

Boudh District Court

Syllabus for Junior Clerk-cum-Copyist

English

- An essay to be written in English
- A letter or application to be written in English
- One Oriya passage to be translated into English
- One English passage to be translated into Oriya
- Summary of one English passage

Arithmetic

- Vulgar fractions and decimals
- H.C.F and L.C.M
- Simple and Compound interest
- Percentage
- Profit and loss
- Mixtures
- Partnership
- Average rates and taxes
- Insurance
- Square and cubic mixtures
- Problems on Time and work
- Time and Distance

General Knowledge

- Knowledge of current events and such other matters of everyday observation
- Experience as may be expected from an educated person

Computer Science Test (Practical)

To test the proficiency of the candidates relating to matters like

- Test formatting of paragraphs
- Insertion of Table
- Skill to print and save
- File transfer
- Web-site searching/browsing and downloading
- E-mail
- Use of pen-drive & other Software etc.,
- Programs of Accounting

Viva-voce Test

To test and assess suitability of a candidate for the post with particular reference to the candidates alertness, general outlook and potential qualities.

Syllabus for Junior Typist

- English syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist

- For the post of Typist, a candidate shall be given a written passage containing 400 words in English language, which shall reproduce in typescript in 10 minutes
- Computer Science(practical) is same as detailed above for the post of Junior Clerk-cum-Copyist

Syllabus for Salaried Amin

- English syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist