

OFFICE OF THE DISTRICT JUDGE, SAMBALPUR

Advertisement No.1,

Dated, Sambalpur the 2nd day of March, 2021

- i. Applications in prescribed format are invited from eligible candidates for appointment of Ministerial Staffs i.e. Bench Clerk Grade-I, Stenographer Grade-I, Senior Clerk, Senior Typist, Junior Clerk (Computer knowing) and Peon/Orderly on *ad hoc* and purely temporary (contractual) basis exclusively under "*The Odisha Fast Track Special Courts (Method of Recruitment and Conditions 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*".
- ii. **The Last Date & Time for receipt of Application:- 15.03.2021 at 5.00 P.M.**
- iii. **Terms and Conditions of Appointment:-**
 - a) The appointment of retired Ministerial Staffs and Group-D employees shall be on *ad hoc* and purely temporary (contractual) basis exclusively and shall be made initially for a period of one year which may further be extended from time to time till the concerned retired staff attains the age of 70 years or till continuance of the Scheme (FTSCs) whichever is earlier and he/she shall be liable to be terminated at any time without notice.
 - b) The appointee retired staffs during the tenure of their appointment shall be under the administrative and disciplinary control of the District Judge, Sambalpur.
- iv. **Eligibility:-**
 - (a) The Ministerial Staffs and Peons who have retired from service against respective cadre on attaining the age of superannuation or on voluntary retirement from this Department having a clean service record shall only be eligible to be considered for such appointment subject to fitness and suitability;
 - (b) The retired Ministerial Staffs and Group-D employees must not be above the age of 70 years as on the date of Advertisement;
 - (c) The retired Ministerial Staffs 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.

v. **Pay and other Allowances:-**

A retired Ministerial Staff against their respective cadre 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. He/She shall also be entitled to all other regular allowances admissible to in-service staff of the respective cadres.

vi. **Attendance & 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.

vii. **No. 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) | - 2(two) |
| f) Peon/Orderly | - 1(one) |

viii. **Date, Time and place of Interview:-**

The date, time and place of interview will be notified and intimated after scrutiny of the applications.

ix. **General:-**

- (1) Applications, complete in all respects, must reach in the Office of the **Registrar, Civil Courts, Sambalpur-768001** by **5 P.M. of 15.03.2021** during the office hours on all working days either in person or by Post.
- (2) 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.
- (3) Envelope containing application must be inscribed "**Application for the post of _____**" (against respective cadre).

- (4) The candidates must be physically fit and shall be required to produce fitness certificate from a registered medical practitioner along with the application.
- (5) Canvassing in any form will entail in disqualification of the candidature.

x. **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 the effect that he/she has not been dismissed, removed, compulsorily retired from service or had sought voluntary retirement after initiation of Departmental Enquiry against him/her.

Date : 02.03.2021,
Place: Sambalpur.

Sd/-
District Judge,
Sambalpur.

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 dt.02.03.2021 : 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