



OFFICE OF THE DISTRICT JUDGE, SONEPUR

Advertisement No. 01 of 2026

Dated, the 30th Day of July, 2026

Last date for receipt of application: 31.08.2026

Applications in the prescribed format, given below, are invited from the eligible candidates for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade- III in the Judgeship of Sonepur in the pay scale as mentioned against each post with usual D.A. and other allowance, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No.1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

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

CATEGORY WISE VACANCY POSITION								
Sl. No.	Name of the post	Scale of pay as per ORSP 2017	UR	SC	ST	SEBC	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	2	3	4	5	6	7	8	9
1.	Jr. Clerk-cum-Copyist	Pay matrix Rs.19,900/- Rs.63,200/- at level 4	07	02	05	01	15	(The vacancy reserved for P.H./Ex-Serviceman/ Sports person is inclusive of vacancy of respective category to which they belong)
2.	Junior Typist	Pay matrix Rs.19,900/- Rs.63,200/- at level 4	02	00	01	00	03	
3	Stenographer Grade-III	Pay matrix Rs.25,500/- Rs.81,100/- at level 7	03	00	01	00	04	

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

1. Eligibility of the candidates

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

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

- a. be a citizen of India:
- b. have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university.
- c. have at least passed Diploma in Computer Application from a recognized institute.
- d. not below 18 years and not above 42 years of age as on the last date fixed for receipt of applications. Provided that, the upper age-limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Act, Rules, Orders or instructions issued by the Competent Authority for the time being in force.
- e. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- f. be of good character:
- g. be of sound health, good physique and free from organic defects or bodily infirmity:
- h. have not more than one spouse living, if married:
- i. have possessed a minimum speed of 40 words in Typewriting per minute (For the post of Junior Typist)
- j. have possessed a minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute (For the post of Stenographer Grade-III).

2. Fees for the Examination :

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

3. Scheme of Examination:

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

(a) For the post of Junior Clerk-cum-Copyist			
Examination	Subject	Marks	Duration of Test
Part-I (a)	English	100 marks	02 hours
(b)	Arithmetic	100 marks	01 hour
(c)	General Knowledge	100 marks	01 hour

Part-II	Computer Science Test (Practical)	100 marks	01 hour
Part-III	Viva Voce Test	45 marks	-
- On the basis of marks secured in written test, the candidates shall be called for the test of computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce Test for the post of Junior Clerk-cum-Copyist. - The detail syllabus for each subject of the written test shall be as follows: (i) English (a) An essay to be written in English (b) A letter or application to be written in English (c) One Odia passage to be translated into English (d) One English Passage to be translated into Odia (e) Summary of one English Passage (ii) Arithmetic- Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit loss, mixtures, partnership, average, rates and taxes, Insurance, Square and cubic measures, problems on time and work and on time and distance. (iii) General Knowledge- Knowledge of current events and such other matters of everyday observations, and experience, as may be expected from an educated person. (iv) Computer Science Test (Practical) – To test the proficiency of the candidate relating to matters like “test formatting of the paragraphs, insertion of table, skill to print and save, file transfer, web site searching/browsing and downloading, e-mail, use of pen-drive and other software etc. and programs of accounting”. (v) Viva-voce- to test and assess the suitability of a candidate for the post with reference to alertness, outlook, potential qualities.			
(b) For the post of Junior Typist			
Examination	Subject	Marks	Duration of Test
Part-I	English (Qualifying in nature)	100 marks	02 hours
Part-II	Type Test through computer system	50 Marks	-
Part-III	Computer Science Test (Practical)	100 marks	1 hour
Part-IV	Viva voce test	35 marks	-
The candidates selected in the written examination shall be called for Typewriting Test for the post of Junior Typist.			

Candidates selected in the type writing test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-voce test.

- **Detail syllabus:**

(i) Written test consisting of:

- English (Qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
- For the post of Junior Typist, a candidate shall be given a written passage containing 400 words in English language, which he/she shall reproduce by typing through Computer System in 10 minutes.
- Computer Science Test (Practical)- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

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

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

- **Detail syllabus:**

(ii) Written test consisting of:

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

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

4. Last date of receipt of applications

The applications alongwith the required documents and self attested copies of certificates must reach "The office of the District Judge, Sonapur" by **5.00 P.M. on or before 31.08.2026** positively either by speed post or courier service or in person during the office hours on each working day. **Application received in office after the due date by any means, i.e. by speed post or courier service or by hand shall be summarily rejected.**

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

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

- xii. two Character Certificates issued by two Gazetted Officers/ medical practitioner/ Sarpanch etc. (mention the name & designation of Officers)
- xiii. Self attested copy of employment registration card.
- xiv. Self attested copy of certificate showing who have passed Odia at least M.E. standard from a recognized institute.
- xv. Self attested copy of conversion certificate from the candidates who are awarded with Grade marks instead of percentage of marks.
- xvi. Four passport size recent photographs self attested (one is to be affixed in the application on the space provided).
- xvii. two self addressed postal envelopes size 5" X 12" affixed with postal stamps of Rs.56/-(Fifty six) on each for dispatch of call letters by Speed post.
- xviii. Self attested photocopy of caste certificate issued by the appropriate authority in respect of candidates belonging to S.C./S.T/S.E.B.C. Categories with signature of the candidate thereon.
- xix. Self attested photocopy of Identity Card of Sports person issued by Government.
- xx. A declaration to the effect that he/she has not more than one spouse living, if married.
- xxi. Photo copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officers with signature of the candidate thereon in respect of physically handicapped candidates only.
- xxii. A self declaration to the effect that he/she has no criminal antecedent.
- xxiii. Self attested copy of "No Objection Certificate" in case of candidate working in Government/ Semi-government Organizations/ Autonomous Bodies/ Educational Institution/ Public Undertakings.

N.B.

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

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

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

N.B:

1. The candidates are required to submit their applications being duly filled in and signed by their own hands, furnishing the required particulars as per the prescribed format in Form-A given below.

2. Candidates who have not been awarded percentage of marks, but only "Grade Marks" should alongwith their application, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).
3. The candidates who are in Govt. employment are required to apply through proper channel.
4. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
5. In case of receipt of large number of applications, the Authority reserves right to shortlist the candidates in accordance with the rules contained in the Odisha District & Civil Courts Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 r.w. Amendment Rules, 2010, 2023, 2024, 2025 & 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.
6. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
7. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-voce Test. Date of examination shall be intimated to the eligible candidates in due time.
8. **The candidates may regularly visit the website of Sonepur District Court, i.e. <https://sonepur.dcourts.gov.in> to keep themselves update with the progress in recruitment process.**

By Order

**Sd/-
Registrar,
Civil Courts, Sonepur
30.07.2026**

FORM-A

FORMAT OF APPLICATION

[See Para 2A of Appendix A]

APPLICATION FOR THE POST OF

1. Name of the Candidate:

2. Father's/Husband's Name:

3. Sex (Male/Female/Others):

4. Marital Status (Married/ Unmarried)

5. Permanent Address :

6. Present Address :

7. Date of Birth: (Age as on 31.08.2026):

8. Educational Qualification : (Attach attested copies of

Self-
attested
passport
size
photograph

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

9. Category : (SC/ST/SEBC/GEN/Sports Person/ Ex-serviceman) :
(strike out which is not applicable and attach the supporting documents issued by the competent authority):
10. Whether Physically/orthopedically handicapped:
(If yes, attach supporting medical certificate issued by the Competent Medical Authority/ Board)
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. :
14. Attach two Character Certificates issued by
two Gazetted Officers/Medical practitioner/Sarpanch etc.
(Mention name, designation of the officers):

DECLARATION

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

Signature of the Candidate