in>" for updates.**

**Sd/- Dr. P.M.Samal
District Judge-cum-Chairman,
District Recruitment Committee,
Balangir.**

APPLICATION FOR THE POST OF : _____

**FORM – A
FORMAT OF APPLICATION**

1. Name of the Candidate :
2. Father's/Husband's Name :
3. Sex (Male/Female/Others) :
4. Marital Status (Married/Unmarried) :
5. Permanent Address :
6. Present Address :
7. Date of Birth (as on 18.6.2025) :

Self attested
Passport Size
Photograph

8. Educational Qualification: (Attach attested copies of

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					
Revenue Inspector Training					

9. 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):
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):

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of "Odisha 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.