



OFFICE OF THE DISTRICT JUDGE, JAJPUR

ADVERTISEMENT NO. 02 / 2026

Dated, Jajpur the 17th day of June, 2026

LAST DATE FOR RECEIPT OF APPLICATION FORMS- 17.07.2026

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of **Junior Clerk -Cum- Copyist, Junior Typist, Stenographer Grade-III** and **Salaried Amin** under Group-'C' category in the Judgeship of Jajpur as per Pay Scale mentioned against each posts with usual DA and other Allowances as admissible from time to time by the Government of Odisha. The appointment are on regular basis in accordance with the provisions contained in "Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008" and subsequent amendments made thereto till June, 2026, subject to the result of W.P (C) No. 1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

CATEGORY OF POSTS

Sl. No.	Category of posts	Scale of pay as per pay matrix ORSP rules, 2017	UR	SEBC	SC	S.T.	Total
1	Junior Clerk-cum-Copyist	Level- 4 in the Pay Band of Rs. 19,900/- to Rs. 63,200/-	3 (W-1)	1	4 (W-1)	9 (W-3)	17
2	Junior Typist	Level- 4 in the Pay band of Rs. 19,900/- to Rs. 63,200/-	-	-	-	3 (W-2)	3
3	Stenographer Grade-III	Level- 7 in the Pay band of Rs. 25,500/- to Rs. 81,100/-	1	-	1	2 (W-1)	4
4	Salaried Amin	Level- 5 in the Payband of Rs. 21,700/- to Rs. 69,100/-	-	-	-	1 (backlog)	1

N.B

i.

The number of vacancies in different categories of posts reflected above may increase or decrease depending upon the exigencies.

- ii. Reservation for women is as per Rules. In the event of non-availability of women candidates belonging to any particular community, the same shall be filled up by male candidates of that particular community as per Resolution No. 1844-SC-2R/1-31/96 of General Administration Department, Govt. of Odisha dated 26.06.1996.
- iii. The above vacancies include backlog vacancies.
- iv. The vacancy reserved for PwD/Ex-Serviceman/Sports person shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.
- v. The Recruitment Committee has got right to revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- vi. The decision of the District Judge, Jajpur as to the result of the Examination shall be final and in no case, shall be liable to be challenged.
- vii. The "Odisha District & Civil Courts Judicial staff Services (Method of Recruitment and Conditions of Services) Rules, 2008", amended up to June, 2026 shall apply.

1. ELIGIBILITY CRITERIA:-

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

- (i) Shall have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be.
- (ii) Shall have passed at least Diploma in Computer Application from a recognized institute.
- (iii) All the candidates shall be above 18 years and below 42 years of age as on **17.07.2026**, the last date of receipt of applications. Provided that the upper age limit is relaxable by 5 years in case of S.C/S.T/S.E.B.C and Women Candidate & 10 years in case of Physically Handicapped candidates. For Ex-servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 42 years.
- (iv) For the post of Junior Typist the candidates shall possess minimum speed of 40 words in typewriting per minute in English through computer system.
- (v) For the post of Stenographer Grade-III, the candidates shall

possess minimum speed of 80 words in Shorthand and 40 words in typewriting per minute in English through computer system.

(vi) The candidate must be able to speak, read and write Odia and must have passed the Middle School standard.

(vii) Must be of good character.

(viii) Must be of sound health, good physique and free from organic defects or bodily infirmity.

(ix) Must not have more than one spouse living, if married.

(xi) **For the posts of Salaried Amin:-**

A Candidate in order to be eligible for the posts shall:-

- (a) Have passed the matriculation examination or equivalent from a recognized Board (only for the post of Salaried Amin).
 - (b) Have passed the Revenue Inspector Training (Only for the post of Salaried Amin).
 - (c) All the candidates shall be above 18 years and below 42 years of age as on **17.07.2026**, the last date of receipt of applications. Provided that the upper age limit is relaxable by 5 years in case of S.T and Women Candidate & 10 years in case of Physically Handicapped candidates. For Ex-servicemen, after deducting the period of service rendered in armed forces from the present age, the resultant age should not exceed 42 years.
- (xii) Candidates working either under the State or Central Government whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of office in writing regarding submission of their applications for the recruitment and obtain "**No Objection Certificate**".

2. FEES FOR EXAMINATION: -

No fee for the examination is chargeable for the candidates of all categories.

The Candidates are required to submit their application duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format given below. Candidates working either under the State or Central Government whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of office in writing

regarding submission of their applications for the recruitment and obtain "**No Objection Certificate**".

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 shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications which are to be produced at the time of Viva-Voce Test.

3. LIST OF DOCUMENTS TO BE SUBMITTED CHRONOLOGICALLY ALONGWITH THE APPLICATION: -

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth. (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III/ Salaried Amin).
- (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 or University, as the case may be. (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III).
- (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 (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III).
- (d) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute. (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III).
- (e) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination. (For the post of Jr. Clerk-cum-Copyist/Jr. Typist/ Stenographer Grade-III/ Salaried Amin).
- (f) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination. (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III).
- (g) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination (For the post of Jr. Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III).
- (h) Copy of self-attested certificate showing to have passed Odia at least of M.E. standard from a recognized institute.
- (i) Copy of self-attested certificate of Revenue Inspector Training (For the

post of Salaried Amin)

- (j) Two original Character Certificates issued by two Gazetted officers / Medical Practitioners etc.
- (k) Three self-attested Passport size recent photographs.
- (l) Three numbers of Self-addressed envelopes duly affixed with postage stamp of Rs.56/-(Rupees Fifty-Six) affixed on each envelope.
- (m) Self-attested copy of "**Conversion Certificate**" for the candidates who are awarded with Grade marks instead of percentage of marks from the concerned University/ Councils/ Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula (the conversion certificate can also be produced by availing the same on downloading process).
- (n) One self-declaration regarding marital status showing to have one spouse living, if married.
- (o) Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute. (For the post of Stenographer Grade-III).
- (p) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Jr. Typist).
- (q) Self- attested copy of recent Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Scheduled Caste/Scheduled Tribes. Women candidates belonging to SC/ST categories are required to submit Caste certificates by birth showing "Daughter of ____". Caste Certificate by virtue of marriage (i.e showing "Wife of ____") is not acceptable. Self-attested copy of SEBC certificate issued by appropriate authority in case of candidates claiming under such category (other than creamy layer) issued within 3 (three) years as on the date of application.
- (r) A self-attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate Authority in respect of physically handicapped candidates only.
- (s) Self-attested copy of Discharge Certificate of Ex-Serviceman issued by the Commanding Officer of the Unit last served, wherever applicable.
- (t) Self-attested copy of Identity Card of Sportspersons issued by the Director of Sports, Odisha, wherever applicable.
- (u) Canvassing in any form shall be disqualification of the candidature.

4. SCHEME OF EXAMINATION:-

(FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST)

	Subject	Marks	Duration of Test
Part-I (Written Test)	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 test	45	-

(FOR THE POSTS OF JUNIOR TYPISTS and STENOGRAPHERS GRADE- III)

	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Type writing test (for stenographer Gr.-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing through Computer System)
	Type writing test (for Typists)	50	400 words in English Language in 10 minutes through Computer System
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce test	35	-

The Type writing Test for both Junior Typist and Stenographer Grade-III shall be held through Computer System.

(FOR THE POSTS OF SALARIED AMIN)

	Subject	Marks	Duration of Test
Part-I (Written Test)	English (Qualifying in nature)	100	2 hours
	Arithmetic	50	1 hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical Knowledge in Survey and Settlement (Practical)	25	½ hour
Part-III	Viva-Voce test	25	--

N.B Only Successful candidates in the Part-I examinations shall be called for the test of Computer Science Test (Practical) for the post of Junior Clerk-cum-Copyist and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

The Candidates who have secured 35% marks in each of the paper of

the written test shall be called for Computer Science Test (Practical) in the ratio of 1:10 in each category and the candidates selected in such Practical Test shall be called for Viva-Voce Test.

For the post of Junior Typist, the candidates selected in the written test shall be called for typewriting test. The candidates qualified in typewriting test shall be called for Computer Science Test (Practical) and candidates selected in the Computer Science Test (Practical) shall be called for Viva-Voce test as per relevant Rules.

Similarly, for the posts of Stenographer Grade-III, the candidates selected in the written test shall be called for shorthand and typewriting test. The candidates qualified in shorthand and typewriting test shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for Viva-Voce test, as per the relevant Rules.

The Candidates shall answer the questions in English unless otherwise directed.

1. For the posts of **Junior clerk-cum-Copyist**, the candidates, who secure minimum **35%** of mark in each of the subjects of the written test shall be called for computer science Test (Practical). The cut off mark for qualifying in the Computer Science Test (Practical) shall be 50% in case of General candidates and candidates belonging to the other categories and 40% in case of S.C./S.T. candidates.

2. For the posts of **Stenographer Grade-III and Junior Typist**, the candidates, who secure minimum **55%** in case of **General candidates** and candidates belonging to the other categories and **50%** in case of **S.C./S.T.** candidates of marks in short hand & type writing test shall be called for Computer Science Test (Practical). For each correct word **0.125** marks will be awarded. Mistake means wrong spelling of words, substitution of words, repetition of words and wrong punctuation marks.

The Candidates who secure minimum **50% marks**, in case of General candidates and candidates belonging to the other categories and **40% marks** in case of S.C./S.T. candidates in Computer Science Test (Practical) shall be called for viva voce test for the posts of Junior Typist and Stenographer Grade-III.

The cut off mark for qualifying in the Computer Science Test (Practical) for the posts of Stenographer Grade-III and Junior Typist Shall be 50% in case of General candidates and candidates belonging to other categories and 40% in case of S.C./S.T. candidates.

The Candidates who have secured 35% marks in Arithmetic and Technical Knowledge in Survey and Settlement (Theory) are eligible to appear for Technical

Knowledge in Survey and Settlement (Practical) and Viva-voce for the post of **Salaried Amin.**

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

5. SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS: -

(i)	English	Marks
	(a) An essay to be written in English.	30
	(b) A letter or application to be written in English	20
	(c) An Odia passage is to be translated into English	15
	(d) An English passage is to be translated into Odia	15
	(e) Summary of one English passage.	20

[NOTE – The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University]

(ii) Arithmetic

Vulgar fractions and Decimals, HCF & LCM, 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, 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 observations and experience as may be expected from an educated person.

(iv) Computer Science Test

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.

(v) Technical Knowledge in Survey and Settlement

To test the proficiency of a candidate in survey and settlement.

(vi) Viva-voce Test

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.

6. LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application along with the required documents and self-attested copies of certificates shall be sent by Speed Post so as to reach to the address "**District Judge, Jajpur, PO/PS-Jajpur Town, District- Jajpur Pin-755001**" and must reach on or before **17.07.2026** either in person during office hours within 10AM to 5 PM on each working day or by Post. Applications received in the office after 5 PM of the last date i.e **17.07.2026** shall be summarily rejected.

N.B.:-

- (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope along with relevant documents.
 - (ii) The Candidates are required to submit their applications duly filled in the prescribed format in Form-A and Annexure-I as given below. The Candidates shall enclose the required documents in the sequence as shown in the prescribed form. The Candidates who are in Government Service are required to apply the same through proper channel along with NOC certificate. (Application received without full signature of the applicant will be summarily rejected)
 - (iii) If the qualifying certificate of any candidates is found fraudulent, such candidates, if joined, will be prosecuted accordingly.
 - (iv) Caste Certificate, Odia Test Pass Certificate, PWD Certificate and Discharge Certificate of Ex-Serviceman must have been issued by the competent authority within the last date fixed for receipt of application as indicated above.
1. Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected. The Authority is not answerable/ responsible for any postal delay.
 2. After receipt of applications for recruitment examination, career merit lists for General and Reserved categories according to the descending order of total of percentage of marks in HSC, +2 and +3 examination or their equivalent examination, as per the rule, shall be prepared. From each category of career merit list, candidates upto 20 times of actual vacancy in each category shall be called to appear at the written test in accordance with Rule-7 contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of

- Service) Rules, 2008 and Amendments made thereto from time to time.
3. Candidates are required to mention his/her contact number and e-mail ID (if any) in the application form.
 4. The candidates are advised to regularly visit the district court website i.e <https://jajpur.dcourts.gov.in> for further updates.

Sd/- Shri A.R Nanda
District Judge-Cum-Chairman,
District Recruitment Committee,
Jajpur

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 :
(In block letters with PIN code)
6. Present address
(In block letters with PIN code along with mobile number & Email ID, if any)
7. Date of birth and Age (as on **17.07.2026**):-
8. Educational Qualification (attach self-attested copies of)

Affix one
self-attested
passport size
photograph

Name of the examination passed	Name of the Board/ Council/ University	Year of Passing	Total Mark	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/Commerce/Science						
Diploma in computer Science						

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 certificate issued by the competent Authority/ Board)
11. Religion :-
12. Nationality :-
13. Employment Exchange Registration Number:-
14. Attach two character certificates issued by two Gazetted Officer/Medical Practitioner etc. (mention name, designation of the officers)

DECLARATION

I do hereby solemnly affirm and state that I am aware of 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.

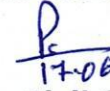
Place:

Date:

(Full Signature of the candidate)

Memo No. 3056 Dated. 17.06.2026

Copy forwarded to the System Assistant, Jajpur for information with a request to upload the same in the District Court website forthwith.


17.06.26

Registrar, Civil Courts, Jajpur