

OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.

Dated, Jeypore, the 28th day of July, 2023.

ADVERTISEMENT NO. 3 OF 2023.

Applications in the prescribed proforma are invited from the eligible Group-D employees for selection to the post of Junior Clerk-cum-Copyist, who possess the requisite qualification for filling up of the five number of posts in the cadre of Junior Clerk-cum-Copyist in the Judgeship of Koraput in accordance with the instructions contained in Rule- 4 of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments made thereto.

The details of posts reserved are as follows:

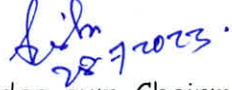
S.E.B.C.	Scheduled Tribe	Unreserved	Scheduled Caste	Total
01	03(including one post for woman)	01	--	05

The required Educational qualification for the post is as follows;

- c) Have passed at least +3 Examination or such other qualification as are equivalent to +3 examination of a recognized University.
- d) have passed at least Diploma in Computer Application from a recognized Institute for the post of Junior Clerk-cum-Copyist.

The application in the prescribed proforma addressed to the District Judge, Koraput-Jeypore is to be submitted by the applicants through their heads of Office and the last date of receipt of such application by the District Office is 28.08.2023, and no application will be entertained beyond the stipulated date. The Scheme of Examination is enclosed herewith separately. The candidates applying for the posts are also advised to visit the District Court Website for the details of the advertisement.

The undersigned reserves the right to cancel the process of selection at any period of time without assigning any reasons thereof.


District Judge-cum-Chairman,
District Recruitment Committee,
Koraput-Jeypore.

FORMAT OF APPLICATION

**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST AGAINST
THE POSTS RESERVED FOR THE GROUP-D EMPLOYEES OF THE
JUDGESHIP OF KORAPUT.**

**Self attested
recent pass
port size
Photograph.**

1. Name of the Employee :-
2. Father's /Husband's Name :-
3. Sex (Male/Female) :-
4. Marital Status :-
(Married/Unmarried)
5. Date of entry into Govt. Service:-
6. Present Post held :-
7. Name of the Office:-
5. Permanent Address :-
6. Present Address :-
7. Mobile Number(if any) :-
8. E-mail Address(if any) :-
9. Date of birth as per Christian era:- ;Age(as on 28.08.2023):-
10. Educational qualification (Attach attested copies of Certificates)

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

11. Category:
(SC / ST/ SEBC /Gen/ Sports person/ Ex-Service Man) :-
(Strike out which is not applicable and attach the supporting documents issued by the Competent Authority)
12. Whether Physically / Orthopedically handicapped :
(If yes, attach supporting medical certificate issued by the Competent Medical Authority/ Board)

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 and amended thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place: (Signature of the Employee)

Date:

List of Enclosures:

i. **SCHEME OF EXAMINATION:**
Part-I

Subject	Marks	Duration of test	Timing
English	100	2 hours	9.00 A.M. to 11.00 A.M.
Arithmetic	100	1 hours	11.30 A.M. to 12.30 P.M.
General knowledge	100	1 hour	12.30 P.M. to 1.30 P.M.

The Standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.

ii. **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.

Computer Science Test (Practical)	100	1 hour
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iii. **Viva Voce**

Viva-Voce Test	45	--
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Only successful candidates in the Part-I examinations shall be called for Computer Science Practical test and the candidates selected in the Computer Science Practical Test shall be called for Viva-Voce Test.