

**OFFICE OF THE DISTRICT JUDGE: JAGATSINGHPUR**

**ADVERTISEMENT**

**No. 03/2025**

**Dated, Jagatsinghpur, the 01<sup>st</sup> day of July, 2025**

. Applications in prescribed format along with required documents are invited from the eligible retired ministerial Staff for appointment of Bench Clerk Grade-I, Senior Typist and Junior Clerk (Computer Knowing) purely on ad-hoc and temporary (contractual) basis under *“The Odisha Fast Track Special Courts (Method of Recruitment and condition of Service of retired Judicial Officers of the Cadre of District Judge and Staff including in-service Judicial Officers in regular cadre of District Judge, Ministerial Staff and Group-D employees) Scheme-2020”*.

1. **The Last Date & Time for receipt of Application:-** 16.07.2025 at 05.00 P.M.

2. **Eligibility Conditions:-**

- a) The Ministerial Staff, who have retired from service on attaining the age of superannuation or on voluntary retirement having a good service record, shall only be eligible to be considered for such appointment subject to fitness and suitability.
- b) The Ministerial Staff must not be above the age of 70 years on the date of advertisement.
- c) The retired Ministerial Staff, who have been dismissed, removed, compulsorily retired from service or had sought voluntary retirement after initiation of Departmental Enquiry against them shall not be eligible to be considered for such ad-hoc appointment.

3. **Pay and other Allowance:-**

A retired Ministerial Staff on appointment under the Scheme on Ad-hoc basis shall be entitled to receive pay and allowances at the rate he/she drawing at the time of retirement minus total amount of pension being received by him/her after commutation under the Pension Rules applicable to him/her. He/She shall also be

entitled to all other regular allowances admissible to in-service staff of the respective cadres.

Provided that with regard to fixation of pay of a retired employee on re-engagement against the lower post than the post he/she was holding at the time of retirement and who has retired prior to 01.01.2016, the pay shall be fixed by invoking para 5 of FDOM No. 24533/F dtd. 29.09.2022.

**4. Attendance & Leave:-**

- a) The Ministerial Staff appointed on ad-hoc basis under the Scheme shall be entitled to 10 days Casual Leave and 5 days Special Casual Leave in a calendar year.
- b) They are not entitled to any other kind of leave during the period of appointment.
- c) Proportionate reduction of pay and allowances shall be made for unauthorized absence, so also for absence beyond permissible period of leave.

**5. No. of Vacancies:-**

- |      |                                 |    |         |
|------|---------------------------------|----|---------|
| i.   | Bench Clerk Grade-I             | :- | 1 (One) |
| ii.  | Senior Typist                   | :- | 1 (One) |
| iii. | Junior Clerk (Computer Knowing) | :- | 1 (One) |

**6. Date, Time and venue of Walk-in-Interview:-**

Date: **19.07.2025 (Saturday)**, Time: **04.00 P.M.**

Venue- **District Court Complex, Charchikabazar, Jagatsinghpur**

**7. General:-**

- a) Applications, complete in all respect, must reach in the office of the **Registrar, Civil Courts, Jagatsinghpur At- Charchika Bazar, Po/Dist- Jagatsinghpur, Pin-754103** on or before **16.07.2025 by 05.00 P.M.** positively either by post or in person during Office hours on each working day. Applications received in the Office after the last date by any means shall be summarily rejected.

- b) The applicants have to mention the name of the post for which he/she is applying **on the top of the Envelope** as well as **on the top of the Application form** in CAPITAL LETTER.
  - c) The application, if found defective/incomplete in any respect shall be summarily rejected. Further, non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of the application.
  - d) One passport size recent photograph is to be affixed in the application form on the space provided.
  - e) The applicants must be physically fit and shall be required to produce fitness certificate from a registered medical practitioner along with the application.
  - f) Canvassing in any form will be a disqualification.
8. **The applicant shall annex the following documents along with the application:-**
- a) Self-attested certificate in support of date of birth.
  - b) Self attested documents (PPO) in support of superannuation/voluntary retirement.
  - c) Medical fitness certificate from a registered Medical Practitioner.
  - d) To submit an undertaking to that effect, he/she has not been dismissed, removed, compulsory retired from service and had sought voluntary retirement after initiation of Departmental Enquiry against him/her.
9. **All the applicants are directed to report before the Registrar, Civil Courts, Jagatsinghpur at 03.00 P.M. on 19.07.2025 along with their original documents for its scrutiny and for walk-in- interview.**
10. The applicants are advised to visit the District Court, Jagatsinghpur website i.e. <https://jagatsinghpur.dcourts.gov.in> from time to time for updates regarding the said recruitment process.

**Sd/-Shri S. Pratihari,**  
District Judge-cum-Chairman,  
District Recruitment Committee, Jagatsinghpur



## FORMAT

Application for the post of \_\_\_\_\_

Advertisement No. \_\_\_\_\_/Date: \_\_\_\_\_

Affix recent  
Passport  
size  
photograph

- 1) Name of the Applicant :  
(In Block Letters)
- 2) Father's/ Husband's Name :
- 3) Address for communication with :  
Mobile No. & E-mail ID
- 4) Date of Birth ( Certificate in support  
of date of birth be closed) :
- 5) Age as on;- (**01.07.2025**) : Years \_\_\_\_\_Months \_\_\_\_\_Days \_\_\_\_\_
- 6) Date of Superannuation/  
Voluntary Retirement :  
(Enclose the copy of PPO)
- 7) List of documents attached : 1)  
2)  
3)  
4)

## DECLARATION

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

Place:

Date:

Full Signature of the Applicant