

OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.

Dated, Jeypore, the 11th day of April, 2022.

ADVERTISEMENT

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 four 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 Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment & Conditions of Service) Rules-2008 and amendment Rules, 2010.

The details of posts reserved are as follows:

S.E.B.C.	Scheduled Tribe	Unreserved	Scheduled Caste	Total
01	01	01	01	04


The required Educational qualification for the post is as follows:

- (i) He/she should have passed the +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may.
- (ii) He/she should have passed Diploma in Computer Application from a recognized Institute.

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 25.04.2022, 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.


11.4.22
District Judge-cum-Chairman,
District Recruitment Committee,
Koraput-Jeypore.

Memo No. 2658 /2022. Dated: the 11th day of April, 2022.

Copy forwarded to the Special Judge (Vigilance), Jeypore/ Judge, Family Court, Jeypore/Addl. District Judge, Jeypore/Koraput/Adhoc Addl. District Judge(SFTC), Jeypore for favour of kind information and necessary action.

Copy forwarded to all the Presiding Officers of the Subordinate Courts of the Judgeship for information and necessary action.

They are requested to please circulate the same amongst the eligible Group-D employees working in their respective establishments and please obtain and forward the applications to the District Office prior to the last date fixed.

Copy forwarded to the Judge in Charge of Accounts/Nizarat, District Court, Jeypore for information and necessary action.

Copy to the System Officer, District Court, Jeypore for information with a direction to upload the advertisement in the District Court's Website forthwith.

Copy circulated amongst the Group-D staff of the District Court, Jeypore for information and necessary action.

Copy to P.A. to District Judge, Koraput-Jeypore for information and necessary action.

Copy to Notice Board, District Court, Jeypore.


11.04.22
Registrar,
Civil Courts, Jeypore.

FORMAT OF APPLICATION

**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. Date of entry into Govt. Service:-
6. Present Post held :-
7. Name of the Office:-
5. Permanent Address :-
6. Present Address :-
7. Mobile Number(if any) :-
8. E-mail Address(if any) :-
9. Date of birth as per Christian era:- ;Age(as on 01.04.2022):-
10. 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					
Diploma in Computer Science					

11. Category:
(SC / ST/ SEBC /Gen) :-
(Strike out which is not applicable and attach the supporting documents issued by the authority)
12. Religion:- :-
13. Nationality. :-

Signature of the applicant/employee

DECLARATION

I do hereby solemnly affirm and state that, I am aware about the provisions of Orissa District & Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and amended Rules, 2010. The statements made above are true and correct to the best of my knowledge and belief.

Place:

(Signature of the applicant/employee)

Date:

List of Enclosures:

Scheme of Examination
(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(Practical)	100	1 hour
	Viva-Voce	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.

4. DETAILS OF SYLLABUS FOR EACH SUBJECT SHALL BE AS FOLLOWS:

- (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, profits 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, web site 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 test:** To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities. "(as amended in 2010).