OFFICE OF THE DISTRICT JUDGE, BHADRAK.

ADVERTISEMENT

Dated, this the 28th day of July, 2026

Last date for receipt of applications: Date- 28.08.2026

Applications in the prescribed format are invited from intending candidates for filling up of the following posts of **Junior Clerk-cum-Copyist, Stenographer Grade-III, Junior Typist and Salaried Amin** with usual D.A. and other allowances as admissible from time to time by the Government of Odisha. Applicability of Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013 to these appointments and regular scale of pay prescribed against each post shall be subject to the result of **W.P.(C) No. 1273 of 2014** pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORYWISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	ST	SC	SEBC	UR	Total	The vacancy reserved for woman / P.H. / Ex-serviceman / Sports Person is inclusive of vacancy of respective category to which they belong.
1	Junior Clerk-cum-Copyist	Rs. 19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	10(W-4)	01	-	08(W-1)	19	
2	Stenographer Grade-III	Rs. 25,500-81,100/- in Level-7 of Pay Matrix of ORSP Rules, 2017	03(W-1)	02(W-1)	-	-	05	
3	Junior Typist	Rs. 19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	03(W-1)	-	01	01	05	
4	Salaried Amin	Rs.21,700-69,100/- in Level-5 of Pay Matrix of ORSP Rules, 2017	02(W-1)	02(W-1)	-	01	05	

NOTE:-

i. The number of above vacancies in different categories of the post may increase or decrease.

ii. The reservation of vacancies for Person with disabilities (PWD)/ Ex-Servicemen/ Sports person shall be made in accordance with the provisions made under relevant instructions or rules issued in that behalf by the Government from time to time.

iii. Out of the vacancies mentioned above, candidates belonging to person with disability (PWD), Ex-Servicemen/ Sports person when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.

iv. In the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by the eligible male candidates of that category.

v. The exchange of reservation between SC & ST will not be considered.

vi. The undersigned reserves the right to cancel the recruitment process at any time without prior notice. The decision of the undersigned as regards to the result of examination shall be final and in no case shall be liable to be challenged.

1. **ELIGIBILITY OF THE CANDIDATES :**

1.1. FOR THE POST OF JUNIOR CLERK-CUM-COPYIST/ STENOGRAPHER GR.-III /JUNIOR TYPIST. A Candidate, in order to be eligible for any of the above posts,

a) shall be a citizen of India.
b) shall have passed at least +3 Examination or such other qualification equivalent to +3 Examination from a recognized University.
c) shall have at least passed Diploma in Computer Application from a recognized institute.
d) shall be **over 18 years of age and below 42 years of age as on 28.08.2026.** 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 issued by the competent authority / Government for the time being in force, for the respective reserved categories.
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 defect or bodily infirmity or communicable disease.
h) shall not have more than one spouse living, if married.
i) He/ She must have registered his/her name in an Employment Exchange.
j) There should not be any criminal proceeding pending against him / her.
k) Must have possessed a minimum speed of 40 words per minute in English Type Writing **(For the post of Junior Typist).**
l) Must have possessed a minimum speed of 80 words in shorthand and 40 words in English Type Writing per minute **(For the post of Stenographer Grade-III).**
m) Candidates working either under 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 this recruitment and obtain **"No Objection Certificate".**

1.2. FOR THE POST OF SALARIED AMIN :

The Candidate must fulfil the criteria Nos. (a),(d), (e), (f), (g), (h), (i), (j), (m) as stated above, and must

a) have passed the matriculation examination or equivalent examination from a recognized Board.
b) have passed the Revenue Inspector Training from Government/ Recognized institution.
c) possess knowledge in computer.

2. **FEES FOR EXAMINATION :**

No examination fee is required to be paid by the candidates of any category.

3. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE:-

The candidate is required to submit his / her applications being duly filled in and signed by his / her own handwriting furnishing the required particulars as per the **Form - A** and **ANNEXURE - I** along with the following documents.

The candidates who are in Govt. employment are required to apply through proper channel and submit their self attested copy of **"No objection certificate"** from their employer.

1. Copy of Self attested H.S.C. Board or equivalent certificates showing proof of age and mark sheet **(For Jr. Clerk-cum- Copyist/ Stenographer Gr.III/Jr. Typist/ Salaried Amin)**

2. Copy of Self attested Certificate showing passing of + 2 or equivalent examination and Mark sheet **(For Jr. Clerk-cum-Copyist/ Stenographer Grade-III/ Jr. Typist)**

3. Copy of Self attested Certificate showing passing of + 3 or equivalent examination and Mark sheet **(For Jr. Clerk-cum-Copyist/ Stenographer Grade-III / Jr. Typist)**

4. Copy of Self attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized institute. **(For Jr. Clerk-cum-copyist/ Stenographer Grade –III/ Jr. Typist).**

5. Copy of Self attested certificate showing successful completion of Stenography course (Shorthand & English Type writing) from a recognized institute.**(For the post of Stenographer Grade-III)**

6. Copy of Self attested certificate showing successful completion of English Type Writing Course from a recognized institute. **(For the post of Jr. Typist.)**

7. Copy of Self attested certificate of Revenue Inspector Training **(For the post of Salaried Amin)**

8. Copy of Self attested certificate showing to have passed Odia at least M.E. Standard from a recognized institute.

9. **Two** original Character Certificates issued by two different Gazetted Officers/ Medical Practitioner/ Sarpanch etc. (Mentioning the name and designation of the officers issuing the certificate)

10. **Three** Self signed recent passport size photographs (One is to be affixed on the Application Form-A)

11. **Three** Self addressed envelopes with postage stamp of **Rs. 60/- (Rupees Sixty) affixed on each** for despatch of call letters by **SPEED POST.**

12. Copy of Self attested Caste Certificate issued by the competent authority in case of candidates belonging to SC /ST/ SEBC categories.

13. Copy of self attested disability certificate for Persons with Disabilities issued by the competent authority showing percentage of disability.

14. Copy of self attested certificate / identity card of Sports person and Ex-Serviceman.

15. Copy of self attested Valid Employment Exchange Registration Card.

16. Self attested copy of **'conversion certificate'** for the candidates **who are awarded with Grade marks instead of Percentage of marks.**

17. The candidates, who got married, have to submit a self declaration certificate that he/she has not more than one spouse living.

4. **SCHEME OF EXAMINATION:-**

There shall be an examination on the following subjects for the posts noted against each.

(A) JUNIOR CLERK- CUM-COPYIST			
Sl. No.	**Subject**	**Marks**	**Duration of Test.**
Part I	English (Question is of +3 Standard)	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	--

Nota – (a) Those candidates who have secured 35% of mark in each of the paper of written test shall be called for Computer Science Test (Practical) up to ten times of vacancy in each category as provided in sub-rule (3) of rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions Of Service) Rules, 2008.

(b) The candidate shall answer the questions of Part-I and Part-II in English unless otherwise directed.

(c) The cut off mark for qualifying in 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

4(a). **DETAIL SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST :**

The detail syllabus for each subject of the written test shall be as follows :

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 Oriya passage to be translated into English – 15 marks
d. One English passage to be translated into Oriya – 15 marks
e. Summary of one English passage – 20 marks

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.

GENERAL KNOWLEDGE: Knowledge of current events and such other matters of every day 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 "Test formatting of the paragraphs, 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 orogrammes of accounting".

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.

(B) JUNIOR TYPIST			
Sl. No.	**Subject**	**Marks**	**Duration of Test.**
1	English (qualifying in nature) (Question is of +3 Standard)	100	2 hours.
2	Type Writing Test (Through computer system)	50	10 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

Note –(a) The successful candidates who have secured minimum 55% of marks in case of General candidates and candidates belonging to the other categories and 50% of marks in case of S.C/S.T candidates in type writing test shall be called for Computer Science Test(Practical) .

N.B.:-

1. For each correct word 0.125 marks will be awarded.
2. Mistake means wrong spelling of words, substitution of words, repetition of words and wrong punctuation marks.

(b)The cut off mark for qualifying in the Computer Science Test (Practical) for the posts of Junior Typist 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. Candidates selected in the Type writing test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

(c) Other conditions as applicable to the written test for Junior Clerk – cum – Copies shall also apply.

4(b). DETAIL SYLLABUS FOR THE POST OF JUNTOR TYPIST:

i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.

ii) 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 in type script in **10** (Ten) minutes through computer system.

iii) Computer Science Test (Practical) : Same as detailed above for the post of Junior Clerk-cum-Copyist.

iv) Viva-Voce: Same as detailed above for the post of Junior Clerk-cum-Copyist.

(C) STENOGRAPHER GRADE-III			
Sl. No.	**Subject**	**Marks**	**Duration of Test.**
1	English (qualifying in nature) (Question is of +3 Standard)	100	2 hours.
2	Short hand and Type Writing Test (Type writing Test through computer system)	50	5+10=15 minutes
3	Computer Science Test (Practical)	100	1 hour
4	Viva-Voce Test	35	--

Note –(a) The successful candidates who have secured minimum 55% of marks in case of General candidates and candidates belonging to the other categories and 50% of marks in case of S.C/S.T candidates in type writing test shall be called for Computer Science Test(Practical) .

N.B.:-

1. For each correct word 0.125 marks will be awarded.
2. Mistake means wrong spelling of words, substitution of words, repetition of words and wrong punctuation marks.

(b)The cut off mark for qualifying in the Computer Science Test (Practical) for the posts of Junior Typist 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. Candidates selected in the Type writing and shorthand test shall be called for Computer Science test (Practical) and the candidates qualified in the said Computer Science test (Practical) shall be eligible for viva-voce test.

(c) Other conditions as applicable to the written test for Junior Clerk – cum – Copies shall also apply..

4(c). DETAIL SYLLABUS FOR THE POST OF STENOGRAPHER GRADE-III :

i) Written Examination: There will be a Written Examination in English (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.

ii) 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 sheet supplied by the Examiner, which he / she shall reproduce in type script in Ten **(10)** minutes. The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.

iii) Computer Science Test (Practical): Same as detailed above for the post of Junior clerk-cum-Copyist.

iv) Viva- Voce: Same as detailed above for the post of Junior Clerk-cum-Copyist.

(D) Salaried Amin			
Sl. No.	**Subject**	**Marks**	**Duration of Test**
Part-I	English	100	2 hours
	Arithmetic(10^{th} Standard)	100	1 hour
	Technical knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical knowledge in Survey and Settlement (Practical)	50	1hour
Part-III	Computer (Practical Test)	50	1/2 an hour
Part-IV	Viva-Voce Test	30	--

NOTE–(a) The candidates for the post of Salaried Amin, who secure minimum 35% of marks in each subject in the Written Test i.e in the subjects mentioned in the Part-I of the Scheme shall be eligible to appear in the Part-II examination.

(b) The cut-off mark for qualifying in Technical knowledge in Survey and Settlement (Practical) (Part –II) shall be 50% in case of General candidates and candidates belonging to other categories and 40% in case of SC/ST candidates. Candidates qualifying in Part-II examination will be eligible to appear in Part-III examination.

(c) The cut-off mark for qualifying in the Computer (Practical Test) (Part-III) shall be 50% in case of General candidates and candidates belonging to other categories and 40% in case of SC/ST candidates.

4(d).DETAIL SYLLABUS FOR THE POST OF SALARIED AMIN :

The detail syllabus for the Subject of the written test shall be as follows.

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 Oriya passage to be translated into English – 25 marks

d. One English passage to be translated into Oriya – 25 marks

ARITHEMETIC: 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.

SURVEY AND SETTLEMENT: Complete Knowledge in Survey and Settlement (Theory and Practical)

COMPUTER TEST (PRACTICAL):is same as detailed above for the post of Junior Clerk-cum-Copyist.

VIVA- VOCE :is same as detailed above for the post of Junior Clerk-cum-Copyist.

The date of Written test for the post of Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin will be intimated later on.

LAST DATE OF RECEIPT OF APPLICATION:-

The last date of receipt of applications is fixed on **28.08.2026**. Applications along with the required documents and self attested copies of certificates shall be sent by the candidates by Speed post so as to reach the office of **the Registrar, Civil Courts, Bhadrak, At- Nalanga, P.O- Barikpur Bazar, Dist- Bhadrak, Pin-756112** by **5.00 P.M. on or before 28.08.2026** positively. The candidates may also drop their applications form in the **"Application Drop Box"** kept in the office of **the Registrar, Civil Courts, Bhadrak.** The applications received beyond the above date and time shall be summarily rejected.

GENERAL INSTRUCTIONS:-

Apart from the above, the candidates are required to submit the applications following the guidelines as enumerated below:-

1. The Candidates are required to submit their applications duly filled in and signed in full by their own handwriting furnishing the required particulars as per 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.

2. Application received without full signature of the applicant shall be summarily rejected.

3. Separate application should be submitted for each post mentioning the name of post clearly (in CAPITAL letters with underline) on the top of the application form and Envelope. All copies of testimonials shall be signed by the candidates.

4. The application, if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement will be rejected.

5. In case of receipt of large number of applications for the Post of Junior Clerk-cum-Copyist/Junior Typist/ Stenographer Grade-III / Salaried Amin, the Authority reserves right to short list the candidates in accordance with Rules contained in the ***Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules, 2010, 2023, 2024, 2025 & 2026) and Odisha Group-C & Group-D posts (Contractual appointment) Rules, 2013*** and otherwise the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be made final in every respect. Candidates shall be short listed in the ratio of 1:20 on the basis of category wise advertised vacancy as per rule according to the marks in a descending order to appear in the written examination.

6. The date of examination shall be intimated to the eligible candidates in due time by speed post/Official Website of District Court, Bhadrak.

7. The intending candidates applying for different posts may submit their applications by way of dropping the same in the **Drop Box** available in the office of the Registrar, Civil Courts, Bhadrak during office hours on the working days only.

8. Written Examination for all posts of this advertisement shall be held on the same day. **While a candidate may apply for more than one post, he /she can appear in the examination for one post only as per his /her choice.**

9. If the qualifying certificate of any candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.

10. 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 with self attestation/signature).

11. Caste Certificate, Odia Test Pass Certificate, PWD Certificate and Discharge Certificate of Ex-service man must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

12. Any form of canvassing by the applicant shall entail rejection of the application.

For details, please visit the website: **https://bhadrak.dcourts.gov.in**

The candidates are advised to visit the above website regularly for further updates.

Sd/-

District & Sessions Judge-Cum-Chairman
District Recruitment Committee, Bhadrak.

FORM. A

FORMAT OF APPLICATION

[See Para 2A of Appendix A]

POST APPLIED FOR :_____

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

   Age (as **on 28.08.2026**) : ..... Years..... Months.....Days

8. **Educational Qualification** (Attach attested Copies of

Self attested passport size photograph

Name of the Examination passed	Name of the Board/ University	Year of Passing	Total Marks	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 or equivalent						
Revenue Inspector Training (for the post of Salaried Amin)						
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.**
14. Attach **Two Character Certificates** issued by two Gazetted Officers / 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, 2010, 2023, 2024, 2025 & 2026 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**

Annexure-I

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

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

Full Signature of the candidate

Date: