

# OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR

## ADVERTISEMENT

Dated, Bhubaneswar the 25<sup>th</sup> day of June, 2026

Applications in the prescribed 'Form A' given below are invited for filling up of the following Group-'C' posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin** in the Judgeship of Khurda under the "Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008" and amendments made thereto in the Scale of Pay Rs.19,900/- to Rs.63,200/- in level-4 of Pay Matrix for the post of Junior Clerk-cum-Copyist and Junior Typist; Pay of Rs.25,500/- to Rs.81,100/- in level-7 of Pay Matrix for the post of Stenographer Grade-III and Pay of Rs.21,700/- to Rs.69,100/- in level-5 of Pay Matrix for the post of Salaried Amin, per month under O.R.S.P Rules, 2017 with usual D.A. & other allowances as admissible to the State Government employees from time to time and **subject to the result of W.P. (C) No.1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.**

The decision of the District Judge, Khurda at Bhubaneswar as to the result of the Examination shall be final. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

| CATEGORY WISE VACANCY POSITION |                        |    |      |    |    |       |   |
|--------------------------------|------------------------|----|------|----|----|-------|---|
| Sl. No.                        | Name of the post       | UR | SEBC | SC | ST | TOTAL | Differently abled persons/<br>Ex- Servicemen/ Sports Persons<br>/ Women Candidates  |
| 1                              | Jr. Clerk-cum-Copyist  | -  | 05   | 04 | 11 | 20    | (The reservation as against PwDs /Ex-Servicemen / Sports Persons and Women candidates may be considered as per the vacancies of the respective categories in appropriate cases under prescribed Orders/Rules) |
| 2                              | Junior Typist          | -  | -    | 02 | 02 | 04    |   |
| 3                              | Stenographer Grade-III | -  | -    | -  | 02 | 02    |   |
| 4                              | Salaried Amin          | -  | -    | 01 | 04 | 05    |   |

### 2. ELIGIBILITY OF CANDIDATES FOR THE POST OF 'JUNIOR CLERK-CUM-COPYIST', 'JUNIOR TYPIST' AND 'STENOGRAPHER GRADE-III' :

Candidates, in order to be eligible for the above posts shall-

- i. Be a citizen of India.
- ii. Have passed at least +3 Examinations or such other qualification as are equivalent to +3 Examination of a recognized University.
- iii. Have at least passed Diploma in Computer Application from a recognized Institute.
- iv. Have completed the Type Writing Course from a recognized Institution with minimum speed of 40 words per minute (For the post of **Junior Typist**)

- v. Have completed the Short-hand & Type Writing Courses from a recognized Institution with minimum speed of 80 words in short-hand and 40 words in type writing (For the post of **Stenographer Grade-III**)
- vi. Be over 18 years and below 42 years of age as on **29.07.2026** i.e. the last date of receipt of applications.

*Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.*

- vii. Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- viii. Be of good character.
- ix. Be of sound health, good physique and free from organic defects or bodily infirmity.
- x. Have not more than one spouse living, if married.

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with only through Speed/Registered Post.

***The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".***

## 2.(a) **ELIGIBILITY OF CANDIDATES FOR THE POST OF SALARIED AMIN**

Candidate, in order to be eligible for the above posts must;

- i. Be a citizen of India.
- ii. Have passed Matriculation Examination or equivalent Examination of a recognized Board.
- iii. Have passed Revenue Inspector training.
- iv. Be over 18 years and below 42 years of age as on **29.07.2026** i.e. the last date of receipt of applications.

*Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.*

- v. Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- vi. Be of good character.
- vii. Be of sound health, good physique and free from organic defects or bodily infirmity.
- viii. Have not more than one spouse living, if married.

The candidates are required to submit their applications being duly filled in and signed in their own hand-writing, furnishing the required particulars as per the Form-A, i.e., "Format of Application" annexed with only through **Speed / Registered Post**.

***The candidates, who are in Government employment/service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No Objection Certificate".***

**NOTE:-**

The application, if found defective/incomplete, in any respect, shall be summarily rejected. Any suppression of facts or misleading/misrepresentation of fact/information(s), if found at any stage, will amount to either disqualification or cancellation of candidature. Any document(s) found false, fabricated or obtained fraudulently, the appointment, if made, shall be cancelled. No T.A/D.A is admissible to the candidates for appearing the examination. The candidates are instructed not to submit original Educational Certificates, Mark sheets, testimonials with the Application form and same are only required at the time of Viva-Voce Test for verification of original documents. The candidates are required to submit two Original Character Certificates issued by the competent person/authority along with their application form. Date of Examination shall be intimated to the eligible candidates in due time.

**3. SCHEME OF EXAMINATION:-**

There shall be an examination on the following subjects for different posts:

| <b>For the post of Jr. Clerk-cum-Copyist</b> |                                   |              |                          |
|--|-----------------------------------|--------------|--------------------------|
| <b>Examination</b>                           | <b>Subject</b>                    | <b>Marks</b> | <b>Duration of Tests</b> |
| Part- I (a)                                  | English                           | 100          | 02 hrs.                  |
| (b)  | Arithmetic                        | 100          | 01 hr.                   |
| (c)  | General Knowledge                 | 100          | 01 hr.                   |
| Part-II                                      | Computer Science Test (Practical) | 100          | 01 hr                    |
| Part-III                                     | Viva -Voce Test                   | 45           | --                       |

*Only Successful candidates of the written examination in Part-I above shall be called for the Computer Science Test (Practical) Part-II and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test Part-III.*

**Details of syllabus-**

**Written Test- 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 examination conducted by a recognized university.**

**Arithmetic-** Vulgar fractions & decimals, HCF & LCM, simple & compound interest, simple & compound practice, percentages, profit & loss, mixtures, partnership, averages, rates & taxes, insurance, square & cubic measures, problems on time & work and on time & distance.

**Note:** Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

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

**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, website searching/browsing and downloading E-mail, use of pen drive and other software etc. and programmes of accounting.”

**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.

**For the post of Jr. Typist**

| Examination | Subject                           | Marks | Duration of Tests |
|-------------|-----------------------------------|-------|-------------------|
| Part- I     | English (qualifying in nature)    | 100   | 02 hrs.           |
| Part-II     | Type Writing Test                 | 50    | 10 mins.          |
| Part-III    | Computer Science Test (Practical) | 100   | 01 hr.            |
| Part-IV     | Viva Voce Test                    | 35    | --                |

*Only successful candidates in written qualifying examination shall be called for Typewriting Test in Computer system. Candidates selected in the type writing test shall be called for Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test.*

• **Details of syllabus**

**Written Test - English** (qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**Typewriting Test-** For the post of Jr. Typists, the candidates must have knowledge of type writing and shall possess a minimum speed of 40 words per minute in Computer system. The Candidate shall be given a written passage containing 400 words in English Language, which he/she shall reproduce by typing through Computer System in 10 minutes.

**Computer Science Test (Practical)-** Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**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.

| For the post of Stenographer Grade-III |                                   |       |                   |
|--|-----------------------------------|-------|-------------------|
| Examination                            | Subject                           | Marks | Duration of Tests |
| Part- I                                | English (qualifying in nature)    | 100   | 02 hrs.           |
| Part-II                                | Shorthand & Type writing Test     | 50    | 15 mins.          |
| Part-III                               | Computer Science Test (Practical) | 100   | 01 hr.            |
| Part-IV                                | Viva Voce Test                    | 35    | --                |

Only successful candidates in written qualifying examination shall be called for Short hand & Typewriting Test. Candidates selected in the Shorthand & Type writing test shall be called for Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

• **Details of syllabus**

**Written Test- English** (qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**Short-hand & Type Writing Test** - For the post of Stenographer Gr.-III, a candidate shall possess minimum speed of 80 words in short-hand and 40 words in type writing through Computer system per minute. A passage containing 400 words in English Language will be dictated in 05 minutes, which the candidate shall take in short-hand on short-hand note sheet supplied by the examiner. The candidate shall then reproduce such short-hand text of 400 words by typing through Computer system in 10 minutes.

**Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

**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.

| For the post of Salaried Amin |  |       |                   |
|-------------------------------|--|-------|-------------------|
| Examination                   | Subject  | Marks | Duration of Tests |
| Part- I                       | Language Test (English & Odia of HSC Standard) | 100   | 2 hrs.            |
|                               | Arithmetic Test                                | 100   | 1 hr.             |
|                               | Technical Survey and Settlement Test (Theory)  | 50    | 1 hr.             |
| Part-II                       | Survey Practical Test                          | 50    | 1 hr.             |
| Part-III                      | Viva Voce Test                                 | 30    | --                |

The candidates who qualify in written examination, i.e., in the subjects mentioned in part-I of the Scheme, shall be eligible to appear in the Survey Practical Test. The candidates who secure minimum 50% of mark in Survey Practical Test shall be eligible for Viva-Voce test.

• **Details of syllabus**

**Written test- Language (English & Odia):-**

- Essays (250 words) to be written in English. (40 marks)
- Letters or applications to be written in English (20 marks)
- An Odia passage is to be translated into English (20 marks)
- An English passage is to be translated into Odia (20 marks)

**Arithmetic-** Vulgar fractions & decimals, HCF & LCM, simple & compound interest, simple & compound practice, percentages, profit & loss, mixtures, partnership, averages, rates & taxes, insurance, square & cubic measures, problems on time & work, trigonometry and on time & distance.

**Note: Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.**

**Technical Knowledge in Survey and Settlement-** Candidate should have sound knowledge 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.

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

Applications along with required documents and Self-attested copies of certificates must reach to "**THE OFFICE OF DISTRICT JUDGE, KHURDA AT BHUBANESWAR, JUDICIAL COURT COMPLEX, LEWIS ROAD, BHUBANESWAR- 751014**" **ON OR BEFORE 29.07.2026 BY 5:00 P.M.** through **Speed / Registered Post only**. The application(s) received in the office in any other mode and after the last date and time shall be summarily rejected.

5. The authority 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 and amendments made thereto.

**6. LIST OF DOCUMENTS TO BE SUBMITTED FOR THE POSTS OF JR.CLERK-CUM-COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III:**

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in **Capital Letters** on the top of the envelope.
- ii. Self attested copies of certificates, i.e., H.S.C., +2 and +3 Examinations or equivalent examination, and the candidates who have not taken Odia as a subject in HSC level, have to submit copy of **certificate of passing Odia equivalent to the M.E. standard**.
- iii. Self attested copies of Mark Sheets, i.e. H.S.C., +2 and +3 Examinations or equivalent examination.
- iv. Self attested copy of Certificate of Diploma in Computer Application at least six months course or equivalent thereto issued by a recognized Institution.
- v. Self attested copy of certificate showing successful completion of Typewriting course in English from a recognized Institution (**For the post of Jr. Typist**).

- vi. Self attested copy of certificate showing successful completion of Shorthand & Typewriting Course in English from a recognized Institution (**For the post of Stenographer Grade-III**).
- vii. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- viii. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- ix. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- x. Two **Original Character Certificates** issued by two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)
- xi. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- xii. Self attested copy of Sports Identity Card issued by competent authority of the Government in case of Sports Person.
- xiii. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xiv. Two Self addressed envelopes with adequate postal stamp of Rs.60/- each for despatch of call letters by Post.
- xv. Self declaration to the effect that the candidate does not have more than one spouse living, if married.

7. **LIST OF DOCUMENTS TO BE SUBMITTED FOR THE POST OF SALARIED AMIN:**

- i. Application in prescribed format should be submitted for the above post, mentioning the name of the post clearly in **Capital Letters** on the top of the envelope.
- ii. Self attested copy of certificate, i.e., H.S.C., and the candidates who have not taken Odia as a subject in H.S.C. level, have to submit copy of **certificate of passing Odia equivalent to the M.E. standard.**
- iii. Self attested copy of Mark Sheet, i.e., H.S.C. Examination.
- iv. Self attested copy of certificate showing successful completion of Revenue Inspector Training.
- v. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- vi. Self attested copy of Medical Certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs candidates.
- vii. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- viii. Two Original Character Certificates issued from two Gazetted Officers/ Medical Practitioners/Sarapanch etc. (Name and Designation of the Issuing Authority be mentioned/stamped)

- ix. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- x. Self attested copy of Sports Identity Card issued by competent authority of the Government in case of Sports Person.
- xi. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xii. Two Self addressed envelopes with adequate postal stamp of Rs.60/- each for despatch of call letters by Post.
- xiii. Self declaration to the effect that the candidate does not have more than one spouse living, if married.

**N.B.:**

- i. The candidates who have not been awarded percentage of marks, but only "Grade Marks" should along with their application, produce the **Conversion Certificate** from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).
- ii. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately.
- iii. Success in the examination confers no right for appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
- iv. All copies of certificates/testimonials shall be signed by the candidate certifying it to be true copy of the document and the same shall be submitted chronologically (Follow the sequence of Sl. No. 6 & 7) along with the Application Format.

**For details:**

**Please visit the website Link : <https://khurda.dcourts.gov.in/notice-category/recruitments/>**

Sd/-

District Judge-cum-Chairman,  
District Recruitment Committee,  
Khurda at Bhubaneswar



**“FORM-A”**  
**FORMAT OF APPLICATION**  
**(FOR THE POST OF SALARIED AMIN)**

**POST APPLIED FOR :**  
(in **BLOCK** letters)

Self attested  
recent passport  
size  
photograph

1. Name of the Candidate (in BLOCK letters) :
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 :    /    /                      Age as on the date of Advertisement : ( DD MM YYYY )

8. Educational Qualification:

(Attach self-attested copies of Certificates and mark sheets in support of Qualification).

| 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.                         |                              |                 |                            |                  |                    |
| Revenue Inspector Training     |                              |                 |                            |                  |                    |

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen) :  
(Strike out which is not applicable and attach the supporting document(s) issued by the competent authority):
10. Whether differently abled person :  
(If yes, attach supporting medical certificate(s) issued by the Competent Medical Board / Authority)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. :
14. Attach two Original Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (mention name, designation of the officers) :

Candidate's Mobile No.:

Email Id.:

(Preferably WhatsApp No.)

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of the “Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & the Amendments made thereto” and the statements made above are true and correct to the best of my knowledge & belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:

Date:

**(Signature of the Candidate)**

**Memo No. 3757 (2) / Dated 25.06.2026**

Copy forwarded to the System Officer, Civil Courts, Khurda at Bhubaneswar with an instruction to upload the same in the District Court's website for information of all concerned.

Copy forwarded to the Deputy Administrator, Process Establishment Section, District Court, Bhubaneswar for information with an instruction to affix the same in the Notice Board of the District Court, Bhubaneswar for information of all concerned.

  
25.6.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No. 3758 (30) / Dated 25.06.2026**

Copy forwarded to the Registrars, Civil Courts of all the Judgeships of Odisha for information with a request to affix the Advertisement in their respective Notice Boards for wide Circulation.

  
25.6.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No. 3759 (30) / Dated 25.06.2026**

Copy forwarded to the Collectors of all Districts of Odisha for information with a request to ensure wide Circulation of the Advertisement.

  
25.6.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**

**Memo No. 3760 (6) / Dated 25.06.2026**

Copy forwarded to the Judge-in-Charge, Process Establishment Sections of the outlying stations of this Judgeship for information with a request to instruct their Deputy Administrators to affix the Advertisement in their respective Notice Boards for wide circulation of the same.

  
25.6.26

**Registrar, Civil Courts,  
Khurda at Bhubaneswar**