



OFFICE OF THE DISTRICT JUDGE, KEONJHAR

Advertisement No.03 of 2026, Dated 07.07.2026

ADVERTISEMENT

Applications in the prescribed format are invited from the intending candidates for filling up the following category of vacant post on regular basis in the Pay Matrix as per the ORSP Rules, 2017 as noted below with usual D.A. and other allowances as admissible by the Government from time to time.

Sl. No	Category of Post	Total number of vacancies to be filled up	<i>Un-reserved</i>	<i>SEBC</i>	<i>S.C.</i>	<i>S.T.</i>
1.	Junior Clerk-cum-Copyist Rs.19,900 – 63,200/- (Level-4)	06	02 (Women-01)	--	01	03 (Women-01)

N.B.: Out of total 08 nos. of vacant posts in the cadre of Jr. Clerk-cum-Copyist, 02 posts of Jr. Clerk meant for UR category have been kept reserved, to be filled up by the Group-D employees including the Process Servers.

The number of above vacancies may increase or decrease.

The vacancy shown in the above table includes backlog vacancy.

The decision of the District Judge, Keonjhar as to the result of the Examination shall be final and in no case, shall be liable to be challenged.

Reservation in respect of Women/ Physically Handicapped persons/ Ex-Servicemen/ Sports persons is made as per Rule.

The aforesaid vacant posts are to be filled up on regular basis in accordance with the provisions contained in "The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 and Amendments made thereto" **Subject to the result of W.P.(C) No.1273 of 2014 of the Hon'ble High Court of Orissa.**

I. ELIGIBILITY CRITERIA FOR THE POST OF JUNIOR CLERK-CUM-COPYIST:-

- (i) Must be a citizen of India.
- (ii) Must have passed at least +3 examinations or such other qualification as are equivalent to +3 examination of a recognised University.
- (iii) Must have passed at least Diploma in Computer Application from a recognized institution.
- (iv) Must be over 18 years and below 42 years of age as on the last date fixed for receipt of application i.e. **07.08.2026** (Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or Instructions for the time being in force, for the respective reserved categories).

Date of birth entered in the High School Certificate or equivalent certificate by the concerned Board / Council will only be accepted by the District Recruitment committee.

- (v) Be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (vi) Be of good character.
- (vii) Be of sound health, good physique and free from organic defects or bodily infirmity; and
- (viii) Shall not have more than one spouse living, if married.
- (ix) Have no Criminal antecedent on the date of application.

II. FEES FOR EXAMINATION

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

The candidates working either under State or Central Govt., whether temporary or permanent, are eligible to apply provided that, they possess the requisite Qualification and are within prescribed age limit. They apply their candidatures for the post through proper channel along with the "**No Objection Certificate**" obtaining from the competent Authority.

III. LAST DATE FOR RECEIPT OF APPLICATIONS

The application along with the required documents and self-attested copies of certificates must reach the office of the District Judge, Keonjhar on or before **07.08.2026** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected. The Application shall be submitted in the address of **Registrar, Civil Courts, Keonjhar, At/PO: Keonjhargarh, Dist: Keonjhar, Pin: 758001.**

N.B.:

In case of receipt of large number of applications, the authority reserves the right to short list the candidates in accordance with the Rules contained in the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Condition of Service) Rules, 2008 (Amendment Rules thereto).

No Travelling allowance is admissible to the candidates.

Date of examination shall be intimated to the candidates through Letter, Office Notice Board and District Court Website.

IV. SCHEME OF EXAMINATION

FOR THE POST OF JUNIORCLERK-CUM-COPYIST

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Test</i>
<i>Part-I</i>	English	100	<i>02 hours</i>
	Arithmetic	100	<i>01 hour</i>
	General Knowledge	100	<i>01 hour</i>
<i>Part-II</i>	Computer Science (Practical)	100	<i>01 hour</i>
<i>Part-III</i>	Viva Voce	45	

N.B.: Only the successful candidates in the Part-I examinations 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.

The candidates shall answer the question in English unless otherwise directed.

The cut off mark for qualifying in the Computer Science Test (Practical) is 50% in case of General candidates and candidates belonging to other categories and 40% in case of SC/ST candidates.

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 an application to be written in English	20 marks
(c)	One Oriya passage to be translated into English	15 marks
(d)	An 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 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 –** To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

V. MANNER OF SELECTION OF CANDIDATES:

- (i) After receipt of applications for the recruitment examination, career merit lists for the General and Reserved Category according to descending order of total percentage of marks in H.S.C. examination, +2 & +3 examination or of equivalent examinations shall be prepared.
- (ii) From each category of career merit list, candidates up to 20 times of actual vacancy in each category shall be call to appear in the written test.

- (iii) Considering the marks secured in the written test, one merit list for the general candidates and separate merit list for each of the reserved categories shall be prepared and the candidates up to 10 times of vacancy in each category shall be called for Computer Science (Practical) Test and the candidates selected in such practical test shall be called for viva-voce test.

VI. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION

- (i) Copy of self-attested H.S.C. Examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of recognized Council, Board or University, as the case may be.
- (iii) Copy of self-attested +3 examination certificate or such other qualification as are equivalent +3 examination of a recognised University.
- (iv) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a recognized Institute.
- (v) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (vi) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (vii) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination.
- (viii) Two Character Certificates issued by two Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (Mention name & designation of the Officer).
- (ix) Four self signed recent passport size photographs (one is to be affixed in the application on the space provided).
- (x) Two self-addressed envelopes affixing postal stamp of **Rs.56- (fifty six) on each** for despatch of call letters.
- (xi) One declaration regarding marital status showing to have one spouse living, if married.
- (xii) Self declaration showing that he/ she has no criminal antecedent.
- (xiii) Copy of Caste Certificate issued by the appropriate Authority duly attested by a Gazetted Officer in respect of Candidates belonging to Reserved Categories (SC/ ST/ SEBC) with signature of the candidates thereon.

- (xiv) A copy of Medical Certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidates thereon in respect of physically handicapped candidate only.
- (xv) Copy of self-attested document showing to have at least passed a test in Odia equivalent to M.E. standard, who have passed 10th Board Examination in the medium other than Odia.
- (xvi) Candidates who have not been awarded percentage of marks, but only "**Grade Marks**" should submit the **Conversion Certificate** from the concerned University / Council / Board, as the case may be, along with their application, indicating the actual equivalent percentage of marks and conversion formula (the conversion certificate can also be produced by availing the same on downloading process).
- (xvii) (a) Candidates belonging to ST/SC/SEBC Category of Odisha by birth are required to submit the self attested copy of the relevant caste certificate as mentioned in their application form and issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit the self attested copy of caste certificate issued by the competent authority within the last three years by closing date for submission of the Application Form.
- (b) The SEBC Certificate which is more than three years old by the last date of submission of application form is liable for rejection.
- (c) Women candidates belonging to SC/ST/SEBC categories are required to submit Caste Certificates by birth showing "daughter of". Caste Certificate by virtue of marriage (i.e. showing "wife of") will not be accepted.
- (d) OBC Certificate will not be accepted in lieu of SEBC certificate and candidates submitting OBC certificate are liable for rejection.
- (e) The exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.

IMPORTANT INSTRUCTIONS TO THE CANDIDATE:

- (i) The candidates are required to submit their application form duly filled in and signed by their own hand writing by furnishing the required particulars as per the prescribed formant in Form-A given below. **Application in different format & unsigned application, if submitted, shall be rejected.**

- (ii) Applicants are advised to indicate / clarify specifically for which category of vacant post he / she is applying. If there is no such indication in application form, it will be treated that he / she had applied in the Un-Reserved category (UR) of that post. Category of candidate cannot be changed in any circumstances subsequently.
- (iii) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his / her application. The application, if found defective / incomplete in any respect at any stage during the recruitment process shall be summarily rejected.
- (iv) While filing up the marks in the application form, the candidate has to mention the actual marks secured by him/ her in the H.S.C., +2 or equivalent, +3 Examination or equivalent (excluding the marks secured in the Extra Optional Papers).
- (v) ***Every candidate has to mention name of the post clearly (in underlined capital letter) on the top of the envelope.***
- (vi) The application form shall be rejected if documents are submitted without self-attestation.
- (vii) Any misrepresentation or suppression of information by the candidate in the application will result in cancellation of his / her candidature.
- (viii) If any document submitted by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made shall be cancelled and appropriate penal action shall be initiated.

Sd/- G.C. Behera/ 07.07.2026
District Judge-cum-Chairman,
District Recruitment Committee, Keonjhar

FORM – A

FORMAT OF APPLICATION

(See Para 2A of Appendix A)

APPLICATION FOR THE POST OF

Self attested
recent Passport
size photograph.

1. Name of the Candidate :
(In Block Letter)
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status :
(Married/ Unmarried)
5. Permanent address :
6. Present address :
7. (a) Date of birth as per Christian era :

(b) Age (As on 07.08.2026) :
8. Educational Qualification (Attach attested copies of Certificate in support of qualification)

Name of the Examination passed	Name of the Board/ Council/ University	Year of passing	Total Marks	Aggregate of mark Secured	Grade/ Division	% of Marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/ Commerce/ Science						
Diploma in Computer Science						
Any other higher examination						

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 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 the Orissa District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (Amendment Rules thereto) 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