

## OFFICE OF THE DISTRICT JUDGE, NABARANGPUR.

Dated: Nabarangpur, this the 03<sup>rd</sup> day of March, 2021

### ADVERTISEMENT

Applications in the prescribed format( as per Annexure-1) are invited from the eligible candidates for appointment of Ministerial Staff for the posts of Bench Clerk Grade-1, Senior Stenographer, Senior Clerk, Junior Typist, Junior Clerk and that of Peon( Group-D) on ad hoc and temporary(contractual) basis under the scheme called "The Odisha Fast Track Special Courts( Method of Recruitment and Condition of Services of Retired Judicial Officers of the Cadre of District Judges and Staff including in-service Judicial Officers in the regular cadre of District Judge, Ministerial staff and Group-D employees) Scheme, 2020".

Sl. No.	Name of the Post	No. of post
1	Bench Clerk Grade-1,	01
2	Senior Stenographer,	01
3	Senior Clerk	01
4	Junior Typist	01
5	Junior Clerk(Computer knowing i.e.having passed atleast DCA or equivalent course)	02
6	Peon( Group-D)	01

#### 2. ELIGIBILITY OF THE CANDIDATE :

The retired judicial Ministerial Staff and Peon who have **retired from service** on attaining the age of superannuation or on voluntary retirement having a **clean service record** shall only be eligible to be considered for such appointment subject to **fitness and suitability**,

Provided he/she must not be above the age of 70 years as on the date of Advertisement,

Provided he/she must not be dismissed, removed, compulsorily retired from service had sought voluntary retirement after initiation of departmental enquiry against him/her.

#### 3. PAY AND OTHER ALLOWANCES:-

A retired Ministerial Staff or Group-D employee on appointment under the Scheme on Ad-hoc basis shall be entitled to receive pay and allowances at the rate he/she was 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.

#### 4. TERMS AND CONDITIONS OF APPOINTMENT:-

i) The appointment of Ministerial Staff and Group-D employees made under the scheme shall be purely on contractual basis,

ii) The appointment of under the scheme shall be initially for a period of one year which may further be extended from time to time till the concerned retired staff attained age of 70 years or till continuance of the Scheme (FTSCs) whichever is earlier and it shall be liable to be terminated at any time without notice.

iii) The appointee staff during the tenure of their appointment shall be under the administrative and disciplinary control of the District Judge, Nabarangpur.

**5. ATTENDANCE & LEAVE :-**

- 1) A retired Ministerial Staff and Group-D employee 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.
- 2) They are not entitled to any other kind of leave during the period of appointment, and
- 3) Proportionate reduction of pay and allowances shall be made for unauthorized absence, so also beyond permissible period of leave.

**6. LAST DATE & TIME OF RECEIPT OF APPLICATIONS :- 09.03.2021 at 1.00 P.M.**


**7. DATE, TIME AND PLACE OF INTERVIEW:- On dated 09.03.2021 at 4.00 P.M. in the Chamber of the District Judge, Nabarangpur.**

**8. LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATES ALONG WITH THEIR APPLICATION:-**

- (i) Copy of Certificate in support of date of birth, self attested.
- (ii) Copy of document (PPO) in support of superannuation/voluntary retirement, self attested.
- (iii) Medical fitness certificate from a registered Medical Practitioner.
- (iv) An undertaking to the effect that he/she has not been dismissed, removed, compulsorily retired from service had sought voluntary retirement after initiation of departmental enquiry against him/her.

**8. GENERAL REQUIREMENT:-**

- i. Application complete in all respects should reach in the Office of the Registrar, Civil Courts, Nabarangpur during Office hours on all working days either in person or by post till 1.00 P.M. on dated 09.03.2021
- ii. Incomplete and or defective application or application received after due time & date shall be summarily rejected. No correspondence in this regard shall be entertained.
- iii. Envelop containing application must be inscribed "Application for the post of \_\_\_\_\_".
- iv. The Candidate must be physically fit, and
- v. Canvassing in any form will be a disqualification.

  
3.3.2021  
District Judge-cum-Chairman,  
District Recruitment Committee, Nabarangpur

**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,if any
4. Date of Birth(Certificate in support of date of birth be enclosed):
5. Age as on ..... :      Years      Months      Days
6. Date of Superannuation/ Voluntary retirement :  
(enclosed the copy of PPO)
7. List of Documents attached :
  - 1.
  - 2.
  - 3.
  - 4.

**DECLARATION**

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

Place:

FULL SIGNATURE OF THE APPLICANT

Date: