

OFFICE OF THE DISTRICT JUDGE, SONEPUR

ADVERTISEMENT

Advertisement No. 01 dated 15.05.2025

Applications in the prescribed format, given below, are invited from the eligible candidates for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade- III in the Judgeship of Sonepur in the pay scale as mentioned against each post with usual D.A. and other allowance, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be 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, Sonepur as to the result of the Examination shall be final and in no case, shall liable to be challenged. 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	Scale of pay as per ORSP 2017	UR	SC	ST	SEBC	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	2	3	4	5	6	7	8	9
1.	Jr. Clerk-cum-Copyist	Pay matrix Rs.19,900/- Rs.63,200/- at level 4	02	02	04	01	09	(The vacancy reserved for P.H./Ex-Serviceman/ Sports person is inclusive of vacancy of respective category to which they belong)
2.	Junior Typist	Pay matrix Rs.19,900/- Rs.63,200/- at level 4	03	00	02	00	05	
3	Stenographer Grade-III	Pay matrix Rs.25,500/- Rs.81,100/- at level 7	00	01	00	00	01	

Posts advertised above in each cadre may vary. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for women, sports person, ex-serviceman and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.

1. Eligibility of the candidates

For the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Gr. III

A candidate, in order to be eligible for the above posts, shall:-

- a. be a citizen of India:
- b. have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.
- c. have at least passed Diploma in Computer Application from a recognized institute.
- d. not below 18 years and not above 32 years of age as on the last date fixed for 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 relevant Act, Rules, Orders or instructions issued by the Competent Authority for the time being in force.
- e. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- f. be of good character:
- g. be of sound health, good physique and free from organic defects or bodily infirmity:
- h. have not more than one spouse living, if married:
- i. have possessed a minimum speed of 40 words in Typewriting per minute (For the post of Junior Typist)
- j. have possessed a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute (For the post of Stenographer Grade-III).

2. Fees for the Examination :

No Examination fee is required to be paid by the candidate.

3. Scheme of Examination:

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

(a) For the post of Junior Clerk-cum-Copyist			
Examination	Subject	Marks	Duration of Test
Part-I (a)	English	100 marks	02 hours
(b)	Arithmetic	100 marks	01 hour
(c)	General Knowledge	100 marks	01 hour
Part-II	Computer Science Test (Practical)	100 marks	01 hour
Part-III	Viva Voce Test	45 marks	-
<ul style="list-style-type: none">On the basis of marks secured in written test, the candidates shall be called for the test of computer Science (Practical) and			

the candidates qualified in the said practical test shall be eligible for Viva-Voce Test for the post of Junior Clerk-cum-Copyist.

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

(i) **English**

- (a) An essay to be written in English
- (b) A letter or application to be written in English
- (c) One odia passage to be translated into English
- (d) One English Passage to be translated into Odia
- (e) Summary of one English Passage

- (ii) **Arithmetic-** Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit loss, mixtures, partnership, average, rates and taxes, Insurance, Square and cubic measures, problems on time and work and on time and distance.

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

- (iv) **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 programs of accounting”.

- (v) **Viva-voce-** to test and assess the suitability of a candidate for the post with reference to alertness, outlook, potential qualities.

(b) For the post of Junior Typist

Examination	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100 marks	02 hours
Part-II	Type Test through computer system	50 Marks	10 minutes
Part-III	Computer Science Test (Practical)	100 marks	1 hour
Part-IV	Viva voce test	35 marks	-

- The candidates selected in the written examination shall be called for Typewriting Test for the post of Junior Typist. Candidates selected in the type writing test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-voce test.

- **Detail syllabus:**

(i) Written test consisting of:

- a. English (Qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
- b. For the post of Junior Typist, a 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.
- c. Computer Science Test (Practical)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

(c) For the post of Stenographer Grade-III

Examination	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100 marks	02 hours
Part-II	Shorthand & Type Test through computer system	50 Marks	15 minutes
Part-III	Computer Science Test (Practical)	100 marks	1 hour
Part-IV	Viva voce test	35 marks	-

- The candidates selected in the written examination shall be called for Shorthand and Typewriting Test for the post of Stenographer Grade-III. Candidates selected in the shorthand and type writing test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-voce test.

- **Detail syllabus:**

(ii) Written test consisting of:

- a. English (Qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
- b. For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate shall reproduce such shorthand test of 400 words in type script in 10 minutes through computer system.
- c. Computer Science Test (Practical)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

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

4. Last date of receipt of applications

The applications alongwith the required documents and self attested copies of certificates must reach "The office of the District Judge, Sonapur" by **5.00 P.M. on or before 18.06.2025** positively either by registered post or speed post or in person during the office hours on each working day. Application received in office after the due date by any means shall be summarily rejected.

5. List of documents to be submitted by the candidates alongwith their applications are as follows:-

- i. Application should be submitted for the above posts, mentioning the name of the post clearly in Capital letters duly underlined on the top of the envelope.
- ii. The candidates are required to mention the Category of posts, which they apply for, in CAPITAL LETTERS on the top of their respective applications.
Example: POST APPLIED FOR _____.
- iii. Self attested photocopy of H.S.C. examination certificate or its equivalent certificate in support of date of birth.
- iv. Self attested photocopy of mark sheet of H.S.C examination or any equivalent examination.
- v. Self attested photocopy of certificates showing passing of +2 or equivalent examination.
- vi. Self attested photocopy of Mark Sheet of +2 examination or any equivalent examination.
- vii. Self attested photocopy of certificates showing passing of +3 or equivalent examination.
- viii. Self attested photocopy of Mark Sheet of +3 examination or any equivalent examination.
- ix. Self attested photocopy of certificate showing to have passed at least Diploma in Computer Application (DCA).
- x. Self attested photocopy of certificate showing successful completion of shorthand course & type writing course from a recognized institution (for the post of Stenographer Grade-III).
- xi. Self attested photocopy of certificate showing successful completion of type writing course from a recognized institution (for the post of Junior Typist).

- xii. two Character Certificates issued by two Gazetted Officers/ medical practitioner/ Sarpanch etc. (mention the name & designation of Officers)
- xiii. Four passport size recent photographs self attested (one is to be affixed in the application on the space provided).
- xiv. two self addressed postal envelopes size 5" X 12" with affixing postal stamps of Rs.30/-(Thirty) on each for dispatch of call letters by Registered post.
- xv. Self attested photocopy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to S.C./S.T/S.E.B.C. Categories with signature of the candidate thereon.
- xvi. Self attested photocopy of Identity Card of Sports person issued by Government.
- xvii. A declaration to the effect that he/she has not more than one spouse living, if married.
- xviii. Photo copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officers with signature of the candidate thereon in respect of physically handicapped candidates only.
- xix. A self declaration to the effect that he/she has no criminal antecedent.
- xx. Self attested copy of "No Objection Certificate" in case of candidate working in Government/ Semi-government Organizations/ Autonomous Bodies/ Educational Institution/ Public Undertakings.

N.B.

a) All the copies of testimonial/documents shall be signed by the candidates.

b) The candidates are required to submit separate applications for separate posts.

c) If a candidate applies under Reserve Category and failed to file the Caste Certificate, then he/she will be treated under Unreserved category.

N.B:

1. The candidates are required to submit their applications being duly filled in and signed by their own hands, furnishing the required particulars as per the prescribed format in Form-A given below.
2. Candidates who have not been awarded percentage of marks, but only "Grade Marks" should alongwith 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).
3. The candidates who are in Govt. employment are required to apply through proper channel.
 4. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
 5. In case of receipt of large number of applications, the Authority reserves right to shortlist the candidates in accordance with the rules contained in the Odisha District & Civil Courts Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 r.w. Amendment Rules, 2010, 2023 & 2025 and 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 final in every respect.
 6. Success in the examination confers no right to 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.
 7. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-voce Test. Date of examination shall be intimated to the eligible candidates in due time.
 8. For detailed Advertisements, the candidates may visit the following Websites:- Sonepur District Court::<https://sonepur.dcourts.gov.in>
 9. **The candidates may regularly visit the website of Sonepur District Court, i.e. <https://sonepur.dcourts.gov.in> to keep themselves update with the progress in recruitment process.**

By Order

**Sd/-
Registrar,
Civil Courts, Sonepur
15.05.2025**

FORM-A
FORMAT OF APPLICATION
[See Para 2A of Appendix A]
APPLICATION FOR THE POST OF

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

Self-
attested
passport
size
photograph

6. Present Address :

7. Date of Birth: (Age as on 18.06.2025):

8. Educational Qualification : (Attach attested copies of

Name of the examination passed	Name of the Board/ University	Year of Passing	Aggregate of Marks secured	Grade/ Division	% of Marks secured
H.S.C					
+2 Arts/Commerce /Science					
+3 Arts/Commerce /Science or equivalent					
Diploma in Computer Science					

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:
(If yes, attach supporting medical certificate 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 Orissa District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rule, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate

AS ON 06.03.2025

**THE ODISHA DISTRICT AND CIVIL
COURTS' JUDICIAL STAFF
SERVICES (METHOD OF
RECRUITMENT AND CONDITIONS
OF SERVICE) RULES, 2008**

(Consolidated till latest amendment dated 06.03.2025)

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LAW DEPARTMENT NOTIFICATION

No.15823/L.-IIIJ-15/2006 – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulating the methods of recruitment and conditions of service of the persons appointed to the Orissa District and ¹[Civil Courts], Ministerial Services, namely:-

PART – I

General

1. Short title and commencement – (1) These rules may be called ²[The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.]

(2) They shall come into force on the date of publication in the Orissa Gazette

2. Definitions – In these rules unless the context otherwise requires –

- (a) “**Court**” means the High Court of Orissa;
- (b) “**Departmental Examination**” means the examination held by the District Judge according to the syllabus given in Appendix 'B';
- (c) “**District**” means a Judgeship and Sessions Division;
- (d) “**District Court**” means the Court and office of the District Judge;
- (e) “**District Judge**” means the District and Sessions Judge of a Judgeship and Sessions Division;
- (f) “**Ex-Servicemen**” means person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) “**Government**” means the Government of Orissa;
- (h) “**Person with Disabilities or Physically Handicapped Persons**” means a person who has been issued a disability certificate in the prescribed format by the competent authority as per the provisions

¹ Substituted vide Gazette No.1434, 28.06.2023

² Substituted vide Gazette No.1434, 28.06.2023

of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Orissa Rules, 2003;

- (i) **“Scheduled Castes and Scheduled Tribes”** means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively;
- (j) **“SEBC”** means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time;
- (k) **“Sports Person”** means a person who holds the identity card as Sports Person issued by Government from time to time;
- (l) **“Civil Courts”** means the Courts and Offices of the Additional District Judges, Chief Judicial Magistrate, Civil Judges (Sr. Divn.), Civil Judges (Jr. Divn.), Registrars and offices of other Judicial Magistrates; and
- (m) **“Year”** means the calendar year.

3. Cadre – (1) The ministerial service of each of the District Courts and all Civil Courts there under shall constitute one separate cadre consisting of one post of District Court ¹[Chief Administrative Officer] and such number of Posts of Senior Clerks (Head Clerk Grade), Senior Clerks, Junior Clerks, Typists, Copyists and other special Posts, as the Government may determine, from time to time, after consultation with the Court.

(2) The posts of Stenographers in each District shall constitute an independent cadre consisting of Stenographer Grade-I, Stenographer Grade-II and Stenographer Grade-III;

Provided that, in addition to Stenographer Grade-I, there shall be a Personal Assistant to the District and Sessions Judge. The post shall carry the pay scale of Stenographer Grade-I. The District and Sessions Judge may select his Personal Assistant from the cadre of Grade-I Stenographer.

¹ Substituted vide Gazette No. 440 dtd. 29.02.2024

(3) The group 'C' employees in each District, other than those covered in sub-rules (1) and (2), who are in the next higher scale of pay of the Group 'D' employees shall constitute an independent cadre.

(4) ¹[***** Ommitted*****].

(5) The posts in the cadres shall be grouped as 'A','B', 'C' and 'D' in accordance with the provisions of the General Administration Department Resolution No.17655/Gen., dt.7.6.1999 as modified from time to time.

PART – II

Recruitment

4. Method of Recruitment- Subject to other provisions made in these Rules recruitment to the posts in the ministerial service of the District Court and Civil Courts shall be made in the following manner, namely:-

(a) In respect of Junior Clerks, Typists, Copyists and Stenographers Grade-III by competitive examination in accordance with rule 6:

²[Provided that, 25% of vacancies in the posts of Junior Clerks of that particular recruitment year shall be filled up from the Group 'D' employees who possess the requisite qualification in the ratio of 1:2 for Process Servers and other Group 'D' employees respectively as per the method of selection to be decided by the District Recruitment Committee; and]

(b) In respect of other posts by promotion in accordance with rule 11.

5. Reservations – Notwithstanding anything contained in these rules reservation of vacancies for –

(a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of

¹ Omitted vide Gazette No.1434, dtd.28.06.2023

² Substituted vide Gazette No. 565, dtd.06.03.2025

Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules made there under.

- (b) SEBC, women, sports persons, Ex-Servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

6. Competitive Examination – (1) Recruitment to the post of Junior Clerks, Typists and Copyists in the District Courts and the Civil Courts of each district shall be made by a competitive examination to be held once in a year. Recruitment to the Posts of Stenographers Grade-III (Junior Stenographers) shall be made by a competitive examination, whenever necessary.

- (2) There shall be a District Recruitment Committee for each District consisting of the following:-

- | | | |
|---|-----|----------|
| 1. Principal District and Sessions Judge | ... | Chairman |
| 2. Senior most Additional District and Sessions Judge | ... | Member |
| 3. Civil Judge (Sr. Division)/C.J.M. | ... | Member |

- (3) ¹[The competitive examination shall be conducted by the District Recruitment Committee. The date on which the examination is to be held shall be fixed by the District Recruitment Committee in consultation with the High Court and such recruitment committee shall fix the places at which the examination is to be held.]

- (4) A candidate in order to be eligible for the posts as in sub-rule (1) above shall –

- (a) ²[have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.]

- (b) have at least passed Diploma in Computer Application from a recognized institute;

¹ Substituted vide Gazette No.170, dtd.20.01.2011

² Substituted vide Gazette No.1434, dtd.28.06.2023

- (c) be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee;

Provided that, the upper age-limit in respect of reserved categories of candidates 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.

¹[Provided further that for the advertisements made during the calendar years 2022 and 2023, the said upper age limit shall be thirty eight years:

Provided also that upper age limit as so fixed in the second proviso shall be applicable to those cases where the last date of application for recruitment to any post as per the advertisement issued is still not over as on the date of commencement of the Odisha District and ²[Civil Court's-Judicial] Staff Services (Method of Recruitment and Conditions of Service) Amendment Rules, 2022.”]

- (d) be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. Standard;
- (e) be of good character;
- (f) be of sound health, good physique and free from organic defects or bodily infirmity;
- (g) have not more than one spouse living, if married; and
- (h) ³[***** omitted*****].
- (5) ⁴[The standard, syllabus, subjects of examination, cut off mark to be obtained for qualifying in the test, determination of vacancies, advertisement of vacancies and communication of results shall be as set forth in Appendix 'A'.]

¹ Inserted vide Gazette No.2904 dtd.14.10.2022

² Substituted vide Gazette No.1434, dtd.28.06.2023

³ Omitted vide Gazette No.1434, dtd.28.06.2023

⁴ Substituted vide Gazette No.170, dtd.20.01.2011.

(6) ¹[.....Omitted.....]

7. Manner of Selection of Candidates – (1) 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 in² [H.S.C., +2 and +3 examination] or their equivalent examinations shall be prepared.

(2) From each category of career merit list, candidates up to 20 times of actual vacancy in each category shall be called to appear at the written test.

(3) ³[Considering the marks secured in the written test one merit list for general candidates and separate merit list for each of the reserved categories shall be prepared and candidates up to ten times of vacancy in each category shall be called for Computer Science test (practical), short-hand and typewriting test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.]

(4) ⁴[On the basis of marks secured in the written test, practical test as provided in sub-rule-(3) and the viva voce test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks,]

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) shall be selected for filling of the vacancy.

(6) ⁵[The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier.]

¹ Omitted vide Gazette No.170, dtd.20.01.2011

² Substituted vide Gazette No.1434, dtd.28.06.2023

³ Substituted vide Gazette No.170, dtd.20.01.2011

⁴ Substituted vide Gazette No.170, dtd.20.01.2011

⁵ Substituted vide Gazette No.170, dtd.20.01.2011

(7) There shall be a Recruitment Cell for each district to be constituted by the respective District and Sessions Judges for the purpose of collecting information continuously as to the vacancies arising upon retirement, promotion or resignation. The Cell shall assist the District Recruitment Committee and Process applications received for the posts and short list them as per the provisions of these rules.

(8) The recruitment shall take place every year well in advance before the vacancies arise.

8. Probation and Confirmation – (1) All appointments to the permanent posts of Junior Clerks, Typists, Copyists and Stenographers Grade-III shall be made on probation for a period of two years from the date of appointment;

provided that, if during the period of probation a candidate's work or conduct is found unsatisfactory or shows that he is unlikely to become efficient, the District Judge may either discharge him from the service or extend his period of probation for such further period as he may think fit.

(2) No person shall be confirmed in the permanent post of Junior Clerk, Typist, Copyist and Stenographer Grade-II unless he has satisfactorily completed the probationary period as aforesaid.

(3) All temporary appointments are liable to termination without notice and without assigning any cause.

9. Fixation of Seniority – (1) ¹[The seniority of Junior Clerks, Typists and Stenographers inter se shall be determined in accordance with the position secured by them in the competitive examination held in a particular year.]

(2) The seniority inter se of the Senior Clerks and the Senior Clerks (Head Clerk Grade) shall be determined with reference to the date of issue of the order of their promotion to the respective posts.

Provided that, if the date of issue of the order of promotion is the same in respect of two or more such Clerks, their seniority

¹ Substituted vide Gazette No.170, dtd.20.01.2011

inter se shall be determined according to their seniority in the lower rank.

10. Success in Examination Confers no right to Appointment –

- (1) Success in the examination confers no right to 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.
- (2) The name of the candidate who does not accept a post of Junior Clerk, Typist, Copyist or Stenographer Grade-III when so offered, shall be removed from the list.

11. Promotion to Higher Posts – Promotion to the higher posts shall be subject to passing of the departmental examination and shall be based on merit and suitability in all respects with due regard to seniority and be made in the following manner, namely:-

- (a) Promotion to the post of Senior Clerks shall be made from amongst the Junior Clerks, who have passed the departmental examination as laid down in Appendix 'B' annexed to these rules; provided that, if no Junior Clerk as aforesaid is available, a Junior Clerk who has put in not less than 5 years of service as such and is otherwise suitable may be promoted to the post of Senior Clerk on temporary basis subject to the condition that he shall not be allowed any increment in the time scale of pay of the said post of Senior Clerk and shall be reverted as soon as a passed Junior Clerk is available:

Provided that, a Typist who has been appointed as Junior Clerk, after passing the departmental examination shall not be required to pass a similar examination again to be eligible for promotion to the post of Senior Clerk.

- (b) Promotion to the posts of Senior Clerk (Head Clerk Grade) shall be made from amongst the Senior Clerks who have passed the Accounts Training Examination laid down in sub-rule (2) of rule 14.

- (c) Promotion to the post of ¹[Chief Administrative Officer] of the District Court shall be made from amongst the Bench Clerks Grade-I.
- (d) Promotion to the posts of Grade-II Stenographer and Grade-I Stenographer shall be made from Grade-III Stenographers and Grade -II Stenographers respectively.
- (e) ²[(i) The posts of Senior Grade Typists shall be filled up by promotion from amongst the Junior Grade Typists who have completed at least 8 (eight) years of continuous service as Junior Grade Typists;
 - (ii) The posts of Superintendent (Type) Level-II shall be filled up by promotion from amongst the Senior Grade Typists who have completed at least 10 (Ten) years of continuous service in the rank of Senior Grade Typist or 18 (eighteen) years of continuous service in the rank of Junior Grade Typist taken together; and
 - (iii) The posts of Superintendent (Type) Level-I shall be filled up by promotion from amongst the Superintendent (Type) Level-II who have completed at least 1(one) year of continuous service as such.]
- (f) For recruitment to the post of Salaried Amin, a candidate shall,
 - (i) have passed the matriculation examination or equivalent examination of a recognized Board; and
 - (ii) have passed the Revenue Inspector Training.
- (g) The salaried Amin shall be appointed by direct recruitment as well as by promotion of Process Servers who possess requisite qualification for such promotion. The percentage between the direct recruitment and promotion shall be determined by the High Court from time to time.

¹ Substituted vide Gazette No. 440 dtd. 29.02.2024

² Substituted vide Gazette No.440, dtd.29.02.2024

12. Assured Career Progression Scheme – Whenever ¹[Group – 'B', and 'C'] employees do not get promotion to the next higher rank or their pay is stagnated in the same cadre as the case may be, they shall be allowed Assured Career Progression Scale of pay to be decided by the Government in every fifteenth year and twenty-fifth year of service.

PART – III

Other Conditions of Service

13. Transfer of Clerks – (1) Any person in the post of Junior Clerk/ Senior Clerk, Senior Clerk (Head Clerk Grade), Typist, Copyist and Stenographer Grade-III or Stenographer Grade-II shall ordinarily be transferred to any other office or seat within the administrative control of the District Judge on completion of three years period in any particular office or seat and the District Judge shall be the competent authority to pass such orders of transfer.

(2) ²[The Chief Justice of the Court shall be competent to pass order of transfer of the ³[Judicial staff of the District Court and Civil Courts of a District to another District] within the State of Orissa on the terms and conditions fixed by him.

The Chief Justice of the Court may also ,on the request of any member of class-III and class-IV services of the High Court, permit him /her to be absorbed in the ministerial service of the District and Civil Courts within the administrative control of the District Judge in the base level post and his/ her seniority will be fixed at the bottom of the cadre, provided the concerned District Judge has no objection and the employee concerned is willing to forgo his seniority and join as the junior most in the category in which he/she is to be absorbed .In such event, the service rendered by such employee in the establishment of the High Court

¹ Substituted vide Gazette No.1434, dtd.28.06.2023

² Substituted vide Gazette No.170, dtd.20.01.2011

³ Substituted vide Gazette No.1434, dtd.28.06.2023

shall be taken into account for the purpose of computing it as qualifying service for the purpose.]

14. Departmental Examination – (1) The Junior Clerks including Copyists and Typists shall be required to pass the Departmental Examination during the period of probation and those Typists who pass the Departmental Examination shall be eligible for appointment as Junior Clerks.

(2) The Senior Clerks shall be required to pass the Accounts Training within three years from the date of their promotion.

(3) No one shall be exempted from passing the aforesaid examinations.

(4) Where any Junior Clerk including a Copyist or a Senior Clerk fails to pass the Departmental examination or Accounts Training, as the case may be, within the stipulated period, he shall not be given promotion to higher grade.

15. Gradation list – (1) There shall be maintained a gradation list of the persons appointed to the posts in the ministerial service of each District Court and Civil Courts there under and the said list shall be revised by the 15th January every year.

(2) there shall be maintained a combined gradation list of District Court's ¹[Chief Administrative Officers] and Senior Clerks (Head Clerk Grade) of all districts in the High Court and the said list shall be revised by the 15th of January every year.

16. Failure to join the post on promotion debars from promotion in future – Without prejudice to any other liability that may be incurred under any of the provisions of these rules, if any, a member of the ministerial service who express his unwillingness to accept a higher post or who being promoted to the higher post fails to join the post within the fixed time without sufficient reason shall be liable to be debarred from being eligible for any such promotion in future.

17. Recruitment of Bench Clerks – (1) There shall be three grades of Bench Clerks for three levels of Court viz. (i) Bench Clerk Grade-III, Grade-II and Grade -I for the Courts of Civil Judge (Jr. Divn.)/

¹ Substituted vide Gazette No. 440 dtd.29.02.2024

Magistrate, Civil Judge (Sr. Divn.)/ C.J.M. and District Judge/ Additional District Judge Courts respectively.

(2) Bench Clerk Grade-III shall be appointed from Senior Clerk (Junior Branch) and Bench Clerk Grade-II shall be appointed from the cadre of Senior Clerk (Head Clerk Grade)/ ¹[Administrative Officers] of the Civil Court/ Nazir/ Accountant/Record Keeper/Bench Clerk Grade-III, Bench Clerk Grade-I shall be promoted from Bench Clerk Grade-II, Head Clerk, Nazir, ²[Administrative Officers] of Civil Courts, Accountant, Record Keeper.

18. Other Conditions of Service – The conditions of service in regard to matters not covered by these rules shall be the same as are or as may, from time to time, be prescribed by the State Government.

19. Repeal and Savings – The Orissa District and Subordinate Court's Ministerial Service (Method of Recruitment and Conditions of Service) Rules, 1969 is hereby repealed;

Provided that any order passed, appointment made, action taken or things done under the Rules so repealed shall be deemed to have been passed, made, taken or done under these rules.

20. Interpretation – If any question arises relating to the interpretation of these Rules, it shall be referred to the Government whose decision thereon, after consultation with the High Court shall be final.

¹ Substituted vide Gazette No. 565, dtd.06.03.2025

² Substituted vide Gazette No. 565, dtd.06.03.2025

APPENDIX-A

[See rule 6(5)]

1. The District Recruitment Committee after obtaining the information about the number of vacancies in the posts of Junior Clerks, Copyists and Typists to be filled up on the result of the competitive examination held in each year and shall specify such number of vacancies in the advertisement inviting applications for the examination. Such competitive examination shall ordinarily be held in the month of December.

- 1.A ¹[The result of the competitive examination held in the month of December may be published by the end of March in the succeeding year after the practical test and viva-voce test referred to in sub-rule (3) of rule 7 are conducted by respective District Recruitment Committees on dates convenient to respective judgeships. After publication of result the District Recruitment Cell of each District shall sit to ascertain the vacancies that may arise during the current year. Such vacancies, if there are any, are to be advertised for the Competitive Examination referred to in Rule-6 by 15th of May every year. The last date of receipt of application may be 15th of June every year. The scrutiny of forms in all respect and in accordance with Sub-Rule-1 of Rule-7 may be completed by 15th of September every year. By end of September every year, the District Judges may intimate the High Court regarding the number of vacancies in the respective Judgeships, number of candidates to sit in the examination after necessary scrutiny. The Court by the end of October after consultation with the District Judges regarding convenience etc. may fix the date of the Competitive Examination to be held in the month of December.

Provided that if any exigency arises the dates may suitably be modified by the High Court.]

2. ²[A candidate desirous of sitting for the examination shall submit an application to the District Judge stating his/her name, address (both permanent and present address, if any), educational qualifications and

¹ Inserted vide Gazette No.170, dtd.20.01.2011

² Amended vide Gazette No.1434, dtd.28.06.2023

date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category].

2.A ¹[The application form for competitive examination of all the Ministerial Cadres in the District and Civil Courts Services shall be in the format in **Form-A** appended to these Rules.]

3. ²(1)The Scheme of Examination for Junior Clerk and Copyist shall be as follows:-

- | | |
|--|-----------|
| (i) Written Test consisting of | |
| (a) English | 100 marks |
| (b) Arithmetic | 100 marks |
| (c) General Knowledge | 100 marks |
| (ii) Computer Science Test (Practical) | 100 marks |
| (iii) Viva Voce Test | 45 marks |

Note – (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) in the ratio provided in sub-rule (3) of rule 7:

Provided that the District Judge may resort to relaxation of marks by 5% when it is found that adequate number of candidates have not secured 35% or more marks in the written test.

Explanation – *The District Judge is to determine and interpret the words adequate numbers' in the aforesaid proviso with reference to ratio fixed in sub-rule (3) of rule 7.*

(B) The candidate shall answer the question in English unless otherwise directed.

(C) The cut off mark for qualifying in the Computer Test Science (Practical) shall be 50% in case of General candidates and candidates belonging to the ³[other] categories and 40% in case of S.C./ S.T. candidates.

(2)Details of syllabus for each subject of the written test shall be as follows:-

- (i) **English-**

¹ Inserted vide Gazette No.170, dtd.20.01.2011

² Substituted vide Gazette No.170, dtd.20.01.2011

³ Modified vide Corrigendum No.341 Dtd.14.02.2011

- (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

¹[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, H.C.F., and L.C.M. Simple and compound interest, Simple and Compound Practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, 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) **Computer Science (Practical)**- 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, website searching/browsing and downloading email, use of pen-drive and other software etc. and programmes of accounting.
- (iv) **General Knowledge** – Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.
- (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.

4. ²(1) The scheme of examination for the post of Stenographer Grade-III and Typists shall be as follows:-

Written test consisting of

- (i) English (qualifying in nature) 100 marks

¹ Substituted vide Gazette No.1434, dtd.28.06.2023

² Renumbered and substituted vide Gazette No.170, dtd.20.01.2011

(ii) (a) Shorthand & Typist (for Stenographers)	50 marks
(b) Type Writing Test (for Typist)	50 marks
(iii) Computer Science Test (Practical)	100 marks
(iv) Viva-Voce Test	35 marks

Note - (a) The details of syllabus for written test in English is the same as provided in Paragraph 3(2) of Appendix-'A'.

(b)¹[The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.]

(c) Other conditions as applicable to the written test for Junior Clerks and Copyist shall also apply.

(d) Syllabus for Computer Science Test (practical and Viva-voce test is the same as provided in Paragraph 3(2) of Appendix-A.

(e) The provisions of Sub-Rule (3) of Rule 7 shall apply in drawing the merit list after written test in English and in calling for the candidates for Shorthand and Typewriting test in case of Stenographer Grade-III and Typewriting Test in case of Typist. The candidates selected in the aforesaid test as applicable to Stenographer Grade-III and Typist shall be called for test of Computer (practical) test and the candidate selected in Computer (practical) shall be called for Viva-voce test.

(f) As the written test in ²[English is qualifying in nature], the select list shall be drawn in accordance with Sub-rule (4) and (5) of Rule 7 on the basis of aggregate of marks obtained in Shorthand and Typewriting test (in case of Stenographers), Typewriting test (in case of Typist), Computer Science Test (practical) and Viva-Voce.

4.(A) (1) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in Shorthand and 40 words in typewriting per

¹ Substituted vide Gazette No.1434, dtd.28.06.2023

² Modified vide Corrigendum No.341 Dtd.14.02.2011

minute. Such minimum qualification for a candidate for the post of Typist shall be 40 words per minute in Typewriting.

A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes.
¹[The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.]

(2) ²[A candidate for the post of Junior Typist shall be given a written passage containing 400 words in English language, which he shall reproduce by typing through Computer System in 10 minutes.]

5. ³[The District Judge shall prepare a list of successful candidates in order of merit and communicate the results of the examination and appoint candidates in the vacancies that have occurred or may occur during the period of one year from the date of first appointment from such list. The decision of the District Judge as to the result of the examination shall be final and in no case shall be liable to be challenged.]

¹ Inserted vide Gazette No.1434, dtd. 28.06.2023

² Substituted vide Gazette No.1434, dtd. 28.06.2023

³ Renumbered vide Gazette No.170, dtd.20.01.2011.

APPENDIX-B

[See Rule 11(a)]

Syllabus for the Departmental Examination

1. All Junior Clerks, Typists and Copyists shall have to pass the departmental examination consisting of the following subjects, and for the said examination there shall be one paper for each subject, namely:-
 - (i) High Court's General Rules and Circular Orders (Civil) and the Code of Civil Procedure – Order I, III, IV, V, VII, VIII, IX, XIII, XVI, XX, XXI, XXII, XXVI, XXXII, XXXIII and XXXIV in the First Schedule.
 - (ii) High Court's General Rules and Circular Orders (Criminal) and the Code of Criminal Procedure, 1973-[Chapters II, III, VI, VII,(excluding Sections 93 to 103), VIII (excluding Section 107) IX, XV, XVI, XVIII, XIX, XX, XXI, XXII, XXIII, XXIX, XXX, XXXII and XXXVI]
 - (iii) The Court-fees Act. 1870.
 - (iv) Indian Stamp Act.1899 (Sections 10 to 16, 33 to 42 and the Schedule I only)
2. The Departmental examination shall be held once every year by the District Judge or such other officer as he may direct and the examination shall be with books.
3. The examination will test in particular whether a Junior Clerk, Typist and Copyist has acquired a fair knowledge of the High Court's Circular Orders, the Civil and Criminal Procedure Code, Stamp Act and the Court-fees Act so as to enable him to discharge the day to day business of the Court.
4. The minimum pass marks in each of the subjects specified in Para 1 above shall be 50 per cent.

¹FORM-A
 FORMAT OF APPLICATION
 [See Para 2A of Appendix A]

1. Name of the candidate :
2. Father's/Husband's name :
3. ²Sex (Male/Female/others) :
4. Marital Status (Married/Unmarried) :
5. Permanent Address :
6. Present Address :
- 7 Date of Birth (as on 1.5.20.....) :

self-attested
 passport
 size
 photograph

8. Educational qualification: (Attach attested copies of

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2 Arts/ Commerce/ Science					
+3 Arts/ Commerce/ Science or equivalent					
Diploma in Computer Science					

¹ Substituted vide Gazette No.1434, dtd.28.06.2023 which was inserted vide Gazette No.170, dtd.20.01.2011

² Substituted vide Gazette No. 565, dtd.06.03.2025

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:

(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board).

11. Religion

12. Nationality

13. Employment Exchange Registration No.:

14. Attach two Character Certificates issued by two gazetted officer/ medical practitioner/ Sarpanch etc. (mention name, designation of the officers):

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Signature of the Candidate

By Order of the Governor

B.K.NAYAK

Principal Secretary to Government