



OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR.

Advertisement No. 02/Rect./2026.

Dated, the 18th day of June, 2026

Last date for receipt of Application :18.07.2026 (05.00 P.M.)

1. Applications in the prescribed format are invited from intending eligible candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III, Junior Typist and Salaried Amin in the Judgeship of Ganjam as per the following pay Scale with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. The appointment of the following Posts are on regular basis in accordance with the provisions contained in "*The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008, amended up to 01.06.2026, subject to outcome of WP(C) No. 1273/2014* pending before the Hon'ble High Court of Orissa, Cuttack. The appointment of Salaried Amin shall be made in accordance with the above Rules and as per the Modalities determined by the District Recruitment Committee, Ganjam, Berhampur.

Further, the appointments against each post (except Salaried Amin) shall be subject to the outcome of WP(C) No. 14107/2025, WP(C) No. 20149/2025 & WP(C) No. 20007/2025 pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORY-WISE VACANCY POSITION

Sl. No.	Name of the Posts	Scale of pay as per Pay Matrix of ORSP Rules, 2017	U.R.	S.T.	S.C.	S.E.B.C	Total
1	Junior Clerk-cum-Copyist	Rs. 19,900/- to Rs.63,200/- in Level-4	17	23	09	05	54
2	Stenographer, Grade-III	Rs. 25,500/- to Rs.81,100/- in Level-7	01	05	01	01	08
3	Junior Typist	Rs. 19,900/- to Rs.63,200/- in Level-4	01	03	-	-	04
4	Salaried Amin	Rs.21,700- 69,100/- in Level-5	01	-	-	-	01

NOTE:-

- i) The number of vacancy of posts as indicated above, may increase or decrease.
- ii) The reservation of vacancies for Women, Ex-Serviceman, Person with Disabilities and Sports persons shall be filled up in accordance with provisions made under relevant Rule, Order or Instruction issued in this regard by the State Government from time to time.
- iii) The other conditions of service shall be guided by relevant provision of "*The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008, amended up to 01.06.2026.*"
- iv) The District Judge-cum-Chairman, District Recruitment Committee, Ganjam, Berhampur reserves the right to revoke the advertisement/cancel the

recruitment process/cancel any application(s) at any time without assigning any reason and without prior notice to the applicants.

- v) The decision of the District Judge, Ganjam, Berhampur as to the result of the Examination shall be final and in no case, shall be liable to be challenged as per Para-5 of Appendix-A of *"The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Services) Rules, 2008, amended up to 01.06.2026."*

2. ELIGIBILITY OF THE CANDIDATE :

2.1 The candidates for the posts of Junior Clerk-cum-Copyist, Stenographer Grade III and Junior Typist :

- (a) Shall be a citizen of India.
- (b) Shall have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized University.
- (c) Shall have passed at least Diploma in Computer Application from a recognized Institute.
- (d) Shall be over 18 years and below 42 years of age as on 18.07.2026 i.e. the last date fixed for receipt of applications. Provided that, the upper age limit shall be relaxed by 5 (five) years in case of SC/ST/SEBC/Women candidates & in respect of PWD candidates and Ex-serviceman candidates shall be relaxed in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions, for the time being in force, issued in that behalf by the Government.

(Date of birth entered in the High School Certificate or equivalent certificate by the concerned Board / Council will only be accepted by the District Recruitment Committee).

- (e) Shall be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (f) Shall be of good character.
- (g) Shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (h) Shall not have more than one spouse living, if married.
- (i) Shall have possessed minimum speed of 80 (Eighty) words in shorthand and 40 (Forty) words in type writing per minute through Computer System. (For the post of Stenographer Gr.III only).
- (j) Shall have possessed a minimum speed of 40 (Forty) words per minute in English Type Writing through Computer System (For the post of Junior Typist).
- (k) Government Servants, whether Temporary or Permanent, are eligible to apply, provided that they possess the requisite Qualification and are within the prescribed age-limit as provided under Para 2 (d) of the Advertisement. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No objection Certificate" and same shall be submitted along with the application.

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

2.2 Eligibility Criteria for the post of Salaried Amin :

- i. The candidates must satisfy the criteria No.(a), (d), (e), (f), (g), (h), (k), of para-2.1, as stated above.
- ii. The candidates shall have passed matriculation examination or equivalent examination from a recognized Board.
- iii. The candidates shall have passed Revenue Inspector Training.

3. FEES FOR EXAMINATION:

No examination Fees is required to be paid by the candidates.

4. PROCESS OF SELECTION:

A. General :

- i. After receipt of applications for the recruitment examination, career Merit lists for the General and Reserved category according to the descending order of total percentage of marks in H.S.C examination, +2 & +3 examination or of equivalent examinations shall be prepared.
- ii. From each category of career merit list, candidates up to twenty times of actual vacancy in each category shall be called to appear in the written test.

