

**OFFICE OF THE DISTRICT JUDGE, MALKANGIRI.
RECRUITMENT FOR THE YEAR 2026**

Advertisement No. 01/2026

Dated 22nd day of June, 2026

Last date of Receipt of Application: 22.07.2026 (05 : 00 p.m.)

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 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. The appointment of the following posts are on regular basis and governed by the Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amended up to 01.06.2026 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 to 63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	03 (W-1)	-	05(W-2)	-	08
02.	Stenographer Grade-III	Rs.25,500 to 81,100/- in Level-7 of Pay Matrix of ORSP Rules, 2017	01	-	01	-	02
03.	Junior Typist	Rs.19,900 to 63,200/- in Level-4 of Pay Matrix of ORSP Rules, 2017	01	-	01	-	02

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 vacancy of Posts as indicated above may increase or decrease.***
- ***The Authority reserves the right to cancel the recruitment process at any time without assigning any reason thereof and without prior notice to the applicants. The decision of the District Judge, Malkangiri as to the result of the Examination shall be final and in no case shall be liable to be challenged.***

1. ELIGIBILITY CRITERIA

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

A candidate shall:

- a) Be a citizen of India.
- b) Have passed at least +3 examination or equivalent qualification from a recognized University.
- c) Have passed at least Diploma in Computer Application from a recognized institute.
- d) Be over 18 years and below 42 years of age as of **22.07.2026**, i.e. the last date fixed for receipt of applications. Provided that, the upper age limit shall be relaxed by 5 years in case of SC/ST/ Women candidates and in respect of PWD candidates & Ex-serviceman Candidates shall be relaxed in accordance with the provisions made under the Act, Rules, Orders or instructions, for the time being in force, for the respective reserved categories issued in that behalf by the Government.

(Date of birth entered in the High School Certificate or equivalent Certificate by the concerned Board/ Council will only be accepted by the District Recruitment Committee.)

- e) Be able to speak, read, and write Odia and have passed a test in Odia 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.
- i) For the post of Junior Typist, the Candidates shall have possessed minimum speed of 40 (Forty) words per minute in English typewriting through computer system.
- j) For the post of Stenographer Grade-III, the Candidates shall have possessed a minimum speed of 80 (Eighty) words per minute in shorthand and 40 (Forty) words in per minute in English typewriting through computer system.

Additional Notes:

- a) Every candidate has to mention the name of the post clearly in underlined Capital letter on the top of the envelope.
- b) In case a candidate applies for more than one post so advertised, separate application forms should be submitted for each post mentioning the name of the post clearly in underlined capital letter on the top of the envelope. In each such separate application form, the candidate must write the other post(s) advertised for which he/ she has also applied separately on the bottom of the form-A of the application form in underlined capital letters.
- c) Candidates must specify the category (e.g., ST, SC, UR) for which they will apply. If unspecified, the application will be treated as Un-Reserved (UR).

- d) Incomplete applications or Defective on any substantial aspect shall be summarily rejected.
- e) The Authority reserves the right to shortlist the 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 reason or prior notice.

2. EXAMINATION FEES

No examination fee is required to be paid by the candidates of any category.

3. LIST OF DOCUMENTS TO BE SUBMITTED

Candidates must submit self-attested copies of the following documents along with their applications:

- a) H.S.C. Board or equivalent certificate showing proof of age and mark sheet ;
- b) +2 or equivalent Examination certificate and mark sheet;
- c) +3 or equivalent Examination certificate and mark sheet;
- d) Diploma in Computer Application certificate issued by a recognized Institute;
- e) Typewriting course certificate from a recognized Institute (for Junior Typist only);
- f) Stenography & Type Writing certificate from a recognized Institute (for Stenographer Grade-III only);
- g) Certificate of passing Odia at least 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 officers);
- i) Three self-signed recent passport-size photographs of the applicant (one to be affixed in the given box on the application form);
- j) Two self-addressed envelopes with postage stamps of Rs. 60/- on each for dispatch of all letters by the Speed Post;
- k) Caste certificate for ST & SC candidates issued by a competent Authority in the prescribed form;
- l) Women Candidates belonging to S.T. 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.
- m) The exchange of reservation between Scheduled Caste and Schedule Tribe will not be considered.
- n) Valid Employment Exchange Registration Card, if any;
- o) Disability certificate for PwD candidates, issued by a competent Authority, indicating the percentage of disability, if the candidates claims reservation under such category;

- p) Identity Card as Sports Person, issued by the Director of Sports, Odisha , if the candidate claims reservation under such category;
- q) Discharge certificate issued by the Commanding Officer of the unit last served who claims reservation under Ex-Servicemen category, along with an affidavit stating that he/ she has not been appointed against any civil post after military service, where applicable;
- r) **“NO OBJECTION CERTIFICATE”** issued by the Competent Authority in case the Candidate is a Government Servant (whether temporary or permanent).
- s) His/her valid mobile number and e-mail address in the appropriate space in the Application Form for future communication through such mode, if required.
- t) Self-declaration by the Candidate to the effect that “he/she has not more than one spouse living, if married”;
- u) Conversion certificate for the Candidates from the concerned Board, Council or University indicating the actual equivalent percentage of marks and the conversion formula who have been awarded with grade marks instead of percentage marks, failing which their applications are liable to be rejected; and
- v) A self Declaration by the Candidates to the effect that “he/she has no Criminal antecedents”;

4. PROCESS OF SELECTION

Selection to the post shall be through a written competitive examination followed by computer test and viva-voce test.

SCHEME OF EXAMINATION:

(A) FOR THE POST OF JR. CLERK-CUM-COPYIST

	Subject	Marks	Duration of Test
PART-I (Written Examination)	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	-

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:

- a) An Essay to be written in English: 30 marks
- b) A Letter or application to be written in English: 20 marks
- c) One Odia passage to be translated into English: 15 marks
- d) One English passage to be translated into Odia: 15 marks
- e) Summary of one 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, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic measures and 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):

To test the proficiency of the candidate relating to matters like “text formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing, downloading email, use of 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:

	Subject	Marks	Duration of Test
PART-I (Written Examination)	English (Qualifying in nature)	100	2 hours
PART-II	Shorthand & Type Writing Test	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. .

The Candidates who have secured 35% of marks in the Written Examination in English subject shall be called for Shorthand and type Writing Test in the ratio provided in sub-rule (3) of Rule 7 of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments up to 01.06.2026. The Candidates who have secured minimum 55% marks in case of General Candidates and Candidates belonging to other categories and 50 % of marks in case of SC/ ST category in shorthand and Typewriting Test shall be called for Computer Science Test (Practical). The cut off marks for qualifying in the Computer Science Test (Practical) for the post of Stenographer Grade-III shall be 50% in case of General candidates and candidates belonging to other categories and 40 % in case of SC/ST candidates. The candidates selected in such Practical test shall be called for Viva-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 (four hundred) 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 through computer system 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

	Subject	Marks	Duration of Test
PART-I (Written Examination)	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	-

The Candidates who have secured 35% of marks in the Written Examination in English subject shall be called for type Writing Test in the ratio provided in sub-rule (3) of Rule 7 of Odisha District and Civil Courts' Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendments up to 01.06.2026. The Candidates who have secured minimum 55% marks in case of General Candidates and Candidates belonging to other categories and 50 % of marks in case of SC/ ST category in Typewriting Test shall be called for Computer Science Test (Practical). The cut off marks for qualifying in the Computer Science Test (Practical) for the post of Junior Typist shall be 50% in case of General candidates and candidates belonging to other categories and 40 % in case of SC/ST candidates. The candidates selected in such Practical test shall be called for Viva-voce Test.

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 (four hundred) 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

The last date of receipt of application is fixed on **22.07.2026** by 05:00 p.m. Application along with the required documents and self-attested copies of certificates, duly signed by the Candidate shall reach in the office of the District Judge, Malkangiri, PIN-764045 by 05: 00 p.m. on or before 22.07.2026 positively via Speed Post. Candidates may also drop their application forms in the "Drop Box"

available near E-filing center, District Court, Malkangiri during the office hours on working days only until 05:00 p.m. of 22.07.2026. Applications received after due date and time shall be summarily rejected.

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) Category of candidate cannot be changed in any circumstances subsequently.
- 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) While filling up the marks in the Application Form, the candidate has to mention the actual marks secured by him/her in the H.S.C., + 2 or equivalent, +3 examination or equivalent excluding the marks secured in the extra optional paper(s).
- h) Any misrepresentation or suppression of information by the candidate in the application will result in cancellation of his/ her candidature.
- i) The written examination for all posts to this advertisement shall be held on the same date. If any candidates applies for more than one post, he/ she may appear in the examination for one post only as per own choice.
- j) The date of the examination shall be communicated to eligible candidates in due course by the Speed Post and will also be available on the website below.
- k) No T.A. / D.A. will be allowed to the candidates for attending the recruitment examination.
- l) Applicants are advised to visit the website: <https://malkangiri.dcourts.gov.in> from time to time for update regarding the recruitment process and notification.

Sd/-

**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 & others*):
4. Marital Status (*Married / Unmarried*):
5. Permanent Address:

6. Present Address:
(alongwith Whatsapp Mobile Number & E-mail-ID)

7. Date of Birth:
(Age as on 22.07.2026):Years.....Months.....Days
8. Educational Qualification (Attach attested copies of Certificates)

Name of the Examination Passed	Name of the Board / University	Year of Passing	Aggregate of marks secured	Grade/Division	% of Marks secured
1	2	3	4	5	6
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 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 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 Candidate

Date: