

**OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.**

Dated: Jeypore the 25th day of August, 2026.

ADVERTISEMENT NO. 4 of 2026

Last date for receipt of Application:-10.09.2026 (05.00 P.M.)

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 and have completed at least 5 (five) years of continuous regular service for filling up of the three 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 up to the year 2026.

CATEGORY WISE VACANCY POSITION					
Cadre of posts.	Scale of pay of the post in ORSP Rules, 2017	UR	S.E.B.C.	S.C.	Total
Junior Clerk-cum- Copyist	Pay Matrix Rs.19,900/- to Rs.63,200/- at Level-4	01	01	01	03

Note:

- a. The exchange of reservation between SC & ST will not be considered.
- b. The Number of posts in each cadre may increase or decrease.
- c. Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provision of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and Rules made there under.
- d. Reservation of vacancies for Sports Persons, Ex-Serviceman and Physically Handicapped shall be made in accordance with the provisions made under Relevant Rules, Orders or instructions issued in that behalf by the Government from time to time.
- e. The District Recruitment Committee has got right to revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- f. The decision of the District Recruitment Committee as to the result of the examination shall be final and in no case shall be liable to be challenged.
- g. In case of non-availability of eligible/suitable women candidate(s)(W) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.

1. **ELIGIBILITY CRITERIA:-**

A candidate in order to be eligible for the posts of Junior Clerk-cum-Copyist,

- shall have passed at least +3 Examinations or such other qualification as are equivalent to +3 examination from a recognized University, as the case may be.
- shall have passed at least Diploma in Computer Application from a recognized institute.
- shall be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E Standard.
- shall not have more than one spouse living, if married.
- Shall have completed at least 5 (five) years of continuous regular service in Group-D cadre.

2. **SCHEME OF EXAMINATION:**

(A) **The Scheme of Examination for the Post of Junior Clerk-cum-Copyist:**

WRITTEN TEST

Subject		Marks	Duration of test
Part-I	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	--

Only successful candidates in the written examination shall be called for the Computer Science Test (Practical) and the candidates qualified in Computer Science Test (Practical) shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

3. **SYLLABUS OF THE EXAMINATION SHALL BE AS FOLLOWS:**

A. WRITTEN EXAMINATION:

SUBJECT IS AS FOLLOWS:

(i) English:

- An essay to be written in English 30 marks
- A letter or application to be written in English 20 marks
- One Oriya passage to be translated into English 15 marks
- One English passage to be translated into Oriya 15 marks
- Summary of one English passage. 20 marks.

(N.B: Standard of Examination shall be equal to that of +3 Examination conducted by a recognized University)

(ii) **ARITHMETIC (FOR THE POST OF JUNIOR CLERK-CUM-COPYIST):**

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, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

(iii) **GENERAL KNOWLEDGE**

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(iv) **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, website searching / browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.”

(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. **DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION:-**

The eligible and interested Group-D employee of this Judgeship is required to submit his/her application duly filled in and signed by his/her own hand and furnish the required particulars as per **Format-A** along with following documents;

- i) self attested copies of certificates and mark sheets of H.S.C., + 2 and +3 examinations or equivalent examination from a recognized Board/University.
- ii) self attested copy of the certificate and mark sheet of Diploma in Computer Application issued by a recognized Institute.
- iii) self attested copy of caste certificate (in case of reserved categories).
- iv) self attested copy of Sports Person/Ex-Service Man Identity Card, as the case may be, if any.
- v) self attested copy of Medical Certificate/Disability Certificate issued by the Competent Authority in case of Persons with Disability (PwD).
- vi) four self attested Passport Size photographs (one is to be affixed on the application on the space provided)
- vii) document showing passing of Odia as one of subject equivalent to M.E. Standard.
- viii) self declaration to the effect that, he/she has no more than one spouse living, if married.
- ix) undertaking to the effect that, no Criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.
- x) copy of the self attested “**Conversion Certificate**” for the candidates who awarded with grade marks instead of percentage of marks.

6. **LAST DATE OF RECEIPT OF APPLICATION:-**

Application along with required documents and self attested copies of certificates duly signed by the eligible and interested Group-D employee of this Judgeship must reach in the Office of the District Judge, Koraput-Jeypore on or before **10.09.2026 by 5.00 P.M.** through his/her heads of Offices. No other mode of submission of applications shall be entertained.

The date of Written Examination shall be intimated individually to the eligible applicants later on.

N:B:-

- (i) The eligible and interested Group-D employee of this Judgeship are required to submit their applications being duly filled in and signed by their own hands.
- (ii) 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
- (iii) No application shall be entertained, if received after the last date fixed i.e. **10.09.2026**.
- (iv) The District Recruitment Committee is competent to adopt the method of processing the applications for scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.
- (v) No T.A. & D.A. will be allowed to the candidates for attending the Recruitment Examination. The applicants need not submit their original testimonials with their applications, which are to be produced at the time of Viva Voce Test in respect of successful candidates.
- (vi) Applicants are advised to refer the website from time to time for further updates.
- (vii) Applicants are advised to refer the rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment made thereto.

For details of advertisement kindly see the Koraput District Court website;

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

Sd/-25.08.2026.

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

(FORM-A)
FORMAT OF APPLICATION
(Para-2A of Appendix-'A')

APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-COPYIST

Self attested
Passport size
Photograph.

1. Name of the Candidate :-
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 :- ;Age (as on 10.09.2026):-

8. Educational qualification
(Attach attested copies of Certificates & Mark sheets):-

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					

9. Date of Joining in Service:
(i) As Process Server:
(ii) In any other posts in Group-D cadre other than(i):
10. Whether there is any Disciplinary Proceeding pending? Yes/No
If Yes, give details of the same:
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)
13. Religion:- :-
14. Nationality. :-
15. Attach two character certificates :-
(Issued by two gazetted Officers / Medical Practitioner/ Sarpanch etc.)
(mention name, designation of the Officers)

DECLARATION

I do hereby solemnly affirm and state that the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Mobile No:

E mail Id:

(Signature of the Candidate)