OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.

Dated, Jeypore, the 2nd day of July, 2025.

ADVERTISEMENT NO. 2 OF 2025.

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 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 thereto.

The details of posts reserved are as follows;

S.E.B.C.	Scheduled Tribe	Unreserved	Scheduled Caste	Total
01	01(only for woman)	01	--	03

The required Educational qualification for the post is as follows;

a) Have passed at least +3 Examination or such other qualification as are equivalent to +3 examination of a recognized University.

b) 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 **02.08.2025**, 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.

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

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.   Permanent Address   :-

6.   Present Address   :-

7.   Date of birth as per Christian era:-   ;Age(as on _____):-

8.   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					

9.   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)

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 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:

Date: (Signature of the Employee)

Mobile No.

e-Mail Id:-

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

Subject	Marks	Duration of test
English	100	2 hours
Arithmetic	100	1 hours
General knowledge	100	1 hour

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

iii. **Viva Voce**

Viva-Voce Test	45	--

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.