



OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA.

Dated, Baripada this the 7th day of August, 2026.

LAST DATE FOR RECEIPT OF APPLICATION: 07.09.2026 (5.00 P.M.) (MONDAY)

ADVERTISEMENT NO.02/2026

Applications in the prescribed "**Form A**" given below are invited from the intending eligible candidates for filling up the following Group-C vacant posts in the Judgeship of Mayurbhanj for the recruitment year, 2026.

Sl. No.	Category/ Posts	Scale of Pay as per O.R.S.P. Rules, 2017	UR	ST	SC	SEBC	Total	Women/PH/Ex-Serviceman/Sports Person
1	Junior Clerk-Cum-Copyist	Level-4, Cell-1 Rs.19,900/- to Rs.63,200/-	06	00	03	03	12	The vacancy reserved for women/P.H./ Ex-serviceman/ Sports Person or any other reserved category is inclusive of vacancy of respective category to which they belong.
2	Grade-III Stenographer	Level-7, Cell-1 Rs.25,500/- to Rs.81,100/-	01	03	01	00	05	
3	Junior Typist	Level-4, Cell-1 Rs.19,900/- to Rs.63,200/-	01	02	01	00	04	
4	Salaried Amin	Level-5, Cell-1 Rs.21,700/- to Rs.69,100/-	00	01	01	00	02	

The abovementioned 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 CONDITIONS OF SERVICE) RULES, 2008 AMENDED UP TO 2026**" subject to the result of W.P (C) No- 1273 of 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Mayurbhanj at Baripada as to the result of the Examination shall be final. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

1. ELIGIBILITY OF CANDIDATES.

A. For the post of Junior Clerk-Cum-Copyist, Junior Typist and Grade-III Stenographer

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

- shall be a citizen of India;
- shall have passed at least +3 Examination or such other qualification as are equivalent to +3 Examination from a recognized university;
- shall have passed atleast Diploma in Computer Application from a recognized institute;
- shall be over **18** years and below **42** years of age on the last date fixed for receipt of applications i.e.**07.09.2026 (5.00 P.M.) (MONDAY)**. 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;
- shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard;

- (f) shall be of good character;
- (g) shall be of sound health, good physique and free from any organic defect or bodily infirmity;
- (h) shall not have more than one spouse living, if married;
- (i) must possess minimum speed of 80 words in short hand and 40 words in type writing per minute (**For the post of Grade-III Stenographer**);
- (j) must possess minimum speed of 40 words in type writing per minute (**For the post of Junior Typist**).

B. For the post of Salaried Amin:

A candidate in order to be eligible for the above post:

- i. shall be a citizen of India;
- ii. the candidate must have passed the matriculation examination or equivalent examination from a recognized Board, and must have passed the Revenue Inspector Training;
- iii. shall be over **18** years and below **42** years of age on the last date fixed for receipt of applications i.e. **07.09.2026 (5.00 P.M.) (MONDAY)**. 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 for the time being in force, for the respective reserved categories;
- iv. shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard;
- v. shall be of good character;
- vi. shall be of sound health, good physique and free from any organic defect or bodily infirmity;
- vii. shall not have more than one spouse living, if married;
- viii. must have operating knowledge of Computer.

2. SCHEME OF EXAMINATION:

(a) Scheme of Examination for the Post of Junior Clerk-Cum-Copyist:

Part	Subject	Marks	Duration of Test
Part-I (Written Test)	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II (Practical Test)	Computer Science Test (Practical)	100	1 hour
Part-III	Viva Voce Test	45	--

(b) Scheme of Examination for the Post of Grade-III Stenographer:

Part	Subject	Marks	Duration of Test
Part-I (Written Test)	English (Written Test, Qualifying in nature)	100	2 hours
Part-II (Practical Test)	Shorthand & Type Writing Test (Through Computer System)	50	15 Mins.
	Computer Science Test (Practical)	100	1 hour
Part-III	Viva Voce Test	35	--

(c) **Scheme of Examination for the Post of Junior Typist:**

Part	Subject	Marks	Duration of Test
Part-I (Written Test)	English (Written Test, Qualifying in nature)	100	2 hours
Part-II (Practical Test)	Typewriting Test (Through Computer System)	50	10 Mins.
	Computer Science Test (Practical)	100	1 hour
Part-III	Viva Voce Test	35	--

(d) **Scheme of Examination for the Post of Salaried Amin:**

Part	Subject	Marks	Duration of Test
Part-I (Written Test)	Arithmetic (10 th Standard)	100	1 hour
	Technical knowledge in Survey & Settlement (Theory)	50	1 hour
	English (10 th Standard)	50	1 hour
	Handwriting in Odia	20	1 hour
Part-II (Practical Test)	Technical knowledge in Survey & Settlement (Practical)	50	1 ½ hour
	Computer Science Test (Practical)	50	30 Minutes
Part-III	Viva Voce test	30	--

Note: The minimum qualifying mark for UR and SEBC candidates for each of the post mentioned above is 35% in each individual paper of Part-I(Written Test). The cut off marks for qualifying in the Computer Science Test (Practical)/Technical knowledge in Survey & Settlement (Practical) **(in case of Salaried Amin)** in Part-II shall be 50% for General & SEBC candidates, and 40% in case of S.C. and S.T. candidates. The candidate shall answer the question in English unless otherwise directed.

So far as the posts of Junior Clerk-cum-Copyist, Grade-III Stenographer and Junior Typist are concerned, only successful candidates in the Part-I examination shall be called for appearing in Part-II examination in accordance to **Sub Rule-3 of Rule-7 OF THE ODISHA DISTRICT & CIVIL COURTS' JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2008 AMENDED UPTO 2026** and the candidates qualified in the Part-II Test shall be eligible for Viva-Voce Test. A merit list for candidates shall be prepared as per **Sub Rule-4 of Rule-7 OF THE ODISHA DISTRICT & CIVIL COURTS' JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2008 AMENDED UP TO 2026**.

For the Post of Grade-III Stenographer and Junior Typist:

The Typewriting Test for the post of Grade-III Stenographer and Junior Typist shall be done through Computer System in English language only.

- a) **Skill Test:** For the post of Grade-III Stenographer, a candidate shall be dictated a passage of 400 (four hundred) words in English language in five minutes, which shall be taken in Shorthand on Shorthand note-sheet supplied by the Examiner. He/she

shall reproduce such Shorthand text of 400 words in type script (through Computer System) in ten minutes.

- b) **Skill Test:** For the post of Junior Typist, a candidate shall be given a written passage containing 400 (four hundred) words in English language, which he/she shall reproduce by typing through Computer System in ten minutes.

So far as the post of Salaried Amin is concerned, only successful candidates in Part-I examination shall be called to appear Part-II examination. Consequently, successful candidates of Part-II examination shall be called to appear for Part-III examination. A common merit list shall be prepared for the candidates both unreserved and reserved category in descending manner on the basis of total marks secured in Part-I, II & III examinations. Thereafter, separate merit lists shall be prepared for unreserved and reserved category in descending manner of total marks secured in Part-I, II & III examinations.

3. DETAILS OF SYLLABUS FOR THE POST OF JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST AND GRADE-III STENOGRAPHER AS PROVIDED UNDER THE RULES OF THE ODISHA DISTRICT AND CIVIL COURTS' JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2008. AMENDED UP TO 2026.

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|--|----------|
| (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 for 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, Profits 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 Test (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, web site searching /browsing and downloading e-mail, 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. DETAILS OF SYLLABUS FOR THE POST OF SALARIED AMIN.

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|--|----------|
| (i) English – (a) An essay to be written in English | 20 Marks |
| (b) A letter or application to be written in English | 10 Marks |
| (c) One Odia passage to be translated into English | 10 Marks |
| (d) One English passage to be translated into Odia | 10 Marks |

Note: The standard required for a candidate shall be equal to that the Matriculation Examination conducted by a recognized Board.

(ii) **Arithmetic-** Vulgar fractions and decimals, H.C.F. and L.C.M., Simple and Compound interest, Simple and Compound practice, Percentages, Profits 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 solve arithmetically.

(iii) **Technical Knowledge in Survey and Settlement:** Candidate should have sound knowledge in Survey and Settlement.

(iv) **Computer science Test (Practical):** Candidate should have sound knowledge in Computer operating.

(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.

5. **FEES OF EXAMINATION:**

No fee is required to be paid by the candidates of all categories for this Recruitment Process.

6. **LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES:**

- a. Self-attested copies of Certificate and Mark sheet of H.S.C. or equivalent examination from a recognized Board or University.
- b. Self-attested copies of Certificate and Mark sheet of +2 examination or equivalent examination of a recognized Council, Board or University.
- c. Self-attested copies of Certificate and Mark sheet of +3 examination or equivalent examination of a recognized University.
- d. Self-attested copy of Certificate of Diploma in Computer Application from a recognized institute.
- e. Self-attested copies of Short Hand Certificate & Typewriting Certificate (**in case of the candidates applying for the post of Grade-III Stenographer**).
- f. Self-attested copies of Typewriting Certificate (**in case of the candidates applying for the post of Junior Typist**).
- g. Self-attested copy of Caste Certificate if belongs to S.C./S.T./S.E.B.C.
- h. Self-attested copy of Medical Certificate issued by the Competent Medical Authority/ Board in case physically/ Orthopedically Handicapped.
- i. Self-attested copy of Certificates/Identity Cards in case of Ex-Serviceman/ Sports persons.
- j. Two self-addressed envelopes with adequate postal stamp of Rs.60/- each for despatch of call letter by **Speed post**.
- k. Two-Character Certificates issued by two different gazetted officers/medical practitioner/Sarpanch etc. (Name and designation of the Issuing Authority be mentioned/stamped).
- l. One self-attested recent passport size photograph should be affixed on the Application form in the appropriate box and another two self-attested passport size photographs should be submitted with the Form. The candidates are instructed to put their full signature on the lower portion of the photograph affixed with the Form.
- m. Candidates applying for more than one post must submit separate applications along with relevant documents separately for each post.
- n. Self-attested copy of Certificate showing passing of Odia as a subject equivalent to M.E. standard.

- o. Self-attested copy of Technical Certificate and Mark sheet in support of the passing of Revenue Inspector Training (**in case of Salaried Amin**).
- p. Self-attested copy of Employment Exchange Card.
- q. The candidates who are already in Government service are required to submit the "**No objection certificate**" along with his/her application from the competent authority.
- r. Self-attested copy of "Conversion" Certificate for the candidates who have been awarded with Grade Marks instead of percentage of marks.
- s. **The candidate must submit his/her Mobile No. and e-Mail Id. in the appropriate space in the application form for future communication through e-mode, if required.**

7. SUBMISSION OF THE APPLICATION FORM:

- i. The candidates are required to submit duly filled in application forms with their signature furnishing the required particulars as per "**Form -A**" given below.
- ii. The candidates are required to mention the **Post Name and Category in CAPITAL LETTERS** on the top of the envelopes containing their applications.
- iii. The duly filled in Application should reach to the address i.e. "**THE DISTRICT JUDGE, MAYURBHANJ, AT/P.O. BARIPADA, DIST. MAYURBHANJ, ODISHA, PIN-757001** through Speed Post. The candidates may also drop their application form in the **Application Drop Box kept in the Administrative Office of the District & Sessions Judge, Mayurbhanj on or before the Last Date** of submission of application i.e. **07.09.2026**.
- iv. **Last date of receipt of application:** Applications along with required documents must reach to the address mentioned above by **5.00 P.M. of 07.09.2026** Applications received in office after the due date & time shall be summarily rejected. In case of receipt of large number of applications for all the posts, the authority reserves right to shortlist the candidates in accordance with the rules contained in "**THE ODISHA DISTRICT AND CIVIL COURTS' JUDICIAL STAFF SERVICES (METHOD OF RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2008 AMENDED UP TO 2026**".

NOTE: (a) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The applications, if found defective/incomplete in any respect shall be summarily rejected.

(b) The detail programme of the Recruitment Examination, 2026 shall be intimated to the candidates in due course and the same shall also be uploaded in the District Court Website. The candidates are advised to visit the following official website of the District Court, Mayurbhanj from time to time for their necessary information.

<https://mayurbhanj.dcourts.gov.in/notice-category/recruitments/>

Sd/-

**District Judge-cum-Chairman,
District Recruitment Committee,
Mayurbhanj, Baripada.**

FORM-A
FORMAT OF APPLICATION

[See Para2A of Appendix A]

POST APPLIED FOR (Capital Letters): _____

SELF ATTESTED
PASSPORT SIZE
PHOTOGRAPH

1. Name of the Candidate (**Capital Letters**) : _____
2. Father's/Husband's Name : _____
3. Sex (Male/Female/others) : _____
4. Marital Status (Married/Un-married) : _____
5. Permanent Address : _____

6. Present Address : _____

7. (a) Date of Birth : _____
(b) Age as on 07.09.2026 : _____
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					
Revenue Inspector Training (For Salaried Amin only)					

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 Number : _____
14. Attach two Character Certificates : i. _____
issued by two Gazetted Officer/ _____
Medical Practitioner/ Sarpanch etc. _____
(Mention name, designation of the
officers) ii. _____

15. Mobile Number : _____
(Preferably Whats App number, _____
e-Mail Id). _____

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 (Amended upto 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