

OFFICE OF THE DISTRICT JUDGE, NUAPADA

Dated, Nuapada, the 15th day of May, 2026

Advertisement No. 01 of 2026

Last date of receipt of application 17.06.2026 (5:00 P.M.)

Applications in the prescribed format are invited from intending eligible candidates for filling up the following posts of **Junior Clerk-cum-Copyist**, **Junior Typist** and **Stenographer Grade-III** in the Judgeship of Nuapada in the following Scale of Pay with usual D.A. and other allowances as admissible from time to time by the State Government of Odisha. The appointment and regular Scale of Pay prescribed against each post shall be subject to the result of W.P.(C) No. 1273/2014 of the Hon'ble High Court of Orissa, Cuttack.

Name of the Post	Scale of Pay	UR	SEBC	SC	ST	Total
Junior Clerk-cum-Copyist	Rs. 19,900-63,200/- (Level-4 of the Pay Matrix)	03 (W-01)	04 (W-01)	01	04 (W-02)	12
Junior Typist	Rs. 19,900-63,200/- (Level-4 of the Pay Matrix)	02 (W-01)	--	--	--	02
Stenographer Grade-III	Rs. 25,500-81,100/- (Level-7 of the Pay Matrix)	01	01	--	02	04

Note:

- The number of posts as indicated above may increase or decrease.
- The vacancy shown in the table includes backlog vacancy in respect of different categories of posts.

- (c) Out of the vacancies mentioned above, candidates belonging to Person with Disability (PwD), when selected as per the reservation provided for them, shall be adjusted against the category to which they belong.
- (d) The categories of disabled persons suitable for the job (Functional Classification) and physical requirement for persons with disability are given below.

Physical requirement	Categories of disabled persons suitable for the job (functional classification)
Code- S, H, SE, F, R & W	Code- OL, OA, PD
<u>Full Forms :</u> S- Work performed by sitting (on bench or chair) H- Work performed by hearing / speaking SE- work performed by seeing F- Work performed by manipulating (with fingers) R & W- Work performed by reading & writing	<u>Full Forms :</u> OL- One leg affected (R and / or Left) OA- One armed affected (R or L) (a) Impaired reach (b) Weakness of grip (c) Ataxia PD- Partial deaf (with suitable aid)

- (e) Reservations of vacancies for women, sports persons, Ex-servicemen and Persons with disability shall be made in accordance with the provisions made under relevant Rules, Orders or Instructions issued in that behalf by the State Government from time to time.
- (f) The applicant shall indicate specifically and clearly the name of the post and category for which he/ she is applying. If there is no such indication of category in the application, it will be treated that he/ she has applied in the Un-reserved (UR) category of that post.
- (g) Other conditions of the service shall be guided by the relevant provisions of Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 & Amended up to 2026.

- (h) The Recruitment Committee reserves the right to revoke the Advertisement / cancel the Recruitment process / cancel any application(s) without assigning any reason thereof at any time without prior notice to the applicant(s).
- (i) The decision of the Recruitment Committee as regards the result of examination shall be final and in no case shall be liable to be challenged.

1. Eligibility of the candidates:-

The candidate for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III

- (i) shall be a citizen of **India**.
- (ii) shall have passed at least **+3 examination** or such other qualification as are equivalent to +3 examination of a recognized University.
- (iii) shall have passed at least **Diploma in Computer Application** from a recognized Institute.
- (iv) shall be over **18 (Eighteen)** years and below **42 (Forty Two)** years of age as on last date fixed for receipt of applications i.e. **17.06.2026**, 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 issued by the competent authority / Government 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) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (vi) shall be of good character,
- (vii) shall be of sound health, good physique and free from any organic defects or bodily infirmity,

- (viii) shall not have more than one spouse living, if married,
- (ix) shall have possessed a minimum speed of 40 words per minute in English Type Writing (for the post of Junior Typist),
- (x) shall have possessed a minimum speed of 80 words in shorthand and 40 words in English Type Writing per minute (for the post of Stenographer Grade-III).

(**N.B:** the typewriting test for the post of Junior Typist and Stenographer Grade-III shall be done through Computer System in English language only).

- (xi) There should not be any criminal proceeding pending against him/ her.
- (xii) 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*".

2. Fee for examination

No examination fee required to be paid by the candidates.

3. Scheme of Examination

(A) For Junior Clerk-cum-Copyist

Part	Subject	Maximum marks	Duration of examination
Part- I Written Examination	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	--

The candidates who have secured 35% of marks in each of the paper in the Written Examination shall be called for Computer Science Test (Practical) in the ratio provided in sub-Rule-3 of Rules-7 of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008, Amended upto-2026. The candidates who have secured 50% of marks in the Computer Science Test (Practical) in case of General candidates and 40% marks in case of S.C. / S.T. candidates shall be eligible for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

Details syllabus for the post of Junior Clerk-cum-Copyist:-

(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 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- 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, HCF & LCM, 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 & work and on time & 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 everyday observations and experience as may be expected from an educated person.

(iv) Computer Science Test (Practical)

To test the proficiency of the candidates relating to matter like “text formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/ browsing and downloading e-mail, 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) For Junior Typist

Part	Subject	Maximum marks	Duration of examination
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Type Test (through Computer System)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The candidates who have secured 35% of marks in the Written Examination in English Subject shall be called for Typewriting Test in the ratio provided in sub-Rule-3 of Rules-7 of the Odisha District & Civil Courts’ Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008, Amended upto-2026. 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 typewriting test shall be called for Computer Science Test (Practical). The candidates who have secured 50% of marks in the Computer Science Test (Practical) in case of General candidates and candidates

belonging to other categories and 40% marks in case of S.C. / S.T. candidates shall be eligible for Viva-voce Test for the post of Junior Typist.

Details syllabus for the post of Junior Typist:-

(i) **Written Examination :** There shall be a Written Examination in English subject (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.

(ii) **Skill Test :** 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.

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.

(iii) **Computer Science Test (Practical):** Same as detailed above for the post of Junior Clerk-cum-Copyist.

(iv) **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.

(C) For Stenographer Grade-III

Part	Subject	Maximum marks	Duration of examination
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Typewriting Test (through Computer System)	50	5 + 10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The candidates who have secured 35% of marks in the Written Examination in English Subject shall be called for Shorthand & Typewriting Test in the ratio provided in Sub-Rule-3 of Rules-7 of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008, Amended upto-2026. 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 & typewriting test shall be called for Computer Science Test (Practical). The candidates who have secured 50% of marks in the Computer Science Test (Practical) in case of General candidates and candidates belonging to other categories and 40% marks in case of S.C. / S.T. candidates shall be eligible for Viva-voce Test for the post of Stenographer Grade-III.

Details syllabus for the post of Stenographer Grade-III:-

- (i) **Written Examination:** There shall be a written examination in English subject (qualifying in nature) and the syllabus for the said examination is same as detailed above for the post of Junior Clerk-cum-Copyist.
- (ii) **Skill Test:** 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 be taken 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 through computer System.

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.

- (iii) **Computer Science Test (Practical):** Same as detailed above for the post of Junior Clerk-cum-Copyist.

- (iv) **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.

4. Last date of receipt of application

Application along with the required documents and attested copies of certificates duly signed by the candidates shall be sent addressing to the District Judge, Nuapada by Speed Post so as to reach in the office of the District Judge, Nuapada positively by **5.00 P.M.** on or before **17.06.2026**. Applicants may also drop the applications in the "**Drop Box**" kept inside the Court premises of Civil Courts, Nuapada within the said time and date on each working days during office hours. The applications received beyond the date and time shall not be entertained.

5. List of documents to be submitted by the candidates along with their application : (for the post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III):

- i. The candidates are to affix one self-signed recent passport size photographs in the application form and attach three more self-signed recent passport size photographs along with application form. The candidates are to put their full signature on the lower portion of the front side of the photograph;
- ii. Self-attested copies of certificate & marks sheets of H.S.C, +2 and +3 examination or equivalent thereto of recognized Board, Council and University respectively;
- iii. 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.
- iv. Self-attested copy of Certificate of Diploma in Computer Application (DCA) from a recognized institution;

- v. Self-attested copy of certificate showing to have passed Odia at least M.E. standard from a recognized institution in case of candidates having no Odia subject in their study curriculum;
- vi. Self-attested copy of Caste Certificate issued by the appropriate authority in case of SC / ST candidates;
- vii. Self-attested copy of SEBC certificate issued by the appropriate authority in case of candidates claiming under such category (other than Creamy Layer) must have been issued within 3 (three) years as on the date of application.
- viii. OBC certificate will not be accepted in lieu of SEBC certificates and candidates submitting OBC certificates are liable for rejection;
- ix. Self-attested copy of Medical Certificate or Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD);
- x. Copy of Sports Identity Card in case of Sports Man duly attested by a Gazetted Officer;
- xi. Copy of Ex-Service Man Identity Card in case of Ex-Service man duly attested by a Gazetted Officer;
- xii. Self-attested copy of Employment Registration Card, if any;
- xiii. Two character certificates in original issued by two different **Gazetted Officers/ Medical Practitioner / Sarapanch etc.;** (the name and designation of the issuing authority are to be mentioned in the application form).
- xiv. Two self-addressed envelopes of size 23 X 10 cms affixed with postage stamp of Rs. 56/- (Rupees fifty-six) on each for dispatching of call letters by Speed Post;
- xv. Self-attested copy of Typewriting Certificate issued from a recognized institute (for Junior Typist).
- xvi. Self-attested copy of Shorthand & Typewriting Certificate (s) issued from a recognized institute (for Stenographer Grade-III).
- xvii. The candidates who are married have to submit a Self-declaration Certificate that he/ she has not more than one spouse living;
- xviii. Self-attested copy of “**No Objection Certificate**” in case of candidates working in Government / Semi Government organizations / Autonomous Bodies/ Educational Institutions/ Public Undertakings;

- xix Undertaking to the effect that no criminal case is pending against him / her and he / she has not been convicted in any criminal Court.

6. General Instructions

1. The candidates are required to mention the category of the post applied for in “**BOLD CAPITAL LETTERS**” on the top of their respective application as well as on the top of the envelope containing their application and to submit their applications to the address noted below in the following manner.

APPLICATION FOR THE POST OF “ _____ ”

From

Name : _____

Address: _____

PIN Code : _____

Contact No. : _____

e-Mail ID : _____

To,

The District Judge, Nuapada

Po/PS- Nuapada

District- Nuapada, PIN-766105

2. The candidates are required to submit their applications duly filled in and signed in full by their own hand-writing furnishing the required particulars as per the prescribed format in **Form-A** as given below. The candidates shall enclose the required documents in the sequence as shown in the prescribed form. The candidates who are in Government service are required to apply the same through proper channel. Applications received without full signature of the applicant shall be summarily rejected.
3. Separate applications should be submitted for each post mentioning the name of the post clearly (in **CAPITAL letters** with underline) on the Top of the application and envelope. All copies of testimonials shall be signed by the candidates.

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 numbers of applications for the Post of Junior Clerk-cum-Copyist, Junior Typist and Stenographer Grade-III, the authority **reserves the right to short list the candidates** in accordance with Rules contained in the “**Orissa District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, amended up-to 2026**”. 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. Candidates shall be short listed in the ratio of 1:20 on the basis of category wise advertised vacancy as per rule according to the marks in a descending order (Percentage of marks 10th, +2 & +3 taken together) to appear in the written examination.
6. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.
7. The date of examination shall be intimated to the eligible candidates in due time by Speed Post / official website of District Court, Nuapada.
8. The intending candidates applying for different posts may submit their applications by hand, by way of dropping the same in the “**Drop Box**” available in the Civil Courts premises at Nuapada during office hours on each working day on or before 17.06.2026.
9. Written Examination for all posts of this advertisement shall be held on same day. A candidate may apply for more than one post, but he/ she can appear in the examination for one post only as per his / her choice.
10. If the qualifying certificate of any candidate is found fraudulent and such candidate, joined against any post will be prosecuted accordingly.

11. Any form of canvassing by the applicant shall entail rejection of the application.
12. For details, please visit the website <https://nuapada.dcourts.gov.in/> .
13. No T.A / D.A. will be admissible to the candidates for attending the Recruitment Examination.

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

Sd /-

District Judge-Cum-Chairman,
District Recruitment Committee,
Nuapada

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

Paste your self-
attested
passport
size
photograph

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:
6. Present Address :
7. Date of Birth as per Christian Era _ _/ _ _/ _ _ , Age (as on 17.06.2026) _____ Yrs. _____ Mts.
8. Educational Qualification (Attach attested copies of certificates)

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 or equivalent					
+3 Arts/Commerce/ Science or equivalent					
Diploma in Computer Science					

9. Category : (SC/ ST/ SEBC/ GENERAL/ SPORTS PERSONS/ EX-SERVICEMAN)
(Strike out which is not applicable, attach the supporting documents issued by the 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. (if any):
14. Two Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarapanch etc. are to be attached (Mention name, designation of the Officers):
 - 1.
 - 2.

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 Condition of Services) Rules, 2008 & Amended up-to 2026 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



OFFICE OF THE DISTRICT & SESSIONS JUDGE, NUAPADA

Memo No. 4032 (29) Date 15.05.2026

Copy forwarded to the Registrar, Civil Courts, Angul / Balangir/ Balasore/ Bargarh / Bhadrak/ Boudh / Cuttack/ Deogarh/ Dhenkanal/ Gajapati/ Ganjam/ Jagatsinghpur/ Jajpur/ Jharsuguda/ Kalahandi/ Kandhmal/ Kendrapada/ Keojhar/ Khordha/ Koraput/ Malkangiri/ Mayurbhanja/ Nabarangapur/ Nayagarh/ Puri/ Rayagada/ Sambalpur/ Subarnpur/ Sundargarh for favour of kind information and with a request to display the advertisement No. 01 of 2026 dated 15.05.2026 in the **NOTICE BOARD** of their District Court Complex as well as Outlying Complexes for information and wide circulation of the advertisement.


Registrar, Civil Courts,
Nuapada

Memo No. 4033 (16) Date 15.05.2026

Copy forwarded to the A.D.J., Nuapada / A.D.J., Khariar / C.J.M., Nuapada / Registrar, Civil Courts, Nuapada / Judge in charge, Nizarat, Nuapada / Civil Judge (Senior Division), Nuapada / Civil Judge (Senior Division), women's Courts, Nuapada / Civil Judge (Senior Division), Khariar / S.D.J.M., Nuapada / J.M.F.C., Khariar / Nyayadhikari, Gram Nyayalaya-cum-J.M.F.C., Komna / J.M.F.C., Sinapali / J.M.F.C., Boden for favour of their information and wide circulation of the advertisement.

Copy forwarded to the District Information & Public Relations Officer, Collectorate, Nuapada with a request to upload the Advertisement in the District website for wide circulation.

Copy forwarded to the System Officer, District Court, Nuapada with a direction to ensure timely and correct up-loading of the advertisement in the District Court website for wide circulation of the advertisement.

Copy to the Notice Board of the Office of District & Sessions Judge, Nuapada for the information and wide circulation of the advertisement.


Registrar, Civil Courts,
Nuapada