

OFFICE OF THE DISTRICT JUDGE, RAYAGADA

ADVERTISEMENT NO.01/2021

Dated, Rayagada this the 1st day of March, 2021

1. Applications in prescribed format are invited from eligible candidates for appointment of 7 nos. of Ministerial Staff i.e. Bench Clerk Grade-I (01), Stenographer Grade-I(01), Senior Clerk(01), Senior Typist(01), Junior Clerk (computer knowing)(02) and Peon/Orderly (01) (Group-D) purely on ad-hoc and temporary (contractual) basis in accordance with "*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*"
2. **THE LAST DATE FOR RECEIPT OF APPLICATION : 08.03.2021 BY 5.00 P.M.**
3. **ELIGIBILITY CONDITIONS:**
 - (a) The 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.
 - (b) The retired Ministerial Staff and Group-'D' employees must not be above the age of 70 years as on the date of advertisement.
 - (c) The retired Ministerial Staff and Group-'D' employees, 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.
4. **PAY AND OTHER ALLOWANCES :**

A retired Ministerial Staff and Group-'D' employee on appointment under the Scheme on Ad-hoc basis shall be entitled to received 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. He/She shall also be entitled to all other regular allowances admissible to in-service staff of the respective cadres.
5. **ATTENDANCE AND LEAVE :**
 - (a) The 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.
 - (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.

6. **NUMBER OF VACANCIES:**

(a)	Bench Clerk Grade-I	1 (One)
(b)	Stenographer Grade-I	1 (One)
(c)	Senior Clerk	1 (One)
(d)	Senior Typist	1 (One)
(e)	Junior Clerk (Computer knowing)	02 (two)
(f)	Peon/Orderly (Group-D)	1 (One)

7. **DATE, TIME AND PLACE OF INTERVIEW:**

09.03.2021 AT 4.00 P.M.

In the chamber of the District Judge, Rayagada

8. **GENERAL:**

- (a) Application, complete in all respects, must reach *in the office of the Registrar, Civil Courts, Rayagada, Dist-Rayagada, Pin-765001* by **5.00 P.M. of 08.03.2021** either by person or by Post.
- (b) Incomplete and/or defective applications and applications received after due date and time shall be summarily rejected. No correspondence in this regard shall be entertained.
- (c) Envelope containing application must be inscribed "**Application for the post of _____**"
- (d) The selected candidates must be physically fit and shall be required to produce fitness certificate from a registered medical practitioner along with the application.
- (e) List of eligible applicants shall be published in the District Court's Website/ Notice Board.
- (f) Canvassing in any form will be disqualification.

9. **THE APPLICANT SHALL ANNEX THE FOLLOWING DOCUMENTS ALONG WITH THE APPLICATION:**

- (a) Self-attested certificate in support of date of Birth.
- (b) Self-attested document (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, compulsorily retired from service or had sought voluntary retirement after initiation of Departmental Enquiry against him/her.
- (e) To submit an undertaking to work in any post available in the cadre of Group-'C'

10. INTERPRETATION:

The decision of the District Judge, Rayagada as to the result of the examination shall be final and in no case shall liable to be challenged.

For details, visit "<https://districts.ecourts.gov.in/rayagada>".

Date : 01.03.2021
Place: Rayagada

Sd/-01.03.2021
DISTRICT JUDGE,
RAYAGADA

FORMAT

APPLICATION FOR THE POST OF _____

Advertisement No. _____/Date _____

Affix recent
passport size
photograph

1. Name of the Candidate:
(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 enclosed):
5. Age as on 01.03.2021

Years		Month		Days	
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6. Date of Superannuation /
Voluntary retirement
(Enclose the copy of PPO)
7. List of documents attached : a)
b)
c)
d)
e)

DECLARATION

I 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