



ବଲାଙ୍ଗିର ଜିଲ୍ଲା ନ୍ୟାୟାଳୟ

Balangir Distict Court

e-Courts Mission Mode Project

सत्यमेव जयते

**MODE OF SELECTION FOR THE POST OF JUNIOR CLERK-
CUM-COPYIST FROM GROUP-D EMPLOYEES PURSUANT TO
ADVERTISEMENT NO. 02 OF 2025 DT. 24.09.2025**

SCHEME OF EXAMINATION

- | | |
|--|-------------------|
| (i) Written test consisting of | |
| (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 |

DATE AND TIME OF THE WRITTEN TEST

DATE OF WRITTEN TEST: **08.02.2026 (SUNDAY)**

Sitting of Examination

Subject	Sitting	Duration
English	1 st Sitting	09.00 A.M. to 11.00 A.M.
Arithmetic	2 nd Sitting	11.30 A.M. to 12.30 P.M.
General Knowledge	3 rd Sitting	01.00 P.M. to 02.00 P.M.

SYLLABUS FOR EXAMINATION

(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 Oriya Passage to be translated into English | 15 marks |
| (d) One English passage to be translated into Oriya | 15 marks |
| (e) Summary of one English Passage | 20 marks |

[NOTE - The Standard required of 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, Problems on time and work and on 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 “test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading email, use of pendrive and other software etc. and programmes 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.

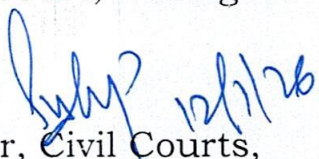
(v) Viva Voce – To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

In order to qualify in the written test, the employee has to secure minimum 35% of marks in each subject. If the employee will be selected in the written test, he/she shall have to appear in the Computer Science Test (Practical) and shall be required to secure 50% marks in the said test to appear further in the viva- voce test.

Memo No. 211(2) Date 12-01-2026

Copy forwarded to the System Officer, District Court, Balangir for uploading the same in the District Court website.

Copy forwarded to the JIC, PES, Balangir for affixing the same in the notice board of the District Court, Balangir.


Registrar, Civil Courts,
Balangir