

OFFICE OF THE DISTRICT JUDGE,  
KORAPUT-JEYPORE.

Dated Jeypore, the 17<sup>th</sup> day of May, 2025.

**ADVERTISEMENT NO. 1 of 2025**

Applications in the prescribed format are invited from the desirous candidates for filling up, of the posts in the cadre of **Junior Clerk-cum-Copyist and Stenographer Grade-III** in the Judgeship of Koraput in the pay scale as mentioned against each post with usual D.A. and other allowances as admissible to the State Government employees from time to time. The appointments are on regular basis subject to final result in W.P.(C) 1273 of 2014 of the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Koraput-Jeypore as to the result of the Examination shall be final and in no case shall be liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without prior notice.

CATEGORY WISE VACANCY POSITION										
Cadre of posts.	Scale of pay of the post in ORSP Rules, 2017	UR	UR (W)	S.E.B.C.	S.E.B.C (W)	S.C.	S.C. (W)	S.T.	S.T. (W)	Total
Junior Clerk-cum-Copyist	Pay Matrix Rs.19,900/- to Rs.63,200/- at Level-4	01	-	-	-	01	01	03	03	09
Stenographer Grade-III	Pay Matrix Rs.25,500/- to Rs.81,100/- at Level-7	01	-	01	-	-	-	01	-	03

(The vacancies in different categories of the Post may increase or decrease)

Reservation of vacancies for Sports Persons, Ex-Servicemen and Person with Disabilities or physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

Other conditions of service shall be guided by the relevant provisions of the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

1. **ELIGIBILITIES OF THE CANDIDATE.**

A candidate in order to be eligible for the posts shall;

- have passed at least +3 Examination or such other qualification as are equivalent to +3 examination of a recognized University.
- have passed at least Diploma in Computer Application from a recognized Institute.
- be over 18 years and below 32 years of age, on the last date fixed for receipt of applications i.e. 20.06.2025, provided that, the upper age limit in

respect of S.C, S.T, S.E.B.C., Women, Sports Person, Ex-Service Men and Person with Disabilities or physically handicapped persons shall be in accordance with the provisions made under relevant Rules, orders or instructions issued in that behalf by the Government from time to time.

d) be able to speak, read and write Oriya and have passed in a test in Oriya equivalent to the M.E. standard.

e) be of good character,

f) be of sound health, good physique and free from organic defects or bodily infirmity;

g) have not more than one spouse living, if married,

## 2. PROCESS OF SELECTION.

Selection to the posts shall be through a written competitive examination followed by Computer Test and Viva Voce Examination. The scheme of such examination is mentioned herein below:

### 3. Scheme of Examination (I) (for the posts of Junior Clerk-cum-Copyist)

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hours
	General knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-Voce Test	45	--

Those candidates who will secure minimum 35% of marks in each subject, in the Written Test i.e. in the subjects mentioned in the Part-I of the scheme shall be eligible to appear in the Computer Science Test ( Practical ) and the candidates found suitable in the Computer Science Test ( Practical ) will be eligible for the Viva Voce Test.

The cut off mark for qualifying in the Computer Test Science ( Practical ) shall be 50% in case of General candidates and candidates belonging to the other categories and 40% in case of S.C./S.T. candidates.

### (II) ( For the post of Stenographer Grade-III )

	Subject	Marks	Duration of test.
Part-I	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Type test in English	50	Shorthand-5 minutes. Type Test-10 minutes.

Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce	35	-----

Only successful candidates in the Part-I examinations shall be called for Shorthand and Typewriting test and the candidates selected in the aforesaid test shall be called for Computer Science Test ( Practical ) and the candidates selected in the Computer Science Test ( Practical ) shall be called for Viva-Voce for the post of Stenographer Grade-III. The written test in English is qualifying in nature.

**4. (I) DETAILS OF SYLLABUS FOR EACH SUBJECT IS AS FOLLOWS: ( For 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 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.

**(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, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

**(iii) 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, website searching / browsing and downloading e-mail, use of pen-drive 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.

(vi) The Standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.

**(II) Details of Syllabus ( for the post of Stenographer Grade-III )**

Written Test consisting of:

(a) English: (Qualifying in nature): Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

- (b) The Standard required of a candidate shall be equal to that of +3 Examination conducted by a recognized University.
- (c) Other conditions as applicable to the written test for Junior Clerk-cum-copyists shall also apply;
- (d) Syllabus for Computer Science test (Practical) and Viva-Voce test is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- (e) As written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub Rule-4 and 5 of Rule-7 on the basis of aggregate of marks obtained in short hand and type writing test, Computer Science Test (Practical) and viva voce.
- (f) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in Shorthand and 40 words in typewriting per minute. A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note-sheet supplied by the examiner. He shall reproduce such Shorthand text of 400 words in Type script in 10 minutes. The Type writing Test in case of Stenographers Grade-III shall be held through Computer System.

The date of written test shall be intimated individually by post and official Website of the District Court.

List of Documents to be submitted along with the application

- i) Self attested copies of certificates with mark sheets of H.S.C., + 2 and +3 examination or equivalent examination of a recognized Board/University.
- ii) Self attested copy of the certificate with mark sheet of Diploma in Computer Application issued by a recognized Institute.
- iii) Self attested copy of caste certificate (in case of reserved categories).
- iv) Self attested copy of Shorthand & Type writing Certificate issued by recognized institution, (for the post of Stenographer Grade-III).
- v) Self attested copy of Sports Person/Ex-Service Man Identity Card, as the case may be, if any.
- vi) Self attested copy of Medical Certificate/Disability Certificate issued by the Competent Authority in case of persons with Disability (PwD)
- vii) Two Character certificates in original from two Gazetted Officers/Medical Practitioner/Sarpanch etc.
- viii) Two attested Passport size photographs (one is to be affixed in the application on the space provided)
- ix) Two self addressed envelopes (stamped with Rs. 42/- each) of size 23 x 10 cms.
- x) Document showing passing of Odia as one of subject equivalent to M.E. Standard.
- xi) An undertaking showing to have one spouse living, if married.

- xii) Self attested copy of " No Objection Certificate" in case of candidates working in Government/ Semi Government organizations/Autonomous Bodies/Educations Institutions/Public Undertakings;
- xiii) Self-attested copy of Employment Registration Card
- xiv) Undertaking to the effect that no Criminal case is pending against him/her and he/she has not been convicted in any Criminal Court.

**N:B:-** (i) The candidates are required to submit their applications being duly filled in and signed by their own hands. Applications should be submitted mentioning the name of the post clearly in capital letters in the application as well as on the top of the envelope. The candidates who are in Government Service are required to apply through their respective Head of Offices.

(ii) The application if found defective / incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected

(iii) No application shall be entertained, if received after the last date fixed i.e. 20.06.2025.

(iv) In case of receipt of large number of applications the Authority reserves the right to short list the candidates in accordance with the Rules contained in the Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008. Over and above, the District Recruitment Committee is competent to adopt the method of processing the applications for scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.

(v) No T.A. & D.A. will be allowed to the candidates for attending the Recruitment Examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva Voce Test in respect of successful candidates.

**LAST DATE OF RECEIPT OF APPLICATIONS.**

Application along with required documents as the case may be must reach in the Office of the District Judge, Koraput-Jeypore on or before 20.06.2025 by 5.00 P.M. by Registered Post / Speed Post/ in the Drop Box provided in the First Floor near the Administrative Office of the new District Complex, Jeypore, during Office hours. No other mode of submission of applications shall be entertained.

The date of Written Examination shall be intimated individually to the eligible candidates later on.

For details of advertisement kindly see the Koraput District Court website;  
<https://koraput.dcourts.gov.in/notice-category/recruitments/>

Sd/-17.05.2025  
District Judge-cum-Chairman,  
District Recruitment Committee,  
Koraput-Jeypore.

**(FORM-A)**  
**FORMAT OF APPLICATION**  
**(Para-2A of Appendix-'A')**

APPLICATION FOR THE POST OF \_\_\_\_\_

**Self attested  
pass port size  
Photograph.**

1. Name of the Candidate :-
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 20.06.2025):-
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. :-
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 Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:  
Mobile No.-  
E mail Id:-

(Signature of the Candidate)

Memo No. 5301 /2025.

Dated: the 17<sup>th</sup> day of May, 2025.

Copy forwarded to the Addl. District Judge, Koraput/ J.M.F.C., Laxmipur / Kotpad /Borigumma/Dasamantpur/Semiliguda/ Lamtaput at Koraput/Nyayadhikari, Gram Nyayalaya, Semiliguda for their information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

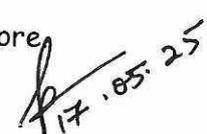
Copy forwarded to the Collector, Koraput/Superintendent of Police, Koraput/Sub-Collector, Jeypore/ Sub- Collector, Koraput/District Information and Public Relations Officer, Koraput for favour of kind information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

Copy forwarded to the Officer in Charge, National Informatics Centre, Koraput for favour of kind information with request to upload the advertisement in the Website of the Koraput District.

Copy forwarded to the Employment Officer, District Employment Exchange, Koraput / Employment Officer, Sub-Employment Exchange, Jeypore for information and necessary action. They are requested to display the copy of Advertisement in their respective notice boards for general information of the public.

Copy to the System Officer, District Court, Koraput-Jeypore for information with a direction to upload the advertisement in the District Court Website.

Copy to Notice Board, District Court, Jeypore.

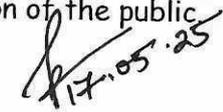
  
17.05.25  
Registrar,

Civil Courts, Jeypore.

Memo No. 5302 /2025.

Dated: the 17<sup>th</sup> day of May, 2025.

Copy forwarded to the Registrar, Civil Courts, Angul/ Balasore/ Baragarh/ Bhadrak/ Bolangir/ Boudh/ Cuttack/ Dhenkanal/ Deogarh/Gajapati at Paralakhemundi/ Ganjam at Berhampur/ Jajpur/ Jharsuguda/Jagatsingpur/ Kalahandi at Bhawanipatna/ Kandhamala at Phulbani/Kendrapara/Keonjhar/ Khurda at Bhubaneswar/ Mayurbhanj at Baripada/ Malkangiri/ Nabarangpur/ Nayagarh/ Nuapada/Puri/ Rayagada/ Sambalpur/ Sonapur/Sundargarh for favour of kind information. They are requested to please display the copy of Advertisement in their respective notice boards for general information of the public.

  
17.05.25  
Registrar,

Civil Courts, Jeypore.