



## OFFICE OF THE DISTRICT JUDGE, JHARSUGUDA

### ADVERTISEMENT NO.02/2026

*Dated, Jharsuguda the 15<sup>th</sup> Day of May, 2026*

Applications in the prescribed format given below are invited from the desirous candidates in a bid to fill up the following posts under Group- 'C' cadre in the Judgeship of Jharsuguda under the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment upto 2026.

N.B:- The appointment to the posts of Junior Clerk-cum-Copyist / Stenographer Grade-III shall be made on regular basis against the vacancies of sanctioned posts **subject to the result of W.P (C) No. 1273/2014** pending before the Hon'ble High Court of Orissa.

### CATEGORY WISE VACANCY POSITION

Sl. No	Categories of post	Scale of pay as per Pay Matrix of ORSP Rules, 2017	UR	SEBC	SC	ST	Total Nos. of Posts
01	Junior Clerk-cum-Copyist	Rs. 19,900/- to 63,200/- (Level-4)	3	2	1	1*	7
02	Junior Typist	Rs. 19,900/- to 63,200/- (Level-4)	-	-	1	-	1
03	Stenographer Grade-III	Rs. 25,500/- to 81,100/- (Level-7)	1	1*	-	1*	3

\*' Rolled over / backlog vacancy.

#### **NOTE:**

- (a) Out of the vacancies mentioned above, candidate belonging to Person with Disability (PWD), when selected as per the reservation provided for him/her, shall be adjusted against the category to which he/she belongs.

- (b) The exchange of reservation between SC & ST will not be considered.
- (c) The number of posts in each cadre may increase or decrease.
- (d) Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and Rules made there under.
- (e) Reservation of vacancies for SEBC, women, sports persons, Ex-serviceman and physically handicapped 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.
- (f) The District 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.
- (g) The decision of the District Recruitment Committee as to the result of the examination shall be final and in no case shall be liable to be challenged.

**1. Eligibility Criteria:-**

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

- (i) Shall be a citizen of India,
- (ii) Must be over 18 years of age and below 42 years of age as on the last date of receipt of applications i.e. dtd. **17.06.2026**.

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.

- (iii) Must be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E standard.
- (iv) Must be of good character,
- (v) Must be of sound health, good physique and free from organic defects or bodily infirmity,
- (vi) Shall not have more than one spouse living, if married,
- (vii) Government servants, 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**".

- (viii) Must have registered his / her name in an Employment Exchange.
- (ix) Must submit a report regarding no criminal proceedings pending against him / her.

**2. Educational qualification for the posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III;**

The candidate

- (i) Shall have passed at least +3 examination or such other qualification as equivalent to +3 examination of a recognized University, as the case may be.
- (ii) Must have possessed a minimum speed of 40 words per minute in Typewriting in English (**For the post of Junior Typist**).
- (iii) Must have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute (**For the post of Stenographer Grade-III**).
- (iv) Must have passed at least Diploma in Computer Application from a recognized institute.

**3. Scheme of Examination:**

**(A) The Scheme of Examination for Junior Clerk-cum-Copyist**

**Written Test**

	Subject	Marks	Duration of Examination
Part-I	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	--

Only successful candidates in the written examination shall be called for the Computer Science Test (Practical) and the candidates qualified in Computer Science Test (Practical) shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

**(B) The Scheme of Examination for Junior Typist & Stenographer Grade-III.**

**Written Test**

	Subject	Marks	Duration of Examination
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Typewriting Test (For Stenographer Grade-III)	50	5 minutes for Shorthand & 10 minutes for Typewriting Test
	Typewriting Test (For Junior Typist)	50	10 minutes for Typewriting Test
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce Test	35	--

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 the candidates selected in Computer Science Test (Practical) shall be called for Viva-voce test, as per the relevant Rules.

Similarly, for the post 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.

**N.B.** - No travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case of receipt of large number of applications, the District Recruitment Committee is empowered under Rule-7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment upto 2026 to shortlist the same. The decision of the Committee in this regard shall be final in all respect.

**4. Syllabus for the examination shall be as follows:**

**A. Written Examination**

**(i) Sub: English (For the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III).**

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

Note: - (a) The standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.

(b) The candidate shall answer the questions in English unless otherwise directed.

**(ii) Sub: Arithmetic (For the post of Junior Clerk-cum-Copyist)**

Vulgar fractions and Decimals, H.C.F & L.C.M, Simple and Compound Practice, Percentages, Profit 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) Sub: General Knowledge (For the post of Junior Clerk-cum-Copyist)**

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

**B. Practical Examination**

**(i) Typewriting Test (For the post of Junior Typist)**

The candidate for the post mentioned above shall be given a written passage containing 400 words in English language, which he shall reproduce by typing through Computer System in 10 minutes.

**(ii) Shorthand & Typewriting Test (For the post of Stenographer Grade-III)**

The candidate for the post mentioned above shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in 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.  
***The Typewriting Test shall be held through Computer System.***

**C. Computer Science Test (Practical) (for the posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III)**

To test the proficiency of the candidate relating to matter like "Text 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.

**D. Viva-voce Test (For the posts of Junior Clerk-cum-Copyist & Stenographer Grade-III)**

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.

**5. EXAMINATION FEE**

**No fee is required to be paid by the candidates.**

**6. Documents to be submitted along with the application:**

The candidate is required to submit his / her applications being duly filled in and signed by his / her own hand furnishing the required particulars as per the **Format- A** 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 the employer.

- (i) Copy of self attested copy of certificates and mark sheets of HSC, +2 & +3 examinations or equivalent thereto of a recognized Board, Council or University, showing the date of birth of the candidate.
- (ii) Copy of self attested copy of certificate showing to have passed at least Diploma in Computer Application.
- (iii) Two character certificates in original issued by two different **Gazetted Officers/Medical practitioner / Sarpancha etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (iv) Four numbers of self signed recent passport size photographs (excluding the photograph pasted on the Application form).
- (v) Three self addressed envelopes duly affixed with postage stamp of Rs.60/- on each for despatching of call letters by Regd. Post.
- (vi) Copy of self attested copy of Caste Certificate by birth issued by the Competent Authority (For SC / ST and SEBC candidates).

- (vii) Copy of self attested copy of Disability Certificate issued by the Competent Authority showing percentage of disability. (For physically handicapped candidates).
- (viii) Copy of self attested copy of Certificate / Identity Card of Sports Persons / Ex-serviceman.
- (ix) Copy of self attested certificate showing successful completion of Stenography course (Shorthand & English Typewriting) from a recognized institute **(For the post of Stenographer Grade-III)**.
- (x) Copy of self attested certificate showing successful completion of Typewriting course (English Typewriting) from a recognized institute **(For the post of Junior Typist)**.
- (xi) A self declaration to the effect that he/she has no more than one spouse living, if married.
- (xii) Copy of self attested valid Employment Exchange Registration Certificate / Card.
- (xiii) Copy of self attested **"Conversion Certificate"** for the candidates who awarded with grade marks instead of percentage of marks.

**7. Last Date of Receipt of Application.**

Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Post so as to reach in the Office of the District Judge, Jharsuguda on or before **17.06.2026 by 5.00 P.M** positively. The candidates may also drop their application forms in the "Application Drop Box" kept in the Office of Process Establishment Section, Civil Courts, Jharsuguda. The application received beyond the date and time shall be summarily rejected. The candidates are required to mention the name of the post applied for in **CAPITAL LETTERS** on the top of their respective application and the top of the envelope containing their application.

**N.B: Apart from the above, the candidates are required to submit the application following the guidelines as enumerated below:-**

- (1) The candidates who have not been awarded percentage of marks, but only "Grade Marks" should along with their application, produce the **conversion certificate** from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks

and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).

- (2) The candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. 'A'. The candidates who are in government employment are required to apply through proper channel.

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

- (3) Caste Certificate, Odia Test Pass Certificate, PWD Certificate & 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.
- (4) Separate applications are required to be submitted for each post mentioning the name of the post clearly in **CAPITAL** letters being underlined on the top of the envelop which contains the application form and other required documents. All copies of certificates / testimonials shall be signed by the candidate certifying it to be true copy of document.
- (5) The applications, if found defective / incomplete in any respect or non-compliance of any of the requirement mentioned in the advertisement, shall be rejected summarily.
- (6) In case of receipt of large numbers of applications for the posts advertised, the authority reserves the right to short list the candidates as per the provision of rules contained in the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment upto 2026 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.
- (7) The intending candidates applying for the posts may submit their applications by hand by way of dropping the same in the **Drop Box** available in the Process Establishment Section, District Court, Jharsuguda during the office hours on the working days only.
- (8) If the certificates submitted by any of the candidate is found fraudulent, such candidate, if joined, will be prosecuted accordingly.

- (9) Any form of canvassing by the applicant shall entail rejection of the application.
- (10) No T.A / D.A will be admissible to the candidates for attending the Recruitment Examination. The originals of the certificates are to be produced by the candidates at the time of viva-voce Test.
- (11) For details, please visit the website;

**<https://jharsuguda.dcourts.gov.in>**

**<https://jharsuguda.odisha.gov.in>** and follow the rule i.e.

**“The Odisha District and Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment upto 2026”.**

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

**Sd/-  
District Judge,  
Jharsuguda.**

**(FORM – A)**

FORMAT OF APPLICATION



**POST APPLIED FOR.....**

1. Name of the Candidate  
(In Capital Letters):
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 Number)
6. Present Address:
7. Date of Birth: (Age as on **17.06.2026**)
8. Educational Qualification (Attach self-attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Aggregate 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 Persons/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 different Gazetted Officers / Medical Practitioners / Sarapanch etc. (mention name, designation of the officers).
15. Mobile No.(WhatsApp), if any:
16. Email, if any:

**Declaration**

I do hereby solemnly affirm and state that, I am aware about the provisions of "Odisha District & 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.

Date:

Place:

**(Signature of the Candidate)**

AS ON 29.10.2025

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

(Consolidated till latest amendment dated 29.10.2025)

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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 <sup>1</sup>[Civil Courts], Ministerial Services, namely:-

### PART – I

#### General

- 1. Short title and commencement** – (1) These rules may be called <sup>2</sup>[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

<sup>1</sup> Substituted vide Gazette No.1434, 28.06.2023

<sup>2</sup> 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 <sup>1</sup>[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.

(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.

<sup>1</sup> Substituted vide Gazette No. 440 dtd. 29.02.2024

(4) <sup>1</sup>[\*\*\*\*\* 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:

<sup>2</sup>[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 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

<sup>1</sup> Omitted vide Gazette No.1434, dtd.28.06.2023

<sup>2</sup> Substituted vide Gazette No. 565, dtd.06.03.2025

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) <sup>1</sup>[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) <sup>2</sup>[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;
- (c) be over 18 years and below <sup>3</sup>42 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.

<sup>1</sup> Substituted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

<sup>3</sup> Substituted vide Gazette No.4608, dtd.29.10.2025

<sup>1</sup>[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 <sup>2</sup>[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) <sup>3</sup>[\*\*\*\*\* omitted\*\*\*\*\*].
- (5) <sup>4</sup>[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'.]
- (6) <sup>5</sup>[.....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 in<sup>6</sup> [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.

<sup>1</sup> Inserted vide Gazette No.2904 dtd.14.10.2022

<sup>2</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

<sup>3</sup> Omitted vide Gazette No.1434, dtd.28.06.2023

<sup>4</sup> Substituted vide Gazette No.170, dtd.20.01.2011.

<sup>5</sup> Omitted vide Gazette No.170, dtd.20.01.2011

<sup>6</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

- (3) <sup>1</sup>[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) <sup>2</sup>[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) <sup>3</sup>[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.]
- (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

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<sup>1</sup> Substituted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> Substituted vide Gazette No.170, dtd.20.01.2011

<sup>3</sup> Substituted vide Gazette No.170, dtd.20.01.2011

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.

**12. Assured Career Progression Scheme** – Whenever <sup>1</sup>[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.

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<sup>1</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

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 <sup>1</sup>[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) <sup>2</sup>[(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

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<sup>1</sup> Substituted vide Gazette No. 440 dtd. 29.02.2024

<sup>2</sup> Substituted vide Gazette No.440, dtd.29.02.2024

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) <sup>1</sup>[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 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

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<sup>1</sup> Substituted vide Gazette No.170, dtd.20.01.2011

- (2) <sup>1</sup>[The Chief Justice of the Court shall be competent to pass order of transfer of the <sup>2</sup>[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 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 15<sup>th</sup> January every year.

<sup>1</sup> Substituted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

(2) there shall be maintained a combined gradation list of District Court's <sup>1</sup>[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 15<sup>th</sup> 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.)/ 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)/ <sup>2</sup>[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, <sup>3</sup>[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.

<sup>1</sup> Substituted vide Gazette No. 440 dtd.29.02.2024

<sup>2</sup> Substituted vide Gazette No. 565,dtd.06.03.2025

<sup>3</sup> Substituted vide Gazette No. 565,dtd.06.03.2025

**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.

**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** <sup>1</sup>[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 15<sup>th</sup> of May every year. The last date of receipt of application may be 15<sup>th</sup> 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 15<sup>th</sup> 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. <sup>2</sup>[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 date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category].

<sup>1</sup> Inserted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> Amended vide Gazette No.1434, dtd.28.06.2023

**2.A** <sup>1</sup>[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.** <sup>2</sup>(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 <sup>3</sup>[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) <b>English-</b>	
(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

<sup>1</sup> Inserted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> Substituted vide Gazette No.170, dtd.20.01.2011

<sup>3</sup> Modified vide Corrigendum No.341 Dtd.14.02.2011

(e) Summary of one English Passage 20 marks

<sup>1</sup>[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. <sup>2</sup>(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
(ii) (a) Shorthand & Typist (for Stenographers)	50 marks
(b) Type Writing Test (for Typist)	50 marks
(iii) Computer Science Test (Practical)	100 marks

<sup>1</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

<sup>2</sup> Renumbered and substituted vide Gazette No.170, dtd.20.01.2011

(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)<sup>1</sup>[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 <sup>2</sup>[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 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.

<sup>1</sup> Substituted vide Gazette No.1434, dtd.28.06.2023

<sup>2</sup> Modified vide Corrigendum No.341 Dtd.14.02.2011

<sup>1</sup>[The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.]

(2) <sup>2</sup>[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. <sup>3</sup>[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.]

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<sup>1</sup> Inserted vide Gazette No.1434, dtd. 28.06.2023

<sup>2</sup> Substituted vide Gazette No.1434, dtd. 28.06.2023

<sup>3</sup> 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) <sup>1</sup>[(a) High Court's General Rules and Circular Orders (Criminal);  
 (b) The Code of Criminal Procedure, 1973- [Chapters II, III, VI, VII, VIII, IX, XV, XVI, XVIII, XIX, XX, XXI, XXII, XXIII, XXIX, XXX, XXXII and XXXVI];  
 (c) The Bharatiya Nagarik Suraksha Sanhita, 2023- [Chapters II, III, VI, VII, IX, X, XVI, XVII, XIX, XX, XXI, XXII, XXIV, XXV, XXXI, XXXII, XXXIV and XXXVIII];
  - (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, <sup>2</sup>[the Code of Civil Procedure, 1908, the Code of Criminal Procedure, 1973, the Bharatiya Nagarik Suraksha Sanhita, 2023], 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.

<sup>1</sup> Substituted vide Gazette No.2742, dtd. 18.08.2025

<sup>2</sup> Substituted vide Gazette No.2742, dtd. 18.08.2025

<sup>1</sup>FORM-A  
 FORMAT OF APPLICATION  
 [See Para 2A of Appendix A]

1. Name of the candidate :
2. Father's/Husband's name :
3. <sup>2</sup>Sex (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					

<sup>1</sup> Substituted vide Gazette No.1434, dtd.28.06.2023 which was inserted vide Gazette No.170, dtd.20.01.2011

<sup>2</sup> 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**

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No.4608, CUTTACK, WEDNESDAY, OCTOBER 29, 2025/KARTIKA 7, 1947

LAW DEPARTMENT

NOTIFICATION

The 27th October, 2025

**S.R.O. No. 1374/2025** — In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, namely:--

**1. Short title and commencement.** -- (1) These rules shall be called The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) (2nd Amendment) Rules, 2025.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. In the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, in rule 6, in sub-rule (4), in clause (c), for the figure and word "32 years", the figure and word "42 years" shall be substituted.

[No.17382—VJ-40/2025/L.]

By Order of the Governor

PRANAB KUMAR PATRA

Principal Secretary to Government (I/c).

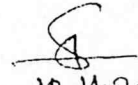
## THE HIGH COURT OF ORISSA: CUTTACK

Memo No. 17756 (100) / Date 11.11.2025  
(XI-01/2014)

Copy of the Gazette No. 4608 dated 29.10.2025 regarding "The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) (2nd Amendment) Rules, 2025 forwarded to the:

1. All Officers of the Court;
2. Addl. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice;
3. Joint Registrar-cum-Principal Secretary/ ADR-cum-Addl. Principal Secretaries/ AR-cum-Senior Secretaries/ Secretaries attached to Hon'ble Judges of the Court for placing the same before Their Lordships' kind information;
4. All Superintendents of the Court;
5. Superintendent, Miscellaneous/ Library Section of the Court;

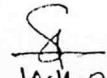
for information, through e-NS.

  
W. H. M.

**SPECIAL OFFICER (SPECIAL CELL)**

Memo No. 17757 / Date 11.11.2025

Copy forwarded to the District and Sessions Judges of the State for their information and necessary action.

  
W. H. M.

**SPECIAL OFFICER (SPECIAL CELL)**

# THE HIGH COURT OF ORISSA: CUTTACK

Memo No. 6478 (100) / Date. 21.04.2026  
(XLIX-D-02/2025)

Copy of the Gazette No. 1480 dated 20.04.2026 regarding "The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) (Amendment) Rules, 2026 forwarded to the:

1. All Officers of the Court;
2. Addl. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice;
3. Joint Registrar-cum-Principal Secretary/ ADR-cum-Addl. Principal Secretaries/ AR-cum-Senior Secretaries/ Secretaries attached to Hon'ble Judges of the Court for placing the same before Their Lordships' kind information;
4. All Superintendents of the Court;
5. Superintendent, Miscellaneous/ Library Section of the Court;

for information, through e-NS.

  
21.4.2026  
SPECIAL OFFICER (SPECIAL CELL)

Memo No. 6479(30) / Date. 21.04.2024

Copy forwarded to the District and Sessions Judges of the State for their information and necessary action.

  
21.4.2026  
SPECIAL OFFICER (SPECIAL CELL)

# The Odisha Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 1480, CUTTACK, MONDAY, APRIL 20, 2026/CHAITRA 30, 1948

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## LAW DEPARTMENT

### NOTIFICATION

The 20th April, 2026

**S.R.O. No. 290/2026**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, namely :—

**1. Short Title and Commencement.**— (1) These rules may be called The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) (Amendment) Rules, 2026.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2.** In the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (hereinafter referred to as "the said rules"), in rule 4, in clause(a), for the proviso, the following proviso shall be substituted, namely:-

"Provided that 25% of the posts of Junior Clerks shall be filled up from the Group-D employees who possess the requisite qualification and have completed at least 05 (five) years of continuous regular service in the cadre of Group-D, 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.

**3. (1)** In the said rules, in rule-11, for clauses(a), (b) and (c), the following proviso shall be substituted, namely:-

"(a) The posts of Senior Clerks shall be filled up by promotion from amongst the Junior Clerks who have completed at least 05 (five) years of continuous service as Junior Clerks and 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 6 (six) 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 further 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) The appointment of Bench Clerks Grade-III shall be made from amongst the Senior Clerks.

(c) The posts of Bench Clerk Grade-II shall be filled up from amongst the Senior Clerks or Bench Clerks Grade-III who have completed at least 03 (three) years of continuous service as Senior Clerk or Bench Clerk Grade-III and have passed the Accounts Training Examination as laid down in sub-rule (2) of rule 14.

(d) The posts of Head Clerks, Deputy Administrators, Administrative Officers, Accountants and Record keepers shall be filled up from amongst the Bench Clerks Grade-II.

(e) The posts of Bench Clerk Grade-I shall be filled up by way of promotion from amongst the Head Clerks, Deputy Administrators, Administrative Officers, Accountants and Record keepers who have completed at least 02 (two) years of continuous service as such or from amongst Bench Clerks Grade-II who have completed at least 2 (two) years of continuous service as such or from amongst the above categories of employees who have completed at least two years of continuous service as Bench Clerk Grade-II and any other in both sides taken together.

(f) The post of Chief Administrative Officer shall be filled up by promotion from amongst the Bench Clerk Grade-I who have completed at least 01 (one) year of service as Bench Clerk Grade-I. However, in case of non-availability of suitable candidate in the cadre of Bench Clerk Grade - I for promotion to the post of Chief Administrative Officer, the District Judge may relax such residency period".

(2) In the said rules, in rule 11, the sub-rules (d), (e), (f) and (g) shall respectively be renumbered as (g),(h),(i), (j).

4. In the said rules, after rule 14, the following rules shall be inserted namely;

"14-A Training.- Every appointee to the ministerial and ministerial-cadre staff of the District and Civil Courts shall undergo such induction, refresher and cadre-specific

training as may be prescribed by the High Court of Orissa under the Training Module for Ministerial and Ministerial Cadre Staff, notified from time to time ".

5. In the said rules, in Appendix-A,

(a) for clause (1) of Para. 3, except the explanation and notes, the following clause shall be substituted, namely:-

"(1) the scheme of Examination for Junior Clerk and Copyists shall be as follows:-

(i) Written Test consisting of:

- |                         |                    |
|-------------------------|--------------------|
| (a) English -           | 100 marks- 2 hours |
| (b) Arithmetic -        | 100 marks- 1 hour  |
| (c) General Knowledge - | 100 marks- 1 hour  |

(ii) Computer Science Test (Practical) - 100 marks- 1 hour

(iii) *Viva Voce* Test - 45 marks"

(b) For clause (1) of para 4, the following clause shall be substituted, namely:-

"(1) the scheme of examination for the post of Stenographer, Grade-III and Typists shall be as follows;

"(i) Written Test consisting of:

English (qualifying in nature)-	100 marks- 2 hours
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(ii) (a) Short hand and Type Writing Test- 50 marks

(As per Para.-4(A)(1) of Appendix-A) (for Stenographers)

(b) Type writing Test - 50 marks

(As per Para.-4(A)(2) of Appendix-A) (for Typists)

(iii) Computer Science Test- 100 marks- 1 hour  
(Practical)

(iv) *Viva-voce* Test- 35 marks ".

(c) in Para. 4, after Note(e) , the following shall be inserted, namely;

"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 the other categories and 40% in case of S.C./S.T. candidates ".

( d) in Para. 4(A)(1), the following shall be inserted, namely:-

"4(A)(1)(a)Those candidates who have secured 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 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”.

(e) after clause(2) of Para 4(A), the following shall be inserted, namely:—

“4(A)(3)Those 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 the 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 ”.

[No.5871—VJ-40/2025/L.]

By Order of the Governor

PABITRA MOHAN SAMAL

Principal Secretary to Government