B. Scheme of Examination for the post of JUNIOR CLERK-CUM-COPYIST :

There shall be an examination on the following subjects for the post of Junior Clerk-cum-Copyist.

Part	Subject	Maximum Marks	Duration of Examination
Part-1 (Written Examination)	English	100	2 Hours
	Arithmetic	100	1 Hour
	General Knowledge	100	1 Hour
Part-2	Computer Science Test (Practical)	100	1 Hour
Part-3	Viva-Voce Test	45	--

The candidates who have secured 35% of marks in each of the paper in the Written Examination shall be called for Computer Science Test (Practical) in ratio provided in sub-rule(3) of Rule-7 of The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amended up-to 01.06.2026. The cut off mark for qualifying in the Computer Science Test (Practical) shall be 50% in case of General Candidates and candidates belonging to other categories and 40% in case of SC/ST candidates for the post of Junior Clerk-cum-Copyist. Accordingly, the candidates selected in such Practical Test shall be called for Viva-voce Test.

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 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 |

II) Arithmetic: Vulgar fraction and decimals, HCF and LCM, Simple and compound interest, simple and compound practice, percentages, profit 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 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 Test (Practical): To test the proficiency of 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 e-Mail, 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.

C. Scheme of Examination for the post of Stenographer Grade-III.

There shall be an examination on the following subjects for the post of Stenographer Grade-III.

Part	Subject	Maximum Marks	Duration of Examination
Part-1	English (Qualifying in nature)	100	2 Hours
Part-2	English Short hand & Type writing Test through Computer System	50	5 + 10 minutes
Part-3	Computer Science Test (Practical)	100	1 Hour
Part-4	Viva-Voce Test	35	

The candidates who have secured 35% of marks in the Written Examination in English subject shall be called for Shorthand and Typewriting Test in the ratio provided in sub-rule(3) of Rule-7 of The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amended up-to 01.06.2026. The candidates who have secured minimum 55% of marks in case of General candidates and candidates belonging to other categories and 50% of marks in case of SC/ST candidates in Shorthand and Typewriting Test shall be called for Computer Science Test (Practical). The cut off mark for qualifying in the Computer Science Test (Practical) for the post of Stenographer Grade-III shall be 50% in case of General candidates and candidates belonging to other categories and 40% in case of SC/ST candidates. The candidates selected in such Practical Test shall be called for Viva-voce Test.

N.B. (i) The typewriting test for the post of Stenographer Grade-III shall be done through Computer System in English language only.

- (ii) **Written Test :** The syllabus for written examination for the post of Stenographer Grade-III will be same for English subject, as it is for the post of Junior Clerk-cum-Copyist mentioned above.
- (iii) **Skill Test :** For the post of Stenographer, Grade-III, a candidate shall be dictated a passage of 400 (four hundred) words in English language in five (5) minutes, which shall be taken in shorthand on Shorthand note-sheer supplied by the Examiner. He/she shall reproduce such shorthand text of 400 words in type script (through Computer System) in Ten (10) minutes.
- (iii) **Computer Science Test (Practical):** Same as detailed above for the post of Junior Clerk-cum-Copyist.
- (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.

D. Scheme of Examination for the post of Junior Typist.

There shall be an examination on the following subjects for the post of Junior Typist.

Part	Subject	Maximum Marks	Duration of Examination
Part-1	English (Qualifying in nature)	100	2 Hours
Part-2	English Type writing Test through Computer System	50	10 minutes
Part-3	Computer Science Test (Practical)	100	1 Hour
Part-4	Viva-Voce Test	35

The candidates who have secured 35% of marks in the Written Examination in English subject shall be called for Typewriting Test in the ratio provided in sub-rule(3) of Rule-7 of The Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amended up-to 01.06.2026. The candidates who have secured minimum 55% of marks in case of General candidates and candidates belonging to other categories and 50% of marks in case of SC/ST candidates in Typewriting Test shall be called for Computer Science Test (Practical). The cut off mark for qualifying in the Computer Science Test (Practical) for the post of Junior Typist shall be 50% in case of General candidates and candidates belonging to other categories and 40% in case of SC/ST candidates. The candidates selected in such Practical Test shall be called for Viva-voce Test.

N.B. (i) The Typewriting Test for the post of Junior Typist shall be done through Computer System in English language only.

- (ii) **Written Test :** The syllabus for written examination for the post of Junior Typist will be same for English subject, as it is for the post of Junior Clerk-cum-Copyist mentioned above.
- (iii) **Skill Test :** For the post of Junior Typist, a candidate shall be given a written passage containing 400 (four hundred) words in English language, which he/she shall reproduce by typing through Computer System in 10 (ten) minutes.
- (iii) **Computer Science Test (Practical):** Same as detailed above for the post of Junior Clerk-cum-Copyist.
- (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.

