OFFICE OF THE DISTRICT JUDGE, MALKANGIRI.

ADVERTISEMENT NO. 02/2025

Date: 25.07.2025

Last date of Receipt of Applications: 05.08.2025

Applications in the prescribed format are invited from eligible Group-D employees for the post of two numbers Junior Clerk (Group-C) in the Judgeship of Malkangiri, in accordance with Rule 4 (a) of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, and its amendments.

CATEGORY WISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	UR	SEBC	ST	SC	TOTAL
01.	Junior Clerk	Rs.19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	2 (one post reserved for woman)	-	-	-	2

Eligibility Criteria

Applicants must meet the following qualifications:

- Have passed at least the +3 Examination or an equivalent qualification from a recognized university.
- Have at least passed Diploma in Computer Application from a recognized institute.

Submission of applications

The Applications in the prescribed proforma, must be addressed to the District Judge, Malkangiri through proper channel, with all relevant testimonials by **05.08.2025**. No applications will be entertained beyond this date. The undersigned reserves the right to cancel the selection process at any time without assigning reason thereof.

SCHEME OF EXAMINATION:

(A) FOR THE POST OF JR. CLERK-CUM-COPYIST

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

Note: - The Successful candidates in the written test will be called for the Computer Science (Practical) Test. Candidates qualifying in the Practical Test will be called for the Viva Voce Test, as per rules.

Detailed Syllabus For The Post Of Junior Clerk:

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 an 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*:**

a) Vulgar fractions and decimals
b) H.C.F. and L.C.M.
c) Simple and compound interest
d) Simple and compound practice
e) Percentage, profit and loss, mixtures, partnership, averages
f) Rates and taxes, insurance, square and cubic measures
g) Problems on time and work, time and distance

Note: Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

III. Computer Science (Practical):

Test proficiency relating to matters like "text formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing, downloading email, pen drive and other software etc. and programme 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 Candidates' alertness, general outlook, and potential qualities.

sd/-
District Judge, Malkangiri

FORM – A

FORMAT OF APPLICATION

Self attested passport size photograph

APPLICATION FOR THE POST OF JUNIOR CLERK

1. Name of the Candidate (in block letter) :
2. Father's / Husband's Name :
3. Sex (*Male / Female)* :
4. Marital Status (*Married / Unmarried)* :
5. Permanent Address :

6. Present Address :

7. Date of Birth :

(Age as on 05.08.2025): ……..Years……..….Months……..Days

8. Educational Qualification (Attach attested copies of Certificates)

Name of the Examination Passed	Name of the Board / University	Year of Passing	Total Marks of the Board/University	Marks secured in the Board/University	Grade/Division	% of Marks secured out of Total Mark
1	2	3	4	5	6	7
H.S.C						
+2 Arts / Commerce/Science						
+3 Arts / Commerce/Science or equivalent						
Diploma in Computer Science						

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 certificate issued by the competent medical Authority/Board)

11. Religion :

12. Nationality :

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of the Odisha District and Civil Courts Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment made thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :

Date : **Signature of the Candidate**

List of Enclosures: (Mention it in chronological manner):

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Full Signature of the Candidates
Date:

ANNEXURE – I

SELF – DECLARATION FOR AUTHENTICATION OF CERTIFICATE

I,..... Son/daughter/wife of Shri / Smt..... Age.....years, resident of .....District.....State.....do 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 / tampered, I shall be personally held responsible for any criminal action under Section 406 /419/ 420/ 466/ 468/471 of IPC, or relevant sections of BNSS, as the Case may be 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:

Full Signature of the Applicant:
Date:
Place:
Mobile No:
e-Mail ID:

Present Address: