

**OFFICE OF THE DISTRICT JUDGE,
KORAPUT-JEYPORE.**

Dated: Jeypore the 18th day of June, 2026.

ADVERTISEMENT NO. 3 of 2026

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, Stenographer Grade-III and Junior Typist** 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 pending before 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	03	-	01	-	-	-	03	01	08
Stenographer Grade-III	Pay Matrix Rs.25,500/- to Rs.81,100/- at Level-7	-	01	-	-	-	-	01	-	02
Junior Typist	Pay Matrix Rs.19,900/- to Rs.63,200/- at Level-4	-	01	-	-	-	-	-	-	01

Note:

- a. Out of the vacancies mentioned above, candidate belonging to Person with Disability (PWD), when selected as per the reservation provided for him/her, shall be adjusted against the category to which he/she belongs.
- b. The exchange of reservation between SC & ST will not be considered.
- c. The Number of posts in each cadre may increase or decrease.
- d. Reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provision of the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and Rules made there under.

- e. Reservation of vacancies for Sports Persons, Ex-Serviceman and Physically Handicapped 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.
- f. The District Recruitment Committee has got right to revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- g. The decision of the District Recruitment Committee as to the result of the examination shall be final and in no case shall be liable to be challenged.
- h. In case of non-availability of eligible/suitable women candidate(s)(W) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate of the same category.

1. ELIGIBILITY CRITERIA:-

A candidate in order to be eligible for the posts of Junior Clerk-cum-Copyist, Stenographer Grade-III and Junior Typist;

- a. shall be a citizen of India.
- b. shall have passed at least +3 Examinations or such other qualification as are equivalent to +3 examination from a recognized University, as the case may be.
- c. shall have passed at least Diploma in Computer Application from a recognized institute.
- d. shall be above 18 years of age and below 42 years of age as on the last date for receipt of applications i.e. dated. **20.07.2026**.

Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the Act, Rules, Orders or instructions, for the time being in force for the respective reserved categories.

- e. shall be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E Standard.
- f. shall be of good character.
- g. shall be of sound health, good physique and free from organic defects or bodily infirmity.
- h. shall not have more than one spouse living, if married.
- i. Government Servants, whether temporary or permanent, are eligible to apply provided that, they possess the requisite qualification and are within the prescribed age limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain '**No Objection Certificate**'.
- j. shall submit a declaration that no Criminal Proceeding is pending against him/her.

- k. shall have possessed a minimum speed of 40 words per minute in Typewriting in English (**For the post of Junior Typist**).
- l. shall have knowledge in shorthand with a speed of 80 words per minute and typing in English with a speed of 40 words per minute (**For the post of Stenographer Grade-III**).

2. SCHEME OF EXAMINATION:

(A) The Scheme of Examination for the Post of Junior Clerk-cum-Copyist:

WRITTEN TEST

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

Only successful candidates in the written examination shall be called for the Computer Science Test (Practical) and the candidates qualified in Computer Science Test (Practical) shall be called for Viva-voce Test for the post of Junior Clerk-cum-Copyist.

(B) The Scheme of Examination for the Post of Junior Typist & Stenographer Grade-III:

WRITTEN TEST

	Subject	Marks	Duration of test.
<u>Part-I</u>	English (Qualifying in nature)	100	2 hours
Part-II	Shorthand & Typewriting test (For Stenographer Grade-III)	50	Shorthand-5 minutes. Typewriting Test-10 minutes.
	Typewriting Test (For Junior Typist)	50	Typewriting Test-10 minutes
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-Voce	35	--

For the Post of Junior Typist:

The candidates selected in the written test shall be called for typewriting test. The candidates qualified in typewriting test shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for Viva-voce test, as per the relevant Rules.

For the Post of Stenographer Grade-III:

The candidates selected in the written test shall be called for shorthand and typewriting test. The candidates qualified in shorthand and typewriting test shall be called for Computer Science Test (Practical) and the candidates selected in Computer Science Test (Practical) shall be called for Viva-voce test, as per the relevant Rules.

3. SYLLABUS OF THE EXAMINATION SHALL BE AS FOLLOWS:**A. WRITTEN EXAMINATION:****SUBJECT IS AS FOLLOWS:****(FOR JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST & STENOGRAPHER GRADE-III)****(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. |

(N.B: Standard of Examination shall be equal to that of +3 Examination conducted by a recognized University)

(ii) ARITHMETIC (FOR THE POST OF JUNIOR CLERK-CUM-COPYIST):

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) GENERAL KNOWLEDGE (FOR THE POST OF JUNIOR CLERK-CUM-COPYIST):

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

B. PRACTICAL EXAMINATION:**(i) TYPEWRITING TEST (FOR THE POST OF JUNIOR TYPIST):-**

The Candidates for the post mentioned above shall be given a written passage containing 400 words in English Language, which he/she shall reproduce by typing through Computer System in 10 minutes.

(ii) SHORTHAND AND TYPEWRITING TEST (FOR THE POST OF STENOGRAPHER GRADE-III):-

The candidates for the post mentioned above shall be dictated a passage of 400 words in English language in 5 minutes, which shall be taken in shorthand on shorthand note-sheet supplied by the examiner. He/She shall reproduce such shorthand test of 400 words in Type Script in 10 minutes. **The Typewriting Test shall be held through Computer System.**

(iii) COMPUTER SCIENCE TEST (PRACTICAL) (FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST, JUNIOR TYPIST & STENOGRAPHER GRADE-III):-

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) 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.

Selected number of successful candidates in the written test shall be called for the type writing test for the post of Junior Typist. The candidates selected in type writing test shall be called for Computer Science Test(Practical) and the candidates qualifying in the said practical test shall be called for Viva-voce test for the post of Junior Typist as per Rules.

INSTRUCTION FOR THE CANDIDATES FOR THE POST OF STENOGRAPHER GRADE-III AND JUNIOR TYPIST:

- The cut off mark for qualifying in the Computer Science Test (Practical) for the posts of Stenographer Grade-III and Junior Typist shall be 50% in case of General candidates and candidates belonging to the other categories, and 40% in case of SC/ST candidates.
- Those candidates who have secured minimum 55% in case of General candidates and candidates belonging to the other categories, and 50% in case of SC/ST candidates of marks in short hand and type writing test shall be called for Computer Test (Practical).
- For each correct word 0.125 marks will be awarded.
- Mistake means wrong spelling of words, substitution of words, repetition of words and wrong punctuation marks.

4. Examination Fee:-

No fee is required to be paid by the candidates.

5. DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION:-

A candidate is required to submit his/her application duly filled in and signed by his/her own hand and furnish the required particulars as per **Format-A** along with following documents;

- i) self attested copies of certificates and mark sheets of H.S.C., + 2 and +3 examinations or equivalent examination from a recognized Board/University.

- ii) self attested copy of the certificate and 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 Stenography Certificate (for the post of Stenographer Grade-III Only) & Typewriting Certificate (for the post of Junior Typist) issued by recognized institution.
- 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. (the names and designation of the Issuing Authorities are to be mentioned in application form)
- viii) four self attested Passport Size photographs (one is to be affixed on the application on the space provided)
- ix) three self addressed envelopes (stamped with Rs. 60/- each) for dispatching of call letters by Regd. Post.
- x) document showing passing of Odia as one of subject equivalent to M.E. Standard.
- xi) self declaration to the effect that, he/she has no more than 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 Certificate/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.
- xv) copy of the self attested “**Conversion Certificate**” for the candidates who is awarded with grade marks instead of percentage of marks.
- xvi) (a) Candidates belonging to S.T./S.C./S.E.B.C. Category of Odisha by birth are required to submit the self-attested copy of the relevant caste Certificate as mentioned in their application form and issued by the competent Authority in the prescribed form. Candidates of S.E.B.C. Category (other than Creamy Layer) must submit the self-attested copy of caste Certificate issued by the Competent Authority within the last Three years by the closing date for submission of the Application form.
(b) The S.E.B.C. Certificate which is more than 03 years by the last date of submission of application form is liable for rejection.
(c) Women candidates belonging to S.C./S.T./S.E.B.C. categories are required to submit Caste Certificates by birth showing “ daughter of” Caste Certificates by virtue of marriage (i.e. showing “ wife of”) will not be accepted.

6. LAST DATE OF RECEIPT OF APPLICATION:-

Application along with required documents and self attested copies of certificates duly signed by the candidate must reach in the Office of the District Judge, Koraput-Jeypore on or before **20.07.2026 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.

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. **20.07.2026**.
- (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 and amendments made thereto. 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.
- (vi) Candidates are advised to refer the website from time to time for further updates.
- (vii) Candidates are advised to refer the rules contained in Odisha District & Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment made thereto.

For details of advertisement kindly see the Koraput District Court website;

<https://koraput.dcourts.gov.in/notice-category/recruitments/>

Sd/-

18.06.2026

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
Passport 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 20.07.2026):- (_____ years _____ months _____ days)

8. Educational qualification
(Attach attested copies of Certificates & Mark sheets):-

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 Officers / 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)