

OFFICE OF THE DISTRICT JUDGE, MALKANGIRI.

ADVERTISEMENT NO. 02/2026

Date: 22.06.2026

Last date of Receipt of Applications: 22.07.2026

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 amendments up to 01.06.2026.

CATEGORY WISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	UR	SEBC	ST	SC	TOTAL
01.	Junior Clerk	Rs.19,900 to 63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	2 (W-1)	-	-	-	2

Eligibility Criteria

Applicants must meet the following qualifications:

- Have passed at least +3 Examination or such other qualification as are equivalent to + 3 examination of 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: 00 p.m. on or before 22.07.2026. 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 and without prior notice.

SCHEME OF EXAMINATION:

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

	Subject	Marks	Duration of Test
PART-I (Written Examination)	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	-

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-cum-Copyist :

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 one 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:

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 and 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):

To test the proficiency of the candidate relating to matters like “text formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing, downloading email, use of 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-cum-Chairman
District Recruitment Committee
Malkangiri**

FORM – A

FORMAT OF APPLICATION

[See Para 2A of Appendix A]

Self attested
passport size
photograph

APPLICATION FOR THE POST OF : _____

1. Name of the Candidate (in block letter) :
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 22.07.2026): Years.....Months.....Days
8. Educational Qualification(Attach attested copies of Certificates)

Name of the Examination Passed	Name of the Board / University	Year of Passing	Aggregate of marks secured	Grade/Division	% of Marks secured
1	2	3	4	5	6
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:
13. Employment Exchange Registration No.
14. 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 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: