



OFFICE OF THE DISTRICT JUDGE, BALASORE

ADVERTISEMENT NO.- 03 OF 2026

Dated, the 07th day of July, 2026

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk & Copyist, Stenographer Gr.-III and Junior Typist in the Judgeship of Balasore** in the pay scale as mentioned in each post with usual DA and other allowances as admissible to the state Government employees from time to time and subject to the final result of the Writ petition in W.P.(C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

The decision of the District Judge, Balasore as to the result of the examination shall be final and in no case shall be liable to be challenged. The authority reserves the right to cancel the recruitment process at any time without prior notice.

CATEGORY WISE VACANCY POSITION

Sl. No.	Name of posts	Pay Scale	SC	SC(W)	ST	ST(W)	SEBC	SEBC(W)	UR	UR(W)	Total
01	Junior Clerk & Copyist	<u>Level-4</u> Rs.19,900-63,200/-	05	02	06	03	01	01	09	05	32
02	Stenographer Gr.-III	<u>Level-7</u> Rs.25,500-81,100/-	01	--	02	01	01	--	01	01	07
03	Junior Typist	<u>Level-4</u> Rs.19,900-63,200/-	01	--	01	--	01	--	04	02	09

NOTE:

- The number of above vacancies in different categories of post may increase or decrease.
- Notwithstanding anything contained in the rules 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 the Rules made there under.
- 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.
- Out of the vacancies mentioned above candidates belonging to PWD (person with disability)/ Sports Person/ Ex-Service man, when selected as per the reservation provided for them, shall be adjusted against the category to which they belongs.

- e) In the event of non-availability of eligible / suitable woman candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible / suitable male candidate(s) of the that category.
- f) There will be 33% of intra-reservation for woman candidates subject to the availability.

1. Eligibility criteria–

A candidate in order to be eligible for the posts as per The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 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) be over 18 years and below 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 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 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.
- (e) be able to speak, read and write Oriya and have passed a test in Oriya 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 no criminal proceeding pending;
- (j) The candidates who are in government employment / service are required to apply through proper channel informing their respective Heads of Office in writing regarding submission of their application for this recruitment and obtain "**No Objection Certificate**";
- (k) The candidates applying for the post of **Junior Typist** shall possess a minimum speed of 40 words per minute in type writing;
- (l) The candidates applying for the post of **Stenographer Grade III** shall have posses a minimum speed of 80 words per minute in shorthand and 40 words per minute in type writing;

2. Fees for Examination:

No fee for examination is chargeable for the candidates applying for any category of posts.

3. **SCHEME OF EXAMINATION:** -

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' of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008;

(A) **The scheme of Examination for Junior Clerk and Copyist shall be as follows:**

Subject		Marks	Duration
Part I	English	100 Marks	2 hours
	Arithmetic	100 Marks	1 hour
	General Knowledge	100 Marks	1 hour
Part II	Computer Science Test (Practical)	100 Marks	1 hour
Part 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) up to ten times of vacancy in each category as provided in sub-rule (3) of rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.
- (b) The candidate shall answer the 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 other categories. The cut off mark for qualifying in the Computer Test Science (Practical) shall be 40% in case of S.C./ S.T. candidates.

Details of examination syllabus for each subject of the written test shall be as follows:-

(i) **English-**

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

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

(iv) **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”.

(v) **Viva Voce Test**– To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

(B) The scheme of Examination for the post of Junior Typist and Stenographer Grade III shall be as follows:

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

Note - (a) The details of syllabus for written test in English is the same as provided for the post of Junior Clerk and Copyist.

(b) 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 for the post of Junior Clerk and Copyist.

(e) The provisions of Sub-Rule (3) of Rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 shall apply in drawing the merit list after written test in English and on the basis of the merit list drawn the candidates shall be called 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 Computer (practical) test and the candidate selected in Computer (practical) test shall be called for Viva-voce test.

(f) As the written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub-rule (4) and (5) of Rule 7 of the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service)

Rules, 2008 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.

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

(h) The shorthand and type writing test will be held after publication of written test. 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. The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.

(i) 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.

(j) Those candidates for the post **Stenographer Grade III** 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.

(k) Those candidates for the post of **Junior Typist** 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?

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

4. **Last Date of Receipt of Application:**

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by **Speed Post / Registered Post Only** so as to reach the '**REGISTRAR, CIVIL COURTS, BALASORE, AT/PO/PS/DIST.-BALASORE, PIN CODE-756001**' by **5.00 P.M. on 07.08.2026** positively. The applications received beyond that date or otherwise than the prescribed manner shall be summarily rejected.

5. 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 herewith.

6. **The list of documents** to be submitted by the candidates along with their applications for the posts of Junior Clerk and Copyist, Stenographer Gr.-III and Junior Typist are as follows:

- (i) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application form on the space provided).
- (ii) Self attested photocopies of H.S.C. Board Certificate or equivalent certificate showing proof of age with mark sheet, certificates showing passing of +2 or equivalent examination and mark sheet and certificates showing passing of +3 or equivalent examination and mark sheet.
- (iii) Self attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
- (iv) Self attested photocopies of Certificate showing passing of Diploma in Computer Application from a recognized Institute.
- (v) Self attested photocopy of certificate of passing Odia equivalent to M.E. standard.
- (vi) Self attested photocopies of certificates showing successful completion of Shorthand & Typewriting course from a recognized Institute showing minimum speed of 80 words in Shorthand & 40 words in typewriting per minute for the post of Stenographer Gr.-III.
- (vii) Self attested photocopy of certificate showing minimum speed of 40 words in typing, from a recognized Institute for the post of Junior Typist.
- (viii) Self attested photocopy of certificate by birth issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped (P.W.D.) and Ex-Serviceman.

- (ix) Discharge Certificate issued by the Commanding Officer of the Unit last served, who claims reservation under Ex-serviceman category. Ex-Serviceman candidates must submit an Affidavit that he has not been appointed against any Civil Post after Military Service, where applicable.
- (x) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (xi) Two **Original character certificates** issued by two different Gazetted Officers /Medical Practitioner / Sarpanch or by any of the competent authorities.
- (xii) Two self-addressed envelopes properly stamped of **Rs.60/- each** for despatch of call letters by Speed Post / Registered Post.
- (xiii) Self attested photo copy of Employment Exchange Registration Certificate (if any).
- (xiv) One self declaration for having not more than one spouse living in case of married candidate.
- (xv) Self declaration that no criminal proceeding is pending.
- (xvi) Candidates already in Govt. service, whether temporary or permanent shall have to produce **“No objection Certificate”/ “Letter of permission”** from the competent authority.
- (xvii) The candidates, who are in Govt. Service, are required to submit their application **through proper channel**.
- (xviii) The candidates, who have not been awarded percentage of mark in their respective certificates, but only grade marks/CGPA shall produce the **conversion certificate** issued by the concerned University/Council/Board.
- (xix) The candidates must submit their valid mobile number and email id in the appropriate space in the application form.
- (xx) Self-declaration for Authentication of Certificate (Annexure-I).

N.B.-

- All copies of testimonials shall also be signed (**full signature**) by the candidates. The candidates are required to mention the **category of posts**, which they apply for in **capital letters on the top of their respective applications and on the top of the envelope** containing their applications.
- **One application shall be considered against one category of post only. In case a candidate applies for more than one post so advertised, separate application forms should be submitted for each post mentioning the name of the post clearly (in underlined capital letter) on the top of the envelope. In each such separate application form, the candidate must write the other post(s) advertised for which the candidate has also applied separately on the bottom of the Form-A of the application form (in underlined capital letter).**

- **Success in Examination confers no right to appointment.**
- Unsigned application form or application form without full signature, if submitted, shall be rejected summarily.
- 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.
- While filling up the marks in the application form, the candidates have to mention the actual marks secured by them in the H.S.C., +2, +3 or equivalent examinations (excluding the marks secured in the extra optional paper (s).
- CGPA/ GPA to percentage Conversion Certificate for respective H.S.C./ +2/ +3 examinations, if the results are in CGPA/ GPA. Candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their applications **produce the Conversion Certificate** from the concerned Board, Council or University indicating the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.
- Applicants are advised to visit the website of District Court, Balasore i.e. <http://balasore.dcourts.gov.in> from time to time for updates regarding the recruitment process and notifications.
- The candidates must submit their Mobile Number (preferred **WhatsApp Number**) and **E-mail I.D.** in the appropriate space in the Annexure-I for future communication through E-mode, if required.
- The date of examination shall be intimated to the eligible candidates in due time by registered post / official website of District Court, Balasore.
- If any of the document submitted by the candidate is found fraudulent, such candidate shall be prosecuted accordingly.
- Any form of canvassing by the applicant shall entail rejection of the application.
- No T.A./ D.A. will be admissible to the candidates for attending the recruitment examination.

Sd/-
District Judge-cum-Chairman,
District Recruitment Committee,
Balasore

Application for the post of: -

FORM-A
FORMAT OF APPLICATION

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

Affix self attested
recent colour
passport size
photograph.

6. Present Address:
7. Date of Birth: -
Age as on 07.08.2026: - years,months, days.

8. Educational Qualification (Attach attested copies of):

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03	04	05	06	07
H.S.C.						
+2 Arts/Commerce/ Science or equivalent						
+3 Arts/Commerce/ Science or equivalent						
Diploma in Computer Science/ Application						

9. Category: (S.C./ S.T./ S.E.B.C./U.R./ 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 Officers/ medical practitioners/ 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 & 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.

Mobile No.-

Email Id.-

Full Signature of the candidate