



## OFFICE OF THE DISTRICT JUDGE, BALASORE

### ADVERTISEMENT NO.01 OF 2026

Dated, Balasore the 26<sup>th</sup> day of March, 2026

Applications in the prescribed format, given below, are invited from the **Group-D employees** including **Process Server** for filling up of the posts of **Junior Clerk/Copyist**.

Categories of posts	SC	ST	SEBC	UR	Total
Junior Clerk / Copyist	2	2	1	2	<b>07</b>

**N.B.:-** 33% intra-reservation will be made for women candidates, subject to availability.

### **2. Eligible Criteria:-**

#### **For the posts of Junior Clerk/Copyist :-**

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

- (a) have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be;
- (b) have at least passed Diploma in Computer Application from a recognized Institute;
- (c) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (d) be of good character;
- (e) be of a good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his/her duties in service;
- (f) have not more than one spouse living, if married;

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 given below **through proper channel**.

**Note: -** 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 shall be summarily rejected. No T.A./ D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

#### **4. Scheme of Examination:**

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist filled in from the Group-D employees:

- (i) Written Test consisting of
  - (a) English- 100 marks
  - (b) Arithmetic- 100 marks
  - (c) General Knowledge- 100 marks
- (ii) Computer Science Test (Practical)- 100 marks
- (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) in the ratio 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 and 40% in case of S.C./ S.T. candidates.

(2) Details of 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) **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.

(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.

#### **Last Date of Receipt of Application:**

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be forwarded through proper channel so as to reach the **Office of the District Judge, Balasore- 756001** by **1.00 P.M. on 10.04.2026** positively. The applications received beyond that date shall be summarily rejected.

#### **5. The list of documents to be submitted by the candidates along with their applications for the posts of Jr. Clerk/ Copyist are as follows:**

- (i) Two self signed recent color passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
- (ii) Self attested photocopies of **Matric 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 certificates showing successful completion of Diploma in Computer Application from a recognized institute.
- (v) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories.
- (vi) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (vii) The Group-D employees are required to be submitted his/her application **through proper channel.**
- (viii) Self-declaration for Authentication of Certificate (**Annexure-I**).

**N.B. -**

- All copies of testimonials shall also be signed by the candidates.
- Unsigned applications, if submitted, shall be rejected summarily.
- While filling up the marks in the application form, the candidate has to mention the actual marks secured by himself/herself in the H.S.C., +2, +3 or equivalent examinations (excluding the marks secured in the extra optional paper (s))
- The candidate must submit his/her 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.

**Sd/-**

DISTRICT JUDGE-CUM-CHAIRMAN,  
DISTRICT RECRUITMENT COMMITTEE, BALASORE

Memo. No. 2653(50) / dtd. 26.03.2026 /

Copy forwarded to all the sub-ordinate Courts/offices of this Judgeship/Judge-in-charge, Process Establishment Section, Dist. Court, Balasore for favour of information with a request to display the advertisement in their Notice Board for wide circulation. Further, the System Officer is directed to publish the advertisement in the District Court website.



REGISTRAR,  
CIVIL COURTS, BALASORE

**Annexure – I****Self-declaration for Authentication of Certificate**

I, \_\_\_\_\_, son/  
daughter of \_\_\_\_\_, age \_\_\_\_\_  
years, resident of \_\_\_\_\_  
District-\_\_\_\_\_, Odisha, hereby declare that the  
information given above and the documents enclosed herewith containing  
self-certification is/are genuine and authentic. If any information/document is  
found false / forged / tempered, I shall personally remain responsible for any  
criminal action U/s.406/419/420/466/468/471 IPC or any other penal  
provisions of law and the authentication of the certificate will be treated as  
cancelled and intimated to all concerned. Also all the benefits availed by me  
shall be summarily withdrawn.

Permanent Address: -

**Signature of the applicant**

Date: -

Place: -

Mobile No.-

E-mail ID.-

Present Address: -

**Application for the post of :- JR. CLERK/COPYIST From Group-D Employees****FORM-A**

## FORMAT OF APPLICATION

[See Para-2A of Appendix-A]

1. Name of the Candidate:
2. Designation:
3. Sex (Male/ Female/Others):
4. Marital Status (Married/ Unmarried):
5. Establishment Name:
6. Date of Birth:
7. Date of entry in to Govt. Service:
8. Educational Qualification (Attach self-attested copies of )

Affix self signed  
recent color  
passport size  
photograph.

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
H.S.C.						
+2 Arts/Commerce/ Science						
+3 Arts/Commerce/ Science						
Diploma in Computer Science						

9. Category: (S.C./ S.T./ S.E.B.C./U.R.):-(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. Religion:
11. Nationality:
12. Whether any Departmental Proceeding has been pending against the candidate, if yes, mention the D.P. No. \_\_\_\_\_
13. Attach two Character Certificates issued by two 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 Odisha District & Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules-2008 (Amendment Rules as on 29.10.2025), and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

Full Signature of the candidate