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LAW DEPARTMENT

NOTIFICATION

The 20th April, 2026

S.R.O. No. 290/2026— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, namely :—

1. Short Title and Commencement.— (1) These rules may be called The Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) (Amendment) Rules, 2026.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. In the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (hereinafter referred to as "the said rules"), in rule 4, in clause(a), for the proviso, the following proviso shall be substituted, namely:—

"Provided that 25% of the posts of Junior Clerks shall be filled up from the Group-D employees who possess the requisite qualification and have completed at least 05 (five) years of continuous regular service in the cadre of Group-D, in the ratio of 1:2 for Process servers and other Group-D employees respectively as per the method of selection to be decided by the District Recruitment Committee.

3. (1) In the said rules, in rule-11, for clauses(a), (b) and (c), the following proviso shall be substituted, namely:—

"(a) The posts of Senior Clerks shall be filled up by promotion from amongst the Junior Clerks who have completed at least 05 (five) years of continuous service as Junior Clerks and have passed the departmental examination as laid down in Appendix-B annexed to these rules:

Provided that, if no Junior Clerk as aforesaid is available, a Junior Clerk who has put in not less than 6 (six) years of service as such and is otherwise suitable may be promoted to the post of Senior Clerk on temporary basis subject to the condition that he shall not be allowed any increment in the time scale of pay of the said post of Senior Clerk and shall be reverted as soon as a passed Junior Clerk is available:

Provided further that, a Typist who has been appointed as Junior Clerk, after passing the departmental examination shall not be required to pass a similar examination again to be eligible for promotion to the post of Senior Clerk.

(b) The appointment of Bench Clerks Grade-III shall be made from amongst the Senior Clerks.

(c) The posts of Bench Clerk Grade-II shall be filled up from amongst the Senior Clerks or Bench Clerks Grade-III who have completed at least 03 (three) years of continuous service as Senior Clerk or Bench Clerk Grade-III and have passed the Accounts Training Examination as laid down in sub-rule (2) of rule 14.

(d) The posts of Head Clerks, Deputy Administrators, Administrative Officers, Accountants and Record keepers shall be filled up from amongst the Bench Clerks Grade-II.

(e) The posts of Bench Clerk Grade-I shall be filled up by way of promotion from amongst the Head Clerks, Deputy Administrators, Administrative Officers, Accountants and Record keepers who have completed at least 02 (two) years of continuous service as such or from amongst Bench Clerks Grade-II who have completed at least 2 (two) years of continuous service as such or from amongst the above categories of employees who have completed at least two years of continuous service as Bench Clerk Grade-II and any other in both sides taken together.

(f) The post of Chief Administrative Officer shall be filled up by promotion from amongst the Bench Clerk Grade-I who have completed at least 01 (one) year of service as Bench Clerk Grade-I. However, in case of non-availability of suitable candidate in the cadre of Bench Clerk Grade - I for promotion to the post of Chief Administrative Officer, the District Judge may relax such residency period ".

(2) In the said rules, in rule 11, the sub-rules (d), (e), (f) and (g) shall respectively be renumbered as (g), (h), (i), (j).

4. In the said rules, after rule 14, the following rules shall be inserted namely;

"14-A Training.- Every appointee to the ministerial and ministerial-cadre staff of the District and Civil Courts shall undergo such induction, refresher and cadre-specific

training as may be prescribed by the High Court of Orissa under the Training Module for Ministerial and Ministerial Cadre Staff, notified from time to time ".

5. In the said rules, in Appendix-A,

(a) for clause (1) of Para. 3, except the explanation and notes, the following clause shall be substituted, namely:-

"(1) the scheme of Examination for Junior Clerk and Copyists shall be as follows:-

(i) Written Test consisting of:

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|-------------------------|--------------------|
| (a) English - | 100 marks- 2 hours |
| (b) Arithmetic - | 100 marks- 1 hour |
| (c) General Knowledge - | 100 marks- 1 hour |

(ii) Computer Science Test (Practical) - 100 marks- 1 hour

(iii) *Viva Voce* Test - 45 marks"

(b) For clause (1) of para 4, the following clause shall be substituted, namely:-

"(1) the scheme of examination for the post of Stenographer, Grade-III and Typists shall be as follows;

"(i) Written Test consisting of:

English (qualifying in nature)-	100 marks- 2 hours
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(ii) (a) Short hand and Type Writing Test- 50 marks

(As per Para.-4(A)(1) of Appendix-A) (for Stenographers)

(b) Type writing Test - 50 marks

(As per Para.-4(A)(2) of Appendix-A) (for Typists)

(iii) Computer Science Test- 100 marks- 1 hour
(Practical)

(iv) *Viva-voce* Test- 35 marks ".

(c) in Para. 4, after Note(e) , the following shall be inserted, namely;

"The cut off mark for qualifying in the Computer Science Test (Practical) for the posts of Stenographer Grade-III and Junior Typist 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 ".

(d) in Para. 4(A)(1), the following shall be inserted, namely:-

"4(A)(1)(a)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 & type writing test shall be called for Computer Test (Practical).

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”.

(e) after clause(2) of Para 4(A), the following shall be inserted, namely:—

“4(A)(3)Those candidates who have secured minimum 55% of marks in case of General candidates and candidates belonging to the other categories and 50% of marks in case of S.C./S.T. candidates" in the type writing test shall be called for Computer Science Test (Practical).

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 ”.

[No.5871—VJ-40/2025/L.]

By Order of the Governor

PABITRA MOHAN SAMAL

Principal Secretary to Government