E. Scheme of Examination for the post of Salaried Amin.

There shall be an examination on the following subjects for the post of Salaried Amin.

Part	Subject	Marks	Duration
Part-I	English & Odia	100	Two Hours
	Arithmetic	100	One Hour
	Technical knowledge in Survey & Settlement (Theory)	100	One Hour
Part-II	Technical Knowledge in Survey & Settlement (Practical)	50	45 Minutes
Part-III	Viva-voce Test	25	--

DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN:

The detail syllabus for the Subject of the Written Test shall be as follows.

- i) **English and Odia :** The Standard required of a candidate shall be equal to that of the H.S.C. Examination or equivalent Examination conducted by a recognized Board.
 - a) An essay to be written in English 25 marks
 - b) An essay to be written in Odia 25 marks
 - c) One letter or application to be written in English 20 marks
 - d) One Odia passage to be translated into English 15 marks
 - e) One English passage to be translated into Odia 15 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.
- iii) **Technical Knowledge in Survey and Settlement:** Candidate should have sound theoretical and practical knowledge in Survey & Settlement.
- iv) **Viva Voce Test :** To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

N.B.: The candidates who have secured 35% of marks in each paper of the Written Test are eligible for Technical knowledge in Survey and Settlement (Practical) Test. The Candidates who secure minimum 50% marks in case of general candidates and candidates belonging to the other categories and 40% in case of SC/ST candidates in the Part-II examination shall be eligible to appear in the Part-III. On the basis of marks secured in the above tests a merit list shall be prepared.

5. LAST DATE OF RECEIPT OF APPLICATION:

The last date of receipt of application is fixed on **18.07.2026 (05.00 P.M.)**. Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall reach in the **OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR, ODISHA, PIN-760004** by 05.00 PM on or before 18.07.2026 positively either in person during Office hour on each working day or by Speed post/Registered post. The application received after due date & time i.e. after 05.00 PM of 18.07.2026 shall be summarily rejected.

6. LIST OF DOCUMENTS TO BE SUBMITTED by the candidates along with their applications are as follows:

- i. Self-attested copy of H.S.C. Board or equivalent certificate showing proof of age and mark sheet. (For all candidates)
- ii. Self-attested copy of certificates showing passing of +2 or equivalent examination and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Junior Typist)
- iii. Self-attested copy of certificates showing passing of +3 examination and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Junior Typist)
- iv. Self-attested copy of certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute. (For Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist).
- v. Self-attested copy of certificate showing to have passed Odia at least M.E. Standard from a recognized Institute (For all candidates).
- vi. Self-attested copy of certificate showing successful completion of Shorthand Course (Stenography & Type writing Certificate) from a recognized Institute. (For the post of Stenographer Grade-III only)
- vii. Self-attested copy of certificate showing successful completion of English Type Writing Course from a recognized Institute. (For the post of Junior Typist only)
- viii. Self-attested copy of certificate showing successful completion of Revenue Inspector Training (For the post of Salaried Amin only)
- ix. Two Character Certificates issued by two different Gazetted Officers / Medical Practitioners / Sarpanch etc. in original. (Mention name and designation of the Officers) (For all candidates)
- x. Three self-signed recent passport size photographs of the applicant, one of which shall be affixed in the given box on the application form. (For all candidates)
- xi. Two self-addressed envelopes duly stamped for Rs. 60/- on each for dispatch of all letters by Registered Post/Speed Post. (For all candidates)
- xii. a) Candidates belonging to S.T./S.C./S.E.B.C. Category of Odisha by birth are required to submit the self-attested copy of the relevant Caste Certificate as mentioned in their application form and issued by the competent Authority in the prescribed form.

Candidates belonging to S.E.B.C. Category (other than Creamy Layer) must submit the self-attested copy of Caste Certificate issued by the Competent Authority within the last Three years by the closing date for submission of the Application form.

b) The SEBC Certificate which is more than 03 years old by the last date of submission of application form is liable for rejection.

c) Women candidates belonging to S.C./ S.T./ S.E.B.C categories are required to submit Caste Certificates by birth showing "daughter of.....". Caste Certificates by virtue of marriage (i.e. showing "wife of.....") will not be accepted.

d) O.B.C. CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATE.

e) The exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.

- xiii. Self-attested copy of disability certificate for Person with Disabilities issued by Competent Authority showing percentage of disability, if the candidate claims reservation under such category.
- xiv. Self-attested copy of Identity Card as Sports Person, issued by the Director of Sports, Odisha, if the candidate claims reservation under such category.
- xv. Self-attested copy of Discharge Certificate issued by the Commanding Officer of the Unit last served, who claims reservation under Ex-serviceman category. Ex-Serviceman candidates must submit an Affidavit that he has not been appointed against any Civil Post after Military Service, where applicable.
- xvi. Self-attested copy of valid Employment Exchange Registration Card, if any.
- xvii. Self-attested copy of "NO OBJECTION CERTIFICATE" issued by the competent Authority in case the candidate is a Government Servant (Whether Temporary or Permanent).
- xviii. The candidate must submit his/her valid Mobile No. and e-Mail address in the appropriate space in the Application Form for future communication through such mode, if required.
- xix. A self-declaration by the candidate to the effect that "He/She has no criminal antecedent"
- xx. A self-declaration by the candidate to the effect that "He/She has not more than one spouse living, if married".
- xxi. Self-attested copy of "Conversion Certificate" for the candidates who have been awarded with Grade Marks instead of percentage of Marks.

Important instructions to the candidate:

1. The candidates are required to submit their application form dully filled in and signed by their own handwriting by furnishing the required particulars as per the prescribed format in Form-A (annexed herewith). Application in different format & unsigned application, if submitted, shall be rejected. Applicants are advised to indicate/clarify specifically for which category of vacant post he/she is applying. If there is no such indication in the application form, it will be treated that, he/she has applied in the Un-reserved category (UR) of that post. Category of candidate cannot be changed in any circumstances subsequently.
2. The candidates who are in Government employment are required to apply through proper channel and submit their self-attested copy of "No Objection Certificate" issued by their employer along with their application, otherwise the application shall be rejected.
3. Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective/incomplete in any respect at any stage during the recruitment process shall be summarily rejected.
4. While filling up the marks in the application form, the candidate has to mention the actual marks secured by him/her in the H.S.C, +2 or equivalent, +3 Examinations or equivalent (excluding the marks secured in the Extra Optional paper(s)).
5. Every candidate has to mention name of the post clearly (in underlined capital letter) on the top of the envelope.

6. In case a candidate applies for more than one post so advertised, separate application forms should be submitted for each post mentioning the name of the post clearly (in underlined CAPITAL letter) on the top of the envelope. In each such separate application form, the candidate must write the other post(s) advertised for which he/she has also applied separately on the bottom of the Form-A of the application form (in underlined CAPITAL letter).
7. The candidates need not submit their original testimonials/ certificates with their applications (except 5 (IX), (XVII), (XIX) & (XX) of the advertisement which are required to submit in original), which are to be produced at the time of Viva-voce Test. Date of Examination shall be intimated to the eligible candidates in due course.
8. The candidates are required to mention on copy of each document "Submitted by me" and put their full signature and date on the same. The application form shall be rejected if documents are submitted without self-attestation.
9. Any misrepresentation or suppression of information by the candidate in the application will result in cancellation of his/her candidature.
10. If any document submitted by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made shall be cancelled and appropriate penal action shall be initiated.
11. The date of examination shall be intimated to the eligible candidates in due course by registered post/publication in official Website of District Court, Ganjam, Berhampur. The Candidates should check the Website regularly to ascertain the same.
12. The Written Examination for all Posts to this Advertisement shall be held on the same day. If any candidate applies for more than one post; he/she may appear in the examination for one post only as per own choice.
13. No TA/DA will be allowed to the candidates for attending the Recruitment Examination.
14. Applicants are advised to visit the District Court, Ganjam, Berhampur website i.e. <https://ganjam.dcourts.gov.in> & Ganjam District Website i.e. <https://ganjam.odisha.gov.in> from time to time for updates regarding the recruitment process and notifications.

Sd/- Asanta Kumar Das
District Judge-cum-Chairman,
District Recruitment Committee,
Ganjam at Berhampur.

FORM- A
FORMAT OF APPLICATION

[See Para 2A of Appendix A]

POST APPLIED FOR : _____

Self-attested
Passport
size
photograph

1. **Name of the Candidate** (in block letter) :
2. **Father's/Husband's Name** :
3. **Sex** (Male / Female/ others) :
4. **Marital Status** (Married/ Unmarried) :
5. **Permanent Address:**

6. **Present Address :**
(along with Mob. No. & e-mail ID) :
7. **Date of Birth** :
Age (as on 18.7.2026) : Years Months Days
8. **Educational Qualification** (Attach attested copies thereof

Name of the Examination passed	Name of the Board/ University	Year of Passing	Total Marks of the Examination	Aggregate of marks secured	Grade/ Division	% of Marks Secured.
1	2	3	4	5	6	7
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science of equivalent						
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** (Yes / No).....
(If yes, attach supporting medical certificates issued by the competent Medical Authority/ Board)
11. **Religion:**
12. **Nationality :**
13. **Employment Exchange Registration No.** (Not mandatory) :
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 Amendment Rules thereto 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

List of Enclosures: (Mention it in chronological manner):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Full Signature of the Candidate
Date: