

OFFICE OF THE DISTRICT JUDGE, MALKANGIRI.**ADVERTISEMENT No.01/2025**

Date: 02.07.2025

Last date of Receipt of Applications: 05.08.2025

Applications in the prescribed format are invited from eligible candidates for filling up of the following posts of Junior Clerk-cum-Copyist, Stenographer Grade-III, and Junior Typist in the Judgeship of Malkangiri in the regular pay scale as mentioned in the table below, along with usual Dearness Allowance (D.A.) and other allowances as admissible by the Government of Odisha from time to time. These appointments are governed by the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (and amendments thereto) and are subject to the outcome of W.P.(C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack.

CATEGORY WISE VACANCY POSITION

Sl. No.	Category of Posts	Scale of Pay	UR	SEBC	ST	SC	TOTAL
01.	Junior Clerk-cum-Copyist	Rs.19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	-	-	3	2	5
02.	Stenographer Grade-III	Rs.25,500-81,100/- in Level-7 of Pay Matrix of ORSP Rules, 2017	-	-	1	-	1
03.	Junior Typist	Rs.19,900-63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	1 (W)	-	1(W)	-	2
		Total	1	0	5	2	8

NOTE:

- *“W” Post (s) reserved for woman Candidate(s)*
- *Reservations for Ex-Servicemen, Sportspersons, and Persons with Disabilities (PwD) will be made in accordance with relevant rules.*
- *The number of vacancies may increase or decrease.*
- *The Authority reserves the right to cancel the recruitment process at any time without assigning any reason thereof.*

1. ELIGIBILITY CRITERIA

1.1 For the Posts of Junior Clerk-cum-Copyist, Junior Typist, and Stenographer Grade-III

A candidate must:

- a) Be a citizen of India
- b) Have passed at least a +3 examination or equivalent qualification from a recognized University
- c) Have at least passed Diploma in Computer Application from a recognized institute.
- d) Be over 18 years and below 32 years of age as of 05th August 2025. Provided that, the upper age limit in respect of reserved categories of candidates referred to in Rule 5 of the Odisha District and Civil Courts' Judicial Staff Services Rules, 2008 (and amendments thereto), shall be relaxed in accordance with the provisions of the Act, Rules, Orders or instructions, for the time being in force, for the respective categories.
- e) Be able to speak, read, and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- f) Be of good character.
- g) Be of sound health, good physique, and free from organic defects or bodily infirmity.
- h) Have not more than one spouse living, if married, and
- i) For Junior Typist: Possess a minimum speed of 40 words per minute in typewriting on a computer.
- j) For Stenographer Grade-III: Possess a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting on a computer.

Additional Notes:

- a) Separate applications must be submitted for each post, clearly mentioning the post name in CAPITAL LETTERS on the application and envelope. If short-listed for multiple posts, candidates may appear for the written examination of only one post of their choice.
- b) Candidates must specify the category (e.g., ST, SC, SEBC, UR) for which they will apply. If unspecified, the application will be treated as Un-Reserved (UR).
- c) Incomplete applications or Defective on any substantial aspect shall be summarily rejected.
- d) Candidates in Government employment must submit a "No Objection Certificate" from their employers.
- e) The Authority reserves the right to shortlist candidates if there is large number of applications received, as per the Odisha District and Civil Courts' Judicial Staff Services Rules, 2008.
- f) The District Recruitment Committee may reject any application without assigning reasons or prior notice.

2. EXAMINATION FEES

No examination fee is required for candidates of any category.

3. LIST OF DOCUMENTS TO BE SUBMITTED

Candidates must submit self-attested copies of the following documents:

- a) H.S.C. or equivalent certificate and mark sheet (proof of age);
- b) +2 or equivalent certificate and mark sheet;
- c) +3 or equivalent certificate and mark sheet;
- d) Diploma in Computer Application certificate from a recognized Institute;
- e) Typewriting course certificate from a recognized Institute (for Junior Typist only);
- f) Stenography course certificate from a recognized Institute (for Stenographer Grade-III only);
- g) Certificate of passing Odia at least at M.E. standard (for candidates without Odia in their curriculum);
- h) Two original character certificates issued by two different Gazetted Officers, Medical Practitioners, or Sarpanch (mentioning name and designation of the issuer);
- i) Three self-signed recent passport-size photographs (one to be affixed on the application form);
- j) Two self-addressed envelopes (23 x 10 cm) with postage stamps of Rs. 42/- each;
- k) Caste certificate for ST & SC candidates issued by a competent Authority;
- l) Valid Employment Exchange Registration Card, if any;
- m) Disability certificate for PwD candidates, issued by a competent Authority, indicating the percentage of disability;
- n) Sportsperson certificate/Identity Card, if applicable;
- o) Discharge certificate from the last Commanding Officer for Ex-Servicemen, along with an affidavit stating no appointment to a civil post after military service, if applicable;
- p) Self-declaration by married candidates confirming that they have no more spouses than one living spouse;
- q) Conversion certificate for candidates with grade marks instead of percentage marks; and
- r) An undertaking stating that no criminal case is pending against the candidate and that the candidate has not been convicted in any criminal Court;

4. 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-cum-Copyist :

I. English:

- An Essay to be written in English: 30 marks
- A Letter or application to be written in English: 20 marks
- One Odia passage to be translated into English: 15 marks
- One English passage to be translated into Odia: 15 marks
- 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:

- Vulgar fractions and decimals
- H.C.F. and L.C.M.
- Simple and compound interest
- Simple and compound practice
- Percentage, profit and loss, mixtures, partnership, averages
- Rates and taxes, insurance, square and cubic measures
- 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.

(B) FOR THE POST OF STENOGRAPHER GRADE-III:

Examination	Subject	Marks	Duration of Test
PART-I	English (Qualifying in nature)	100	2 hours
PART-II	Shorthand & Typist (through computer)	50	5+10=15 minutes
PART-III	Computer Science Test (Practical)	100	1 hour
PART-IV	Viva Voce Test	35	-

Note: The standard required for a candidate shall be equal to that of + 3 Examination conducted by a recognized University. .

A selected number of successful candidates in the written test shall be called for the Shorthand and Typewriting Test for the post of Stenographer Grade-III. Candidates who qualify in the Shorthand and Typewriting Test shall be called for the Computer Science Test (Practical), and those who selected in the Computer Science Test (Practical) shall be called for the Viva-Voce Test for the post of Stenographer Grade-III as per the rules. The select list shall be drawn on the basis of aggregate of Marks obtained in shorthand and Typewriting Test, Computer Science Test (Practical) and Vice-Voce Test.

I. English (Qualifying in nature)

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

II. Shorthand & Typewriting Test for the post of Stenographer Grade-III

The candidates shall be dictated a passage of 400 words in the English language in 5 minutes, which they shall take in shorthand on a shorthand note sheet supplied by the Examiner. The candidate shall then reproduce the shorthand text of 400 words in Type script on a computer within 10 minutes.

III. Computer Science Test (Practical)

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

IV. Viva-Voce Test

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

(C) FOR THE POST OF JUNIOR TYPIST

Examination	Subject	Marks	Duration of Test
PART-I	English (Qualifying in nature)	100	2 hours
PART-II	Type Writing Test (through computer)	50	10 minutes
PART-III	Computer Science Test (Practical)	100	1 hour
PART-IV	Viva Voce Test	35	-

A selected number of successful candidates in the written test shall be called for the Typewriting Test for the post of Junior Typist. Candidates who qualify in the Typewriting Test shall be called for the Computer Science Test (Practical), and those who qualify in the Computer Science Test (Practical) shall be called for the Viva-Voce Test for the post of Junior Typist as per the rules.

I. English (Qualifying in nature)

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

II. Typewriting Test for the post of Junior Typist

The candidates shall be given a written passage containing 400 words in the English language, which they shall reproduce by typing through Computer system in 10 minutes.

III. Computer Science Test (Practical)

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

IV. Viva-Voce

The syllabus is the same as detailed for the post of Junior Clerk-cum-Copyist.

5. LAST DATE FOR RECEIPT OF APPLICATION FORMS

The last date for receipt of application forms is fixed by 05:00 pm. of 05.08.2025. Applications, along with the required documents and self-attested copies of certificates, shall be sent by candidates via Registered Post/Speed Post to reach the office of the Registrar, Civil Courts, Malkangiri-764045. Candidates may also drop their application forms in the "Drop Box" kept at the Office of the Registrar, Civil Courts, Malkangiri during office hours on working days until 05:00 P.M. on 05.08.2025. Applications received after due date and time shall not be considered at all.

6. GENERAL INFORMATION

- a) Candidates are required to submit duly filled up and signed applications with the required particulars as per the prescribed format in Form-A (Annexure-I).
- b) No T.A./D.A. will be provided to candidates for attending the recruitment examination.
- c) Candidates need not submit original testimonials (except Character Certificates and Marital Declaration Certificate) with their application.
- d) Original testimonials shall be produced by candidates at the time of the Viva-Voce Test for verification.
- e) Applications which are incomplete, incorrect, or not in the prescribed format shall be summarily rejected without assigning any reason.
- f) Canvassing in any form shall disqualify the candidate.
- g) The date of the examination shall be communicated to eligible candidates in due course and will also be available on the website below.
- h) For the application form and detailed information, please visit the website: <https://malkangiri.dcourts.gov.in>
- i) Any dispute regarding this advertisement shall be subject to the jurisdiction of the Civil Courts, Malkangiri.

Sd/-

Dtd.02.07.2025

**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*) :
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 :
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:

ANNEXURE – I

SELF – DECLARATION FOR AUTHENTICATION OF CERTIFICATE

I,..... Son/daughter/wife of
Shri / Smt..... Age.....years,
resident ofDistrict.....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: